



Hiring a Consultancy Firm for UGHE Asset Count and Verification Exercise

Date: 23rd February 2026

Dear Sir/Madam,

1. **Background:**

The University of Global Health Equity (UGHE) is undertaking a comprehensive asset count and verification exercise to ensure accurate financial reporting, prevent asset loss, and maintain an up-to-date inventory of physical assets across all university departments and operational sites. This process is critical for maintaining accountability, transparency, and compliance with financial and audit standards.

The exercise involves identifying, tagging, and verifying all university-owned assets using both manual and automated systems, such as barcode and RFID scanners. The asset verification process will be supported by the university's asset management system (SERENIC), which maintains the master inventory list and ensures accurate tracking of all physical assets.

A university asset count exercise typically includes tagging assets, conducting physical counts in departments, reporting discrepancies to the Finance department, and using automated systems to improve accuracy and efficiency. This ensures accurate financial Reporting prevents loss and maintains an up-to-date record of the university's property.

1. More details on the services are provided in the Terms of Reference.
2. The RFP includes the following documents:

Section 1 - Letter of Invitation

Section 2 - Instructions to Firms (including Data Sheet)

Section 3 - Technical Proposal - Standard Forms

Section 4 - Financial Proposal - Standard Forms

Section 5 - Terms of Reference

3. Well prepared proposals in PDF format will be sent to the via e-procurement system: <https://ughe.app/eprocurement/index.php> on or before **6th March 2026 at 11:59 am**.
4. Any clarification requests can be sent by email to the below email addresses no later than 2nd March 2026 ughe-procurement@ughe.org
5. All documents must be submitted in one PDF document, and it shall remain the responsibility of the firm to ensure that your proposals should be submitted by email to the above-mentioned emails. Kindly ensure that they are signed, in PDF format, and free from any virus or corrupted files.
6. Services offered shall be reviewed based on completeness and compliance of the Proposals with the minimum specifications described above and any other annexes providing details of UGHE requirements.
7. The Proposal that complies with all the specifications, requirements and offers the lowest price, as well as all other evaluation criteria indicated, shall be selected.
8. Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UGHE. The unit price shall prevail, and the total price shall be corrected.
9. At any time during the validity of the Proposals, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UGHE after it has received the Proposals.
10. UGHE is not bound to accept any Proposals, nor award a contract/Purchase Order, nor be responsible for any costs incurred by the bidder while conducting the selection process.

Thank you and we look forward to receiving your Proposals.

Yours sincerely,



Shivon Byamukama
Deputy Vice Chancellor for Administrative and Financial Affairs
University of Global Health Equity

Instructions to Consultants, Data Sheet

Item No.	Description
1	Name of the Client: UNIVERSITY OF GLOBAL HEALTH EQUITY Method of selection: Quality & Cost Based
2	Financial Proposal to be submitted together with Technical Proposal: Name of the assignment is: System/Project Consultant – University Asset Count and Verification Exercise
3	A pre-proposal site visit will be held N/A The Client’s representative is: Finance Department University of Global Health Equity
4	The Client will provide the following inputs and facilities: None
5	Proposals must remain valid 120 days after the submission date.
6	Clarifications may be requested not later than 2/3/2026. The address for requesting clarifications is: ughe-procurement@ughe.org
7	Proposals shall be submitted in ENGLISH
8	The format of the Technical Proposal to be submitted is: As per the forms provided
9	Amounts payable by the Client to the Consultant under the contract to be subject to local taxation: YES.
10	Firms to state price in the national currency: YES
11	Expected Timeline of the Assignment: N/A
12	Documents to be submitted: a) Company experience b) At least three (3) Certificates of satisfactory completion of similar services or proof of contract

13	<p>Evaluation Criteria:</p> <p>Technical Proposal:</p> <p>1.Relevant academic qualifications and professional certifications in asset management, Finance, or related fields 20Pts</p> <p>2.Minimum of five (5) years of demonstrated experience in asset management systems, inventory verification, and institutional asset tracking. Experience in higher education or similar institutional settings will be given preference. 30Pts</p> <p>3. Quality and relevance of documented evidence showing successful completion of at least three (3) similar asset verification or inventory management projects, including client references and measurable outcomes 25Pts</p> <p>4. Proficiency in asset management systems (barcode/RFID technology, data analysis tools, and report writing. Strong project management and communication skills.20%</p> <p>5.Experience working in Rwanda or East Africa, familiarity with Rwandan financial regulations, and knowledge of the English language 5%</p>
14	<p>Financial Evaluation:</p> <p>Consultants are invited to submit budget proposals covering all aspects of the project.</p> <p>The lowest evaluated Financial Proposal (Fm) is given the maximum financial score (Sf) of 100.</p> <p>The formula for determining the financial scores (Sf) of all other Proposals is calculated as following:</p> <p>Sf = 100 x Fm/ F, in which “Sf” is the financial score, “Fm” is the lowest price, and “F” the price of the proposal under consideration.</p> <p>The weights given to the Technical (T) and Financial (F) Proposals are: Technical = 70%, and Financial = 30%</p> <p>Proposals are ranked according to their combined technical (St) and financial (Sf) scores using the weights (T = the weight given to the Technical Proposal; F = the weight given to the Financial Proposal; T + F = 1) as following:</p> <p>S = St x T% + Sf x F%.</p>
15	UGHE will award contract to: One Vendor/ Consultant
16	Type of Contract to be Signed: lump-sum contract
17	Conditions for Release of Payment: Approval of invoice of services rendered
18	<p>Annexes to this RFP:</p> <p>a) Technical proposal submission forms</p>

	b) Financial proposal submission forms c) Terms of Reference d) Form of Contract
19	Date of Submission of proposals: Date of Submission: On or before 06 th March 2026 at 11:59AM

Technical Proposal – Standard Forms /Annexes

{Notes to Consultant shown in brackets { } throughout Section 3 provide guidance to the Consultant to prepare the Technical Proposal; they should not appear on the Proposals to be submitted.}

FORM TECH-1

TECHNICAL PROPOSAL SUBMISSION FORM

{Location, Date}

To:

Dear Sir/Madam:

We, the undersigned, offer to provide the consulting services for *(insert Title of Assignment)*. in accordance with your Request for Proposal dated *(Insert date)* and our Proposal.

We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal.

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in the Data Sheet, we undertake to negotiate on the basis of the proposed staff.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than 7 days after the signature of the contract.

Our Proposal shall be valid and remain binding upon us for the period of time specified in the Data Sheet

We understand you are not bound to accept any Proposal you receive.

Yours sincerely,

Authorized Signature {In full and initials}:

Name and Title of Signatory:

Name of Consultant

Address:

Contact information (phone and email):

FORM TECH-2

CONSULTANT'S ORGANIZATION AND EXPERIENCE

A - Consultant's Organization

[Provide here a brief (two pages) description of the background and organization of your consultancy]

B - Consultant's Experience

1. List only previous similar assignments successfully completed in the last 10 years. List only those assignments for which the Consultant was legally contracted by the Client as a company or was one of the joint venture partners. The Consultant should be prepared to substantiate the claimed experience by presenting copies of relevant documents and references if so requested by the Client.

Assignment name:	Approx. value of the contract (in currency: Rwanda francs or freely convertible currency]
Country: Location within country:	Duration of assignment (weeks):
Name of Client:	Total N° of staff-months of the assignment:
Address:	Approx. value of the services provided by your consultant under the contract (<i>in currency: US\$, Euro, RWF, etc...</i>):
Start date (month/year): Completion date (month/year):	N° of professional staff-months provided by associated Consultants:
Name of associated Consultants, if any:	Name of senior professional staff of your consultant involved and functions performed (indicate most significant profiles such as Project Director/Coordinator, Team Leader):
Narrative description of Project:	
Description of actual services provided by your staff within the assignment:	

FORM TECH-3

DESCRIPTION OF APPROACH, METHODOLOGY, AND WORK PLAN IN RESPONDING TO THE TERMS OF REFERENCE

A description of the approach, methodology and work plan for performing the assignment, including a detailed description of the proposed methodology and staffing for training, if the Terms of Reference specify training as a specific component of the assignment.

- a) Technical Approach and Methodology
 - b) Work Plan
- a) Technical Approach and Methodology. *{Please explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TORs), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s), and the degree of detail of such output. Please do not repeat/copy the TORs in here.}*
- b) Work Plan. *{Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing your understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents (including reports) to be delivered as final output(s) should be included here. The work plan should be consistent with the Work Schedule Form.}*
- c) Organization and Staffing. *{Please describe the structure and composition of your team, including the list of the Key Experts, Non-Key Experts and relevant technical and administrative support staff.}*

Annex 1. TERMS OF REFERENCE

1. Background

The University of Global Health Equity (UGHE) is undertaking a comprehensive asset count and verification exercise to ensure accurate financial reporting, prevent asset loss, and maintain an up-to-date inventory of physical assets across all university departments and operational sites. This process is critical for maintaining accountability, transparency, and compliance with financial and audit standards.

The exercise involves identifying, tagging, and verifying all university-owned assets using both manual and automated systems, such as barcode and RFID scanners. The asset verification process will be supported by the university's asset management system (SERENIC), which maintains the master inventory list and ensures accurate tracking of all physical assets.

A university asset count exercise typically includes tagging assets, conducting physical counts in departments, reporting discrepancies to the Finance department, and using automated systems to improve accuracy and efficiency. This ensures accurate financial reporting, prevents loss, and maintains an up-to-date record of the university's property.

2. Purpose and Objectives

The purpose of this consultancy is to guide and support UGHE in executing a robust asset count and verification exercise that improves operational efficiency, ensures accurate asset records, and strengthens institutional controls.

Key objectives include:

- Designing and implementing the asset verification process
- Confirming the existence, condition, and location of all university-owned assets
- Reconciling discrepancies between physical counts and system records

3. Scope of Work

The consultant will be responsible for the following areas:

3.1 Asset Verification and Management

- Develop a detailed implementation plan for the asset count exercise, including timelines, milestones, and resource requirements
- Coordinate asset tagging and physical verification using "floor-to-sheet" and "sheet-to-floor" methodologies
- Provide technical guidance on the use of automated verification tools to improve efficiency and accuracy
- Conduct post-implementation evaluation and submit a final report with findings and recommendations

3.2 Training and Capacity Building

Provide comprehensive training to university staff on asset verification procedures and best practices

Train asset verification teams on the proper use of barcode/RFID scanners and data collection tools

Offer ongoing technical support during the implementation and verification phases

4. Methodology

The asset verification exercise will utilize a dual approach to ensure comprehensive and accurate asset tracking:

Floor to sheet: Ensuring all physically observed assets are recorded in the SERENIC system

Sheet to floor: Confirming all assets listed in SERENIC exist physically at designated sites

Barcode or RFID scanners will be used throughout the verification process to ensure accuracy, efficiency, and real-time data capture. The consultant will provide guidance on scanner operation, troubleshooting, and data synchronization with SERENIC.

5. Key Activities

5.1 Preparation

Update and print the latest asset register from SERENIC

Communicate the exercise schedule and expectations to all departments and stakeholders

Assign and brief asset verification teams on their roles and responsibilities

5.2 Asset Identification and Tagging

Tag new or previously untagged assets with unique identifiers

Ensure all asset tags are properly affixed and scannable using barcode/RFID technology

5.3 Physical Verification

- Conduct department-by-department physical counts using the master asset list as a guide
- Record and document any missing, newly discovered, damaged, or relocated items
- Capture asset condition, location details, and other relevant information during the verification process

5.4 Reconciliation and Reporting

- Submit verified data to the Finance department for review and validation
- Reconcile discrepancies between physical counts and SERENIC records
- Prepare a comprehensive final report summarizing findings, actions to be taken, and recommendations for future improvements

6. Items to be Verified

The asset count exercise will cover all university campuses, offices, and operational sites. Items to be verified and counted should be included, but are not limited to:

1. Laptops and other computer equipment
2. Furniture, fittings, and office equipment
3. Decoration materials (including received gifts)
4. Motor vehicles and motorcycles
5. Campus warehouse inventory (infrastructure materials, kitchen materials, student supplies, etc.)
6. Any other university-owned fixed or movable assets

7. Roles and Responsibilities

Consultant:

- Conduct physical counts and collect data at assigned sites
- Lead the asset verification exercise, provide technical guidance, conduct training, ensure quality assurance, and
- Prepare a comprehensive final report for management review and approval.

Departmental Representatives:

Facilitate access to offices, labs, and storage areas, and provide clarification on asset details

Finance Department:

Coordinate the exercise, compile results, and update records in SERENIC,

Review final report, and ensure proper accounting treatment of assets

8. Timeline

The consultancy will span a period of **3 months**, beginning from the date of contract signing.

9. Deliverables

The consultant is expected to deliver the following outputs:

- Summary report on identified discrepancies
- Final comprehensive report with findings, recommendations, and proposed improvements for future asset management practices

10. Consultant Qualifications and Requirements

The consultant must meet the following criteria:

- **Education:** Bachelor's degree in business administration, Finance, Accounting, Information Technology, or a related field. A master's degree or professional certification (e.g., Certified Asset Management Assessor, Project Management Professional) would be an added advantage
- **Experience:** Minimum of **five (5) years** of proven experience in conducting physical assets verification exercises, assets tagging, and inventory management, preferably in higher education or similar institutional settings.
- **Portfolio:** Demonstrated portfolio of similar assignments, including documented evidence of successful asset verification projects. Candidates must provide at least **three (3) examples** of comparable projects, including project descriptions, outcomes, and client references.

Technical Skills:

Strong understanding of barcode and RFID technology and their application in asset tracking

Proficiency in data analysis tools and reporting software (e.g., Microsoft Excel, or other relevant systems)

Professional Skills:

- Excellent project management and organizational skills
- Strong communication and interpersonal skills, with the ability to train and work effectively with diverse teams
- Excellent report-writing and analytical skills, with experience in producing comprehensive technical documentation

- Ability to work independently and meet deadlines in a fast-paced environment

11. Evaluation Criteria

Applications will be evaluated based on the following criteria:

- Education and Professional Qualifications: **20%**
- Relevant academic qualifications and professional certifications in asset management, finance, or related fields Relevant Experience: **30%**
- Minimum of five (5) years of demonstrated experience in asset management systems, inventory verification, and institutional asset tracking. Experience in higher education or similar institutional settings will be given preference. Portfolio of Similar Assignments: **25%**
- Quality and relevance of documented evidence showing successful completion of at least three (3) similar asset verification or inventory management projects, including client references and measurable outcomes Technical and Professional Skills: **20%**
- Proficiency in asset management systems (barcode/RFID technology, data analysis tools, and report writing. Strong project management and communication skills. Desirable Qualifications: **5%**
- Experience working in Rwanda or East Africa, familiarity with Rwandan financial regulations, and knowledge of the English language

12. Reporting and Supervision

The consultant will submit the required reports to the **Director of Finance and Grants Management**.

The consultant is expected to:

Submit bi-weekly progress reports summarizing activities, milestones achieved, and any challenges encountered

Promptly escalate any technical, operational, or compliance concerns

Participate in an end-of-project debrief to evaluate outcomes, lessons learned, and recommendations for future improvements

13. Confidentiality and Ethics

The consultant must adhere to UGHE's policies on confidentiality, data protection, and ethical conduct

All interactions with university staff and handling of university data must maintain professionalism, integrity, and respect for institutional policies.

The consultant must disclose any conflicts of interest and refrain from engaging in activities that could compromise the integrity of the verification exercise.