

Financial Safety Company PLC

INVITATION FOR TRAINING SERVICES

FINANCIAL SAFETY COMPANY (FISA Co) PLC is a microfinance institution registered by Rwanda Development Board and National Bank of Rwanda (BNR) under laws of the Republic of Rwanda with Company. It was established on 4 November, 2013 and operating in Rwanda with the main value —Inclusive finance for development, while its main mission is —Facilitating access to client- driven financial services and accompanying non-financial services to all financial excluded population mainly those living in rural areas, with a particular focus on farmers, entrepreneurs, women and youth especially living in rural areas in order to enable them saving and creating small income generating projects and reduce poverty.

Terms of reference

FISA CO PLC is soliciting bids from qualified training firms to conduct a comprehensive **Corporate Governance Training for its Board of Directors**. The purpose of this training is to enhance the knowledge and effectiveness of the board in fulfilling its governance responsibilities.

Scope of Work

The selected training firm will be responsible for:

1. Developing a Customized Training Program:

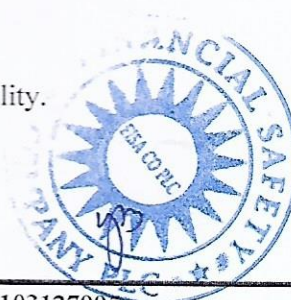
- Assessing the specific needs of FISA CO PLC's board.
- Designing a training curriculum tailored to the **unique context and requirements** of the company.

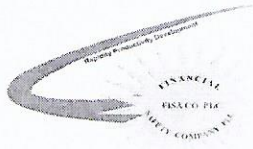
2. Delivering Training Sessions:

- Conducting engaging and interactive training **sessions**.
- Utilizing case studies, best practices, and **practical examples**.
- Providing comprehensive materials and **resources to support learning**.

Key Topics to be Covered:

- Roles and responsibilities of board members.
- Effective governance frameworks and best practices.
- Risk management and compliance.
- Ethical decision-making and corporate social responsibility.
- Financial oversight and strategic planning.
- Board dynamics and effective communication.





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Qualifications

Interested training firms should have:

- Demonstrated experience in delivering corporate governance training to boards of directors.
- Expertise in corporate governance, compliance, risk management, and related fields.
- Strong track record of success with similar training programs.

Submission Requirements

Bidders are required to submit the following:

Training Proposal:

- Detailed description of the training approach and methodology.
- Outline of the training curriculum and key topics.
- Proposed schedule and timeline for the training sessions.

Cost Proposal:

- Detailed breakdown of costs, including fees for training design, delivery, and materials.
- Any additional expenses or requirements.

In addition to the above, the bidders should submit the following:

- A motivation letter addressed to **Managing Director** of Financial Safety Company Plc;
- RDB certificate ;
- RRA clearance certificate;
- Completion of the same work certificate

Submission Deadline

All bids must be submitted by **30.07.2024 (12:00)** at FISA CO PLC Head Offices and Branches. Late submissions will not be considered.

Bidders or their representatives are invited to take part in the opening session which shall take place on Wednesday **31st/07/2024 at 12:00** at **Financial Safety Company Plc head offices (Rubavu)**.

UWINGABIRE Jean Bosco

Managing Director

