STRENGTHENING RWANDAN MSMEs DEVELOPMENT THROUGH INCLUSIVE FINANCE

01/2024 – 12/2026

Project Advisor – MSME finance
1. **Context**

1.1. **About ADA**

ADA (Appui au développement autonome) is a Luxembourgish, non-governmental organisation dedicated to enhancing the autonomy of vulnerable people in Africa, Central America, and South-East Asia through inclusive finance since 1994, thereby contributing to achieving the sustainable development goals.

ADA leverages its resources and expertise to innovate, support local partners, implement technical support programmes, offer Investment advice, and manage knowledge to create a positive and sustainable impact on the targeted populations.

ADA's activities are centred around three primary areas: youth entrepreneurship, agricultural and forestry value chains, and access to basic services. These initiatives are guided by three cross-cutting priorities: addressing climate change, promoting gender equality, and leveraging digital technologies.

On an organisational scale, ADA comprises a dedicated team of approximately 50 employees and a dozen project advisors actively engaged in the field. ADA has an average annual budget of 15 million euros.

1.2. **Project Details**

ADA is co-designing and co-implementing various sustainable inclusive finance projects in Rwanda. One of them is the Project RWA/024 - “Support to the development of Kigali International Financial Centre (KIFC)”, a 5-year project managed by LuxDev and financed by the Government of Luxembourg in the frame of the bilateral cooperation between Luxembourg and Rwanda. ADA designed a part of the project in close collaboration with LuxDev and will start implementing it early 2024.

The project RWA/024 has the following specific objectives:

1. The KIFC ecosystem cultivates first-class Human Capital for the financial sector.
2. The KIFC ecosystem scales sustainable finance in Rwanda.
3. The KIFC ecosystem facilitates investments in bankable projects of MSMEs.
4. The KIFC ecosystem provides an enabling environment for the creation and expansion of fintech.

ADA will be actively engaged in the realisation of Specific Objective 3 through a project titled “Strengthening Rwandan MSMEs development through inclusive finance”.

In this frame, ADA’s intervention has a three-year duration, extendable for an additional two years, and aims to increase financing for bankable MSME projects in Rwanda. Emphasis will be placed on marginalized segments, such as MSMEs led or owned by youth (particularly women), those within the agriculture sector, and those with an impact-driven orientation.

The intervention will adopt a dual approach of i) enhancing MSMEs' investment readiness, and ii) facilitating their access to appropriate financing solutions. Sector specific support, individual assessment of MSMEs’ investment readiness needs, and adapted financing solutions will collectively ensure a response that addresses the unique needs of these enterprises, thereby enabling their growth.

The proposed solutions are expected to yield the following outcomes:

- Outcome 1. MSMEs, especially youth or women-led or owned agribusinesses, are investment ready.
• Outcome 2. SMEs, especially those led or owned by youth or women or with an impact focus¹, access innovative financial solutions adapted to their needs.

To ensure a successful implementation of the activities, ADA is recruiting a full-time MSME finance Project Advisor on a consultant contract basis to be located in Rwanda who will be responsible for the implementation of the activities in close collaboration with the LuxDev team and our local partners – Private Sector Federation (PSF) and Access to Finance Rwanda (AFR).

2. RESPONSIBILITIES

• Title: Project Advisor – MSME finance
• Status: Consultant – full time (around 220 days/year)
• Duration of the contract: Until end 2026
• Start date : As soon as possible
• Location : Kigali – Rwanda

Under the supervision of the ADA’s Youth Entrepreneurship Programme Manager and working in close collaboration with ADA Programme Manager in charge of the YES-FI programme², the Project Advisor will be responsible for the following activities.

2.1. COORDINATION

• Coordinate and ensure the successful completion of all expected activities in collaboration with project’s stakeholders based locally (LuxDev, PSF, AFR and other relevant organisations) and project beneficiaries;
• Maintain constant communication and coordination with all stakeholders involved, including team members;
• Ensure activities planification and project budgeting;
• Collaborate closely with the ADA team in the field and at ADA’s headquarters;
• Represent ADA in Rwanda in the framework of the project “Strengthening Rwandan MSMEs development through inclusive finance”.

2.2. TECHNICAL ASSISTANCE

• Provide partner financial institutions and business development service providers with expertise in defining financing solutions for MSMEs;
• Support the implementation of relevant financing mechanisms in partnership with local organisations;
• Define, design, and monitor the implementation of technical assistance plans;
• Participate in the selection process and coaching of the financial institutions for the implementation of innovative financial products targeted at actors of the selected value chains.

¹ According to international standards such as, for example, IRIS+ (https://iris.thegiin.org/)
² The Young Entrepreneurs Sustainable Financing Initiative (YES-FI) helps small businesses access financing ranging from EUR 5,000 to EUR 50,000. Loan repayments are tied to monthly turnover, not fixed amounts. YES-FI helps entrepreneurs build credit history with local financial institutions, which can then take over the subsequent financing rounds at a lower risk. ADA partners with incubators and accelerators supporting innovative or socially impactful young entrepreneurs, connecting them with financial institutions and investors.
2.3. **PROJECT IMPLEMENTATION**

- Prepare relevant project documents (action plans, annual planning and budgeting of the project, briefing notes, etc.) in consultation with stakeholders;
- Ensure implementation of project activities;
- Monitor the advancement of the project activities, performance indicators and project’s budget from a strategic perspective, suggest necessary adjustments when required and ensure their successful implementation;
- Manage the contracting of external service providers in close collaboration with the ADA team based in Luxembourg (drafting TORs, identifying experts, drawing up contracts, etc.) and ensure the quality control of the services provided by external stakeholders involved in the project;
- Contribute to and ensure the organisation of ADA monitoring and evaluation missions;
- Contribute to knowledge management activities (build up on lessons learned, project-related communication, etc.).

2.4. **REPORTING**

- Ensure ADA is regularly updated using reports in line with internal procedures;
- Manage and report local expenses;
- Elaborate the operational and financial reports of the project in collaboration with ADA’s Programme Manager in charge of the YES-FI programme;
- Maintain the database of all project-related documents (reports, contracts, etc.).

2.5. **COMMUNICATION**

- Prepare and facilitate meetings with partners and beneficiaries;
- Ensure the consistency of activities of the component falling under ADA’s responsibility with the other components of Project RWA/024;
- Develop synergies with relevant programmes and organisations to achieve project’s expected results;
- Monitor the evolution of regulatory frameworks in relation to the project as well as opportunities and threats to the financial sector in Rwanda.

3. **REQUIREMENTS**

3.1. **EXPERIENCE**

- Minimum 10 years’ professional experience acquired in a financial institution, fund or investment structure specialized in financing micro, small and medium-sized enterprises (MSMEs);
- Good knowledge of business management and, in particular, its financing mechanisms;
- Concrete experience in financing MSMEs (experience managing an MSME finance department in a financial institution would be an asset);
- Ability to interact with a wide network of stakeholders, including:
  - Ability to interact with financial institutions;
  - Ability to support business development service providers and MSME support organisations with an entrepreneurial spirit;
- Good understanding of the Rwandan context;
- Current presence in Rwanda preferred.
3.2. **Education / Skills**

- Master's degree from a university or a business school in finance, business management, or equivalent;
- Proven project management skills;
- Strong organisational and strategic planning skills to analyse, prioritize and take initiatives for timely implementation of activities;
- Excellent writing and summarizing skills;
- Good relationships skills and team player approach in a multi-partner environment;
- Autonomy, adaptability, sense of initiative;
- Good command of IT tools.

3.3. **Languages**

- Full fluency in English and Kinyarwanda;
- Knowledge of French is a major plus.

3.4. **Others**

- Availability to travel in the country

4. **Application Form**

If you are interested in this responsibility and would like to join us, please submit your application by completing our online form, which can be accessed by clicking on the link below:

*Project Advisor – MSME finance*

This application form serves as a covering letter and will allow you to attach your CV.

Your detailed CV (maximum 4 pages) must be recent, accurate and accompanied by the names and contact details of three referees, including a recent contact.

Application deadline: **15/01/2024**

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