



Republic of Rwanda
**Rwanda Public Procurement
Authority**

ANNUAL CALENDAR FOR TRAININGS, MEETINGS AND WORKSHOPS FOR THE FISCAL YEAR 2025-2026

Beneficiaries: Procuring entities, Bidders and other stakeholders

August 2025

FOREWORD

It is with great enthusiasm that we present the Annual Training, Workshops and Meetings Program for the Financial Year 2025/2026. This program underscores our shared commitment to building a resilient and forward-looking public procurement system that meets the highest standards of integrity, efficiency, transparency and inclusiveness.

Over the past years, Rwanda has made remarkable strides in reforming its public procurement framework. The continuous enhancement of the E-procurement system, the enactment of the Public Procurement Law in 2022, the subsequent Ministerial Order in 2023 marked critical milestones and recently the adoption of Sustainable Public Procurement (SPP) Policy in 2024 has aligned our national procurement practices with global sustainability objectives, reinforcing the role of procurement as a strategic tool for sustainable development.

These transformative changes call for equally strong investment in human capital. This training program has been designed to address the growing and diverse capacity-building needs of procurement professionals, public officials, and other stakeholders across the country. It offers targeted training sessions, hands-on workshops, and collaborative engagements that will expand understanding, foster innovation, and encourage compliance with procurement standards.

We believe that an empowered workforce is essential to delivering value for money and achieving development goals. Through this program, we aim not only to strengthen technical skills but also to cultivate a culture of accountability, transparency, and professionalism.

We appreciate the contributions of all partners and stakeholders who support the implementation of this program. We invite all participants to engage in the planned activities and to take this opportunity to learn, share and lead change within their respective institutions.

Let us continue working together to uphold excellence in public procurement and contribute to Rwanda's sustainable development.

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On behalf of **UWINGENEYE Joyeuse**

Director General
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Acronyms and abbreviations

CBMs: Chief Budget Managers

CHUB: University Teaching Hospital of Butare

GMO: Gender Monitoring Office

IPPR: Institute of Procurement Professionals in Rwanda

MININFRA: Ministry of Infrastructure

MINISPORT: Ministry of Sports

MINUBUMWE: Ministry of National Unity & Civic Engagement

NAEB: National Agricultural Export Development Board

PSF: Private Sector Federation

PTCs: Public Tender Committees

RIB: Rwanda Investigation Bureau

RP: Rwanda Polytechnic

RPPA: Rwanda Public Procurement Authority

Rwanda FDA: Rwanda Food and Drugs Authority

SPP: Sustainable Public Procurement

UR: University of Rwanda

1. Introduction

This document presents the Annual Training, Workshops, and Meetings Program organized by the Rwanda Public Procurement Authority (RPPA) for the Financial Year 2025/2026. The program is a strategic instrument for strengthening the capacity of civil servants, bidders, and other stakeholders involved in the public procurement ecosystem. As a cornerstone of capacity development, training plays a vital role in equipping professionals with the knowledge, skills, and flexibility needed to effectively carry out their procurement responsibilities. In parallel, workshops and consultative meetings serve as platforms for peer learning, experience sharing, and collective problem-solving.

The 2025/2026 program has been crafted in response to the evolving demands of Rwanda's public procurement landscape, particularly following recent reforms such as the dissemination of the new Public Procurement Law (2022), the Ministerial Order (2023) and other Ministerial Orders in pipeline, and the adoption of the Sustainable Public Procurement (SPP) Policy in 2024. These milestones not only modernize procurement operations but also integrate sustainability and innovation into procurement practices. Accordingly, this program is designed to enhance participants' ability to comply with legal requirements, adapt to policy shifts, and contribute to national and global development goals.

Recognizing the diverse needs of Procuring Entities and other stakeholders, the program provides multiple delivery approaches. RPPA will organize and deliver training sessions nationwide using its budget or upon request from institutions that have made budgetary provisions for training and RPPA will provide qualified trainers. Public institutions are also encouraged to engage the Institute of Procurement Professionals in Rwanda (IPPR) to build internal capacity.

We are also mindful of the growing demand for training within constrained timeframes. Therefore, the program gives priority to Procuring Entities with newly recruited procurement staff, newly appointed members of Public Tender Committees (PTCs), contract managers, Auditors, Legal Advisors and Chief Budget Managers (CBMs). In addition, the program reflects RPPA's ongoing commitment to supporting the private sector by building the capacity of bidders, particularly those involved in works, goods, consultancy, and non-consultancy services, to effectively participate in public tenders.

The Annual Training Program for 2025/2026 includes a blend of training activities, technical workshops, and stakeholder meetings. Its key objectives are to upgrade procurement competencies, foster collaboration across institutions, strengthen bidder engagement, and promote a culture of professionalism and ethical practice. It also serves as a platform for identifying persistent challenges and designing actionable solutions.

We have developed this calendar based on training requests received from different stakeholders and the availability of our Capacity Building staff, as well as public procurement issues identified in various reports. Additionally, we have recognized the significance of addressing previously postponed trainings from the previous financial year. If any requests are received after the publication of this program, we will explore possibilities to accommodate them, including the potential replacement of Procuring Entities that may not be adequately prepared for training.

2. Training calendar for self-funded Procuring Entities

This training calendar includes Procuring Entities that have officially requested training from RPPA and have committed to fully covering all related training costs. These costs include, but are not limited to, training venue arrangements, logistical support, meals, refreshments, mission allowances for trainers, and any other expenses necessary for effective training delivery.

RPPA will provide two trainers per session, while the beneficiary institutions are responsible for ensuring timely logistical arrangements. To allow proper planning and coordination, Procuring Entities are required to confirm their readiness for training at least two weeks before the scheduled dates.

No	Institutions	Planned date
1	University of Rwanda (UR)	4/8/2025 to 8/7/2025
2	National Rehabilitation Service	25/8/2025 to 29/8/2025
3	Kibogora Level II Teaching Hospital	22/9/2025 to 26/9/2025
4	MINUBUMWE	29/9/2025 to 3/10/2025
5	MINISPORT	20/10/2025 to 24/10/2025
6	University Teaching Hospital of Butare (CHUB)	27/10/2025 to 31/10/2025
7	Supreme court	3/11/2025 to 7/11/2025
8	RP Kitabi College	10/11/2025 to 14/11/2025
9	Nyarugenge District Hospital	24/11/2025 to 28/11/2025
10	MININFRA	8/12/2025 to 12/12/2025
11	RP Ngoma College	15/12/2025 to 19/12/2025
12	National Post Office	05/01/2026 to 09/01/2026
13	Rwanda Correctional Service	26/01/2026 to 30/01/2026
14	Byumba Hospital	09/02/2026 to 13/02/2026
15	Rwanda National Police	16/02/2026 to 20/02/2026
16	NAEB	23/02/2026 to 27/02/2026
17	Rwanda Investigation Bureau (RIB)	02/03/2026 to 06/03/2026
18	Ruhengeri Referral Hospital	23/03/2026 to 27/03/2026
19	Ministry of Health	13/04/2026 to 17/04/2026
20	MIBILIZI Hospital	20/04/2026 to 24/04/2026
21	Kanombe Military Hospital	04/05/2026 to 08/05/2026
22	Rwinkwavu Hospital	11/05/2026 to 15/05/2026
23	Gihundwe Hospital	18/05/2026 to 22/05/2026
24	Butaro Level Two Hospital	25/05/2026 to 29/05/2026
25	Gender Monitoring Office (GMO)	01/06/2026 to 05/06/2026
26	Nyamata Level Two Teaching Hospital	08/06/2026 to 12/06/2026
27	Bushenge Hospital	15/06/2026 to 19/06/2026

3. Special training sessions, meetings and workshops financed by RPPA

These training activities are fully financed and organized by RPPA, either independently or in collaboration with partner institutions such as MINECOFIN. They are designed to address priority capacity-building needs within public procurement, especially for newly appointed officials and new registered bidders.

Official invitations will be sent to targeted participants at least two weeks before the planned start date of the training, workshop or meeting.

No	Training and workshops	Beneficiaries	Planned dates
1	Training of newly recruited procurement officers/Specialists and public tender committees and other staff involved in public procurement (Group 1)	Newly recruited procurement officers/Specialists, public tender committees, legal advisors, and Internal Auditors	1/12/2025 to 5/12/2025
2	Training of newly recruited procurement officers/Specialists and public tender committees and other staff involved in public procurement (Group 2)	Newly recruited procurement officers/Specialists, public tender committees, legal advisors, and Internal Auditors	19/01/2026 to 23/01/2026
3	Training of Women Bidders	Newly registered companies and women-led companies	03/02/2026 to 04/02/2025
4	Training of Young Bidders	Youth-led enterprises and startups (ages 18–35), bidders with limited financial means and no prior tendering experience	05/02/2026 to 06/02/2026
5	Ideation workshop to discuss different issues in public procurement	Civil society, professional bodies, PSF, Public institutions, and academics	01/04/2026