

TERMS OF REFERENCES

Rental Housing Operation and Maintenance Expert – Consulting services for “Feasibility study and pre-operationalization of solutions”

Skat Consulting Ltd. is looking for a **Rental Housing Operation and Maintenance expert**, experienced in the areas of **operations** and **maintenance of social and affordable housing** to provide consulting services for the “Feasibility study and pre-operationalization of housing solutions and provision of technical assistance for the implementation of the solution”. The project is funded by Agence française de développement (AFD) and implemented by the City of Kigali. These consulting services are currently under **tender**.

Skat Consulting Ltd. (www.skat.ch) is a Swiss consulting company with more than 40 years of track record of successful, high-impact actions and partnerships, adding value to companies, organizations, and government agencies at home and abroad. We are renowned as independent resource centre and consultancy working in the fields of development cooperation and humanitarian aid, covering four main topics: Building, Water, Governance and Energy & Climate. We have strong experience in supporting and implementing development interventions, such as the SDC funded “Promoting Climate Responsive Building Material Production and Off-farm Employment in the Great Lakes Region” (PROECCO) project in Rwanda. We are leading a strong partnership of actors and are in an excellent position to bid for the programme in question with a country office in Kigali.

Project summary: The Government of Rwanda has requested the support of AFD and the EU to finance the upgrading of Kagugu and Rwezamenyo, two of Kigali’s unplanned settlements, as part of its strategy for the upgrading of current informal settlements. The Kigali Informal Settlements Upgrading projects (KISUP) aims to improve access to inclusive, resilient and safe infrastructure and social services for all residents of Kagugu and Rwezamenyo, and to define, test and evaluate a legal framework, as well as architectural and technical standards aimed at improving, densifying and building low-income Social and Affordable Rental Housing in currently unplanned settlements.

Duty station and contract duration

- On-site
- Rental Housing O&M expert (50-80%)
- Contract duration: 12 months

Tasks of the Rental Housing Operation and Maintenance expert

Under the supervision of the team leader and in collaboration with the COK-SPIU team, the Consultant team in charge of development of the housing legal framework, and the Urbanization & Housing Directorate of MININFRA, the rental housing operations and maintenance manager shall be in charge of the following among others:

- Development of a preventive and corrective Maintenance Manual aimed at planning, organizing and supervising the regular maintenance of Social and Affordable Rental Housing
- Prepare ToR and Tender Documents for mobilisation of Social and Affordable Rental Housing O&M service providers
- Development of specific O&M budget for KISUP Social and Affordable Rental Housing investments

- Analyze the needs expressed by the Project Owner, sector regulators, donors, private partners, landlords and tenants.
- Manage preliminary technical studies: Draft Terms of Reference/scope of the works service providers (architects/engineering firms/surveyors/...)
- Participate in the drafting of calls for tenders and ensure their follow-up
- Support in Developing standardized family units construction design
- Ensure compliance with local standards – Rwanda Building Code

Requirements

- Master's degree in real estate management, urban planning, architecture, Civil engineering, housing development or management with 5 years of experience or bachelor's degree in the same fields with 10 years of experience.
- Shall have acted as Rental Housing Operations and Maintenance Manager on at least 2 previous projects similar in scale and content to this one
- Proven experience in developing O&M tools for affordable housing or low-cost housing
- Proven experience in O&M of Social & affordable houses
- Mastery in Housing policy drafting is an added value
- Experience in Rwanda or the surrounding region is required
- Fluency in oral and written English

We offer attractive remuneration and working conditions as part of Skat Consulting's dedicated and dynamic team.

Application: Please send your application, including a CV highlighting the experience relevant for the assignment, by email and with the subject “**Application Rental Housing O&M (KISUP)**” to jobs@skat.ch as soon as possible, but **latest on 07.05.2026**.

Further information about the project can be obtained from fabienne.hugi@skat.ch.