ICT CHAMBER
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TERMS OF REFERENCE (ToR)

FINANCE Expert

EdTech Fellowship Program

BACKGROUND

The ICT Chamber is implementing the EdTech Fellowship Program in Kigali, Rwanda. The Fellowship supports eight (8) Rwanda-based EdTech companies through a structured six-month acceleration program designed to strengthen product quality, educational effectiveness, scalability, and sustainability.

The Fellowship aims to support growth-stage EdTech companies to develop sustainable business models while improving access to quality education through technology. As these companies scale their operations, strong financial systems, planning processes, and financial decision-making capabilities are critical to ensuring long-term sustainability and responsible growth.

To strengthen this area, Rwanda ICT Chamber seeks to engage a Finance Expert who will provide specialized technical support, coaching, and guidance to the eight EdTech fellows throughout the acceleration phase.

The Finance Expert will work closely with the Fellowship Finance Manager and the wider implementation team to support companies in establishing practical financial systems, improving financial management capacity, and developing tools that enable better business decisions and long-term sustainability.

DUTIES AND RESPONSIBILITIES

The engagement covers four areas of support:

Accounting System Implementation. Several fellows currently operate without a functional accounting system, relying on manual records or informal bookkeeping. The expert will support these companies to identify and implement appropriate accounting software, configure it to reflect their actual operations, train staff, and ensure the production of monthly financial statements. For companies that already have a system in place but underutilise it, the focus will be on optimisation, data clean-up, and consistent reporting.

Financial Model Construction. The expert will develop a customised Excel-based financial model for each of the eight companies, reflecting their specific revenue streams, cost structures, and strategic priorities. Each model will cover profit and loss projections, balance sheet, cash flow forecasts, and scenario analysis with at least three cases (base, optimistic, pessimistic). Where relevant, models will include unit economics, revenue mix analysis, and investor-facing summaries. A written user guide will accompany every model to enable founders to use and update it independently.

Founder Coaching. The expert will spend a minimum of eight hours per company coaching founders or senior leadership on how to use their financial model, interpret financial statements, and apply financial thinking to key business decisions. Topics will vary by company and may include cash flow and runway management, margin improvement, fundraising preparation, or donor reporting. Coaching will be practical and tailored to the financial literacy level of each founder.

Specialised Financial Advisory. The expert will provide targeted advisory in response to specific challenges identified during the diagnostic process. This includes investor readiness support and data room preparation, cost structure and margin analysis, revenue diversification planning, financial sustainability modelling for donor-dependent organisations, and the strengthening of grant budget tracking and donor financial reporting.

Deliverables

Deliverable Discription	**Deliverable Deadline**
Inception report with per-company workplan	Week 1, July 2026
Functional accounting systems with first financial reports	30 September 2026
Eight customised financial models with user guides	30 September 2026
Founder coaching sessions completed for all eight companies	July through October 2026
Specialised advisory outputs per company (reports, models, templates)	30 October 2026
Final handover report with recommendations for continued support	30 November 2026

Required Qualifications

- Professional finance or accounting qualification (CPA, ACCA, CFA, or equivalent)
- Minimum five years of experience in financial modelling, accounting system implementation, or SME financial advisory
- Demonstrated experience with early-to-growth stage businesses, preferably in East Africa
- Strong Excel and financial modelling skills; hands-on familiarity with QuickBooks, Zoho Books, or a comparable ERP
- Ability to communicate financial concepts clearly to non-finance founders
- Experience in impact investment, EdTech, or development finance is an advantage
- Fluency in English required; Kinyarwanda or French is a plus

Reporting and Coordination

The Finance Expert will report to the EdTech Fellowship Programme Manager at the Rwanda ICT Chamber, submit bi-weekly progress updates, coordinate with in-house Fellowship finance staff, and participate in at least one cohort session during the engagement period.

Duration

This is a short-term consultancy engagement running from 1 July to 30 November 2026. The engagement may be structured on a part-time or full-time basis as agreed at inception. Remuneration and payment milestones will be detailed in the consultancy contract.

Summary of Scope of Work

Focus Area	Key Activities	Deliverable	Timeline
Accounting System Setup	Vendor selection; system installation & configuration; chart of accounts; staff training; go-live support	Functional accounting system; first monthly financial statements	By end of September 2026
Financial Model Construction	Tailored Excel model per company: P&L, balance sheet, cash flow, scenario analysis, unit economics, visual dashboard, user guide	8 customised financial models with user guides	By end of September 2026

Focus Area	Key Activities	Deliverable	Timeline
Founder Coaching	Minimum 8 hours per company: model walkthrough, financial statement interpretation, decision-making support	Coaching sessions completed for all 8 fellows	July – October 2026
Specialised Advisory	Investor readiness & data room; cost/margin analysis; revenue diversification; sustainability modelling; donor financial reporting	Advisory outputs per company need (reports, models, templates)	By end of October 2026
Reporting & Handover	Bi-weekly progress updates; final report covering milestones achieved, outstanding items, and recommendations	Final handover report	By 30 November 2026

APPLICATION REQUIREMENTS

Interested candidates should submit:

- Updated CV highlighting relevant experience
- Cover letter
- Samples of relevant previous work (if available)

APPLICATION PROCESS AND DEADLINE

The Rwanda ICT Chamber is committed to promoting diversity, equity, and inclusion in the workplace. Qualified candidates from all backgrounds are encouraged to apply. **Women are strongly encouraged to apply.**

All interested candidates must submit their applications to employment@ictchamber.rw by August 09, 2026. Late applications will not be considered.