



TERMS OF REFERENCE TO PROVIDE TRAINING OF TRAINERS ON GAP (GOOD AGRICULTURAL PRACTICES) ESPECIALLY ZAI PIT TECHNIQUE

1. Introduction

The INGABO is the Rwandan Farmers syndicate which has been legally recognized by the Government of Rwanda through the Ministry of Labor and Public Services in April 1st, 2005. Currently the INGABO Syndicate has 16,051 active members among them 8,685 (54.1%) are women and 7,366 (45.8 %) are men, with 20% being young farmers. The INGABO Syndicate is a founding member of EAFF (Eastern Africa Farmers Federation), and is also a member of the World Farmers Organization (WFO).

Ingabo Syndicate is currently implementing the project entitled “Strengthening Smallholder Farmers' Resilience to Food and Climatic Crises for Improved Food Security and Livelihoods in Rwanda”, SCORE RWANDA in 10 districts of Rwanda namely Gatsibo, Kayanza, Bugesera, Kamonyi, Muhanga, Ruhango, Nyanza, Gisagara, Nyamasheke and Rusizi.

The main objective of the project is to increase food security, livelihoods, and resilience (to climate and other crisis) of cassava farming households in an inclusive manner and specifically, the project intends: (1) Increase of production and income of cassava farmers through the use of clean and improved cassava seed, the scale-up of Zai Pit technique, improved practices in production (GAP: Good Agricultural Practices) & PHHS (Post Harvest Handling and Storage), and market linkages by connecting producers and buyers; (2) Improve cassava producers' resilience to climate shocks through awareness-raising and capacity-building for climate change adaptation; (3) Strengthen the upstream and downstream links in the cassava value chain and offer new job opportunities to women and young people through better access to financing; (4) Guarantee a sustainable, high-quality service offering for cassava producers through Institutional strengthening of INGABO and member cooperatives in the areas of Project Management, Knowledge Management, and

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Monitoring and Evaluation.

To achieve to the 1st objective above, the project has planned to conduct Training of Trainers on GAP (Good Agricultural Practices) especially zai pit technique to equip FFS Facilitators with relevant skills to be disseminated to smallholder farmers. It is in this regards that Ingabo Syndicate is looking for a qualified consultant to provide the above training to 90 FFS Facilitators for 5 days.

2. Objective of this tender

The objective of this tender is to conduct Training of Trainers on GAP (Good Agricultural Practices) especially zai pit technique to equip FFS Facilitators with relevant skills to be disseminated to smallholder farmers.

3. Duration of the service

The Training of Trainers will be conducted during 5 working days after signing the contract by two parties. In addition, the consultant will have 3 working days to prepare and submit the training report to Ingabo Syndicate.

4. Required administrative documents

The consultant (Company or individual) which is interested to provide the training, must have the following documents:

- Business registration certificate
- VAT (Value Added Tax) certificate
- Valid tax clearance certificate
- Proof of EBM use

5. Profile of the consultant

Interested consultant should meet the following minimum requirements:

- The staff for the company should have at least Bachelor's Degree in crop production, Soil and Environmental management, irrigation, Agricultural Sciences, Agribusiness, Agricultural Economics, or related field

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- Having knowledge and experience in cassava value chain will be an added value

6. Scope of work and methodology

The consultant will need to do the following:

- Going through the available training materials on GAP (Good Agricultural Practices) especially Zai pit technique
- Disseminate the content in a professional and participatory approach to FFS Facilitators
- Collaborate actively with Ingabo Field Officers to be consistent with the content and methodology
- Prepare and submit the training report to Ingabo Syndicate. The training report must be written in English and contain pictures

To ease the communication between the trainers and trainees, the consultant must use local language (Kinyarwanda) during training.

The training will be conducted at two sites which are Ntende Hotel located in Gatsibo district and LUCERNA Kabgayi Hotel located in Muhanga City. As each group will be trained for 5 days, the consultant is advised to use more than one staff to complete the assignment in 5 days only.

7. Bid submission and selection

The application files (bids) will include the following: The letter of expression of interest addressed to the President of INGABO Syndicate, technical and financial proposals. The following will be considered as criteria for selection:

Criteria for selection	Mark
Technical proposal/ 80	
Technical proposal (Understanding of the Terms of Reference and methodology)	30
Experienced staff	40
Administrative documents	10
Financial proposal/ 20	
The requested cost for the assignment	20
Total marks	100

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8. Public disclosure

The successful consultant should be ready to comply with IFAD policy on preventing fraud and corruption in its activities and operations and IFAD policy on prevention and responding to sexual harassment, sexual exploitation and abuse. In addition, the consultant should accept to: (i) allow full inspection by IFAD of all bidding documentation and related records, and (ii) fully cooperate with agents or representatives of IFAD carrying out an audit or investigation.

9. How to apply

Interested consultants must submit the following documents/Information to demonstrate their ability:

- ✓ Expression of interest addressed to the President of INGABO Syndicate
- ✓ Technical and financial proposals
- ✓ Business registration certificate issued by RDB
- ✓ RRA Tax Clearance certificate
- ✓ Testimony of VAT registration and proof of EBM use
- ✓ Payment slip of 10,000 Frw of non-refundable amount to buy this ToR to the account number 1093628101 opened in BPR in the name of SENDIKA Ingabo.

The submission of the above documents to INGABO Syndicate Head Office located at Nyamabuye sector, Muhanga District should be done by 04th September, 2025 at 10:00 am (Kigali time). INGABO Syndicate will not be responsible for any cost incurred by the bidder during preparation and submission process of documents related to this tender.

Done at Muhanga, on 02nd September, 2025.

MBABAZI Francois Xavier

Chief Executive Officer of Ingabo Syndicate



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