

**TERMS OF REFERENCE FOR INSTALLATION OF CASSAVA FFS PLOTS**

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, Kayonza, 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 to: (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 Monitoring and Evaluation.

To achieve the first objective above, the project has planned toinstall FFS (Farmer Field School) Plots to be used during the training of cassava smallholder farmers grouped in different cooperatives. It is in this regards that Ingabo Syndicate is looking for two qualified service providers to install 170 FFS plots for 85 beneficiary cooperatives (i.e 2 FFS plots for each cooperative) to be used as school where farmers will be gathered to learn how Zai pit technique is used for cassava production.

1. **Objective of this tender**

The objective of this tender is to recruit a qualified service provider to install 170 FFS plots for 85 beneficiary cooperatives (i.e 2 FFS plots for each cooperative) to be used as school where farmers will be gathered to learn how Zai pit technique is used for cassava production.

1. **Duration of the service**

The service will be done for 30 working daysfrom the date of signing the contract by two parties.

1. **Technical specifications for FFS Plots to be installed**

The FFS Plots to be installed will have the following features:

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Number** | **Features of each FFS Plot** | **Observation** |
| FFS Plots | 170 | * Having 4 ares * 2 ares planted with cassava using Zai pit technique and other 2 ares planted using conventional technique * Easily accessible | The FFS Plots will be installed in 85 beneficiary cooperatives. It means that, each cooperative will get 2 FFS plots. Ingabo Syndicate will provide the list of those cooperatives and their respective locations |

This tender is divided into two Lots as follows:

Lot 1: Installation of Cassava FFS Plots in Kamonyi, Muhanga, Ruhango, Nyanza and Gisagara districts

In the above districts, 88 FFS Plots will be installed in 44 cooperatives (i.e 2 FFS Plots for one cooperative)

Lot 2: Installation of Cassava FFS Plots in Gatsibo, Kayonza, Bugesera, Nyamasheke and Rusizi districts

In the above districts, 82 FFS Plots will be installed in 41 cooperatives (i.e 2 FFS Plots for one cooperative)

N.B: Every bidder is allowed to bid on one lot only

1. **Deliverables and methodology**

The service providers will need to do the following:

* + Digging holes of 2m\*2m length and 30 Cm depth for the plot where Zai pit will be used (i.e 2 ares for each FFS Plot)
  + Preparation of the land (cultivating) for the plot where conventional technique will be used as control plot (i.e 2 ares for each FFS Plot)
  + Supplying agricultural inputs (dry grasses which can be easily decomposed) to be used for Zai pit technique
  + Supplying agricultural inputs (organic fertilizer (Compost or fertilizer from domestic animals)) to be used for both zai pit and conventional techniques
  + Supplying agricultural inputs (certified cassava cuttings) to be planted for both treated and control plots
  + Planting those cassava cuttings using Zai pit technique and conventional techniques.

**N.B:**

The service providers will refer to the existing literature on the Zai Pit technique and its application to cassava farming provided by Ingabo Syndicate. In addition, they will need to work closely with cooperative members from the beginning up to the end to help them acquiring the needed skills and knowledge. They will also work closely with Field Officers and FFS Facilitators to make the work inclusive and effective.

1. **Profile of the service provider**

The service is expected to be conducted by qualified service providers who fulfill the following requirements:

* Having at least 3 staff with A0 in Agricultural Sciences, Soil and Environmental Management, Crop production, Agribusiness, and related field
* Having knowledge and experience in cassava value chain will be an added value
* The staff should have at least two years of experience in interacting with farmers.

1. **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 (Methodology) | 30 |
| Qualification and experience of the staff | 40 |
| Administrative documents | 10 |
| **Financial proposal/ 20** | |
| The requested cost for the assignment | 20 |
| **Total marks** | **100** |

As the financial proposal will be prepared according to each deliverable, the interested bidders are advised to use the following table:

| **Activity description** | **Quantity** | **Unit** | **Unit price (Frw) all tax inclusive** | **Total price (Frw) all tax inclusive** | **Comments if any** |
| --- | --- | --- | --- | --- | --- |
| Digging holes of 2m\*2m length and 30 Cm depth for the plot where Zai pit will be used (i.e 2 ares for each FFS Plot) |  | Holes |  |  |  |
| Preparation of the land (Cultivating) for the plot where conventional technique will be used as control plot (i.e 2 ares for each FFS Plot) |  | Ares |  |  |  |
| Supplying agricultural inputs (dry grasses which can be easily decomposed) to be used for Zai pit technique |  | Stalks (Imiba) |  |  |  |
| Supplying agricultural inputs (organic fertilizer (Compost or fertilizer from domestic animals)) to be used for both zai pit (20 kg per hole) and conventional techniques |  | Kg |  |  |  |
| Supplying agricultural inputs (certified cassava cuttings) to be planted for both treated and control plots |  | Cassava cuttings |  |  | Any certified cassava variety |
| Planting those cassava cuttings using Zai pit technique and conventional techniques. |  | Plot |  |  | The bidder should make sure that the planting activity will be done in collaboration with cooperative members to help them to learn more about Zai pit technique |
| **Total** |  |  |  |  |  |

1. **Public disclosure**

The successful bidders should be ready to comply with IFAD policy on preventing fraud and corruption in their activities and operations and IFAD policy on prevention and responding to sexual harassment, sexual exploitation and abuse. In addition, the bidders 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.

1. **How to apply**

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

* Expression of interest addressed to the President of INGABO Syndicate
* Technical and financial proposals including CV and degree of staff who will contribute to the service
* 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 09th October, 2025 at 5:00 PM (Kigali time).

**Note**:

INGABO Syndicate will not be responsible for any cost incurred by the bidder during the preparation and submission process of documents related to this tender.

Done at Muhanga, on 06rd October, 2025.

**MBABAZI Francois Xavier**

**Chief Executive Officer of INGABO Syndicate**