



TERMS OF REFERENCE FOR PRINTING SERVICE FOR TRAINING MATERIALS

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 EAFB (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 Monitoring and Evaluation.

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To achieve to the 4th objective above, Ingabo Syndicate has prepared training materials containing the following topics: (i) Governance and Leadership for Farmer Cooperatives, (ii) Financial literacy for farmer cooperatives, (iii) Gender Equality and Social Inclusion, (iv) Management of Farming Business for Farmer Cooperatives and (v) Climate Resilience and Mitigation Strategies for Farmer Cooperatives.

2. Objective of this tender

The objective of this tender is to recruit a qualified service provider to provide printing service for training materials.

3. Duration of the service

The service will be done in 10 working days from the date of signing the contract by two parties.

4. Technical specifications

The service provider will need to print the following training materials and bind them as follows:

Topic with page number	Units	Quantity (Copies)	Specifications
Governance and Leadership for Farmer Cooperatives (42 pages)	Booklets	425	✓ Size of paper: A6 ✓ Type of paper for cover page: 250 gsm glossy ✓ Type of paper for other pages: 70 gsm offset ✓ The document must be printed in full color ✓ The text must be on both sides of papers except the cover page Packaging: Booklets must be packaged by topics in boxes to facilitate their distribution. N.B: Before printing, the service provider will need to design the document to match it with the above specifications.
Financial literacy for farmer cooperatives (46 pages)	Booklets	425	
Gender Equality and Social Inclusion (30 pages)	Booklets	425	
Management of Farming Business for Farmer Cooperatives (32 pages)	Booklets	425	
Climate Resilience and Mitigation Strategies for Farmer Cooperatives (29 pages)	Booklets	425	

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Note: For financial proposal, the bidder is advised to refer to the above table to show the requested amount in Frw.

5. 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 (Accepting the technical specification)	30
Administrative documents	50
Financial proposal/ 20	
The requested cost for the service	20
Total marks	100

6. Public disclosure

The successful bidder 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 bidder 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.

7. 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
- ✓ Business registration certificate issued by RDB
- ✓ RRA Tax Clearance certificate

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- ✓ 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 01st December, 2025 at 5:00 PM (Kigali time).

Note: 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 27th November, 2025.

MBABAZI Francois Xavier

Chief Executive Officer of Ingabo Syndicate



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