



<b>Name of Project:</b>	Rwanda Dairy Development Project (RDDP II)
<b>Agresso Work order:</b>	RW1350
<b>Country:</b>	Rwanda
<b>RFP No.</b>	HPI20251104RW

**REQUEST FOR PROPOSALS (RFP) FOR THE TECHNICAL, SOCIAL, ENVIRONMENTAL, AND ECONOMIC FEASIBILITY STUDY OF LIVESTOCK WATER SUPPLY OPTIONS IN RWANDA'S EASTERN PROVINCE.**

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<b>RFP Release Date:</b>	14 <sup>th</sup> November 2025
<b>Question/ Inquiry Submission Deadline:</b>	28 <sup>th</sup> November 2025
<b>Proposal Submission Deadline:</b>	5 <sup>th</sup> December 2025
<b>Selection Committee review</b>	12 <sup>th</sup> December 2025
<b>Notification of award</b>	19 <sup>th</sup> December 2025
<b>Award agreement negotiation and signing</b>	31 <sup>st</sup> December 2025
<b>Electronic submission to the attention of:</b>	<b>Heifer International Rwanda</b>
<b>Electronic submission:</b>	<a href="mailto:procurement-rw@heifer.org">procurement-rw@heifer.org</a>
<b>Contact information for inquiries about this RFP:</b>	<a href="mailto:procurement-rw@heifer.org">procurement-rw@heifer.org</a>



## **1. Introduction**

The recent adoption of Ministerial Instructions (MI) on “use of land in Eastern Province” may drastically change the characteristics of dairy production systems in Eastern Province, as well as their water requirements: this recently adopted regulation provides that no more than 30% of the arable land should be devoted to livestock, and only for fodder production under zero grazing systems.

Collective water supply investments like communal boreholes and valley dams may not be used the same way, since herds should now be confined within farms, and will not move to communal water points anymore, as it is currently often the case in the province. It is therefore important to understand which type of water supply investments will be needed in the next decade in this Province.

The study should assess both the technical feasibility of various options, as well as the economic and financial aspects, but also the environmental impact of each option (some options could be technically feasible, but uneconomic, or have an unacceptable environmental impact).

Heifer International Rwanda (HIR) seeks to hire a consultancy firm to conduct a study on the technical, social, environmental, and economic feasibility of livestock water supply options in Rwanda's Eastern Province. The study will be aligned with the Ministerial Instructions (MI) on Land Use and RDDP-2 priorities and will aim to identify sustainable and inclusive models for water provision.

## **2. Objectives and Scope of Work**

The following are the objectives of the study:

1. Carry out a detailed analysis of the implications of the adoption and enforcement of the MI on the water needs of dairy production systems (in terms of quantity, type of usage including animal watering and other usages, seasonality, access modalities, cost).
2. Conduct an inventory and detailed description of possible technical options and investments that could be supported under RDDP-2 or other Government programmes to address water needs in the eastern province in the context of enforcement of this new MI.
3. Carry out a technical description and costing of each type of infrastructure, and estimate the budget needed to sustain water availability for the next 10 years and make a technical analysis of pros and cons of identified technical options.
4. Suggest appropriate management systems, partnership models and options including community based, public management, PPP, management by cooperatives, individual, etc.



5. Carry out the Socio-Economic feasibility assessment, including the financial viability and profitability of the technologies at both individual farm and community levels and analyze community accessibility as well as the inclusion of marginalized groups.
6. Conduct the environmental impact assessment of proposed options on water and energy use, greenhouse gas emissions, and waste management.
7. Conduct a cost-benefit analysis for each proposed option. Furthermore, Estimate the initial investment costs and potential operational and maintenance expenses. Evaluate the economic viability of the options in the context of dairy farming in the project intervention zones.

Based on the objectives above, the consultancy firm is expected to produce the following **outputs**:

- a) Technical Options/Models: Identify and describe viable water supply options and business models aligned with MI enforcement and RDDP-2 priorities.
- b) A detailed analysis of the implications of the adoption and enforcement of the MI on the water needs of dairy production systems (in terms of quantity, type of usage including animal watering and other usages, seasonality, access modalities, cost).
- c) An inventory and detailed description of possible technical options and investments that could be supported under RDDP-2 or other Government programmes to address water needs in the eastern province in the context of enforcement of this new MI.
- d) A technical description and costing of each type of infrastructure, and calculation of number of units and total budget needed to cater for the water requirements of the dairy sector in the next 10 years.
- e) An analysis of the technical pros and cons of various technical options identified above.
- f) Suggest appropriate management systems, partnership models and options including community based, public management, PPP, management by cooperatives, individual, etc.
- g) Economic Feasibility: Analyze financial viability and profitability of the technologies at both individual farm and community levels.
- h) Social Feasibility: Assess community acceptability, inclusion of marginalized groups (women, youth, persons with disabilities), capacity to operate and maintain solutions and propose mitigation strategies for equitable access and sustainability.
- i) Environmental Impact: Evaluate the impact of proposed options on water and energy use, greenhouse gas emissions, and waste management. Recommend mitigation strategies to minimize adverse effects.



- j) Cost Estimates: Provide preliminary cost estimates for installation, operation, and maintenance, along with sustainable cost recovery mechanisms.

### 3. Key Activities for the Study

#### 3.1. Kick-off Meeting

The study will kick off with a joint planning session between Heifer RDDP-2 and the consultancy firm to ensure a shared understanding of the assignment and effective coordination. During this meeting, the team will finalize expectations, confirm site locations, review ongoing infrastructure plans and updates, and establish clear communication and coordination protocols to guide the implementation of all subsequent activities.

#### 3.2. Review of Secondary Data

The consultant will build on findings from prior studies and review key documents including:

Type of Literature	Purpose
Program strategy documents (progress reports, case studies, learning briefs)	Understand program objectives and synergies.
National strategies (PSTA 5, Livestock Development Strategy, climate action plans)	Ensure alignment with national priorities and identify relevant thematic areas.
Best practice guidelines from stakeholders (Heifer, MINAGRI, RAB, donors)	Align with stakeholder methodologies and integrate lessons.
Global frameworks (climate adaptation, environmental mitigation, pro-poor models)	Identify best practices and guide context-sensitive recommendations.

#### 3.3. Methodology Design

The consulting firm will design and finalize the research methodology in consultation with HIR, SPIU, and RAB. The methodology will define the geographic focus—Nyagatare, Kayonza, Gatsibo, and Kirehe—and identify suitable water technology options for analysis. It will also outline key stakeholders to be consulted, finalize learning priorities and research questions, and ensure alignment with RAB’s institutional objectives.



### 3.4. Design of Data Collection Tools

The firm will develop gender- and youth-sensitive qualitative tools, including Key Informant Interviews (KIIs) and Focus Group Discussions (FGDs). KIIs will be conducted with stakeholders such as technical experts, government representatives, development partners, private sector actors, community leaders, and livestock farmers. FGDs will capture community perspectives and experiences on water access, technology use, and sustainability.

### 3.5. Data Analysis

The study will apply a mixed-methods approach combining qualitative and quantitative insights to assess economic, social, and environmental dimensions of water technology adoption. The analysis will evaluate productivity gains (e.g., milk yield), cost structures, and financial feasibility, including return on investment and payback periods. It will examine social impacts such as inclusion, ownership, and access barriers for women, youth, and marginalized groups, while reviewing environmental implications related to groundwater, emissions, waste, and runoff. Costing and maintenance considerations will be integrated to estimate installation and operating costs, identify viable cost-recovery models, and assess the sustainability of maintenance systems involving public, private, and community actors.

## 4. Team Structure

Heifer Rwanda is looking for a firm with substantial experience conducting market research and analysis. The consultancy firm needs to propose a team with the following team members.

Role	Expertise
Technical Team Leader	MSc or BSc degree with at least 18+ years in agriculture and livestock systems; leads design and quality assurance. Provides overall leadership for the assignment, guiding research design and leading stakeholder engagement. Advises on identifying key learning questions to guide the study. Leads the development of recommendations leveraging understanding of the livestock sector and national level priorities of the Government of Rwanda.
Water Engineer	MSc or BSc degree with at least 10 years in water engineering with general experience in hydraulics design in water supply projects to carry out technical design of proposed options including costing. S/he will work under supervision of Team Leader.
Water Sector Advisor	MSc or BSc degree with at least 12+ years in market systems, WASH, private sector development; supports implementation and analysis. The

	Project Manager will oversee all coordination with the study team and relevant experts. They will ensure a strong alignment of the study priorities during the inception phase, coordinate across research streams with experts, and conduct validation workshops to ensure actionable insights. The Project Manager will ensure that recommendations from the study findings integrate a market-based and systems approach in the water sector.
Environmental Expert	MSc or BSc degree with at least 5years of experience in environmental management in water/agriculture; leads environmental assessment.
MSD Specialist & Field Researcher	MSc or BSc degree with atleast 10+ years in market systems, investment and agribusiness; leads field data collection. Advise on tool development and stakeholder identification in the value chain; lead primary data collection and stakeholder mapping; contribute to country-level analysis and provide applied insights; ensure reports reflect ground realities; and conduct validation sessions with key stakeholders to align findings and recommendations.
GEYSI Specialist	MSc or BSc degree in gender, youth, and inclusion in agriculture and WASH; advises on tools and analysis.
Research Advisor	PhD in sociology; expert in qualitative research and social diagnostics; Leads methodological design, tool development, and data analysis; supports the research team in delivering insight-driven findings; conducts capacity development for data collection teams to ensure high-quality consultations and adherence to standards; oversees data quality assurance in collaboration with experts; and ensures findings are effectively synthesized and visualized.
Enumerators (10)	Rwanda-based; support field data collection.

## 5. Deliverables

### 5.1. Inception Report

Following the initial consultations and desk review, the consulting firm will prepare and submit an Inception Report. This report will present the finalized research methodology and any revisions to the research questions based on stakeholder input. It will also include a detailed workplan outlining the sequencing of activities and key deliverable milestones. Annexed to the



report will be the finalized data collection tools and a detailed sampling strategy to guide field implementation.

## **5.2. Draft Report and Summary Findings Presentation**

The consulting firm will prepare a comprehensive draft report that synthesizes the study findings and analysis. The report will include an overview of the assessed water supply options and associated business models, an economic feasibility assessment, and a detailed social and environmental impact analysis. It will also present recommended mitigation strategies and proposed design adjustments to improve sustainability and inclusiveness.

## **5.3. Final Report**

The consulting firm will incorporate all feedback from the client and stakeholders into the final report. The final report will present validated findings, lessons learned, and practical recommendations for policy and program design.

## **6. Duration and Deliverable Schedule:**

The total duration of the assignment will be **4 months (12 weeks)**, and the use of this period will be detailed by a consultancy firm in the proposal and finalized during the inception period.

<b>Deliverable</b>	<b>Due date</b>
Inception report	End of Week 4
Draft Report	End of Week 10
PowerPoint summary of key findings	Week 11
Final Report	End of Week 12

## **7. Proposal Requirements**

All interested international and locally registered consultancy companies shall submit a technical proposal and a financial proposal with the following information:

### **7.1. Technical Proposal [not to exceed 10 pages]**

#### **7.1.1. General Information [not to exceed 3 pages]**

- Organization overview
- Contacts: telephone Number, Email, website



#### **7.1.2. Technical Approach [not to exceed 7 pages]:**

- A detailed methodology of how the assessment will be conducted, including a qualitative sampling strategy, data collection methods and tools, field procedures, data quality control practices and data analysis.
- List and briefly describe the team and its proposed personnel, indicating what role each proposed individual will have and the qualifying skill set for the position. Curriculum Vitae (CVs) of the proposed personnel to be provided in attachment.
- A clear and comprehensive work plan, outlining the major activities, responsible people, and time schedule.
- Organizational capacity statement, including past experiences and activities related to this evaluation and experience. Reference information must include the location, and brief description of work performed.

#### **7.1.3. Administrative documents**

- Business registration certificate
- Valid tax clearance certificate
- Valid social security fund clearance certificate
- Valid good standing certificate/bankruptcy
- Corporate Income Tax Declaration issued by RRA

Foreign companies may submit equivalent documents from their country of origin.

### **7.2. Financial Proposal**

Proposed budget must be submitted separately in both excel and PDF formats, budget should be in Rwandan Francs (Rwf) for companies registered in Rwanda and in USD for foreign companies. The proposed budget should have sufficient detail to allow the evaluation of costs proposed. It should at least contain:

- Itemized budget
- Narrative explanations of budget items

Heifer International Rwanda reserves the right to request further information supporting detailed costs and prices.

### **7.3. Submission Instructions.**

Submission must be in English and typed single-spaced on standard type white paper. All pages must be numbered, including the Request for Proposal (RFP) reference number and name of the organization at the bottom of each page.





Interested companies are requested to submit their proposals to [procurement-rw@heifer.org](mailto:procurement-rw@heifer.org) not later than **December 5, 2025, before or at 5:00 Pm Kigali time**. Proposal received after the submission deadline will not be considered. Bidders are responsible for ensuring their proposals are submitted according to the instructions stated herein.

Heifer retains the right to terminate this RFP or modify the requirements upon notification to the bidders.

## 8. Evaluation of Proposals:

The technical and financial proposals will be evaluated following the criteria below:

1. Selection method: The procurement selection committee will evaluate the proposals using the **Quality-Cost Based** methodology as detailed below:
2. Preliminary examination of administrative requirements compliance with this Request for Proposals on a pass/fail basis.
3. Detailed Technical evaluation will contribute 90%.
4. Financial scores will be allocated 10% to determine the best evaluated bid.

**Note 3: Proposals failing at any stage will be eliminated and not considered in subsequent**

5. Minimum technical score: The mark required to pass the technical evaluation is 70% of the Technical Score.
6. Total scores: Total scores shall be determined using a weighting of 90% for technical proposals and a weighting of 10% for financial proposals.

### 8.1. Evaluation criteria

Item	Criteria	Points
<b>A.</b>	<b>Experience</b>	<b>20</b>
	<b>General experience</b>	
1	Proven experience (minimum 5 years) in conducting feasibility studies, technical assessments, or design of water supply systems for livestock, agriculture, or rural development projects.	10
	<b>Specific experience</b>	
2	Demonstrated experience in environmental impact assessments (EIA) or environmental and social management plans (ESMPs) for water or livestock-related projects in Rwanda or East Africa, supported by two	10

	certificates of good completion accompanied by the contracts for conducting similar assignment.	
<b>B.</b>	<b>Staff evaluation</b>	<b>70</b>
<b>1</b>	<b>Team Leader:</b> Proven experience leading multi-disciplinary teams, managing field activities, coordinating with partners and government institutions.	<b>5</b>
	Experience in planning, implementation, and monitoring of WASH or water infrastructure projects; familiarity with standards and best practices. Strong analytical, report writing, and stakeholder engagement skills.	<b>10</b>
<b>2</b>	<b>Water Engineer:</b> Proven ability to conduct site assessments and design water systems, with demonstrated familiarity with national water supply standards, quality assurance procedures, and the preparation of engineering drawings and bills of quantities (BoQs).	<b>10</b>
	Experience in at least three similar projects, preferably with development organizations or public sector institutions.	<b>5</b>
<b>3</b>	<b>Environmental Expert:</b> Minimum 5 years of experience in environmental impact assessments, climate adaptation, or sustainable natural resource management.	<b>5</b>
	Proven record of conducting environmental assessments for donor-funded agricultural and rural development projects, with a demonstrated understanding of environmental sustainability and compliance with national and donor environmental policies.	<b>10</b>
<b>4</b>	<b>MSD (Market Systems Development) Specialist:</b> At least 7 years in market systems development, value chain analysis, or private sector engagement.	<b>5</b>
	Demonstrated experience in designing and/or evaluating Market Systems Development (MSD) interventions in agriculture or rural development, with a strong understanding of MSD principles, including systemic change, facilitation approaches, and market-based solutions.	<b>10</b>
<b>5</b>	<b>Field Researcher:</b> At least 3–5 years of experience in field data collection, baseline surveys, or monitoring and evaluation.	<b>5</b>



	Experienced in working within rural settings and engaging local communities, with strong attention to detail, reliability, and adherence to data quality standards.	<b>5</b>
<b>C.</b>	<b>Financial Offer of the Firm</b>	<b>10</b>
	<b>Total</b>	<b>100%</b>

## 9. Validity of Proposals

Proposals submitted shall remain open for acceptance for 90 days from the last date specified for receipt of the proposal. This includes, but is not limited to pricing, terms and conditions, service levels, and all other information. If your organization is selected, all information in this document and the negotiation process are contractually binding.

## 10. Limitations

This RFP does not represent a commitment to award a contract, to pay any costs incurred in the preparation of a response to this RFP, or to procure or to contract for services or supplies. Heifer reserves the right to fund any or none of the applications submitted and reserves the right to accept or reject in its entirety and absolute discretion any proposal received because of the RFP.

## 11. Intellectual Property

**Section 1. Ownership Generally.** Subject to Section 8.2 below, any intellectual property (including but not limited to copyrights, trademarks, service marks, and patents), intellectual property rights, deliverables, manuals, works, ideas, discoveries, inventions, products, writings, photographs, videos, drawings, lists, data, strategies, materials, processes, procedures, systems, programs, devices, operations, or information developed in whole or in part by or on behalf of Contractor or its employees or agents in connection with the Services and/or Goods (collectively, the “Work Product”) shall be the exclusive property of HPI. Upon request, Contractor shall sign all documents and take any and all actions necessary to confirm or perfect HPI’s exclusive ownership of the Work Product.

**Section 2. Prior-Owned Intellectual Property.** Any intellectual property owned by a Party prior to the Effective Date (“Prior-Owned IP”) shall remain that Party’s sole and exclusive property. Regarding any of Contractor’s Prior-Owned IP included in the Work Product, Contractor shall retain ownership, and hereby grants HPI a permanent, non-exclusive, royalty-free, worldwide, irrevocable right and license to use, copy, reproduce, publicly display, edit, revise, perform, and distribute said intellectual property, in any format or any medium, as part of the Work Product.



**Section 3.** Work Made for Hire. To the extent copyright laws apply to the Work Product, the Parties agree that (a) HPI specially ordered or commissioned the Work Product, (b) the Work Product is a “work made for hire” under United States copyright laws, and (c) HPI shall be deemed the author thereof and shall own all right, title, and interest therein. To the extent such rights, in whole or in part, do not vest in HPI as a “work made for hire”, Contractor hereby irrevocably grants, assigns, and transfers to HPI, exclusively and in perpetuity, all of Contractor’s rights of any kind or nature, now known or hereafter devised, in, to, and in connection with the Work Product, and HPI shall solely and exclusively own any and all rights therein, and in the elements thereof, including but not limited to any and all allied, ancillary, subsidiary, incidental, and adaptation rights. Contractor hereby waives all rights known as “moral rights”, and any similar rights, which Contractor may have in connection with the Work Product. The description of Services and/or Goods provided in this Agreement shall in no way limit the way HPI may use the Work Product.

Done on 14<sup>th</sup> November 2025  
Heifer International Rwanda.