



TERMS OF REFERENCE

HIRING A COMPANY TO PROVIDE TRAINING SERVICES ON ANIMAL FEED PROCESSING.

PROGRAM NAME: SERVE

DONOR: CARE RWANDA

November, 2025

Tender Title: Hiring a company for the provision of Training services on animal feed processing.

1. Brief Description of DUHAMIC-ADRI

DUHAMIC -ADRI is a Kinyarwanda acronym that stands for DUHaranira AMajyambere y'ICyaro - Action pour le Développement Rural Intégré, translated as "We strive for the Development of the Rural Community" in English.

We are a non-profit organization located in Kigali, the capital city of Rwanda, in Kicukiro District, Niboye Sector. Officially operating in Rwanda since 12th July 1985

Mission: Supporting integrated initiatives for Holistic Development of Rural Population in their struggle for self-reliance'

Vision: A rural world responsible for its self-socio-economic development

Core Values: Integrity, Professionalism, Transparency

Objectives

- Fighting against the marginalization of rural areas.
- Stimulating the creation and consolidation of associations, cooperatives and farmers' groups.
- Enhancing the work of farmers' associations by initiating and encouraging the development of organizational structures such as autonomous groups, cooperatives and unions.
- Supporting rural development initiatives in various areas of socio-economic development.

2. Program Overview

DUHAMIC-ADRI in partnership with Care International Rwanda and its implementing partners are implementing the five years' project; Supporting and Enhancing Resilient and Viable Employment Opportunities (SERVE) Project. This program is funded by MasterCard Foundation through the partnership of Care International and focus on to build a resilient, sustainable, gender equitable, and inclusive entrepreneurial environment that increases dignified and fulfilling work opportunities for predominantly female youth in agricultural value chains in 10 districts across Rwanda through supporting MSE owners and high-potential entrepreneurs to launch or grow their businesses sustainably and builds agricultural skills that increase productivity and diversity in response to market needs and opportunities, all with sustainable climate-smart principles.

SERVE Project is being implemented in 10 districts namely Rulindo, Gakenke, Nyabihu, Rubavu, Rwamagana, Kayonza, Kirehe, Ngoma, Huye and Nyanagabe . The project targets youth aged between 18 and 35 years and 70% of them must be women engaged in or with the potential to engage in agricultural businesses and smallholder farming, also known as SMEs.

3. Activity description

DUHAMIC-ADRI, in partnership with CARE Rwanda and its implementing partners, is implementing the five-year Supporting and Enhancing Resilient and Viable Employment Opportunities (SERVE) Project, funded by the MasterCard Foundation. The project aims to build a resilient, sustainable, gender-equitable, and inclusive entrepreneurial environment that provides dignified and fulfilling work opportunities for young people—predominantly women—in agricultural value chains across 10 districts in Rwanda. The SERVE project supports youth-led micro and small enterprises (MSEs) by strengthening their business skills, promoting climate-smart agriculture, and improving productivity and sustainability through market systems approaches.

As part of its entrepreneurship strengthening package, the project supports youth who are starting small animal feed processing units (e.g., poultry feed, pig feed). Manufacturing high-quality feed is essential for improving the profitability of livestock enterprises in Rwanda, yet many youths lack the technical skills, formulation knowledge, quality assurance, and market strategies required to operate effective feed-processing businesses.

To address this capacity gap, DUHAMIC-ADRI seeks to hire a qualified training company with expertise in animal nutrition and feed formulation to train 25 youth beneficiaries.

4. Justification of the Training

Livestock production plays a critical role in Rwanda’s food systems and rural livelihoods. However, access to affordable and nutritious animal feed remains a major constraint due to high costs of commercial feed, inconsistent quality, and limited local production capacity.

Youth beneficiaries under the SERVE project who are starting small feed processing businesses require practical and technical training in feed formulation, processing techniques, use of locally available raw materials, equipment handling, business management, and quality control standards.

Providing this training will:

- Strengthen youth-run agribusinesses.
- Promote local production of quality animal feed.
- Contribute to food security and income generation.
- Reduce reliance on imported or expensive commercial feed.
- Support Rwanda’s Made-in-Rwanda and agricultural transformation strategies.

5. Objectives of the Training

The main objective is to build the technical and entrepreneurial capacity of youth starting animal feed processing units. Specifically, the training will aim to:

- Strengthen knowledge of balanced feed formulation for poultry, pigs, rabbits, and other small livestock.
- Improve participants’ skills in using locally available raw materials for cost-effective feed production.
- Build understanding of feed processing equipment, mixing procedures, hygiene, and storage techniques.
- Enhance knowledge of quality control standards and regulatory requirements.
- Strengthen business management, branding, and marketing for feed production enterprises.

- Promote peer learning and collaboration among participants.
- Equip youth with practical skills through a hands-on training and live demonstrations.

6.Scope of Work for the Hired Company

The company will be responsible for delivering high-quality, practical, and business-oriented training. Key responsibilities include, but are not limited to:

a) Training Preparation

- Develop and submit a detailed training module tailored to small-scale feed processors.
- Prepare training materials, presentations, manuals, and practical demonstration tools.

b) Training Delivery

- Provide 2 qualified and experienced trainers specialized in animal nutrition and feed production.
- Facilitate 4 days of training, including:
 - ☐ 3 days of classroom-based theory and demonstrations
 - ☐ 1 day of practical, hands-on training / exchange learning visit

c) Practical Session / Exchange Visit

- Identify and organize a suitable model feed processing site for the 1-day practical session.
- Facilitate hands-on learning, live demonstrations, and knowledge exchange.

d) Coordination & Reporting

- Work closely with DUHAMIC-ADRI staff to ensure smooth organization.
- Document attendance and provide a final training report summarizing:
 - ☐ Content delivered
 - ☐ Participant performance
 - ☐ Recommendations
 - ☐ Any challenges encountered

e) Target participants

- 25 youth entrepreneurs supported under the SERVE project who are starting small animal feed processing units. (Including employees).
- Participants come from different districts, but will all be trained together in Kigali.

7. Expected Deliverables

The company will submit:

1. Training module and agenda (approved by DUHAMIC-ADRI before training)
2. Daily attendance lists
3. Practical session report
4. Final consolidated training report including:
 - ☐ Summary of training delivered
 - ☐ Evaluation of participant learning
 - ☐ Recommendations for follow-up support

8. Training Locations and Timeline

Training Venue: Classic Hotel, Kigali

Duration: 4 working days (including theory, practical demonstrations, and hands-on exercises), plus 2 additional working days for training preparation and reporting.

Assignment total duration: 6 working days

9. Bid Data Sheet

Client	DUHAMIC-ADRI
Project	Hiring a company for the provision of Training services on Animal feeding processing
Location	Classic Hotel (Kigali City, Kicukiro, Sonatubes)
Timeline	6 working days
Assignment	Training facilitation on animal feeding processing
Company Profile	Administrative Documents (Mandatory) Company registration certificate issued by RDB related to the assignment A Valid Tax Clearance Certificate from RRA A Valid RSSB compliance certificate Proof of using EBM Invoice (An invoice submitted in the past) A signed commitment letter confirming the bidder's ability to complete the work within 6 working days after signing the contract.
Language	The language of the bid is: English
Company experience (References)	At least 5 years of experience in animal nutrition, feed formulation, and feed processing technologies, with a proven track record in training farmers, cooperatives, or youth agripreneurs supported by Two (2) references (certificate of good completion) for conducting similar assignments supported by and their corresponding contracts. (Certificates without contracts will not be considered)

Schedule	6 working days (1 day for training preparation, 4 days for training sessions, and 1 day for reporting).
Qualification and Experience of Proposed trainers	<ul style="list-style-type: none"> At least 2 professional trainers with demonstrated knowledge in: <ul style="list-style-type: none"> <input type="checkbox"/> Vermicompost production <input type="checkbox"/> Good agronomic practices <input type="checkbox"/> SME development and marketing Experience in conducting large-scale rural training programs. Demonstrated ability to design youth-friendly training modules. Registration certificate and legal eligibility to operate in Rwanda.

10. Evaluation Criteria

EVALUATION	<p>The evaluation of the technical bids will take place in two stages: Criteria, sub-criteria, and point system for the evaluation of Full Technical Proposals are:</p> <p>Step I: ANALYSIS OF THE ADMINISTRATIVE COMPLIANCE</p> <p>The Procurement Committee will first review the technical envelope and determine if all required documents have been submitted, they are consistent, valid and duly signed. Absence, non-compliance or the validity of a threshold document classified as "administrative" will automatically reject the offer. Any offer rejected at the end of this stage will be excluded from further evaluation.</p> <p>Step II: TECHNICAL EVALUATION</p> <p>To be admissible, the technical proposals should have received a score of at least 70% of points. Second, only the financial bids corresponding to acceptable technical proposals are opened. Other financial proposals will be returned unopened. Technical proposals will be evaluated based on the following criteria.</p>
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Criteria	Criteria description	Weight / 100
Administrative documents	<ul style="list-style-type: none"> Company registration certificate issued by RDB related to the assignment A Valid Tax Clearance Certificate from RRA A Valid RSSB compliance certificate Proof of using EBM Invoice (An invoice submitted in the past) A signed commitment letter confirming the bidder's ability to conduct the assignment within 6 working days after signing the contract. 	Eliminatory

Criteria	Criteria description	Weight / 100
Company Profile	<ul style="list-style-type: none"> • A detailed company profile including the company background, a summary of similar assignments completed (Project name, client/organization, and period of execution), (5 Points) • Company organizational structure (2.5Points) • Physical address, (2.5Points) 	10
Proposed trainers	<p>Qualifications and experience of the two trainers, including their CVs and notarized degrees (at least a bachelor's degree in veterinary, food, animal science or related), as well as their written commitment confirming their availability for this assignment.</p> <p>Scoring: CV:6 Points, Degree:6 Points, Availability: 3 Points</p>	30
Company Experience	<p>Two (2) references (certificate of good completion) for conducting similar assignments supported by their corresponding contracts. (Certificates without contracts will not be considered)</p> <p>Scoring: Each similar assignment will be awarded 15 points, allocated as follows:</p> <ul style="list-style-type: none"> • Contract: 7.5 points • Good completion certificate: 7.5 points 	30
Total technical evaluation marks		70
Financial Proposal	<p>A Detailed financial proposal, including:</p> <ul style="list-style-type: none"> •Training facilitation fees •Transport and logistics of trainers (Lunch and tea break will be covered by DUHAMIC-ADRI) •Preparation and printing of training materials including 30 training modules •Costs for organizing the exchange learning visits •Any additional administrative costs 	30
TOTAL		100

11. Qualifications and Experience Required

The company must meet the following minimum requirements:

- Proven experience in animal nutrition, feed formulation, and feed processing technologies.
- At least 5 years of experience training farmers, cooperatives, or youth agripreneurs.
- Availability of 2 qualified trainers with expertise in animal nutrition, feed formulation, and feed processing technologies.
- Experience conducting practical demonstrations or managing feed processing units.
- Strong capacity in developing training modules and delivering hands-on learning.
- Ability to prepare high-quality training reports.

12. Submission Requirements

Interested companies should submit:

1. Administrative documents
2. Technical Proposal detailing:
 - Company profile
 - Composition of the training team (Degrees and CVs of proposed trainers)
 - Company Experience
3. Financial Proposal (in Rwandan Francs, inclusive of all taxes)

13. Proposal Submission

All interested companies shall submit their proposals (**Technical and Financial**) in **one sealed outer envelope**, which must contain **two separate inner envelopes**:

- One marked “**Technical Proposal**”
- One marked “**Financial Proposal**”

Both envelopes must be clearly titled: “**Provision of Training services on animal feed processing and the company name**”.

- Submissions shall be made in **hard copy only** and must be delivered **not later than Thursday, November 27, 2025 at 02:00 PM**.
- On the submission date, there will be **no public opening** of the technical proposals. DUHAMIC-ADRI will receive submissions for analysis.
- Results of the technical evaluation will be communicated via email. Only bidders who score at least **70%** in the technical evaluation will be shortlisted and invited to the financial proposal opening.
- The financial proposals of non-shortlisted bidders will remain unopened. Such bidders will be invited to collect their financial proposals.
- The **date and time of the financial proposal opening** will be communicated by email to the shortlisted bidders.

14. Safeguarding clause

Safeguarding and protection from Sexual Exploitation and Abuse (PSEA) is everyone’s responsibility who works directly or indirectly with DUHAMIC-ADRI services delivery and

operations. All DUHAMIC-ADRI staff and affiliates, including volunteers and Suppliers; sub-Suppliers' staff and implementing partners are required to adhere to DUHAMIC-ADRI's full safeguarding and protection policy procedures and the separate Code of Conduct that always values principles of PSEA.

DUHAMIC-ADRI has a zero tolerance to Sexual Exploitation and any other form of abuse. Child and vulnerable abuse, exploitation, harassment, discrimination, and human trafficking are strongly prohibited behaviours. All implementing partners/suppliers who are contracting with DUHAMIC-ADRI must adhere to DUHAMIC-ADRI's full safeguarding and protection policy in addition to the code of conduct.

By applying to this tender, the supplier, is committed to denounce and to report any safeguarding issues or fraud face to face or at the reporting email for safeguarding issues at "feedback@duhamic.org.rw", Toll Free: 8470 and telephone number: 0788305329 without delays.

By Applying to this tender as a consultancy company, I understand that DUHAMIC-ADRI has the rights to ensure 100% compliance with safeguarding and protection policies via spot checks or any other form of control mechanisms. If my business isn't compliant, DUHAMIC-ADRI will take appropriate measures or immediately stop the contract of financial support depending on the nature and severity of the safeguarding incident detected.

Note:

- DUHAMIC-ADRI reserves the right to conduct due diligence on the references provided by the bidder. If any reference is found to be unauthentic, it will lead to the immediate disqualification of the bidder. This also applies to administrative documents, any document found to be invalid or forged will not be accepted.
- Blacklisted bidders from RPPA are not allowed to participate in this tender and DUHAMIC-ADRI reserved the right to reject such bids.
- Before contracting, DUHAMIC-ADRI will conduct vetting of successful bidders against terrorism-related databases. Any bidder found to have links or matches with terrorism will be automatically disqualified.
- Women and persons with disabilities fulfilling required conditions and qualifications are encouraged to apply.

Done at Kigali, November 20,2025