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Tendering entity: TUBIBE AMAHORO

Karongi District

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Terms of Reference (ToRs)

Recruitment for consulting firms or individual Consultant Services to Repair Maize Processing Plants and Support Women Farmers' Cooperatives in Producing Quality Maize Flour – IFS/KUNGAHARA Project

I. Quick glance on IFS/KUNGAHARA project

The “Improving Food Security and Boosting Farm Income for Women Smallholder Farmers in Rwanda” (abridged IFS/KUNGAHARA)¹ is a three-year project (November 2023-October 2026) funded by the European Union (EU) and jointly implemented by Actionaid-Rwanda (AAR)² and Tubibe Amahoro (TA) in 5 districts are Nyaruguru, Gisagara, Nyanza, Musanze, and Karongi. The project support 110 women-led farmer cooperatives (87% women; 13% men).

The IFS/KUNGAHARA objective consists in synergizing on “boosting agricultural produce and income’ therefore complementing the government’s efforts towards achieving its set out targets and strategies in agriculture. From the perspective of NST_2 (2024-2029), the government of Rwanda aspires to modernizing the agriculture sector, market-oriented, will be showcased by an increase of more than 50% in productivity and by an annual growth of 6%. The contribution of agriculture sector in the so far citizens’ improved livelihoods is undoubtable.

The agriculture sector employs 64.5% of the working population and also serves as the primary source of livelihood for a majority of Rwandan citizens. As of 2022, agriculture's contribution to Rwanda's Gross Domestic Product (GDP) was 25%, with a significant 37% share in national

¹ The project lines with TA's 3rd pillar (Environmental protection and Rural community development) and 4th Pillar (gender promotion), and with the AAR's Country Strategy Paper (CSP II) aiming at strengthening resilient livelihoods and secure climate justice and which focuses on specific issues namely (i) Access to land, resilient livelihoods, and food security, (ii) Agro-ecology and sustainable environment and (iii) Access to markets and financial services.

² AAR is the Lead applicant whereas TA is the implementing partner.



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export earnings (MINAGRI, August 2023)³ and more efforts have been deployed to increase agriculture growth and its transformation from subsistence to commercial-led production, thereby contributing to the national economy and ensuring food and nutrition security in a relatively sustainable way.

The Government of Rwanda (GoR) efforts and strategies in leveraging the sector are so commendable. Strategies like crop intensification program (CIP), Strategic plan for agriculture transformation (PSTA I, PSTA II, PSTAIII, PSTAIV) gradually contributed to transforming agriculture from subsistence to market oriented. However, the sector still faces a number of challenges such as small land for agriculture often on hills side with limited terracing, Land degradation and soil erosion, lack of consistent and adapted irrigation schemes which increase climate change vulnerabilities materializing in long droughts and unpredicted heavy rainfall that can have devastating impacts, destroy livelihoods, and threaten household food and nutritional security of whole communities. Moreover, as in most of the World, Rwanda has also suffered from the consequences of the COVID -19 pandemic that exposed the fragility of the country to external shocks. Lastly, Russia's war in Ukraine has exacerbated these fragilities, particularly with regard to food, fuel and fertilizers, and it threatens a sharp rise of hunger levels and an increase in the number of severe food insecure households.

Thus, in a move to contribute toward addressing the above needs and constraints, IFS/KUNGAHARA prioritized to address three interrelated problems below:

- (i) Low level of food production and farm income by women farmers and their cooperatives.
- (ii) High levels of food insecurity and under-nutrition, particularly among children and women.
- (iii) Lack of sufficient organic fertilizers and knowledge for their production, agroecology and rational use of mineral fertilizers.

2. Tubibe Amahoro (TA) background

Tubibe Amahoro Association (TA) is a community-based, a human rights promoter and community development led organization founded in 1995 right after the genocide against the Tutsi in Rwanda by some of the survivors and human rights defenders. TA was granted the legal status through the Ministerial Order n° 41/08.II of 31/03/2011 found in official gazette (OG) n° 33 of 15/08/2011⁴. TA dreams to achieve a society of equity in which laws and human rights are respected by everyone". Its mission is to promote respect for human rights and integral socioeconomic progress of Rwandan population by emphasizing civic participation, access to justice, sustainable community livelihood and gender promotion Based on the above strategic

³ MINAGRI, (August 2023). Report for forward-looking agriculture Joint Sector Review. The Fiscal Year 2023/2024.

⁴ <https://gazettes.africa/akn/rw/officialGazette/government-gazette/2011-08-15/33/mul@2011-08-15>



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orientation, TA basically strives for the fulfilment of the citizens' rights in its all aspects mainly human dignity, civil rights, economic rights, justice, equality, positive peace and unity among Rwandans.

Tubibe Amahoro currently operates in 11 districts of Rwanda with respective local offices; those being Karongi [head office], Rutsiro, and Ngororero and Nyamasheke in western province, Nyaruguru, Nyamagabe, Nyanza, Gisagara and Ruhango in Southern province, Burera and Musanze in Northern province. TA works with more than 10,000 community volunteers comprising Governance Focal Persons (GFPs), Paralegals, and Counsellors all coordinated by personnel varying between 10 and 20 staff.

As abovementioned, Tubibe Amahoro jointly with ActionAid-Rwanda gained a fund from the European Union (EU) to implement the "IFS/KUNGAHARA Project". The project beneficiaries are small producers with particular needs to achieve the project outcomes. Among the needs include properly conserve their agri-produce, manage short shelf-life produce, and resume the maize flour processing.

In this respect, Tubibe Amahoro (TA) seeks to recruit firms or individual consultants to **Repair Maize Processing Plants and Support Women Farmers' Cooperatives in Producing Quality Maize Flour – IFS/KUNGAHARA Project** Terms of Reference (ToRs) and specific tasks or deliverables for this assignment are detailed below.

3. Objective of this Assignment

To strengthen maize processing capacity among IFS/KUNGAHARA-supported women farmers' cooperatives by repairing existing maize milling machines, supplying low-cost milling and quality testing equipment and supporting cooperatives in producing and packaging high-quality maize flour for local markets and schools.

3.1.1. Repair Existing Maize Processing Plants' Machines

Consultancy Task: Facilitate women farmers' cooperatives to process maize flour by repairing existing maize processing plants' machines and supporting production.

This consultancy involves supplying **low-cost maize milling equipment (grinding machines)**, shelling machines, moisture meters and aflatoxin testing devices to ensure cooperatives produce **high-quality maize flour**. Branded packaging materials will also be provided. The outputs will eventually supply local schools and markets.



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3.2.1. Scope of Work / Tasks

The qualified consultant/supplier is expected to undertake the following tasks:

(i) Initial Inspection & Assessment

- Conduct a thorough inspection of installed milling machines.
- Identify damaged, worn-out, or missing components.
- Assess the extent of rust, wear and mechanical failure.

(ii) Dismantling

- Carefully dismantle milling machines to access internal components.
- Identify parts for cleaning, repair, or replacement.

(iii) Cleaning

- Remove dirt, debris and residual maize from all components.
- Ensure the hopper, feeding units and discharge outlets are clean.

(iv) Repair & Replacement

- Repair worn-out shafts, bearings and pulleys.
- Replace broken or missing parts such as:
 - Belts
 - Sieves/screens
 - Blades
 - Shelling cylinder or spikes (sheller)
- Weld cracked or broken metal parts.

(v) Lubrication

- Lubricate moving parts: bearings, gears and rotating shafts.
- Apply grease/oil to reduce friction.

(vi) Electrical Checks

- Inspect, repair or replace faulty electrical wiring or switches.

(vii) Equipment & Quality Assurance Devices

Equip cooperatives with devices to ensure product quality and safety at the following production units:

- Ruheru/Nyaruguru



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- Murundi/Karongi
- Gitesi/Karongi
- Muko/Musanze



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Materials to Supply:

Material designation	No. of Target Plants	Quantity per Plant	Plant Site
Shelling machine	4	1	Ruheru, Murundi, Gitesi, Muko
Grinding machine (milling)	4	1	Ruheru, Murundi, Gitesi, Muko
Moisture meter (maize grains)	4	2	Ruheru, Murundi, Gitesi, Muko
Aflatoxin meter (testing device)	4	5	Ruheru, Murundi, Gitesi, Muko
Quality packaging materials	4	1,000	Ruheru, Murundi, Gitesi, Muko
Supply of maize	4	5,000 kg	Ruheru, Murundi, Gitesi, Muko

(viii) Cooperative Support & Training

- Supply maize to cooperatives for processing into flour.
- Coach and supervise a **two-day maize flour processing and packaging session**.

4. Technical and Financial Proposals

Detailed **Technical** and **Financial** proposals must be submitted in English in a PDF document.

The Technical Proposal, with clear identification, should demonstrate the candidate's **knowledge and understanding of the assignment** and capacity to perform the required tasks. The following information should be included in the technical proposal:

- A clear description of the bidder's understanding of the task and the proposed methodology for delivering it.
- Resumes of the team leader and technical team relevant to the assignment.
- Company profile.
- Official registration certificate with RDB.
- RSSB and RRA clearance certificates.
- Proof of EBM invoice.

The following information must also be included as part of the technical proposal:



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- A statement certifying that all information provided in the bid is, to the best of the bidder's knowledge, accurate and complete. Any misleading or false information may result in disqualification at the sole discretion of TUBIBE AMAHORO.
- At least three good completion certificates of similar assignments (equipment supply, installation or machinery repair) and/or references from previous clients.

The Financial Proposal should:

- Be submitted in Rwandan Francs (Rwf).
- Include a detailed breakdown of costs to facilitate analysis.
- Be reviewed during contract negotiations to determine the final contract price.

TUBIBE AMAHORO reserves the right to verify all information provided, including previous contracts, references and any additional details relevant to the consultant's qualifications.

6. How to Apply

Proposals must be addressed to **TUBIBE AMAHORO** and submitted no later than **Thursday, September 18th, 2025, at 5:00 PM.**

Applicants should submit their proposals via email. To ensure proper identification, please use the following subject line:

“Application for Consultant services to Facilitate women farmers' cooperatives to process maize flour under the IFS/KUNGAHARA Project”

Applicants may apply individually for this consultancy. All proposals must be sent to: **sowpeace@gmail.com**

TUBIBE AMAHORO strongly encourages qualified **women and persons with disabilities** to apply, promoting inclusivity in our processes and outcomes.

For inquiries, contact:

- TA Monitoring & Evaluation Officer: 0782647274
- TA Project Officer: 0788756276

Note: Late submissions will not be considered.

Done at Karongi, 05/09/2025.

Pierre Célestin KABANO

Executive Secretary of TUBIBE AMAHORO

