

Request for Proposals

Section 1 – General Information

Solicitation #:	2025-08	
Solicitation Type:	Request for Proposals (RFP) for a Consultant	
Procurement Description:	<u>Hiring of a Consultant to conduct Mid-Term Evaluation for PROFARM Project in Rwanda</u>	
Anticipated Period of Performance:	30 days of effort from November 15 th , 2025	
Place of Performance:	Kigali, Rwanda.	
Contracting Party:	From: European Cooperative for Rural Development (EUCORD) Under: PROFARM Project In the framework of: EU grant agreement FED/2023/448-347	
Release Date:	October 27, 2025	
Point of Contact for Questions and Offers:	Name: Title: Address: Email:	EUCORD Rwanda Project Coordinator, EUCORD KG 5 Avenue, number 13. inforwanda@eucord.org
Questions:	Instructions: Questions must be submitted in writing; phone calls will not be accepted. Only EUCORD's written answers will be considered official and carry weight in the solicitation and subsequent evaluation. Questions Deadline: <u>November 7, 2025</u> Note: Verbal information received from EUCORD or any other entity should not be considered an official response to any questions.	
Offers:	Offer Deadline: <u>November 10, 2025; 23:00 Kigali local time</u> Via: ☒ Email Instructions: Reference the Solicitation Number in any response to this solicitation. Offers received after the specified time and date will be considered late and considered only at EUCORD's discretion. Offerors must strictly follow the deadlines provided in this solicitation to be considered for award.	
Offer Validity:	Offers are valid from individual experts consultants or firms and must remain valid for 30 calendar days after the offer deadline.	
Award:	The award will be made to the offeror who is determined to be the best offeror per the evaluation criteria and methodology provided herein. EUCORD will not issue an award to different offerors, entities, or third-parties other than the selected offeror(s) which submits an offer in response to this solicitation. EUCORD anticipates awarding an individual consultant agreement to the selected offeror(s).	
Terms and Conditions:	The resultant award is subject to EUCORD's standard Terms and Conditions as stipulated in Section 6.	

Section 2 – Scope of Work

1. Introduction to Offerors:

EUCORD is an international NGO with headquarters based in Brussels (formally registered as a cooperative in the Netherlands) with offices in Africa and Kigali in particular. EUCORD's vision is to safeguard a prosperous future for African youth through resilient agricultural value chains, fostering inclusive economic growth. Its mission is to partner with agri-food stakeholders to future proof rural livelihoods in Sub-Saharan Africa. We identify market opportunities, develop value-chain driven networks, provide capacity building and introduce climate-smart innovations.

The purpose of this Solicitation is to identify a Consultant with experience in conducting project evaluations, for the EU funded PROFARM: Promoting an integrated farming system around sunflower, maize and vegetables to stimulate resilient agriculture and nutrition security for smallholder farmers in Rwanda.

2. Scope of Work: Conducting a Mid-Term Evaluation for the PROFARM Project

2.1 Background and Rationale: Since 2022, the European Union is funding 14 projects under **Boosting food production in Rwanda “KUNGAHARA” program**. The global objective of the program is to promote food and nutrition security as well as food systems resilience in Rwanda.

It is in this regards that the European Cooperative for Rural Development (EUCORD) jointly with the Rural Development Initiative (RDI) are implementing PROFARM: Promoting an integrated farming system around sunflower, maize and vegetables to stimulate resilient agriculture and nutrition security for smallholder farmers in Rwanda, since November 1, 2023.

The overall project objective is to ensure sufficient, sustainable food production and economic security in Rwanda. Specifically, the action will contribute to improving local production and availability of good quality and affordable food, as well as improved nutrition (Specific Objective 1), and will help to increase income by linking farmers to guaranteed markets and improve the livelihoods and nutritional status of local communities (Specific Objective 2).

The project intervention is hence based on two specific objectives and three outcomes:

Specific Objective 1: Improve local production and availability of good quality, nutritious and affordable food.

- **Outcome 1:** Increased food production, by means of introduction of integrated soil fertility and water management, innovative agricultural practices and post-harvest handling technologies.
- **Outcome 2:** Improved health and nutrition behaviour, with a specific focus on pregnant and lactating women and children under age 5, through increased knowledge of nutrition and care.

Specific Objective 2: Increase income and improve livelihood of local communities through sustainable inclusive value chain development (cereals, vegetables, sunflower).

- **Outcome 3:** Developed agricultural value chains by linking farmers to extension services, finance and markets through public-private partnerships.

The 42 months' project is under implementation in Burera and Gicumbi Districts in Northern Province and Ruhango District in Southern Province from November 2023 to April 2027. Therefore, the Mid-Term Evaluation must be conducted for the successful monitoring and evaluation of the project.

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3.0. Study Objectives

The mid-term evaluation for **PROFARM** project aims to assess progress, identify challenges and opportunities, and provide recommendations for the remaining project period.

This includes:

- **Assessing progress and performance:** determining the extent to which the project is on track to achieve its intended outcomes and long-term goals.
- **Ensuring relevance and strategic fit:** evaluating if the project design and its activities remain appropriate and aligned with Rwanda's national priorities and the needs of the beneficiaries, especially considering any changes in the operating context.
- **Promoting learning and adaptation:** Identifying key challenges, opportunities, best practices, and lessons learned to facilitate timely adjustments to the project's strategy, design, or implementation modalities.

The overarching goal of the mid-term evaluation is to provide an **independent assessment of the project's performance, relevance, efficiency, effectiveness, and progress towards achieving its ultimate goals** of resilient agriculture and improved nutrition security for smallholder farmers in Rwanda. The mid-term evaluation is constituting a strategic check-up to ensure that the PROFARM project is on the right track and to gather crucial lessons for future planning and optimal use of resources for the rest of its implementation phase.

3.1. Specific Objectives

Under the overall supervision of EUCORD, the consultant will analyse the current status of agriculture, food security and nutrition in the project intervention area in line with the indicators in the Project's logical framework. Based on the project's focus areas (integrated farming, sunflower, maize, vegetables, resilience, and nutrition security) and standard evaluation criteria, the specific objectives of the mid-term evaluation include:

i) Relevance and Design Validity

- To assess the **continued relevance** of the PROFARM project's objectives, design, and strategies to the needs of the targeted smallholder farmers and the national priorities of Rwanda (in agriculture, food security, and nutrition).
- To evaluate the **validity of the integrated farming system model** (sunflower, maize, and vegetables) as a means to achieve resilient agriculture and nutrition security in the project areas.

ii) Effectiveness and Progress toward Objectives

- To assess the **progress made toward achieving the project's specific objectives and outcomes** to date, particularly:
 - **Improving local production and availability** of good quality, nutritious, and affordable food (sunflower, maize, and vegetables).
 - **Increasing income and improving livelihoods** through sustainable, inclusive value chain development.
- To determine whether the project's outputs (technical assistance, capacity building, establishment of demonstration plots, access to inputs, post-harvest infrastructure) have been **effective** in delivering the expected intermediate results.

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iii) Efficiency of Implementation

- To assess the **efficiency** with which project resources (financial, human, technical) have been utilized to achieve the results, examining factors such as implementation timeliness, cost-effectiveness, and management structure.

iv) Impact Orientation and Sustainability

- To identify the **initial or likely long-term impact** of the integrated farming system approach on the smallholder farmers' **resilience** (agriculture, to climate shocks, market volatility) and their **nutrition security** (dietary diversity, food access).
- To evaluate the **likelihood of the project's results and benefits being sustained** by the beneficiaries (farmers' cooperatives, local institutions) after the project ends and identify critical factors for enhanced sustainability.

v) Learning and Recommendations

- To document **key lessons learned, best practices, and innovative approaches** from the implementation process so far.
- To provide **actionable recommendations** for necessary adjustments and course corrections to the project strategy, activities, and management arrangements for the remaining implementation period to maximize its impact and ensure the successful achievement of its final goals.

4. Approach

The consultancy will aim to collect and analyse mid-term data at impact, outcome and output levels. Thus, this Mid-Term Evaluation will adopt a mixed methods approach; quantitative data will be backed up with qualitative information to ensure a well-constructed start point of the project.

The consultant is expected to undertake desktop research, existing reports analysis and field visits in the project intervention area to collect relevant information. The consultant is required to use a consultative and inclusive approach to ensure that all key project stakeholders are actively involved during the study. The consultant will also require close consultations with EUCORD's technical team, RDI, the EU delegation in Rwanda, Districts and leaders to ensure ownership and collective responsibility.

Methods like structured interviews or questionnaires should be applied based on different indicators and they should be sensitive to the target population (unit of analysis) and robust enough to provide adequate responses to the stated study purpose while factoring in the local context.

The methodology with all details will be presented in the inception report by the consultant and validated by EUCORD; the methodology section should cover details of study approaches and design, sampling, sample size determination, data collection methods/instruments, data analysis techniques, plan for dissemination of study findings, and be cognizant of quality assurance, the local context, safeguarding and ethical considerations during the study.

5.0. Deliverables:

The following key deliverables are expected from the Assignment:

#1. Inception Report: to be submitted within 5 calendar days, it should include methodology, workplan, timeline for specific tasks, key stakeholders to be consulted and key tools to be used for data collection to inform final study report.

#2. Draft Mid-term project Report (60-70 pages without annexes): to be submitted within 25 calendar days from start of assignment.

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#3. Final mid-term project Report to be submitted within 30 days from start of assignment, or 5 days after receiving comments from EU Commission to Rwanda and EUCORD, taking into account comments made.

All reports shall be presented by the consultant using a power point presentation.

Section 3 – Evaluation Methodology and Criteria

Evaluation Criteria: EUCORD will use a Weighted Trade-Off Analysis, Including Cost Criteria evaluation methodology for this solicitation. Weighted Trade-Off Analysis selects the offeror providing the best overall value to EUCORD, considering both financial and technical factors, according to the assigned weights provided in the evaluation criteria. The EUCORD will assess the offer acceptability in accordance with the following criteria:

Criteria	Criteria Description	Weight
Consultant Qualifications	The applicant must have at least a master's degree in the areas of agricultural economics, agronomy, agribusiness, business administration, rural development, or a related field. Specialized certifications such as, value chain analysis, food systems analysis, investment appraisal, or project management will be an added value.	20
Experience conducting similar work	Demonstrated experience of at least 10 years in agricultural, food security and nutrition sector in Rwanda. Prior experience in conducting feasibility studies, Mid-Term Evaluations and evaluation surveys in agriculture while working with public and/or private sector. Experience in community engagement works and studies	30
Proposed workplan	Proposes a reasonable, detailed, clear methodology of 3-4 pages describing how the applicant will complete the SOW outlined in Section 2. The consultant should develop a clear methodology that demonstrates that she/he clearly understands the assignment and illustrates very well how the assignment is going to be executed. Demonstrates good report writing and communication skills as well as ability to compose clear, compelling written documents in English. The workplan should take into consideration the specific Rwandan context and demonstrate familiarity with proposed research, analysis, and associated tasks to achieve results.	20
Reference checks	Provide at least two (2) similar references of work performed under consultancy that can verify the applicant's ability to deliver quality work efficiently and in an organized fashion. Please share your detailed CV and contacts for personal references for key similar assignments.	20
Cost	Reasonableness and allowability of proposed cost relative to the above-mentioned qualification requirements and SOW. Cost should include daily rate and transport cost (if any)	10
Total		100

Only shortlisted applicants selected for interview will be contacted.

Section 4 – Offer Format Instructions

Consultant offers in response to this solicitation must comply with the following instructions:

- a. Submissions will be accepted in the following language(s): English
- b. Include the following in the footer of the offer document:
 1. Consultant Name
 2. Solicitation Number
 3. Page Numbers
- c. Offer in the format provided in Annex 1, Parts 1 and 2

Section 5 – Complete Offer

A complete offer must include the following documents:

- a. Completed Annex 1 – Offer Template
- b. Copy of the Offeror's Identity and TIN (if applicable)
- c. Background, Methodology, Work Plan and Budget as outlined in Annex 1, Parts 1 and 2
- d. CV resume of applicant

Section 6 – EUCORD Terms and Conditions

1. Ethical and Business Conduct: EUCORD is committed to integrity in procurement, and only selects offerors based on objective business criteria such as price and technical merit. EUCORD does not tolerate fraud, collusion among offerors, falsified proposals/bids, bribery, or kickbacks. Any organization or individual violating these standards will be disqualified from this solicitation, barred from future procurement opportunities, and may be reported to both EUCORD's Client – as applicable –

Employees of EUCORD are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange for or as a reward for business. Employees and agents engaging in this conduct are subject to termination and will be reported to EUCORD's Client – as applicable – and the appropriate Office of the Inspector General. In addition, EUCORD will further inform these agencies of any Offerors' offers of money, fee, commission, credit, gift, gratuity, object of value or compensation to obtain business.

2. Terms and Conditions: This Solicitation is subject to EUCORD's standard terms and conditions. Please note the following terms and conditions will apply:

- (a) EUCORD's standard payment terms are 30 calendar days after receipt and acceptance of any commodities or deliverables. Payment will only be issued to the entity submitting the offer in response to this Solicitation and identified in the resulting award; payment will not be issued to a third party.
- (b) The title to any goods/services supplied under any award resulting from this Solicitation shall pass to EUCORD following delivery and acceptance of the goods by EUCORD. Risk of loss, injury, or destruction of the goods shall be borne by the offeror until title passes to EUCORD.

3. Disclaimers: This is a Solicitation only. Issuance of this Solicitation does not in any way obligate EUCORD, its project(s), or its Client(s) to make an award or pay for costs incurred by potential offerors in the preparation and submission of an offer. In addition:

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- (a) Offerors are responsible for ensuring their offers are received by EUCORD in accordance with the instructions, terms, and conditions described in this Solicitation; failure to adhere to instructions may lead to disqualification
- (b) EUCORD may cancel the Solicitation and not award at any time
- (c) EUCORD may reject any or all responses received
- (d) Issuance of the Solicitation does not constitute award commitment by EUCORD
- (e) EUCORD reserves the right to disqualify any offer based on offeror failure to follow the Solicitation instructions
- (f) EUCORD will not compensate offerors for response to the Solicitation
- (g) EUCORD reserves the right to issue award based on initial evaluation of offers without further discussion
- (h) EUCORD may negotiate with offerors for their best and final offer and/or request clarifications from any offeror prior to award
- (i) EUCORD reserves the right to increase or decrease its order for quantities or units with the selected offeror
- (j) EUCORD may reissue the Solicitation or issue formal amendments revising the original Solicitation specifications and evaluation criteria before or after receipt of proposals
- (k) EUCORD may modify the specifications without issuing a formal notice to all offerors when the revisions are immaterial to the scope of the Solicitation
- (l) EUCORD may choose to award only part of the activities in the Solicitation, or issue multiple awards, if in the best interest of EUCORD
- (m) EUCORD reserves the right to waive minor offer deficiencies that can be corrected prior to award determination to promote competition
- (n) Offerors understand that EUCORD's Client(s) is not a party to this Solicitation and the offeror agrees that any protest hereunder must be presented – in writing with full explanations – to EUCORD for consideration. EUCORD's Client(s) will not consider protests regarding procurements carried out by EUCORD. EUCORD, at its sole discretion, will make a final decision on any protest for this procurement.

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Annex 1 – Application Template

The following cover letter must be completed/signed by the offeror and submitted with the application:

PART 1 – COVER LETTER

To: [EUCORD Executive Director]
[KG 5 Avenue, number 13. Email:inforwanda@eucord.org]

Reference: Solicitation no. [enter solicitation number]

To Whom It May Concern:

I, the undersigned, hereby provide the attached offer to perform all work required to complete the activities and requirements as described in the above-referenced Solicitation. Please find my offer attached.

I hereby acknowledge and agree to all terms, conditions, special provisions, and instructions included in the above-referenced Solicitation. I further certify that I am eligible to participate in this procurement under the terms of this solicitation and under the applicable regulations.

Furthermore, I hereby certify that, to the best of my knowledge and belief:

- I have no close, familial, or financial relationships with any EUCORD, its project staff members, or its Client (as applicable);
- I have no close, familial, or financial relationships with any other offerors submitting proposals in response to the above-referenced Solicitation;
- I am not debarred, suspended, or otherwise considered ineligible for receiving EU funds. I understand that EUCORD will not make any award to an individual or entity that is debarred, suspended, or considered ineligible by the EU;
- The prices in my offer have been arrived at independently, without any consultation, communication, or agreement with any other offeror or competitor for the purpose of restricting competition;
- All information in my proposal and all supporting documentation is authentic and accurate;
- I understand and agree to EUCORD's prohibitions against fraud, bribery, and kickbacks;
- I understand and agree to EUCORD's prohibitions against funding or associating with individuals or organizations engaged in terrorism or trafficking in persons activities.

I hereby certify that the enclosed representations, certifications, and other statements are accurate, current, and complete:

For:	Offeror Name:	<i>Offerors must provide entity name, if applicable, here</i>
Submitted By:	Name:	<i>Offerors must print name of the authorized person who completed this offer here</i>
	Title:	<i>Offerors must provide title of the authorized person who completed this offer here</i>
	Signature:	<i>Offerors must provide signature of the authorized person who completed this offer here</i>
	Date:	<i>Offerors must indicate the date this offer was completed here</i>
Other Information:	Phone:	<i>Offerors must provide phone number for contact if selected for negotiation or award here</i>

	Email:	<i>Offerors must provide email for contact if selected for negotiation or award here</i>
	Address:	<i>Offerors must provide address for contact if selected for negotiation or award here</i>
	Website:	<i>Offerors must provide organization website, if applicable, here</i>
	Country of Nationality:	<i>Offerors must indicate their country of legal organization, ownership, citizenship, or lawful permanent residence here</i>
	Identity card or Taxpayer ID Number (If applicable):	<i>Offerors must provide registration and/or taxpayer ID number here</i>

PART 2 – Proposals

Offerors are instructed to complete this form and place it on the Offeror's letterhead. Once completed, this form serves as the binding proposal in response to this solicitation and is valid for the period identified on the cover page of this Solicitation. Failure to submit the information required herein may lead to disqualification of the offer.

1. Technical Proposal

1.1. Background

A 1-page overview of the objectives of the Mid-Term Evaluation should be included in the proposal.

1.2. Methodology and Work Plan

The 5-6 page proposal should clearly outline how the SOW described in Section 2 will be completed, but clarifying the main specific role of the consultant with regards to the entire study, and a proposal for when the deliverables will be submitted within the period of performance. Please also be sure to answer the below questions:

- If there are the requirements to be provided by Client to facilitate the study, other than clarified the consultant to achieve the objectives, please note this in the application. EUCORD will avail the needed presented requirements if there is compelling justification.

The Methodology and work plan should explain the details of each activity, including those mentioned in the project work plan. The schedule and the person responsible for each sub activity must be clearly indicated if applicable.

1.3 Offeror's CV

The Consultant's CV should be attached as an annex of the proposal and should highlight the offeror's past experience in conducting similar assignment either in Rwanda or region, preferably in area of food security systems development. The offeror is required to explain their qualifications and expertise conducting the feasibility study related to agriculture and food security, feasibility studies, Mid-Term Evaluations and evaluation surveys in agriculture. The CV is limited to no more than 10 pages.

1.4. Total Size of the Submission

In sum, the offeror's proposal should consist of a document which includes the Cover Letter, a 1-page background, a 5–6-page Methodology and Work Plan, and a 10-page (maximum) CV as an annex, as well as a 1–2-page Cost Proposal with references, as described in this section and in section 2 below.

2. Cost Proposal

2.1. Budget

Within the submission, Consultants are instructed to complete the below financial proposal table. The financial proposal should be presented in FRW. EUCORD reserves the right to negotiate the proposed budget or request clarification at its discretion.

a. Budget

Cost Category	Unit	Quantity	Unit Price FRW	Total Price FRW	Budget Notes
<i>Offerors must propose line-items within the Cost Category; repeat for as</i>	<i>Offerors must provide</i>	<i>Offerors must provide</i>	<i>Offerors must quote the unit price here</i>	<i>Offerors must provide the total price</i>	<i>Offerors must describe the purpose of the</i>

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<i>many line-items as necessary</i>	<i>the unit price here</i>	<i>the quantity of units here</i>		<i>(unit x quantity x unit price) here</i>	<i>cost and basis for price here</i>
1. [Personnel]; Consultant fees:					
2. [Transportation to Kigali, Rwanda] if applicable					
3. [Communication] <i>if any</i>					
4. [Other Direct Costs] <i>if any</i>					
TOTAL					
Taxes (as applicable)					
Grand total					

b. Deliverables Completion schedule:

Deliverable	Anticipated working in achieving the deliverable	Anticipated Delivery Date
1. Inception Report		
2. Draft Final Mid-Term Evaluation Report		
3. Final Mid-Term Evaluation Report		

c. References

Offerors are instructed to complete the boxes highlighted in gray:

Reference No.	Reference Name	Contact Information	Affiliation
1	<i>Offerors must provide name of reference (organization or individual) provided here</i>	Name: Phone: Email: Address:	<i>Offerors must describe relationship with reference here</i>
2.	<i>Offerors must provide name of reference (organization or individual) provided here</i>	Name: Phone: Email: Address:	<i>Offerors must describe relationship with reference here</i>
3.	<i>Offerors must provide name of reference (organization or individual) provided here</i>	Name: Phone: Email: Address:	<i>Offerors must describe relationship with reference here</i>

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d. Tax Considerations

Offerors are made aware of EUCORD's tax status in Rwanda. EUCORD EU Funded Project is VAT tax exempt, but Offerors are required to submit both prices before tax and with taxes. The withholding taxes equivalent to 15% is applied. Offers submitted must comply with these tax considerations.

e. Bank Account

Offerors are instructed to complete boxes highlighted in gray:

Does the Offeror have an active bank account?	☐ Yes ☐ No
If yes, provide the Offeror name associated with the Bank Account if selected for eventual award.	<i>Offerors must provide the name associated with their Bank Account, if applicable, here</i>

3.Submission

Interested consultants should email Technical and Financial proposal (in Rwandan Francs) detailing the proposed approach, methodology and workplan for the assignment. The proposal should be accompanied by (i) detailed CVs outlining the consultant's academic qualifications, previous relevant experience, contact information, etc.; (ii) documented evidence e.g. copy of study reports previously developed or certificate of work completion and (iii) and signed application template.

Applications entitled: "*Hiring of a Consultant to conduct Mid-Term Evaluation for PROFARM Project in Rwanda_Full names of Consultants/Consultancy Firm*" should be sent electronically by email to inforwanda@eucord.org no later than November 10, 2025, at 23:00 , local time in Rwanda.