



REQUEST FOR PROPOSAL

No. HPI20250104RW

RECRUITMENT OF AN INDIVIDUAL CONSULTANT FOR THE ASSESSMENT OF THE STATUS OF LIVESTOCK FARMER FIELD SCHOOL GROUPS (LFFS GROUPS) ESTABLISHED UNDER RDDP.

RFP Release Date:	24 th October 2025
Question/ Inquiry Submission Deadline:	31 st October 2025
Proposal Submission Deadline:	12 th November 2025
Selection Committee review	14 th November 2025
Notification of award	19 th November 2025
Award agreement negotiation and signing	28 th November 2025
Electronic submission to the attention of:	Heifer International Rwanda
Electronic submission:	procurement-rw@heifer.org
Contact information for inquiries about this RFP:	procurement-rw@heifer.org



1. BACKGROUND

1.1. Context and background

Heifer International Rwanda (HIR) is a Nonprofit and International Non-governmental Organization with the mission to alleviate hunger and poverty, while caring for the environment through sustainable agricultural practices. In collaboration with the Government of Rwanda and other relevant partners, this project has now grown to cover the whole country to become the flagship program known as “one cow per poor family”.

Heifer International Rwanda projects focus on improving income and nutritional status, mobilizing farmers, and promoting local capacity through training of project participants, promoting market linkages for dairy value chain actors, improving the quality of livestock through artificial insemination services, empowering rural women, building resilience through sustainable agricultural practices, and connecting local communities to business development services.

Heifer International Rwanda is in partnership with the Government of Rwanda through the Ministry of Agriculture and Animal Resources for the implementation of the Rwanda Dairy Development Project (RDDP II). Under this partnership, Heifer International Rwanda would like to procure suitable company to do the assessment of the sustainability of LFFS groups established under RDDP

1.2 Objective of the assignment

The Rwanda Dairy Development Project (RDDP 1), funded by the International Fund for Agricultural Development (IFAD), was initiated in March 2017 with the aim of transforming the dairy sector into a profitable, sustainable, and professional enterprise. Its core focus was on enhancing productivity, strengthening farmers’ organizations, and improving market access for smallholder dairy farmers. One of its key innovations was the introduction of Farmer Field Schools (FFS), particularly Livestock Farmer Field Schools (L-FFS), as a participatory extension approach to build farmers’ knowledge and skills.

Building on this foundation, RDDP 2 through consultancy, intends to evaluate the established L-FFSs to determine their level of maturity through categorization. This exercise will help identify existing challenges and inform the types of interventions required to ensure that the set objectives are achieved.

This Terms of Reference (TOR) defines the scope of work for assessing already created L-FFSs for their actual status and sustainability. The assessment will end up by categorizing the L-FFS groups into grower- pre- mature and mature. The findings will inform the decision makers to proceed with the definition of specific areas of interventions for each group category.



2. Scope of work and key responsibilities

To assess sustainability and categorize 1180 groups created since the time of RDDP to its completion L-FFSs based on their maturity, operational capacity, and sustainability to identify challenges and recommend tailored interventions for improved performance.

The Consultant will be responsible for the quality and timely submission of specific deliverables, as specified below. All documents should be well written (reader friendly and communicative), inclusive and have a clear analysis process

The consultant will undertake the following tasks:

1. Review existing reports, records, and databases on L-FFS activities under RDDP 1 and align with the graduation pathway meaning and scope.
2. Design of Categorization Tool building on existing models
3. Field Data Collection through visits, interviews, and focus group discussions with-FFS facilitators, L-FFS group members, leaders, and other key stakeholders.
4. Conducting socio-economic and environmental analysis to assess the L-FFS groups viability
5. Categorization of L-FFSs into tiers (e.g., pre-mature, emerging, mature) based on agreed parameters.
6. Assessment of Linkages with financial institutions, and markets.
7. Assessing the outreach level of good practices learnt from the Livestock Farmer Field Schools (L-FFS Groups).
8. Identification of Gaps in governance, financial management, digitalization, and sustainability.
9. Recommendations & Action Plan for strengthening and upgrading L-FFSs,
10. Validation Workshop with Heifer and RAB/SPIU technical teams to present findings and refine recommendations.
11. Final Report including categorized groups, key findings, and proposed interventions.
12. A clear guideline based on the lesson learnt on how existing LFFS groups can be supported in the graduation pathway.



3. Expected deliverables

Through an in-depth understanding of the project background, its rationale, and the purpose of this assignment, the consultant is expected to deliver the following:

S/N	Deliverables	Duration
1	Inception report with methodology and categorization framework	2 Weeks
2	LFSS categorization tool and fieldwork plan.	5 Weeks
3	Draft categorization report.	2 Week
4	Final report including the sustainability status of the L-FFS groups, their categorization, gap analysis, and recommendations	2 Week
5	A clear guide on how LFSS groups can be supported to reach the graduation level based on RDDP one lessons learnt	1 Week

4. Duration and timeline

The consultancy is expected to take a total of 60 working days, starting from December to February 2026.

5. Reporting lines

The consultant will report directly to both the RDDP II Project Manager at Heifer International Rwanda and any other assigned person. The consultant will work closely with the project officers from HPI and RAB/SPIU, Project coordinators, local government authorities, Community Facilitators, L-FFS facilitators and Community AgroVet Entrepreneurs and other relevant stakeholders in the region.

6. Requirement of the consultant (Qualifications and experience)

The Individual Consultant's experience and qualifications should meet at least a minimum of the following criteria:

- At least master's degree in project planning and management, rural development and business administration, or another related field.



- Certification in entrepreneurship, cooperative and financial inclusion related courses is an added value
- Proven experience (at least 8–10 years) in conducting saving group assessments, evaluations, or research in agribusiness sector.
- Demonstrated expertise and strong background in community-driven approaches (Saving group, VSLA, FFS, cooperatives, producer organizations)
- Over and above 5 years of Experience in financial inclusion and saving group dynamics assessment. The consultant provides at least three examples of past assignments related to financial inclusion/linkages, village savings and loan associations (VSLAs), cooperative/group assessments, or group dynamics studies with reputable institutions such as international and/or local NGOs, donor funded projects and financial service providers with track record in implementing the saving group models.
- Previous assignments with at least two certificates involving categorization, profiling, capacity assessment of farmer groups and/or financial linkage.
- Ability to develop categorization frameworks and scoring systems by providing at least 1 sample of previous frameworks or tools or scoring systems developed in past assignments.
- Strong report-writing and presentation skills.
- Strong facilitation and communication skills, including the ability to work with rural communities.
- Ability to work collaboratively with government institutions, NGOs, and farmer organizations.
- Fluency in English and/or French, with knowledge of Kinyarwanda as an added advantage.
- Commitment to participatory and inclusive approaches

7. SELECTION CRITERIA

The expression of interest and supporting documents to be submitted by the consultants will be evaluated based on the following criteria:

S/N	Description	Score
1	Academic Qualification (At least master's degree in project planning and management, rural development and business administration, or another related field, Certification in entrepreneurship, cooperative and financial inclusion related courses is an added value	10 points



2	Proven experience (8-10 years) in conducting assessments, evaluations, or research in agribusiness activities or related activities	10 points
3	Demonstrated expertise and strong background in community-driven approaches (, VSLA, FFS, cooperatives, producer organizations)	20 points
4	Experience in financial inclusion and saving group dynamics assessment with three examples	20 points
5	Previous assignments involving categorization, profiling, or capacity assessment of farmer groups	10 points
6	Categorization frameworks and scoring systems by providing at least 1 sample of previous frameworks or tools or scoring systems developed in past assignments.	10 points
Subtotal		80 Points
1	Methodology and work plan	20 points
Total		100

Individual consultants scoring 59/80 will be invited for presentation of methodology and work plan as part of the selection criteria/evaluation. The first ranked consultant will be invited for financial opening and negotiation.

8. Application Procedure

Interested consultants should submit a technical proposal outlining the approach, methodology, work plan, a detailed timeline aligned with the scope above; a separate detailed financial proposal with budget; curriculum vitae with references and examples of relevant work; and certificates of good execution for similar consultancy work Certificates.

The technical and financial proposals should be submitted separately in PDF format; both clearly marked with the RFP Reference Number above.

Proposals (both technical and financial) must be submitted electronically to email: procurement-rw@heifer.org with clear subject line: **“(Recruitment of an individual consultant for the assessment of the status of livestock farmer field school groups (LFFS groups) established under RDDP and submitted by 12th November 2025 at 5:00pm Kigali time.**



9. Financial Proposal

COST SUMMARY	Cost in Rwf
Consultant Fees	
Reimbursable costs	
Printing cost per page	
Printing cost of map per page	
Transport cost in City of Kigali per day	
Transport cost outside Kigali City per km	
Accommodation in Kigali City per day	
Accommodation outside Kigali City per day	
Lunch and Dinner outside Kigali City	
TOTAL NET Costs	
Applicable Tax (15% WT)	
Total GROSS Costs	

Proposed budget priced in **Rwandan Francs (Rwf)** must be submitted separately electronically. The pricing information should not appear in any other section of the proposal other than the financial proposal. The consultant shall be entirely responsible for all applicable taxes.

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



10. Late submissions and verification

Proposal received after the submission deadline will not be considered. Bidders are responsible to ensure 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.

11. 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.

12. 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 as a result of the RFP.

13. 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 any and 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 manner in which HPI may use the Work Product.