



**Kigali, 14<sup>th</sup> October 2024**  
**Ref N<sup>o</sup>06/AWF-RW-CD/2024**

**TENDER NOTICE**

**Poultry Expert for Community-Based Poultry Farm Establishment and Management**

The African Wildlife Foundation (AWF), in partnership with the Rwanda Development Board (RDB), is implementing a comprehensive conservation and development program for the Volcanoes landscape in Rwanda. This initiative aims to harmonize conservation efforts with sustainable community development, addressing the complex challenges faced by both the ecosystem and local populations.

As part of this program, AWF has identified poultry farming as a promising income-generating activity for local communities. This aligns with the broader goals of reducing pressure on natural resources, diversifying livelihoods, and promoting sustainable economic development in the region. However, the current skill level within this value chain among local community members is relatively low.

**Objectives of the assignment :**

- To design and establish a comprehensive small-scale poultry farm that incorporates all key components of the value chain, including hatchery, egg production, meat production, and slaughtering and packaging facilities.
- To implement best practices in poultry farming, ensuring the farm serves as a model of efficiency, sustainability, and profitability.
- To develop and deliver a comprehensive training program that builds the capacity of local community members in all aspects of poultry farming and management.
- To manage the poultry farm operations for a period of two years, ensuring its viability and demonstrating its potential as a sustainable business model.
- To facilitate market linkages and develop strategies for the long-term economic sustainability of community-based poultry farming initiatives.
- To integrate the poultry farming initiative with broader conservation goals, demonstrating how sustainable livelihoods can contribute to reduced pressure on natural resources.
- To prepare a comprehensive handover strategy and action plan to ensure the continued success and community ownership of the poultry farm beyond the initial two-year period.

**Submission Requirements:**

Interested parties should submit:

1. Copy of Registration Certificate issued by RDB.
2. Valid Tax Clearance Certificate issued by RRA.
3. Valid RSSB Clearance Certificate

African Wildlife Foundation  
Kigali Heights Building, 2nd Floor - West Wing  
KG 7 Ave Kigali, Rwanda  
Email: [kigali@awf.org](mailto:kigali@awf.org)

4. A Simplified business plan for the poultry farm
5. Draft Layout Design and infrastructure requirements for the farm, including hatchery, egg production units, meat production facilities, and packaging area
6. A financial proposal including farm establishment , training and operation cost for 2 years
7. A concept note outlining the approach to establishing and managing a community-based poultry farm (maximum 3 pages)
8. Contact information for three references

All proposals must be submitted no later than Nov 5<sup>th</sup>, 2024, at 5:00 PM East Africa Time. Late submissions will not be considered. Please send your complete proposal package to [procurement@awf.org](mailto:procurement@awf.org) with a copy to [kigali@awf.org](mailto:kigali@awf.org)

For full Terms of Reference and submission guidelines, please see the attachment

DocuSigned by:

*patrick Nsabimana* 14/2024

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**NSABIMANA Patrick**  
**Ag. Country Director**  
**AWF-Rwanda**  
**KIGALI**



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Kigali Heights Building, 2nd Floor - West Wing  
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## **Terms of Reference: Poultry Expert for Community-Based Poultry Farm Establishment and Management**

### **1. Background**

The African Wildlife Foundation (AWF), in partnership with the Rwanda Development Board (RDB), is implementing a comprehensive conservation and development program for the Volcanoes landscape in Rwanda. This initiative aims to harmonize conservation efforts with sustainable community development, addressing the complex challenges faced by both the ecosystem and local populations.

As part of this program, AWF has identified poultry farming as a promising income-generating activity for local communities. This aligns with the broader goals of reducing pressure on natural resources, diversifying livelihoods, and promoting sustainable economic development in the region. However, the current skill level within this value chain among local community members is relatively low.

To address this gap and catalyze the development of a robust poultry sector, AWF plans to establish a small-scale poultry farm that will serve multiple purposes:

1. Act as a demonstration and training center for best practices in poultry farming
2. Provide hands-on learning opportunities for community members
3. Serve as an income-generating facility for the community
4. Showcase various components of the poultry value chain, including hatchery operations, egg production, meat production, and packaging.

### **2. Objectives of the Assignment**

The primary goal of this assignment is to establish, manage, and utilize a small-scale poultry farm as a catalyst for community development and capacity building in the Volcanoes landscape. The specific objectives are:

1. To design and establish a comprehensive small-scale poultry farm that incorporates all key components of the value chain, including hatchery, egg production, meat production, and slaughtering and packaging facilities.
2. To implement best practices in poultry farming, ensuring the farm serves as a model of efficiency, sustainability, and profitability.
3. To develop and deliver a comprehensive training program that builds the capacity of local community members in all aspects of poultry farming and management.
4. To manage the poultry farm operations for a period of two years, ensuring its viability and demonstrating its potential as a sustainable business model.
5. To facilitate market linkages and develop strategies for the long-term economic sustainability of community-based poultry farming initiatives.
6. To integrate the poultry farming initiative with broader conservation goals, demonstrating how sustainable livelihoods can contribute to reduced pressure on natural resources.
7. To prepare a comprehensive handover strategy and action plan to ensure the continued success and community ownership of the poultry farm beyond the initial two-year period.

## Scope of Work

The Poultry Expert will be responsible for the following tasks:

### 1. Farm Design and Establishment:

- Conduct a feasibility study and develop a detailed business plan for the poultry farm
- Design the layout and infrastructure requirements for the farm, including hatchery, egg production units, meat production facilities, and packaging area
- Oversee the construction and equipping of the farm, ensuring adherence to best practices and local regulations

### 2. Farm Management:

- Develop and implement standard operating procedures for all aspects of farm operations
- Manage day-to-day operations of the farm, including bird health, feed management, production schedules, and quality control
- Implement biosecurity measures to prevent disease outbreaks and ensure animal welfare
- Oversee record-keeping and data management for farm operations and finances

### 3. Training and Capacity Building:

- Develop a comprehensive training curriculum covering all aspects of poultry farming, from basic husbandry to advanced management techniques
- Conduct regular training sessions for community members, using the farm as a practical demonstration site
- Mentor and coach selected community members to take on management roles within the farm

### 4. Market Development and Linkages:

- Conduct market research to identify potential buyers and distribution channels for eggs, meat, and other poultry products
- Develop marketing strategies and establish relationships with key market players
- Assist community members in negotiating fair prices and contracts with buyers

### 5. Sustainability and Conservation Integration:

- Implement environmentally friendly practices in farm operations, such as waste management and efficient resource use
- Develop strategies to link poultry farming success with conservation goals, potentially including conservation agreements or education programs

### 6. Monitoring, Evaluation, and Reporting:

- Establish key performance indicators for the farm and training program
- Conduct regular monitoring and evaluation of farm performance and community skill development
- Prepare monthly progress reports and a comprehensive final report

#### 7. Handover and Exit Strategy:

- Develop a detailed plan for the transition of farm management to the community
- Identify and train key community members to take over various aspects of farm operations
- Create a long-term sustainability plan for the farm and associated community poultry initiatives

#### 6. Required Qualifications and Experience

- Minimum of 5 years of hands-on experience in poultry farm management
- Demonstrated experience in setting up and managing small to medium-scale poultry operations, including hatcheries, layer farms, and broiler production.
- Proven track record in developing and implementing training programs in poultry farming for rural communities.
- Experience in business planning and financial management of agricultural enterprises.
- In-depth knowledge of modern poultry farming techniques, including breeding, nutrition, disease management, and biosecurity.
- Familiarity with poultry processing and packaging operations.
- Understanding of market dynamics and value chain development in the poultry sector.

#### Other Requirements:

- Commitment to conservation and sustainable development principles.
- Physical office in the landscape is an added advantage

#### 8. Application Process

Interested firms are invited to submit their applications. The application process is as follows:

#### Required Documents:

1. Copy of Registration Certificate issued by RDB.
2. Valid Tax Clearance Certificate issued by RRA.
3. Valid RSSB Clearance Certificate
4. A Simplified business plan for the poultry farm
5. Draft Layout Design and infrastructure requirements for the farm, including hatchery, egg production units, meat production facilities, and packaging area
6. A financial proposal including farm establishment, training and operation cost for 2 years
7. A concept note outlining the approach to establishing and managing a community-based poultry farm (maximum 3 pages)
8. Contact information for three references

#### Submission Guidelines:

- All documents should be submitted in PDF format
- The email subject line should read: "Application: Poultry Expert - Volcanoes Landscape Project"



- Applications should be sent to: [procurement@awf.org](mailto:procurement@awf.org), with a copy to [kigali@awf.org](mailto:kigali@awf.org)

Application Deadline:

- The deadline for submission of applications is 5 November 2024
- Late or incomplete applications will not be considered.