

TERMS OF REFERENCE FOR THE PROVISION OF MODERN TOOL KITS TO THE PROGRAM PARTICIPANTS INVOLVED IN BEEKEEPING IN NYABIMATA AND BUSANZE SECTORS IN NYARUGURU DISTRICT

1. Organizational background

Caritas Gikongoro is a service of Gikongoro Catholic Diocese created in 1993 with the mission to assist the needy (poor, vulnerable, oppressed) through increasing income, improvement of health, socio-charitable works as well as the promotion of a culture of peace. The Vision of Caritas Gikongoro is to have a society where human dignity and the integral development of all people are promoted according to the evangelical values.

To achieve this, Caritas Gikongoro operates through three main departments such as “Social department, Health department and Development department. Apart from those departments, Caritas Gikongoro collaborates with other diocesan services and commissions such as Economat General Gikongoro, Catholic Schools Representation and Justice and Peace Commission (CDJP). Gikongoro Diocese covers the districts of Nyamagabe, a big part of Nyaruguru district plus a portion of Nyanza and Huye districts in southern province and Karongi in Western province.

2. Project context

From January 2023, with the support of Trocaire, Caritas Gikongoro is implementing a five years’ project entitled “Strengthening food and Nutrition security for vulnerable households in Nyabimata and Busanze sectors in Nyaruguru District in partnership. The Project objective is to improve livelihoods and food security by using climate resilient approaches and agro ecological practices and strategies.

In this context, Caritas Gikongoro would like to invite eligible bidders to submit their bids for the provision of modern beekeeping tool kits of the best quality to the program participants involved in beekeeping as described in the table below:

| Items | Type | Specification | Number |
|------------|---------------------------------------|---------------------------------------|--------|
| Bee hives | Langstroth bee hives (Made in Rwanda) | Hives of 47cmx25cm with 10frames/bars | 28 |
| Queen grid | NA | Good quality | 28 |
| Queen cage | NA | Good quality | 10 |

| | | | |
|--|----|--------------|----|
| Bee suits with hat and protection veil | NA | Good quality | 10 |
| Bee gloves | NA | Good quality | 10 |
| Hive opener | NA | Good quality | 10 |
| Bee brush | NA | Good quality | 10 |
| Bee smoker | NA | Good quality | 10 |

3. Application requirements and process

Interested applicants should provide a proposal covering the following:

1. Application letter addressed to the Director of Caritas Gikongoro;
2. Be licensed to conduct business in Rwanda (RGB Certificate);
3. Have a documented and verifiable track record(VAT) and invoicing with EBM receipt;
4. Have a documented valid tax Clearance certificate from RRA and RSSB;
5. Have the expertise to provide quality services proven by at least three good completion certificates of the similar work/field in production or supply of Langstroth beehives;
6. Detailed financial proposal including transportation fee rates of the Langstroth beehives in Busanze and Nyabimata sectors in Nyaruguru District or other related costs including taxes.

All submissions must be made in sealed envelope clearly marked “Provision of modern tool kits to the program participants of beekeeping in Busanze and Nyabimata sectors in Nyaruguru District. The Outer envelope should clearly indicate the title of tender, bidder name and his/her email and phone number.

The application should also be done online on the email of Caritas Gikongoro: Caritasgik@yahoo.fr or deposited in hard at Caritas Gikongoro Head Office located at Kabacuzi village, Nyamugali cell in Gasaka Sector, Nyamagabe district not later than the **September 17, 2025, before 4:00pm**. Late application will not be considered. Partial or incomplete application will be rejected. Caritas Gikongoro reserves the right to reject any or all proposal it deems not to be in its best interests.

Successful bidders will be expected to comply with various organizational policies, such as Safeguarding for all Programme Participants, Gender policy and Child Protection Policy.

For any clarification in regard to this, send your request to the address email mentioned above.

Done at Nyamagabe on September 1, 2025

Father Jean NDAGIJIMANA

Director of CARITAS Gikongoro

