



## TERMS OF REFERENCES (TORS)

### PROVISION OF TRANSPORTATION SERVICES FOR JP RWEE BENEFICIARIES PARTICIPATING IN THE NATIONAL AGRI-SHOW 2026.

#### 1. Background

INADES-Formation Rwanda is implementing the project “**The Joint Programme on Rural Women’s Economic Empowerment (JP RWEE)**”, which supports women farmers and cooperatives to enhance agricultural productivity, market access, entrepreneurship, and livelihoods. As part of its annual capacity-building and market-linkage initiatives, the programme facilitates the participation of representatives from beneficiary groups and cooperatives in the National Agri-Show.

The National Agri-Show, scheduled to take place from **22 to 31 July 2026** at **Mulindi/Gasabo Showground in Kigali City**, offers an important platform for participants to learn about innovative agricultural technologies, explore market opportunities, showcase cooperative products, and establish linkages with key actors across agricultural value chains.

The 2026 Rwanda Agriculture Show, organized by the **Ministry of Agriculture and Animal Resources (MINAGRI)**, will be held under the theme: “**Accelerating Agri-Food Systems Transformation through Innovation and Strategic Partnerships.**”

The event aims to promote agricultural technologies and innovations, facilitate access to finance, strengthen market linkages, encourage knowledge exchange, and foster partnerships among stakeholders in the agricultural sector.

To ensure safe, timely, and efficient participation, INADES-Formation Rwanda, through JP RWEE, intends to engage a qualified transport service provider to facilitate the movement of **85 representatives** from beneficiary groups, cooperatives and local authorities/technicians across five target districts: **Kirehe, Ngoma, Gisagara, Nyaruguru, and Nyamasheke**. The transportation service will cover travel to the Agri-Show venue and return journeys to their respective districts after participation.

Participation in the National Agri-Show will enable JP RWEE beneficiaries to gain exposure to modern agricultural practices, identify potential market opportunities, promote cooperative products, and strengthen collaboration with public and private sector stakeholders.

#### 2. Purpose of the Assignment

The purpose of this assignment is to provide reliable round-trip transportation services for 85 JP RWEE beneficiaries attending the National Agri-Show and to ensure their safe movement from designated district pick-up points to the exhibition venue and back.

### 3. Objectives

The transport service shall support the implementation of JP RWEE Activity "Facilitate on yearly basis, 85 participants (sector agronomists and groups/cooperatives representatives) from five target districts to attend a National Agri-Show for learning about best agricultural technologies, identifying market opportunities, exhibiting cooperative products, and networking with relevant value chain actors."

Specific objectives include:

- Transport 85 participants from the five target districts to the Agri-Show venue.
- Ensure timely arrival and departure according to the agreed schedule.
- Provide safe, comfortable, and roadworthy transportation.
- Facilitate the return of all participants to their respective districts upon completion of the visit.

### 4. Scope of Work

The selected transport service provider shall:

1. Provide **vehicles** serving each target district or as agreed based on participants distribution.
2. Pick up participants from designated district collection points in:
  - Kirehe District
  - Ngoma District
  - Gisagara District
  - Nyaruguru District
  - Nyamasheke District
3. Transport participants to the National Agri-Show venue in Kigali.
4. Return participants safely to their respective districts after completion of the Agri-Show activities.
5. Ensure compliance with all applicable road safety regulations and transport standards.

## 5. Participants

A total of **85 participants** will be selected from JP RWEE target districts as follows:

| District     | No. of Pre-Cooperatives | JP RWEE Participants | Agronomists (Sector & District) | Total Participants | Pick-up Location                  | Visiting date (aller-retour) |
|--------------|-------------------------|----------------------|---------------------------------|--------------------|-----------------------------------|------------------------------|
| Kirehe       | 4                       | 11                   | 3                               | 14                 | Rusozi & Kibaya Cyunuzi           | 27/07/2026                   |
| Ngoma        | 4                       | 12                   | 3                               | 15                 | Akarere ka Ngoma                  | 27/07/2026                   |
| Gisagara     | 4                       | 11                   | 3                               | 14                 | Gare ya Huye                      | 29/06/2026                   |
| Nyaruguru    | 5                       | 12                   | 3                               | 15                 | Busanze sector & Munini (Nyarure) | 29/06/2026                   |
| Nyamasheke   | 10                      | 23                   | 4                               | 27                 | Kilimbi                           | 28/07/2026                   |
| <b>Total</b> | <b>27</b>               | <b>69</b>            | <b>16</b>                       | <b>85</b>          |                                   |                              |

Participants will include:

- Cooperative representatives;
- Women producer group representatives;
- Sector agronomists and district focal persons where applicable.



### 5.1 Financial Proposal / Costing Table

Interested service providers shall submit a detailed financial proposal using the format below. Prices should be quoted in **Rwandan Francs (RWF)** and should include all applicable costs, including fuel, driver allowances, vehicle maintenance, insurance, parking fees, and any other related expenses.

| Lot | Route / District                 | Number of Participants | Pick up location                  | Unit Cost (RWF) | Total Cost (RWF) |
|-----|----------------------------------|------------------------|-----------------------------------|-----------------|------------------|
| 1   | Kirehe – Kigali – Kirehe         | 14                     | Rusozi & Kibaya Cyunuzi           |                 |                  |
| 2   | Ngoma – Kigali – Ngoma           | 15                     | Akarere ka Ngoma                  |                 |                  |
| 3   | Gisagara – Kigali – Gisagara     | 14                     | Gare ya Huye                      |                 |                  |
| 4   | Nyaruguru – Kigali – Nyaruguru   | 15                     | Busanze sector & Munini (Nyarure) |                 |                  |
| 5   | Nyamasheke – Kigali – Nyamasheke | 27                     | Kilimbi                           |                 |                  |
|     | <b>Grand Total (RWF)</b>         | <b>85</b>              |                                   |                 |                  |

#### Notes:

- The service provider shall provide **Coaster vehicles with a seating capacity of 29 passengers**.
- The quoted price shall cover a complete round trip (pick-up from the designated location, transportation to the National Agri-Show venue in Kigali, and return to the respective district).
- All taxes, fuel, driver costs, insurance, tolls (where applicable), and any incidental expenses shall be included in the quoted prices.
- No additional payments shall be made beyond the approved contract amount unless otherwise agreed in writing by INADES-Formation Rwanda.
- The financial proposal shall remain valid for at least **30 days** from the bid submission deadline.

This format allows bidders to quote by district while making it easy for INADES-Formation Rwanda to compare offers and determine the most cost-effective proposal.

## **6. Expected Deliverables**

The transport service provider shall deliver:

- Provision of roadworthy vehicles with adequate seating capacity.
- Qualified and licensed drivers for each vehicle.
- Timely transportation of all participants to and from the Agri-Show venue.
- Daily vehicle movement records and attendance lists signed by participants.
- Incident reports, where applicable.

## **7. Duration of the Assignment**

The assignment covers the provision of transportation services for beneficiaries participating in the National Agri-Show, scheduled to take place from **27 to 30 July 2026**.

The transportation services shall include:

- One departure trip to the Agri-Show venue.
- One return trip after the beneficiaries' participation in the event.

## **8. Requirements for the Service Provider**

The service provider must:

- Be legally registered and authorized to provide transport services in Rwanda.
- Have proven experience in transporting groups for workshops, exchange visits, exhibitions, or similar events.
- Possess valid vehicle registration, insurance, and roadworthiness certificates.
- Provide experienced and licensed drivers.
- Ensure vehicles are clean, comfortable, and mechanically sound.
- Have contingency arrangements in case of vehicle breakdown or emergencies.

## **9. Responsibilities of INADES-Formation Rwanda**

INADES-Formation Rwanda shall:

- Provide the final list of participants and designated pick-up locations.
- Coordinate travel schedules with district focal persons.
- Monitor the quality of transport services provided.
- Process payment upon satisfactory completion of the assignment and submission of supporting documentation.

## **10. Payment Terms**

Payment shall be made upon satisfactory completion of transportation services and submission of:

- Invoice;
- Attendance sheets signed by transported participants;
- Any other supporting documents.

### 11. Reporting and Supervision

The service provider shall work under the supervision of the JP RWEE Project Coordination Team and designated district focal persons. Performance shall be assessed based on timeliness, safety, reliability, and participant satisfaction.

### 12. Evaluation Criteria

Interested service providers will be evaluated based on:

- Legal registration and compliance documents.
- Availability and condition of vehicles.
- Experience in providing similar transportation services.
- Financial proposal and value for money.
- Capacity to provide services within the required timeframe.

### 13. Application Procedure

Interested companies are invited to submit their bids addressed to the Country Director of INADES-Formation Rwanda and deliver the required documents to the INADES-Formation Rwanda Secretariat no later than **Tuesday, 21 July 2026 at 2:00 p.m.**

The bid opening session will take place on the same day at **2:30 p.m.** in the INADES-Formation Rwanda meeting room.

Done at Kigali, on 07/07/2026

**Désiré BIMENYIMANA**

**Country Director of INADES- Formation Rwanda**

