



REPUBLIC OF RWANDA  
RWANDA AGRICULTURE BOARD  
Office of the Director General  
KIGALI-RWANDA



REQUEST FOR PROPOSAL N°1.11 /340/016/BL/H.Q

**TITLE:** Evaluation, Assessment and develop the required *National Mechanization Policy and Agriculture Mechanization Master-Plan* for strengthening Mechanization Sub-sector in Rwanda”

**FUNDING:** MECHANIZATION

**CLIENT:** RWANDA AGRICULTURAL BOARD (RAB)

The Rwanda Agricultural Board (RAB) is pleased to invite all interested and experienced individual consultants to submit their proposals for offering consultant services in “Evaluation, Assessment and develop the required *National Mechanization Policy and Agriculture Mechanization Master-Plan* for strengthening Mechanization Sub-sector in Rwanda”.

Participation is open on equal conditions to all national and or regional experienced individual consultants. Interested consultants must provide all information related to their experience and qualifications which will be verified based on national procedures governing the public procurement.

Interested consultants can obtain the **terms of reference** containing detailed requirements in the procurement office of RAB Headquarter located at Remera-Kigali (SUNRISE HOUSE) Tel: +250732 130 023 from 19...../02...../ 2016 during working hours and on RAB official website: [www.rab.gov.rw](http://www.rab.gov.rw)

**Technical proposal** made of well detailed CV and clearly indicating the consultant’s experience and qualification must be submitted together with the **financial proposal** in separate sealed envelopes not later than 18...../03...../2016 at 10:00 am local time.

The above two envelopes must be put in a third anonymous envelope marked “Evaluation, Assessment and develop the required *National Mechanization Policy and Agriculture Mechanization Master-Plan* for strengthening Mechanization Sub-sector in Rwanda” which should be submitted to the above mentioned address.

The opening of technical proposals will take place the same day at 10:15am, local time in the Procurement Office of the RAB, in presence of consultants or their representatives who wish to witness the public proposals opening session.

**Note:** The electronic bidding is NOT allowed and technical proposal MUST be sealed in a separate envelope with financial proposal

Done at Kigali on 17..../02..../2016

Dr. BUTARE Louis  
Director General

RAB P.O.BOX 5016



web site: [www.rab.gov.rw](http://www.rab.gov.rw)



**REPUBLIC OF RWANDA**  
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### TERMS OF REFERENCE

**Study title:** Evaluation, Assessment and develop the required *National Mechanization Policy and Agriculture Mechanization Master-Plan* for strengthening Mechanization Sub-sector in Rwanda.

### BACKGROUND INFORMATION

The government of Rwanda has been committed to develop competent and problem solving mechanization program in the country for long. To create favourable environment for mechanization, GoR established through Rwanda Agriculture Board/RAB/MINAGRI, developed mechanization Strategy and implemented different projects and programs supporting the initiative. However, despite all efforts and commitments from the Government, the progress towards achieving set targets is by far lacking behind. As the result the level of mechanization still remained low and farmers are in great problem in getting the required machines and technical services for increasing production and productivity. It is thus a critical that mechanization program become more spearheaded supported by the required policy background, strategies, and practical programs so as to meet national agricultural policy objectives, MDGs and other policy targets which rely on sound and robust mechanization program.

In order to facilitate the realization of these development goals and attain accelerated growth in adaptation, promotion and use of appropriate machineries, the GoR intends to conduct comprehensive policy framework analyses, conduct studies to develop national mechanization master plan, sensitize policy makers, create awareness and support the implementation of the program along all agricultural production value chains. Based on identified gaps and generated recommendations, holistic mechanization improvement projects will be implemented at national level. Competent and qualified company/individual consultants are thus invited to give their proposal for carrying out the required studies.

The technical proposal shall deal with the methodologies to be followed for carrying out studies and make comprehensive analyses on national policies so as to identify problems, gaps or



loopholes among them which negatively affects mechanization. The proposed study shall also review the scope, objectives and performance of related laws and regulations, strategies, guidelines, national level projects and programs, etc. for their effect and suitability for development and implementation of appropriate mechanization programs in the country and demonstrate the loopholes within the documents. Similarly, the document should evaluate available mechanization strategy and institutional arrangements in the country to determine whether the strategy and existing institutional setups have hitherto adequately supported the growth of the sector.

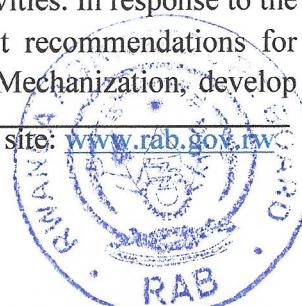
The study should be conducted in such a way that it will come up with practical recommendations for improvement of existing policies or formulation of new policies towards achieving Mechanization targets in the country. Improvement of the national mechanization strategy together with development of mechanization master plan for guiding future interventions, together with identifying required linkages and Industrial establishment possibilities for local level manufacturing of different agricultural Mechanization and agro-processing machineries will be another expected outcomes. The consultants are required to submit the financial proposal needed to carry out this study together with their technical proposal.

**Project description:** This study project is hence a detailed policy framework analyses to be conducted in agriculture and related sectors in the country which affect development and effectiveness of mechanization sub-sector. It is also a technical level detail assessment of the sub-sector which investigates the existing situation of machinery production, import, usage and dissemination.

**Project goal:** The results of this study will be used to identify fresh focus areas and pinpoint the needed new policies, or improvement of existing policies, for realization of more vibrant and supportive agricultural mechanization sub-sector in the country. It also develops an Agricultural Mechanization Master Plan of Rwanda. Through impacting policy, sensitizing policy makers, and building capacities of stakeholders, it will also bring about an overall transformation in agricultural production, processing and marketing in the country.

## OBJECTIVE OF THE ASSIGNMENT

The main objective of the study is, through a detailed policy and program review and analyses, examine the existing national policies as to their effect on overall growth and development of competent mechanization sub-sector in Rwanda. It is also meant to examine different scenarios for implementation of mechanization related programs, projects, and activities. In response to the identified challenges, the study will also develop policy improvement recommendations for issues associated with, or will affect the development of, Agricultural Mechanization, develop



Agricultural Mechanization Master Plan and the required projects along the whole mechanization value chain in the country. More specifically, the Study:

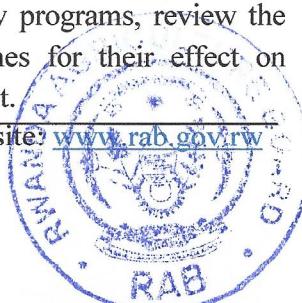
- Through a detailed policy analyses, examine different national policies, strategies and practices affecting mechanization and pinpoint gaps;
- Develop recommendations for sustainable improvement of mechanization sub-sector in the country at policy and program levels;
- Develop detail proposals for innovative approaches to be followed to benefit smallholder farmers, cooperatives, and / or local enterprises;
- Conduct a demand survey (scenario analyses) regarding the current and projected mechanization technology requirements in the country
- Develop recommendations on the appropriate machinery for pre-and postharvest handling, primary processing and value-addition in agriculture sector;
- Review existing agricultural extension and subsidy programs and suggest the required policies improvement ideas to support effective and efficient mechanization interventions ;
- Review the countries education and training setups, directions and leading guidelines for their effect on realization of vibrant and sound Agricultural Engineering sector development
- Study existing problems and Propose recommendations for the required support in creating vibrant private sector by establishing SME in mechanization value-chain; small processing plants, construction of storage facilities, extension and distribution of machineries, etc. in rural and urban areas;
- Study finance related setbacks and develop suitable approach to link farmers with banks and funding agencies in order to access appropriate machineries;
- Develop a pricing and other related policies/ policy recommendations which encourage local SME to produce and market appropriate farm machineries and farmers to utilize the machines and
- Develop an overall Agricultural Mechanization Master Plan of Rwanda

## SCOPE OF THE STUDY

The study shall entail the following specific tasks:

### **Task 1: Conducting a detailed policy analyses and develop improvement recommendations;**

The consultant should conduct a detailed review in overall policy environment in the country in which he examines different national policies, strategies and practices affecting or related to mechanization. He will review existing agricultural extension and subsidy programs, review the countries education and training setups, directions and leading guidelines for their effect on realization of vibrant and sound Agricultural Engineering sector development.



## **Task 2: Identify technical, economic, social and other development gaps**

Using data generated, and conducting demand survey regarding the current and projected mechanization technologies requirements, the consultant will clearly identify or pinpoint development gaps for competent and spearheaded mechanization program. Through such rigorous analyses, the consultant will develop recommendations for sustainable improvement of mechanization sub-sector in the country at policy and program levels;

## **Task 3. Conduct machinery demand survey and required subsidy level;**

Using recommended survey methodologies he will identify the technical, social and other limitations in existing system and determine machinery needs for cooperatives/farmers. This will be used to demonstrate the discrepancy between the current and the projected mechanization levels and production outputs. Based on this assessment the Consultant shall define farmers' needs for pre and post-harvest handling and processing machineries and development recommendations for;

- the required intervention measures for improvement of different farm operations in production value-chain and required machinery for pre and postharvest handling, small-scale processing and value addition
- the required manufacturing setups for local level machinery fabrication and
- the required extension and policy intervention measures including subsidy

## **Task 4. Develop detail proposals to alleviate existing problems**

The consultant will develop a proposal/ proposals which will indicate

- Identified gaps in overall mechanization sub-sector and pinpoint innovative approaches to be followed for alleviating identified problems , as establishment of different mechanization promotion centres, that will benefit smallholder farmers, cooperatives, and / or local enterprises;
- Suggest the required design of establishment of different centres for small-scale manufacturing or other service giving setups and processing of agricultural produce along with developing a pricing policy which could lead to profitable mechanized Agriculture.
- Approaches for creating favourable environment for establishment of different SME in mechanization value-chain, small processing plants, construction of storage facilities, extension and distribution machineries, etc. in rural and urban areas;
- Methodologies to link farmers with banks and funding agencies in order to access appropriate machineries;
- Pricing and other related policies/ policy recommendations which encourages local SME to produce and market appropriate farm machineries and farmers to utilize the machines
- Propose a framework of the required support (provision of prototypes, materials, etc.) and cost implications for involving local manufacturers in fabrication of selected machineries;



### **Task 5. Develop Agricultural Mechanization extension Master Plan for Rwanda**

Based on approved proposal the consultant shall develop a master plan for agricultural mechanization extension support system using recommended analytical methods, approaches and programs. He also makes assessment on Mechanization Strategy of Rwanda and develops improvement options.

### **Task 6; Create awareness and conduct sensitization programs at country level**

The consultant shall develop appropriate strategies for creating awareness in his findings and publicize the master plan for different audience, including Policy makers and national and international supporting programs to get acceptance and approval.

## **REQUIREMENTS**

### **MINIMUM QUALIFICATION AND EXPERIENCE**

The candidate must have:

- At least an advanced master's degree in Agricultural Mechanisation, Agricultural Engineering, Agriculture and Industrial Engineering or related fields.
- At least 15 years of related experience, being familiar with agricultural machinery system analyses and survey methods
- Having a reputable experience in developing Agriculture mechanisation, post harvest policies and other related fields.
- Vast expertise in mechanization related projects in less developed countries.
- A good communication skills and excellent command of English speaking, the knowledge of French will be an added advantage.
- The ability to work under pressure and link with multi-disciplinary experts

### **10. SELECTION CRITERIA (TECHNICAL SCORING)**

<b>EVALUATION CRITERIA (QCBS)</b>	
<b>Sub. Criteria</b>	
<b>35 Marks Qualification and Experience</b> (At least master's degree in Agricultural Mechanisation, Agricultural Engineering, Agriculture and Industrial Engineering or related fields)	
i.	Presentation of a certified copy of MSc ( <b>10 points</b> ),
ii.	At least 15 years of related experience, being familiar with agricultural machinery system analyses and survey methods ( <b>20 points</b> ) 10 point for experience of 10 years and below and 20 points for 11 years and above.
iii.	, Vast expertise in mechanization related projects in less developed countries- sub-Saharan Africa ( <b>5 points</b> )



**45 Marks Experience in the specific assignment as described in ToR**

- i. At least three (3) similar assignments justified by a valid completion certificate or contract (**15 points each**) i.e. policies in mechanisation & postharvest

**15 Marks- For clearly understanding ToR, and coordinated work plan and methodology**

- i. Quality of technical approach & methodology (**10 points**)
- ii. A clear work plan (**2.5 points**)
- iii. Approach structure (**2.5 points**)

**5 Marks- For Language**

- i. Fluent in language English (**5 points**)

Note: Technical qualification mark is 70; however technical score will contribute 80 marks and financial 20 marks.

Interested candidates MUST submitted documents clearly providing information as outline below:

- a) Qualifications and experience of applicants (CVs, notified copies of accreditation certificates, description of similar assignments and relevant information to the assignment, etc. as per the requirements) and the proof of the capability to carry out the assignment;
- b) The CV should be fully complied and with much details as possible;
- c) The good performance certificate in similar nature as per the assignment should be provided accompanied by the binding signed contract the consultant had with client,
- d) The closing date for your submission is scheduled on ...18.../03...../2016 at **10:00 am** local time at the Reception office of RAB Headquarter located at Remera-Kigali (SUNRISE HOUSE)
- e) Well printed proposals, properly bound presented in **four copies one of which is the original** must be submitted in sealed envelopes not later than ...18.../03...../2016 at **10:00 am** at the above address.
- f) The opening of technical proposals will take place the same day and same address at **10:15am**
- g) Technical(your CV with all the required documents) and financial (detailed financial offer including all applicable taxes) proposals must be presented in separate envelopes showing each the nature of the proposal concerned, the name of the individual consultant and both put in a third anonymous envelope marked as follow: consultant services related to "**Evaluation, Assessment and develop the required National Mechanization Policy and Agriculture Mechanization Master-Plan for strengthening Mechanization Sub-sector in Rwanda**".
- h) Online submission is not allowed!

**Contact address:**

RAB P.O.BOX 5016

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web site: [www.rab.gov.rw](http://www.rab.gov.rw)



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