



Name of Project:	Rwanda Dairy Development Project- Phase 2 (RDDP 2)
Agresso Work order:	RW1350
Country:	Rwanda
RFP No.	HPI 20260403RW

EXPRESSION OF INTEREST

RECRUITMENT OF AN INDIVIDUAL CONSULTANT FOR THE CONDUCT OF FY26 OUTCOME MONITORING SURVEY FOR THE RWANDA DAIRY DEVELOPMENT PROJECT - PHASE 2 (RDDP II)

RFP Release Date:	24 th April 2026
Question/ Inquiry Submission Deadline:	30 th April 2026
Proposal Submission Deadline:	07 th May 2026
Selection Committee review	08 th May 2026
Notification of award	18 th May 2026
Award agreement negotiation and signing	28 th May 2026
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 Project International (HPI) is a global non-profit and non-government organization aiming to end hunger and poverty while caring for the earth through sustainable agriculture practices. Heifer was founded on the simple belief that ending hunger begins with giving people the means to feed themselves, generate income and achieve sustainable livelihoods.

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, 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 qualified individual consultant to support in data collection and analysis of Heifer Global indicators outcome monitoring

1.2 Background to the second phase of Rwanda Dairy Development project (RDDP II)

The Rwanda Dairy Development Project phase 2 (RDDP II) is six-year project whose goal is to reduce poverty level of targeted rural households and mitigate the impact of climate change. The project development objective is to enhance income, nutrition and resilience of rural households through a more inclusive, sustainable, digitalized and competitive dairy sector through three Project Outcomes: (i) increased climate-smart productivity and resilience of dairy smallholder production systems; (ii) increased dairy value chain efficiency investments, market access, and consumption of dairy products; and (iii) strengthened policy and institutional environment for sustainable and inclusive growth of the dairy sector. Increased climate adaptation and mitigation will be considered as a transversal objective which cuts across the three project outcomes.



RDDP II is a partnership programme implemented by the Government of Rwanda through RAB/SPIU, and jointly supported by IFAD and Heifer International, the later being an implementing partner and co-financer.

The project will be implemented in twenty-seven districts in total (all the districts from the four provinces of the country) grouped into two categories. Category 1 will cover the 14 districts where RDDP was implemented, in which RDDP-2 will build on achievements to further enhance transformation of the sector with new innovations, technologies and take advantage of new market opportunities while category 2 will cover 13 new districts under the following criteria: (i) high incidence of poverty, food insecurity, malnutrition; (ii) high impact of climate change; (iii) high potential for women and youth to get involved in the dairy value chain; (iv) concentration of schools and density of school children; and v) potential for dairy value chain development, including markets for dairy products.

In the 3 remaining Districts (Gasabo, Kicukiro, and Nyarugenge) that are urban and peri-urban Districts, the project will only support activities related to milk processing and marketing as it was the base under the RDDP

RDDP II is targeting to directly support 175,000 poor and nutrition-insecure rural households of whom 100,000 are from the first phase of RDDP who will be targeted with scaled-up interventions such as artificial insemination (AI) services, fodder development, water facilities, digitalization of MCCs, and access to finance. The additional 75,000 new households will be selected from the 14 initial RDDP districts (25,000 households) and 13 new districts (50,000 households). Beneficiaries will be selected among those who are currently involved in or willing to participate in dairy sector.

45% of the project participants will be female while youth target is 25% of the beneficiaries. Women will be targeted through both female- and male- headed households, where 30 per cent will be female-headed. Special focus will also be on youth headed households, and households with persons with disabilities, small children, women of reproductive age (15-49), including adolescent girls, pregnant and lactating women and women with iron deficiency. The direct beneficiaries will be reached through L-FFS groups, Girinka, cooperatives, MCPs, MCCs, service providers, and small-scale processing. The project will also provide direct opportunities for women and youth through decent job creation along the dairy value chain.

Heifer will implement activities under component one related to strengthening capacity of smallholder farmers to increase their production and productivity while connecting them to markets by prioritizing three (3) but inter-related elements of the livestock production system. These are: the farmer, the animal, and the resources for animal feeding and



information to be used in subsequent assessments of how efficiently the project activities are being implemented and the eventual results of the project activities for ensuring accountability to partners and other stakeholders but also how the project interventions are impacting the lives of beneficiaries.



3. Heifer’s global indicators to be measured

The following indicators are to be measured. Data collection tools and indicators’ calculation methods will be shared with the competitive consultant.

GI Number	GI Indicator
GI-01	Actual Income
GI-02	Household Dietary Diversity Score (HDDS)
GI-03	Months of Adequate Household Food Provisioning (MAHFP)
GI-04	Women making Household decisions jointly
GI-11	Caring for the Earth (C4E)
GI-13	Personal Transformation Index (PTI)

4. Scope of work and key responsibilities

The consultant selected 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. Based on these Terms of Reference, key responsibilities of the consulting firm include:

- Review of project documents for clearer understanding of the project
- Review of Heifer Global Indicators and corresponding reference sheets
- Review of Heifer Global Indicators Households data collection tools (questionnaire)
- Develop other survey tools for focus group discussion and key informants’ interview
- Develop an inception report outlining the data collection framework, methodology, implementation timeline, list of enumerators, and implementation management.
- Provide a presentation as Power Point of the inception report for finalizing the survey tools and techniques.
- Recruit enumerators for data collection (enumerators should be agreed upon between the consultant and HIR);
- In collaboration with HIR, train the enumerators on Heifer Global Indicators and on data collection tools; questionnaire and mobile/tablet platform.
- Lead in the field data collection, lead focus group discussion and key informant’s data collection.
- Clean up data collected and prepare the data for analysis using Excel.
- Analyze data using SPSS or Excel.
- Submit and present the first draft outcome monitoring report.



- Incorporate essential feedback and submit a final report (electronic and signed hard copy);
- Present the report to the project team for validation and to the country program management team for feedback and approval.
- Finalize the report based on feedback.
- Attend relevant meetings, including presentation of draft reports and others that may be required from time to time.
- Submit a summary of the final report (not more than two pages).

Please note that this brief report will be used for external audience.

5. 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 timeline	1 week
	Pre-tested assessment tools to be used for the baseline survey, FGDs and KIIs data collection tools approved	1 week
2	Gather data and present/discuss preliminary findings	2 weeks
3	Draft report with data disaggregated by Heifer Domains of change and by District	2 weeks
4	Final report presentation session (PowerPoint)	2 weeks
5	Full survey report (soft and hard copies), List/directory of all project indicators: both at district and project level and survey data set and SPSS syntax	1 week

6. Duration and timeline

The consultancy is expected to take a total of 9 weeks corresponding to 45 working days, starting from contract effective date.

7. Data collection areas and Sample Size



Data will be collected from the 12 randomly selected districts from the 4 provinces of the country, i.e 3 districts per province. District selection is a mixture of two new districts being supported during this second phase and one district that is supported from the first phase of the project.

Following Heifer Project International Sample size calculation standard and using the Actual Income and corresponding standard deviation of the RDDP II baseline outcome monitoring data, the sample size for this survey will be 3,070 households in total which means at least 255 household per District and 51 households per sector if equal distribution is considered. Note that the project is being implemented in 5 sectors in each district and no household outside the RDDP II intervention areas would be interviewed. List of concerned districts and corresponding sectors is as follows:

Province	District	Sectors
Eastern	Rwamagana (old district)	Rubona, Nyakariro, Nzige, Gahengeri & Karenge
	Bugesera (new district)	Mareba, Shyara, Ruhuha, Ngeruka & Kamabuye
	Gatsibo (new district)	Murambi, Gasange, Kageyo, Muhura & Gatsibo
Northern	Gicumbi (old district)	Rushaki, Ruvune, Giti, Muko & Bwisigye
	Rulindo (new district)	Rusiga, Shyorongi, Ngoma, Mbogo & Kinzuzi
	Gakenke (new district)	Coko, Minazi, Muyongwe, Rushashi, & Ruli
Western	Nyabihu (old district)	Mukamira, Jenda, Kabatwa, Rugera & Shyira
	Ngororero (new district)	Kageyo, Kavumu, Gatumba, Bwira & Nyange
	Nyamasheke (new district)	Nyabitekera, Shangi, Ruharambuga, Bushenge & Bushekeri
Southern	Huye (old district)	Mbazi, Rusatira, Simbi, Rwaniro & Rurashya
	Kamonyi (new district)	Ngamba, Kayenzi, Musambira, Rukoma & Nyarubaka



	Muhanga (new district)	Rugendabari, Mushishiro, Kiyumba, kabacuzi & Kibangu
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8. Focus Group Discussions (FGDs) and Key Informant Interviews (KIIs)

In addition to participants face to face interviews at household level, complementary data are to be collected from farmers focus group discussions and key informants. Consultant shall conduct at least 2 focus group discussions per district in separate sectors, meaning at least thirty (24) farmers focus group discussions. The consultant shall also organize at least two (2) key informants' interviews per district with district officials, one key informant session with SPIU/IFAD-RDDP2 managers and one key informant interview with Heifer International Rwanda team.

9. Data Collection Methods

The consultant should adopt a standard data collection method for Heifer International Global Indicators. As a standard, Heifer uses SurveyCTO to collect data. The consultant should also consider other data collection methods such as direct observation, interviews and the use of the best judgment to collect data from the best applicable member of the household. The consultant should also indicate which of the methods will be considered as methods for triangulation of the data collected. The outcome monitoring report should contain strong quantitative analysis that clearly respond to Heifer International Global indicators. The methodology will be comprised of a mix of tools appropriate to the Global indicators' questions. These tools may include a combination of the following:

1. Literature Review
2. Household, Self-Help Group and Farmer Owned Agribusiness Questionnaires
3. Focus Group Discussions
4. Key Informant Interview guide
5. Quantitative analyses

It should be noted that Heifer International standard data collection platform/system is the surveyCTO while the data analysis system in SPSS or Excel. These will be the data collection and analysis solutions to be used in this assignment.

10. Reporting lines



The consultant will directly report to both the RDDP II Project Manager and Monitoring, Evaluation Manager at Heifer International Rwanda. The consultant will work closely with project coordinators team at district level, MEL officer, local government authorities, Community Facilitators, and Community AgroVet Entrepreneurs and other relevant stakeholders to facilitate and support during data collection process.

11. 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 monitoring and evaluation, statistics, economics, or another related field.
- Proven experience (at least 8–10 years) in conducting project evaluations (baseline mid and end term evaluations, or research in agribusiness sector.
- Strong experience with and knowledge of quantitative and qualitative research methods;
- Familiarity with quantitative data analysis packages such as SPSS and qualitative data analysis methods;
- 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.
- Experience in the use of participatory appraisal techniques in data collection and analysis;
- Excellent communication skills: - Fluency in Kinyarwanda English, and French are essential;
- Evidence of success in completing similar evaluations in terms of size, design and rigor (at least 3 recommendation/completion letters);
- Strong knowledge of the Rwandan development context, especially in the Rwandan Livestock development sector.



12. 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 monitoring and evaluation, statistics, economics, or another related field)	10 points
2	Proven experience (8-10 years) in conducting project evaluations (baseline, mid and end term evaluations, or research in livestock sector	20 points
3	Evidence of success in completing similar evaluations in terms of size, design and rigor (at least 3 recommendation/completion letters)	10 points
4	Ability to work collaboratively with government institutions, NGOs, and farmer organizations	10 points
5	Strong experience with and knowledge of quantitative and qualitative research methods	15 points
6	Familiarity with quantitative data analysis packages such as SPSS and qualitative data analysis methods	15 points
Subtotal		80 Points
7	Methodology and work plan	20 points
Total		100

Individual consultants with high scores (minimum 59/80) will be invited for presentation of methodology and work plan as part of the selection criteria/evaluation.

13. 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 CONDUCT OF FY26 OUTCOME MONITORING SURVEY FOR THE RWANDA DAIRY DEVELOPMENT PROJECT -PHASE 2 (RDDP II))** and submitted by **07th May 2026 at 5:00pm** Kigali time.



14. Financial Proposal

Proposed budget (**including enumerator costs**), 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 selected consultant shall be entirely responsible for all applicable taxes and transportation to the field for data collection.

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. Financial proposals will be evaluated out of 20%.

15. Late submissions and verification

Proposals received after the submission deadline will not be considered. Bidders are responsible for ensuring 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.

16. 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.

17. 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.

18. 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.