



DUHAMIC - ADRI

TERMS OF REFERENCE (ToR) FOR HIRING A CONSULTANCY FIRM TO CONDUCT A BASELINE ASSESSMENT FOR THE 'DEVELOP AND PILOT CLIMATE-SMART AGRICULTURE (CSA) MODELS' COMPONENT UNDER THE SFERE PROJECT

July 2026

1. Brief description of DUHAMIC-ADRI

DUHAMIC -ADRI is a non-profit organization located in Kigali, the capital city of Rwanda, in Kicukiro District, Niboye Sector. Officially operating in Rwanda since 12th July 1985.

Mission: Supporting integrated initiatives for Holistic Development of Rural Population in their struggle for self-reliance'

Vision: A rural world responsible for its self-socio-economic development

Core Values: Integrity, Professionalism, Transparency

2. Project background

In partnership with the Luxembourg Development Cooperation Agency (LuxDev), DUHAMIC-ADRI has launched the component "**Develop and Pilot Climate-Smart Agriculture (CSA) Models**" under the umbrella **SFERE Project** (Sustainable Forestry and Efficient Renewable Energy for Improved Livelihoods).

The 24-month project aims to boost rural livelihoods, reinforce climate adaptation, and restore ecological landscapes in the vulnerable terrain of Rubavu and Rutsiro Districts.

3. Objective of the Assignment

The primary objective is to conduct a multi-sectoral Baseline Assessment that establishes clear, scientifically verified baseline values for all indicators in the project's performance matrix. This assessment will serve as the benchmark to monitor, evaluate, learn from, validate, and scale the piloted CSA models across a 24-month timeline.

The baseline must capture actionable data across the three core pillars of Climate-Smart Agriculture (Productivity, Adaptation, and Mitigation), enabling systematic comparison with future midline, endline, and post-project scaling evaluations.

4. Scope of work

To establish a scientifically rigorous reference point for measuring progress, accountability, and impact, DUHAMIC-ADRI is seeking a highly qualified national consultant to design and execute a comprehensive baseline assessment.

The consultant will be responsible for the full lifecycle of the baseline study, which will cover 10 Climate-Smart Agriculture (CSA) pilot sites in the districts of Rubavu and Rutsiro, comprising five sites in each district and a total target population of 2,000 farmers.

Key tasks include:

a) Strategic Alignment & Tool Design

- Align all baseline indicators with the FAO CSA Sourcebook, Rwanda's National Agriculture Transformation Strategy (PSTA 5), the Green Growth and Climate Resilience Strategy (GGCRS), and Rwanda's Nationally Determined Contributions (NDCs).
- Incorporate metrics tailored to the MINAGRI Food Basket Site extensions model and the technical guidelines of the Rwanda Agriculture and Animal Resources Board (RAB).
- Design a comprehensive Baseline Assessment Indicator Framework spanning four crucial modules:
 1. Socio-Economic Livelihood Resilience (income, food security, gender inclusion).
 2. Bio-Physical Landscape Health (soil organic matter, erosion rates, tree survival).
 3. Three Pillars of CSA (yields, adoption rates of adaptive practices, greenhouse gas mitigation proxies).
 4. Institutional Capacity & Knowledge Systems (community-led climate tracking, extension efficacy).

b) Sampling & Data Collection Methodology

- Develop a statistically robust sampling methodology for quantitative data collection
- Develop, pre-test, and digitize the household survey data collection tools using mobile platforms such as Kobo Toolbox or ODK.
- Develop a methodology tailored to qualitative data collection.

c) Field Execution & Data Management

- Recruit, train, and manage qualified enumerators to execute rigorous field data collection in the target operational areas of Rubavu and Rutsiro Districts.
- Implement strict data quality control, cleaning pipelines, and ethical data protection measures.
- Facilitate stakeholder engagement sessions with community members, district authorities, MINAGRI, and RAB representatives.

d) Analysis & Reporting

- Analyze quantitative field datasets using professional software (e.g., SPSS, Power BI, Stata, R).
- Analyze qualitative data using judgment criteria by thematic approach.

- Draft a comprehensive, evidence-based Baseline Assessment Report outlining initial findings, critical bottlenecks, data-backed targeting recommendations, and a finalized indicator tracking table.

5. Methodological Approach

The baseline study must arrange a mixed-methods approach:

- **Quantitative:** Random cluster household surveys covering farmer cooperatives and targeted smallholders
- **Qualitative:** In-depth KIIs with sector/district officials, RAB technical experts; gender-segregated FGDs with project beneficiaries.
- **Biophysical Appraisals:** Geospatial mapping, remote-sensing analysis of land degradation, and baseline field assessments for soil erosion risk.

6. Expected Deliverables

The consultant is expected to submit the following deliverables:

1. **Inception Report:** Detailed evaluation methodology, finalized sampling framework, data collection tools, and a structured work plan (submitted within 7 days after the kick-off meeting.).
2. **Draft Baseline Report:** A comprehensive report addressing all framework modules, complete with a clean indicator baseline matrix.
3. **Validation Workshop:** Presentation of preliminary baseline findings to DUHAMIC-ADRI, LuxDev, and key stakeholders for verification and technical refinement.
4. **Final Baseline Assessment Report:** An executive-ready final report integrating feedback from the validation workshop, accompanied by a high-level, 4-page summary brief.

Phase / Deliverable	Estimated workload	Timeline Reference
Desk Review & Inception Report Presentation	5 Days	Weeks 1
Enumerator Training, Tool Testing & Digitization	4 Days	Week 2
Field Data Collection (Rubavu and Rutsiro District)	10 Days	Weeks 3-4
Data Analysis & Draft Baseline Report Compilation	8 Days	Weeks 5-6
Stakeholder validation workshop & final report delivery	3 Days	Week 7

7. Profile and qualifications of the consultant

The assignment can be undertaken by a consultancy firm having a team composed of the following expertise:

- **Team leader:** At least a master's degree (Ph.D. preferred) in Agriculture, Veterinary Sciences, Agroforestry, Environmental Sciences, Rural Development, Social Sciences or a closely related field. He/she should have at least 10 years of proven experience in project cycle management, particularly in project evaluation and the conduct of baseline studies, and should have strong command of participatory approaches. He/she should also have experience in the development of market-oriented agricultural value chains and cooperatives. In addition, he/she must have experience working on development projects funded by bilateral or multilateral cooperation agencies, as well as experience working with national NGOs. A good knowledge of national and international development frameworks, including those related to sustainable development, climate resilience, agricultural transformation, and institutional coordination in the Rwandan context, is also required.
- **Associated consultants:**
 1. **Monitoring and Evaluation Expert:** At least a master's degree in social sciences, Project Management, Economic Sciences or a closely related field. He/she should have at least 7 years of proven experience in designing and conducting baseline studies and project evaluations, particularly for development projects, with strong experience in data management, digital tools for data collection, and data analysis
 2. **Land Management Expert:** At least a bachelor's degree in Land Management, Soil Sciences, Environmental Sciences, or a related field. He/she should have at least 4 years of experience in conducting field surveys and proven practical experience in using geospatial software, particularly GIS, in the context of Climate-Smart Agriculture;

The consulting team should demonstrate professional proficiency in English, which is essential, as well as working knowledge of Kinyarwanda and/or French to facilitate effective communication with local stakeholders and data collection in the field.

- **Enumerators:** Qualified enumerators should be deployed in the field to conduct household-level data collection. They should have proven experience in conducting household surveys, strong communication skills, fluency in Kinyarwanda, and practical experience in using digital data collection tools such as Kobo Toolbox or ODK

8. Timeline and duration

The assignment is expected to be completed within a total duration of **30 working days**, strategically spread over a maximum calendar period of **1.5 months** from the date of contract signature.

9. Bid data sheet

Client	DUHAMIC-ADRI
Tender titre	Hiring an external consultancy firm to conduct a baseline Assessment for the "Develop and pilot Climate-Smart Agriculture (CSA) Models" Component under the SFERE Project
Assignment Location	Rubavu and Rutsiro Districts, Western Province, Rwanda
Timeline	30 working days
Administrative Compliance	Administrative documents (Mandatory) <ul style="list-style-type: none"> • A company registration certificate related to consultancy activities • Valid clearance certificate issued by Rwanda Social Security Board • A valid RRA clearance certificate • A proof of using EBM
Language	English
Currency	Rwandan
Bid validity	120 days
Company experience	At least three certificates of good completion for conducting similar assignments carried out by the company or by the consultants proposed for the assignment.
Qualification and experience of proposed team composition	Detailed CVs, academic degrees, and commitment of availability letters for each key staff member, clearly indicating their positions and responsibilities.

10. Evaluation and scoring criteria

<p>Evaluation</p>	<p>The evaluation of bids will take place in two stages: Criteria, sub-criteria, and marks for the evaluation of full technical proposals</p> <p>Preliminary analysis (Administrative compliance) The Procurement committee will first review the technical envelope and determine if all required documents have been submitted, they are consistent, valid and duly signed. Absence, non-compliance or the validity of a threshold document classified as "administrative" will automatically reject the offer. Any offer rejected at the end of this stage will be excluded from further evaluation.</p> <p>Step II: Technical proposal evaluation To be considered eligible, a technical proposal must achieve a minimum score of 70%. Only financial proposals from bidders whose technical proposals meet this requirement will be opened. All other financial proposals will be returned unopened. The technical proposals will be assessed using the criteria outlined below.</p> <p>Step III: Financial proposal evaluation Eligible firms from the technical evaluation analysis will be invited for the opening and analysis of financial proposals, whereas the financial proposals of non-eligible firms will be returned unopened.</p>	
<p>Criteria</p>	<p>Criteria description</p>	<p>weight / 100</p>
<p>Administrative documents</p>	<ul style="list-style-type: none"> • A company registration certificate related to consultancy activities • Valid clearance certificate issued by Rwanda Social Security Board • A valid RRA clearance certificate • A proof of using EBM 	<p>Eliminatory</p>
<p>Company Profile</p>	<p>A detailed company profile including Company background & registration details Physical address Organizational structure Areas of specialization</p>	<p>6 marks</p>
<p>Methodology & workplan</p>	<p>A detailed methodology including data collection methods, analysis tools, strategies for addressing potential challenges during implementation, and measures for ensuring high-quality data A detailed 35-days work plan indicating the timing of each activity to be implemented.</p>	<p>10 marks</p>
<p>Technical capacity</p>	<p>CV, degrees and availability commitment of proposed key personnel</p>	<p>30 marks</p>

Criteria	Criteria description	weight / 100
	Note: Each applicant must clearly present the proposed team with their corresponding expertise and position in an aligned manner to facilitate evaluation.	
Company Experience	At least three certificates of good completion for conducting similar assignment accompanied by their corresponding contracts.	24 marks
Total technical evaluation marks		70 marks
Financial Proposal	A detailed financial proposal	30 marks
TOTAL		100 marks

11. Proposal preparation

11.1 Technical Proposal

The applicant is required to prepare a profile of a consulting firm and a comprehensive Technical Proposal that clearly explains the general approach for carrying out the survey and demonstrates a strong understanding of the assignment. The proposal should describe the methodology to be used, including data collection methods, analysis tools, and strategies for addressing potential challenges during implementation. It should also outline measures for ensuring high-quality data, which is critical for the success of the survey. The Technical Proposal must detail the firm's staffing plan, organizational structure, and a realistic activity timeline, along with plans for piloting data collection tools. In addition, the applicant should summarize their relevant qualifications and experience, providing at least three completion certificates & with their contracts for similar assignments, and include any additional technical or administrative information that could strengthen the proposal.

Technical proposal composition:

The Technical proposal shall include the following components:

- Administrative documents
- Methodology and work plan
- Proposed team composition (CV, Degrees of Proposed Experts, and commitment letters)
- Company experience and completion certificates

11.2 Financial Proposal

A fully itemized budget broken down by professional fees, enumerator costs, field transport, and logistics.

All financial proposals must be inclusive of applicable taxes in Rwanda.

12. Duration of Assignment

The assignment will be completed within 30 working days from the date of contract signature by both parties.

13. Proposal Submission

All interested firms shall submit their proposals (**Technical and Financial**) in **one sealed outer envelope**, which must contain **two separate inner envelopes**:

- One marked **“Technical Proposal”**
- One marked **“Financial Proposal”**

Both envelopes must be clearly titled: **“Hiring a consultancy firm to conduct a baseline Assessment for” the develop and Pilot Climate-Smart Agriculture (CSA) Models” Component under the SFERE Project and the firm name”**.

- Submissions shall be made in **hard copy only** and must be delivered **not later than Tuesday, July 14, 2026, at 11:00AM**
- On the submission date, there will be **no public opening** of the technical proposals. DUHAMIC-ADRI will receive submissions for analysis.
- Results of the technical evaluation will be communicated via email. Only bidders who score at least **70%** in the technical evaluation will be shortlisted and invited to the financial proposal opening.
- The financial proposals of non-shortlisted bidders will remain unopened. Such bidders will be invited to collect their financial proposals.
- The **date and time of the financial proposal opening** will be communicated by email to the shortlisted bidders.

14. Safeguarding clause

Safeguarding and protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility who works directly or indirectly with DUHAMIC-ADRI services delivery and operations. All DUHAMIC-ADRI staff and affiliates, including volunteers and Suppliers; sub-Suppliers' staff and implementing partners are required to adhere to DUHAMIC-ADRI's full safeguarding and protection policy procedures and the separate Code of Conduct that always values principles of PSEA.

DUHAMIC-ADRI has a zero tolerance to Sexual Exploitation and any other form of abuse. Child and vulnerable abuse, exploitation, harassment, discrimination, and human trafficking are strongly prohibited behaviours. All implementing partners/suppliers who are contracting with DUHAMIC-ADRI must adhere to DUHAMIC-ADRI's full safeguarding and protection policy in addition to the code of conduct.

By applying to this tender, the supplier, is committed to denounce and to report any safeguarding issues or fraud face to face or at the reporting email for safeguarding issues at” feedback@duhamic.org.rw”, Toll Free: 8470 and telephone number: 0788305329 without delays.

By Applying to this tender as a consultancy company, I understand that DUHAMIC-ADRI has the rights to ensure 100% compliance with safeguarding and protection policies via spot checks or any other form of control mechanisms. If my business isn't compliant, DUHAMIC-ADRI will take appropriate measures or immediately stop the contract of financial support depending on the nature and severity of the safeguarding incident detected.

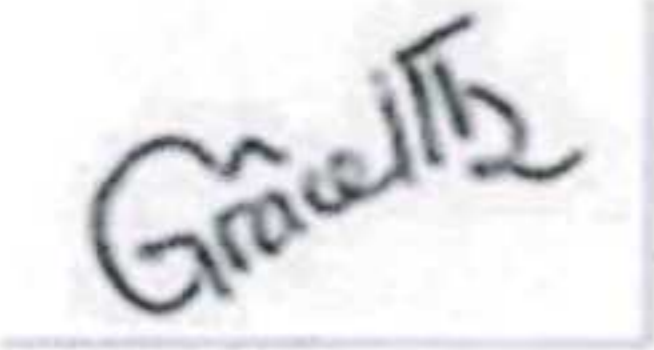
15. Data Protection and confidentiality

The successful bidder shall comply with all applicable data protection and privacy laws in force in the Republic of Rwanda, including Law No. 058/2021 relating to the protection of personal data and privacy. Any personal data, confidential information, or organizational records accessed during contract execution shall be used solely for performing the contract, kept strictly confidential, and protected against unauthorized access, disclosure, loss, or misuse. Such data shall not be shared with third parties without prior written authorization from DUHAMIC-ADRI, and any actual or suspected data breach shall be reported immediately.

Done at Kigali, July 7, 2026

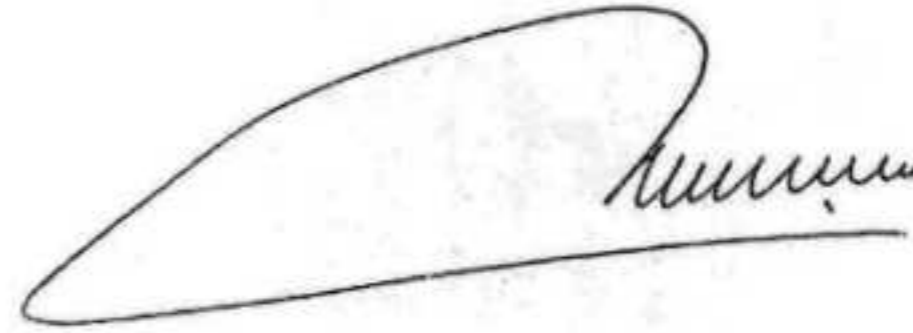
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