

TERMS OF REFERENCE (ToRs): Supply, Delivery, Installation of Modern Beehives and Provision of Productive Bee Colonies under the CND Project

1. About Cordaid

Cordaid is an internationally operating value-based emergency relief and development organization, working in and on fragility. We stand with those who are hardest hit by poverty and conflict. We support them in their struggle to move beyond survival and to fully participate in equitable and resilient societies.

In Rwanda, Cordaid focuses on strengthening food security, climate resilience, and inclusive economic development by collaborating with government institutions, local communities, and private sector actors. Interventions include supporting smallholder farmers through market system development, facilitating access to finance, promoting sustainable agricultural practices, and integrating climate change adaptation strategies into building resilient communities.

Cordaid's vision is a world where people live with dignity and peace and enjoy equal access to resources and opportunities that promote sustainable development.

2. Background and context

Cordaid Rwanda, in partnership with the Rwanda Forestry Authority (RFA) and other implementing partners, is implementing the project "Building Resilience of Vulnerable Communities to Climate Variability in Rwanda's Congo Nile Divide Through Forest and Landscape Restoration (CND Project)". The project is co-financed by the Green Climate Fund (GCF) and the Government of Rwanda through the Ministry of Environment. It aims to addressing climate variability by strengthening the resilience of vulnerable communities in Rwanda's Congo Nile Divide districts namely Nyabihu, Ngororero, Rutsiro, Karongi, Nyamasheke, Rusizi, Nyamagabe, and Nyaruguru, through sustainable forest and landscape restoration, biodiversity conservation, and improved livelihoods.

As part of promoting climate-smart beekeeping and sustainable honey production, Cordaid Rwanda intends to procure and install modern beehives, beekeeping accessories, and productive bee colonies adapted to local ecological conditions through a qualified firm or local NGOs to distribute 2500 beehives to 20 beekeepers' cooperatives in the CND region. The assignment will



also contribute to strengthening local capacities in modern beekeeping practices and biodiversity-friendly livelihood systems.

3. Objective of the Tender

The overall objective is to strengthen climate-resilient and biodiversity-friendly beekeeping livelihoods by supplying modern beekeeping technologies, establishing productive apiaries, and building the technical capacity of beneficiary cooperatives.

The assignment shall specifically:

1. Supply and install modern beehives, beekeeping equipment, and healthy productive bee colonies adapted to the ecological conditions of the Congo Nile Divide.
2. Build the capacity of beneficiary beekeeping cooperatives through competency-based theoretical and practical training in modern apiary and colony management, including colony multiplication.
3. Ensure successful establishment of functional apiaries through on-site installation, colony introduction, technical mentoring, and post-installation monitoring of every supported cooperative.

The objective of this call for tenders is to identify a qualified firm or local NGOs capable of providing an integrated professional beekeeping intervention in the intervention areas of the Congo-Nile Project.

- Provide a structured professional skills development program in beekeeping, combining theoretical teaching and in-depth practical training;
- Progress participants from fundamental professional skills to advanced colony and apiary management;
- Assess theoretical knowledge and practical skills;
- Identify and provide more advanced training to participants demonstrating the best technical aptitudes;
- Supply durable and high-quality hives adapted to Rwanda's ecological and climatic conditions;
- Supply healthy and productive selected native bee colonies adapted to local ecological conditions;
- Supply appropriate individual and collective professional beekeeping equipment;
- Establish operational pilot apiaries;
- Implement an appropriate traceability system for colonies and production;
- Provide technical assistance during the establishment apiaries;
- Ensure regular technical support and follow-up after installation.

The intervention shall seek to establish professional beekeeping activities capable of remaining technically functional and economically sustainable beyond the duration of the project.

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4. Scope of work and responsibilities

The selected contractor shall provide a complete beekeeping package comprising supply, installation, training, and technical support.

4.1 Supply and distribution

The contractor shall:

- Prepare a detailed supply and distribution work plan for approval by Cordaid.
- Supply and deliver modern beehives, productive bee colonies, and all required beekeeping accessories to the designated districts.
- Ensure all materials comply with the technical specifications and are suitable for local ecological conditions.
- Maintain delivery records and handover documentation for each beneficiary cooperative.

Note: Distribution shall be implemented according to the contractor's approved work plan in coordination with Cordaid.

4.2 Installation of apiaries and colonies

The contractor shall visit every beneficiary cooperative and:

- Identify and validate suitable apiary locations.
- Install the supplied beehives and accessories.
- Introduce healthy productive bee colonies into the hives.
- Tag or identify colonies and maintain a basic colony registration record.
- Verify that each apiary is fully operational before handover.

4.3 Capacity building

Training shall be conducted on-site at beneficiary apiaries or selected cluster training sites using the supplied equipment and live colonies. The training shall be hands-on practical sessions with selected cooperative members.

Minimum training package (best practices)

The curriculum shall cover at least Modern beekeeping fundamentals, Apiary establishment, colony management, colony multiplication, bee health, honey harvesting and quality control (Apiary records, productivity monitoring).



4.4 Technical follow-up and monitoring

Following installation, the contractor shall provide technical support through field visits to each supported apiary to:

- Assess colony establishment and survival.
- Correct installation or management challenges.
- Mentor cooperative members on colony development.
- Document colony status and provide recommendations for improved productivity.

5. Detailed Technical Specifications

All beehives, apiary equipment, and accessories supplied under this assignment shall be new, durable, and fit for purpose. The proposed equipment shall comply with the ecological conditions of Rwanda's Congo Nile Divide (CND) and support sustainable, climate-smart beekeeping practices.

5.1 General Technical Standards

The beehives supplied and apiary equipment shall:

- Be adapted to Rwanda's highland ecological and climatic conditions.
- Support efficient brood development, honey production, pollen storage, and colony multiplication.
- Be resistant to rain, humidity, termite attack, and normal environmental degradation.
- Be manufactured from high-quality, durable materials suitable for long-term outdoor use.
- Allow easy inspection, maintenance, hygienic harvesting, and safe colony management.
- Be delivered and installed as fully operational apiaries at the designated beneficiary cooperatives.

5.2 Technical specifications for modern beehives

No	Item / Component features	Technical Specifications / Requirements	Bidder's Compliance / Description
1	Modern Beehives	The beehives shall be adapted to Rwanda's ecological and climatic conditions and suitable for modern honey production. The beehives shall be Kenyan Top Bar, Langstroth, or other improved beehives.	Describe the type of modern beehive proposed and confirm its suitability to Rwanda's CND ecological conditions and modern honey production.
2	Thermal Regulation	The beehives must maintain appropriate internal temperature and minimize excessive heat or humidity fluctuations.	Explain how the hive design maintains optimal internal temperature and

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			controls humidity fluctuations
3	Functional capacity	The hive design must optimize bee movement, brood development, honey storage, and pollen storage.	Describe how the hive structure supports brood development, bee movement, and adequate storage of honey and pollen.
4	Durability	Beehives shall be resistant to rain, humidity, termites, and environmental degradation.	Indicate the measures taken to ensure resistance against rain, termites, humidity, and other environmental factors.
5	Construction Material	Beehives shall be made from quality dry timber or equivalent durable material resistant to warping, cracking and suitable for long-term outdoor use.	Specify the materials to be used in hive construction and demonstrate their quality and durability.
6	Hive Frames	Each hive shall include durable and properly sized internal frames adapted to the hive dimensions and local bee colonies.	Confirm the number, dimensions, and material of the frames and their compatibility with local bee species
7	Hive Roofing	Each hive shall have protective roofing or cover sheets resistant to rain and sunlight and moisture.	Describe the protective roofing materials and their ability to withstand local weather conditions.
8	Protective Shelter / Apiary Shade Materials Supporting Structures	Hives shall be installed on stable concrete, wooden, or metallic supporting stands.	Explain the type of supporting stands proposed and their stability and durability.

5.4 Installation, warranty and technical support

The successful bidder shall:

- Transport all beehives, colonies, and apiary equipment safely to the designated beneficiary cooperatives.
- Install all hive units and establish productive colonies at each cooperative's apiary.
- Provide practical orientation to beneficiaries during installation on the proper use and maintenance of the equipment supplied (part of practical sessions with beekeepers).



- Provide a minimum 12-month warranty for beehive structures, stands, and supplied accessories against manufacturing defects.
- Replace colonies that fail due to poor colony quality within the agreed warranty period, subject to verification by Cordaid.
- Conduct post-installation technical follow-up visits to every supported apiary to monitor colony establishment and provide corrective technical guidance

6. Deliverables and timeline

The successful bidder shall deliver:

Deliverable	Description	Timelines/ Timeline
Inception & distribution plan	Approved work plan, implementation schedule, and distribution strategy	10 days after contract signature
Capacity building of Beekeepers reports	Conduct training Beekeepers cooperatives in Beekeeping value chain for at least 90 days divided into phases. <i>N.B: The training session should be matched to the distribution of Hives.</i>	November 2026-March 2027
Supply of Modern Beehives	Fully assembled and functional and adaptable 2,500 modern beehives (with accessories and colonies as applicable) to the cooperatives <i>NB: At least 1000 beehives must be distributed with colonies/bees whereas the 1500 hives can be delivered without colonies.</i>	November 2026-July 2027
Installation reports including GPS/Photos and beneficiary verification	Installation of all hives/colonies at designated project sites	November 2026-July 2027
Technical monitoring report	Practical guidance provided to beneficiaries during installation (part of practical sessions) including field visit report for every cooperative, including colony status, survival rate, and recommendations	November 2026-July 2027
Warranty Support	Warranty and replacement support during the agreed period	July 2027-Dec 2027

7. Required qualifications

Interested bidders must meet the following minimum requirements:

- Legally registered company authorized to operate in Rwanda (valid RDB registration for companies or RGB registration for NGOs)
- Valid tax clearance and statutory compliance documents



- At least five (5) years of proven experience in modern beekeeping, apiculture development, or implementation of similar beekeeping projects
- Demonstrate the background expertise and the experiences of the team in modern beekeeping development
- Proven expertise in beehive production, colony management, and installation of modern beehives
- Ability to deliver the assignment (logistical capacity required to deliver and install equipment across the CND intervention districts) within the proposed timeline

8. Submission guidelines

Interested consultancy firms are invited to submit the following documents:

- **Administrative documents:** Copies of registration certificates and tax clearances.
- **Technical proposal:** The proposed structure of the technical proposal, along with a clear table of contents, is as follows:
 - *Profile of the consulting firm:* Provide an overview that highlights your expertise and experience relevant to the task.
 - *Background of the assignment:* demonstrate the understanding of the assignment, the context, background, and relevance of the assignment.
 - *Objectives and scope:* Clear statement of the assignment-specific objectives, scope of work, and deliverables.
 - *Methodology/approach:* A detailed explanation of the methods, techniques, and processes to be used in carrying out this assignment. This section should describe how the service provider intends to achieve the key expected results and deliverables of the assignment, using a well-justified approach and methods.
 - *Work Plan/Timeline:* Outline of key activities and deliverables, along with a timeline -showing the estimated completion time.
 - *Previous completed assignment:* at least three verifiable recent completed work relevant to the assignment (Certificates of good completion, or any other relevant document)
- **Financial Proposal:** the financial proposal shall provide a detailed and itemized budget for the assignment, including professional fees by team member, fieldwork and travel costs, accommodation and subsistence, data collection and mapping expenses, stakeholder consultation and validation workshop costs, applicable taxes, and any other costs necessary for the successful completion of the assignment. The proposal should clearly indicate the total cost in **Rwandan Francs (RWF)** tax inclusive and present a budget breakdown aligned with the proposed work plan and deliverables.

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9. Selection criteria

Proposals will be evaluated based on the following criteria:

Criteria	Weight
Technical expertise and relevant experience	50%
Proof of previous similar consultancies	10%
Experienced staff in the field of beehives making	10%
Financial proposal	30%

10. Ethical Considerations

The consultant must comply with Cordaid's safeguarding, code of conduct, integrity, anti-corruption, anti-money laundering, child protection, environmental responsibility, and data protection policies throughout the assignment.

11. Confidentiality and Proprietary Rights

All deliverables, including the developed solutions, will become the property of Cordaid and its partners. The service provider must maintain strict confidentiality regarding any proprietary or sensitive information obtained during the assignment.

12. Right to cancel the procurement processes

Cordaid reserves the right to withdraw or cease the advertisement for this consultancy at any time prior to the signing of a contract. This decision may be made at Cordaid's discretion and without obligation to provide reasons for such withdrawal. All interested parties will be promptly notified if the advertisement is cancelled.

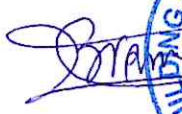
Applications should be submitted via email to rwanda.procurement@cordaid.org, by **8th October 2026**. Please use the subject line: *"Supply, Delivery, Installation of Modern Beehives and Provision of Productive Bee Colonies under the CND Project"*

13. Additional information

For further information regarding the opportunity, please contact at rwanda.procurement@cordaid.org

Done in Kigali, on 9/22/2026

Approved by:



Patrick BIRASA
Country Manager