



Terms of Reference for Consultant to prepare training materials on cooperative leadership and management, Financial literacy, Gender, project management and business investment and climate change mitigation

1. Introduction

The INGABO is the Rwandan Farmers syndicate which has been legally recognized by the Government of Rwanda through the Ministry of Labor and Public Services in April 1st, 2005. Currently the INGABO Syndicate has 16,051 active members among them 8,685 (54.1%) are women and 7,366 (45.8 %) are men, with 20% being young farmers. The INGABO Syndicate is a founding member of EAFF (Eastern Africa Farmers Federation), and is also a member of the World Farmers Organization (WFO).

Ingabo Syndicate is currently implementing the project entitled “Strengthening Smallholder Farmers' Resilience to Food and Climatic Crises for Improved Food Security and Livelihoods in Rwanda”, SCORE RWANDA in 10 districts of Rwanda namely Gatsibo, Kayanza, Bugesera, Kamonyi, Muhanga, Ruhango, Nyanza, Gisagara, Nyamasheke and Rusizi.

The main objective of the project is to increase food security, livelihoods, and resilience (to climate and other crisis) of cassava farming households in an inclusive manner and specifically, the project intends: (1) Increase of production and income of cassava farmers through the use of clean and improved cassava seed, the scale-up of Zai Pit technique, improved practices in production (GAP: Good Agricultural Practices) & PHHS (Post Harvest Handling and Storage), and market linkages by connecting producers and buyers; (2) Improve cassava producers' resilience to climate shocks through awareness-raising and capacity-building for climate change adaptation; (3) Strengthen the upstream and downstream links in the cassava value chain and offer new job opportunities to women and young people through better access to financing; (4) Guarantee a sustainable, high-quality service offering for cassava producers through Institutional strengthening of INGABO and member cooperatives in the areas of Project Management, Knowledge Management, and Monitoring and Evaluation.

To achieve to the 4th objective above, the project has planned to train cooperative members in different topics in order to equip them with leadership and management capacity. It is in this regards that Ingabo Syndicate is looking for a qualified individual consultant or firm to prepare training materials on cooperative leadership and management, Financial literacy, Gender, project management and business investment and climate change mitigation.

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2. Objective of this tender

The objective of this tender is to recruit a qualified consultant to prepare training materials on cooperative leadership and management, Financial literacy, Gender, project management and business investment and climate change mitigation.

3. Duration of the service

The service will be done in 40 working days from the date of signing the contract by two parties.

4. Approach and methodology

The consultant will need to prepare the training materials containing the following topics:

- ✓ Cooperative leadership and management,
- ✓ Financial literacy,
- ✓ Gender,
- ✓ Project management and business investment, and
- ✓ Climate change mitigation.

The training manuals will be prepared in both Kinyarwanda and English. In addition, after approval of the training manuals, the consultant will need to submit both soft and hard copies of the training manuals (1 copy for English version and 1 copy for Kinyarwanda version) to Ingabo Syndicate.

5. Deliverables

The following deliverables are expected to be done by the consultant:

- ✓ Consulting available documents from Ingabo Syndicate and where else (if any) to get complete information to be incorporated in the training manuals
- ✓ Preparation of training manuals (To be approved by Ingabo Syndicate project technical staff)

Note: The training manuals will be assets of Ingabo Syndicate.

6. Profile of the consultant

The Assignment is to be conducted by an Individual Consultant or qualified firm. Interested consultants should meet the following minimum requirements:

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For individual consultant:

The team leader should meet the following requirements:

- At least Master Degree in Agribusiness, Agricultural Economics, Economics, Cooperative management, Business administration, Rural Development or related field.
- At least 3 years of experience in similar work,
- Excellent communication and report writing skills,
- Fluency in English and Kinyarwanda.

The technical lead should meet the following requirements:

- At least Bachelor's Degree in Agribusiness, Agricultural Economics, Economics, Cooperative management, Business administration, Rural Development or related field,
- At least 3 years of experience in similar work,
- Excellent communication and report writing skills,
- Fluency in English and Kinyarwanda.

For consulting firms:

- Proven track record in preparation of training manuals
- Team composition with relevant qualifications as outlined above
- Past performance on similar assignments with agricultural organizations for staff members of the firm

7. Bid submission and selection

The application files (bids) will include the following: The letter of expression of interest addressed to the President of INGABO Syndicate, technical and financial proposals. The following will be considered as criteria for selection:

Criteria for selection	Mark
Technical proposal/ 80	
Technical proposal (Methodology)	50
Qualification and experience of the team members	20
Administrative documents	10
Financial proposal/ 20	
The requested cost for the assignment	20
Total marks	100

8. Public disclosure

The successful bidder should be ready to comply with IFAD policy on preventing fraud and corruption in its activities and operations and IFAD policy on prevention and responding to sexual harassment, sexual exploitation and abuse. In addition, the bidder should accept to: (i) allow full

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inspection by IFAD of all bidding documentation and related records, and (ii) fully cooperate with agents or representatives of IFAD carrying out an audit or investigation.

9. How to apply

Interested bidders must submit the following documents/Information to demonstrate their ability:

- ✓ Expression of interest addressed to the President of INGABO Syndicate
- ✓ Technical and financial proposals including CVs and degrees of staff who will conduct the assignment and good completion certificates
- ✓ Business registration certificate issued by RDB
- ✓ RRA Tax Clearance certificate
- ✓ Testimony of VAT registration and proof of EBM use
- ✓ Reference letters/ good completion certificates from previous clients for similar assignments

The submission of the above documents to INGABO Syndicate Head Office located at Nyamabuye sector, Muhanga District should be done by 29th April, 2025 at 5:00 PM (Kigali time).

Note: INGABO Syndicate will not be responsible for any cost incurred by the bidder during preparation and submission process of documents related to this tender.

Done at Muhanga, on 24th April, 2025.

MBABAZI Francois Xavier

Chief Executive Officer of Ingabo Syndicate



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