



**TERMS OF REFERENCE FOR PROVIDING THE SUPERVISION SERVICES OF
INSTALLATION OF DRAINAGE & IRRIGATION INFRASTRUCTURES IN
NYABICWAMBA MARSHLAND AND LOCATED IN GATSIBO SECTOR,
GATSIBO DISTRICT, EASTERN PROVINCE**

**Project name: Climate-Smart Agriculture and Market Development for Enhancing
Livelihoods of Refugees and their Host Communities in Rwanda (CSA)**

Project Donor: DENMARK through the partnership with United Nations High Commissioner for
Refugees (UNHCR)

April 24, 2025

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I. Background and rationale

DUHAMIC-ADRI is a Non-Governmental Organization legally granted by Rwandan law. The idea of its establishment dates to 1979 with the objective of helping rural low-income populations to organize themselves to fight against the constraints of the marginalization of rural areas. The action has overtime moved from local and regional to national level with the holding of the Constituent General Assembly of April 20, 1985, who devoted DUHAMIC-ADRI as an NGO working throughout Rwanda. DUHAMIC-ADRI was legally recognized by the Ministerial Order No. 943 of July 12, 1985. Its statutes were amended and accepted by the Ministerial Order No. 025/11 of 21st March 2005.

With the vision to have "A rural world responsible for its self-socio-economic development", DUHAMIC-ADRI has a mission of "Supporting integrated development through the initiatives of the rural population in their struggle for self-development".

II. Scope of work (Objective and expected deliverables)

The overall objective aims to provide supervision and advisory services for the hired contractor for installation of Drainage & Irrigation Infrastructures in NYABICWAMBA marshland located in GATSIBO sector, GATSIBO District, Eastern Province.

The supervision service includes the works of Contract management and technical administration, the control of quality and technical assistance to project during installation and maintenance of irrigation system as well as coaching and capacity building of farmers to use and valorize the installed irrigation system. **The supervision services are expected to cover a total period of three (3) months for the installation phase. The duration for the maintenance of the irrigation system will be communicated during contract negotiations.**

A supervising company responsible for overseeing the **installation of drainage and irrigation infrastructures of Nyabicwamba Marshland** located in Gatsibo Sector, Gatsibo District, Eastern Province, is expected to perform the following duties:

A. General Supervision Duties

1. Project Coordination and Site Supervision:

- ❖ Coordinate with the contractor, DUHAMIC-ADRI, local authorities, and other stakeholders to ensure smooth project execution.
- ❖ Maintain a consistent presence on-site to monitor progress and ensure compliance with the approved designs, plans, and specifications.

2. **Quality Assurance:**

- ❖ Inspect materials, equipment, and construction techniques to confirm adherence to project standards and specifications mentioned in the contract.
- ❖ Conduct regular quality checks and approve or reject work that does not meet required standards.
- ❖ Provide technical advice to DUHAMIC-ADRI and contractors to address challenges during implementation.

3. **Compliance Monitoring and Progress:**

- ❖ Ensure the contractor adheres to national environmental, health, and safety regulations. Verify that all construction activities align with contractual agreements and government policies.
- ❖ Track project milestones and highlight and inform DUHAMIC-ADRI for any potential delays or deviations from the schedule.
- ❖ Propose corrective actions where necessary to address delays or issues.
- ❖ Prepare and submit to DUHAMIC-ADRI team (Executive Secretary and Copy to project coordinator) the weekly progress reports highlighting the accomplished works against the planned with illustrative photos, what works well, needs improvements and recommendations; The reports will also include the completed activities in percentages with respects to estimates in BOQ.
- ❖ Approve the quality standards of items mentioned in the tender that requires spot check
- ❖ Assuring the safeguarding and safety standards are respected by the contracting company

B. Technical Duties

1. **Verification of Designs and Plans:**

- ❖ Review and validate engineering designs and technical drawings before and during implementation.
- ❖ Suggest technical improvements or corrections as required to adapt to on-ground realities.

2. **Marshland Rehabilitation (Drainage and Irrigation Systems):**

- ❖ Oversee the construction and installation of drainage and irrigation systems, ensuring optimal functionality and sustainability.
- ❖ Test the drainage and irrigation systems to confirm their effectiveness before project handover.
- ❖ Supervise land leveling, construction of canals, embankments, and related structures.
- ❖ Ensure the rehabilitation measures are environmentally sustainable and minimize ecological impacts.

3. Measurement, Quantities, testing and Commissioning:

- ❖ Verify the contractor's measurements and quantities to ensure accurate billing and payment processing.
- ❖ Supervise the testing and commissioning of the installed infrastructure to verify operational readiness.

C. Administrative Duties

1. Documentation, Reporting and Contract Management:

- Maintain detailed records of project activities, including site diaries, material deliveries, and test results.
- Preparation of any special reports that may be required by the Project on subjects of particular importance to be presented to other stakeholders such as MINAGRI/RAB, District and UNHCR.
- Ensure compliance with the terms of the construction contract, including timelines, reasonability of costs/value for money, and deliverables.

2. Stakeholder Liaison:

- Act as a bridge between DUHAMIC-ADRI, contractors, local authorities and other stakeholders/partners to resolve issues or disputes efficiently.
- The Consultant shall do the necessary preparations and participate in meetings (at work sites or Headquarters) with other stakeholders such as RAB, UNHCR and District, and assist the Project in related matters.

3. Handover Process and Capacity Building:

- Ensure proper handover of the completed project, including a detailed final report, as-built drawings, and operational guidelines.
- Provide guidance and training to the local cooperative or community on maintaining the rehabilitated marshland and irrigation infrastructure.

Note: DUHAMIC-ADRI field team will ensure the presence and availability of supervision company during the execution of the contract.

III. Eligibility and Qualifications of the Supervising firm

III.1 Minimum eligibility criteria

All bidders shall include the following information and documents within their bids:

- ◆ The company must be legally registered and operational in Rwanda with an RDB certificate.
- ◆ The company must submit a profile, not exceeding three pages, providing the full company address, including the Country, Province, District, Sector, Cell, Village, and

Street Number. The profile should also include the company's E-mail address, Post Office Box, and detailed bank account information. Additionally, the profile must present the company's mission, vision, available human resources, and a summary of its experience.

- ◆ Commitment letter addressed to the Executive Secretary of DUHAMIC-ADRI to respect the given timeline and presence at the working site during the contract execution period. The applicant shall also commit to starting the work no later than one day after signing the contract.
- ◆ Proof of having visited the site “Nyabicwamba” confirmed by a visit certificate issued by DUHAMIC-ADRI
- ◆ **III. Evaluation and scoring**

The **Technical offer** will be evaluated using inter alia the following criteria and percentage distribution: **70%** from the total score of 100 points.

Technical Evaluation Criteria	Score/70
Company profile	10
Methodology	10
Experience of similar services (marshland rehabilitation and supervision)	20
Proposed Team composition	30
Detailed financial proposal	30
Total :	100

IV Team Composition & Qualification Requirements for the Key Experts and technical references of the firm

4.1. Technical references for the consultant

The company should have at least 5 years of general experience with a minimum of three references for similar works (to be proven by certificate of good completion supported by executing surveillance/supervision contract) **with a focus on at least the following works:** small scare irrigation system, solar powered irrigation system and gravity and pressured irrigation system and other related irrigation systems.

4.2. The key personnel to be assigned to the site but not limited to must have the following minimal qualifications:

- I. **Team Leader (1) Irrigation engineer**, Ao in Irrigation Engineering with general experience of 5 years minimum in hydro-agricultural construction works with 2 specific references in supervision of agricultural engineering works. The Irrigation Engineer will be responsible for supervising the quality of works, materials and quantity survey for

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irrigation network construction works. He/ She shall be present onsite for the whole construction period.

- II. **Electromechanical Engineer with** training in electricity with at least A0 or A1 level, with at least 5 years-experience in agricultural irrigation projects and having executed at least 2 projects of similar nature, volume and complexity supported by professional certificates. He/she shall be present onsite for the whole construction period.

Note: Key personnel mentioned above must have well-detailed CVs signed and updated with a notified degree and commitment for full availability.

Reporting Requirements and Time Schedule for Deliverables

All the reports, documentations, calculations and drawings produced by the supervision firm as part of the Services under this agreement are the sole property of the Client and the supervision firm shall not reproduce them or give to any third party without the consent and written approval of the Client.

In performing his/her duties under this service the supervision firm shall submit to the Client the following reports (and others as may be required during the Project):

- A. Three (3) hard copies and a soft copy of Preliminary Report including but not limited to the following:
- a. Approval of the contractor's authorized representative and key personnel on site and monitoring of their performance.
 - b. Review, for conformance with the specifications, the Contractors' proposed site layout, camp facilities, stream crossing, water supply and sewage systems and miscellaneous site facilities and temporary works.
 - c. Review schedule of site mobilizations and overall implementation plan for the contract and set the targets and indicators in the right way of achieving planned project executions period.

This report will be submitted at the end of the two weeks after commencement of the activities at the site.

- B. One (1) hard copy and a soft copy of Monthly Progress Reports: The reports will include completed activities in percentages with respect to estimates in BOQ, monthly contractors' execution plans, challenges in implementing the contracts or decisions made or technical proposals raised during weekly technical meetings by the contractors. The submission of the monthly reports should be on the third day of the 1st week of next month.
- C. Three (3) hard copies and a soft copy of Final Completion Report with all As-built Drawings.



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- D. Three copies of the provisional O&M manual, and after comments from the client.
- E. DUHAMIC-ADRI shall provide written consolidated comments and/or approval within 1 week upon submission of the monthly progress reports and two weeks upon submission of the final completion report.

VI. Client's Contribution

The client will:

- (i) Ensure free access to the site and locations connected with the execution of the marshland reclamation and development.
- (ii) Provide the contractor with any assistance as the contracting firm may be entitled to in accordance with the Terms of Reference.
- (iii) Provide the contractor with all documents, information reports, data, any existing photographs and other information pertaining to the marshland reclamation and development that are available and not withhold any information pertinent to the Consultants' work.
- (iv) Ensure the timely payment of executed works based on terms and conditions agreed on by two parties as will be defined in the contract.
- (v) Review and implement the recommendation from the contracted company/firm

VII. Submission of applications

Interested firm with relevant experiences and who meet **all criteria mentioned above criteria** including but not limited to the technical proposal with their proposed methodology of implementing the assignment, experiences and referees, work plan, and CVs of the Technical Team; a financial proposal detailing the professional fees, reimbursable; should submit their proposal not later than **Monday May 12,2025** at 10:00 AM at DUHAMIC-ADRI Head Office located in Niboye Sector-Kicukiro District.

Submission Requirements:

Note: Bidders are required to submit their offers in one main sealed envelope. This main envelope must contain two separate sealed envelopes:

- ❖ **Envelope A:** Technical Proposal including
 - Letter addressed to the Executive Secretary.
 - Company Profile with experience of at least 5 years.
 - Experience of marshland rehabilitation or supervision of marshland reclamation demonstrated by 3 certificates of good completion with their contracts.
 - Methodology (understanding of the scope of work, approaches/strategies, work plan....)
 - Proposed Team composition

- ◇ **Envelope B:** Financial Proposal including Detailed Budget Breakdown (Personnel Costs, Operational Costs, Contingency/Unforeseen Costs) and Bid security.

Opening Proposals:

Technical Proposal Opening:

- The technical proposals (Envelope A) will be opened first in a public session on May 5,2025 at DUHAMIC-ADRI OFFICE 10:30AM
- During this session, only the technical proposals will be evaluated based on the criteria outlined in the bidding documents and the financial proposal will remain sealed.
- **Financial Proposal Opening:**
- Only bidders whose technical proposals meet the required standards and are shortlisted will be invited to the opening of the financial proposals (Envelope B).
- The financial proposals of the shortlisted bidders will be opened in a separate public session. The date, time, of the financial proposal opening will be communicated to the shortlisted bidders.
- Bidders not shortlisted in the technical evaluation will not have their financial proposals opened, and their financial proposals will be returned unopened.

Confidentiality:

- All information provided by bidders will be treated as confidential. The procurement process will be conducted in a transparent manner to ensure fairness and competitiveness. All accomplishments, including the supervision reports, remain the property of the client.

VI. Proposed timeline for tender publication and contract execution

The following timeline was proposed when any force majeure does not happen to interrupt this consultancy work. Timeline to execute the tender for installation, testing and maintenance of irrigation system of Nyabicwamba site:

Key milestone	Proposed timeline
Tender publication	April 28, 2025
Site visit at Nyabicwamba marshland (Mandatory)	May 5, 2025
Reception of technical and financial proposals	May 12,2025 at 10AM

VII. Final disposal

1. DUHAMIC-ADRI reserves the right to not accept any proposal with the submitted technical and financial proposals that do not meet the client's expectations.
2. All interested bidders are encouraged to carry out a mandatory site visit before putting together their technical and financial proposals.

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3. DUHAMIC-ADRI has the right to negotiate with all bidders with good and acceptable technical proposals to reduce the cost for this consultancy in the limit of available budget.
4. All direct and indirect costs engaged by bidders to prepare and submit their proposals will be the full responsibility of the bidder.
5. DUHAMIC-ADRI will not be held responsible for any payment and compensation of any charges associated with the consultant rather than consultancy fees to be agreed on with the winning bidder after reception and acceptance of inception report.

VIII. Safeguarding responsibility

- ✓ 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 contractors; sub-contractors' 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 behaviors. 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 Terms of Reference, 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", and the **FREE telephone number: 8470 OR 0788305329 without delays.**
- ✓ I understand that DUHAMIC-ADRI has the right 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.

Note: Before contracting, DUHAMIC-ADRI may request a performance guarantee from the successful bidder.

Women and persons with disabilities fulfilling required conditions and qualifications are encouraged to apply.

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