

Terms of reference (TOR) for

RECRUITMENT OF CONSULTANCY FIRM TO ACT AS AN EMPLOYER'S REPRESENTATIVE IN THE ESTABLISHMENT OF THE ORGANIC FERTILIZER PRODUCTION PLANT

TERMS OF REFERENCE – EMPLOYER'S REPRESENTATIVE – ORGANIC FERTILIZER PROJECT

GENERAL INFORMATION

BACKGROUND

Project developer

Organic Fertilizer production plant is a project wholly owned by Ngali Holdings. Ngali Holdings is a Rwandan company investing in a wide range of industries across the continent of Africa. Ngali Holdings is driven by the desire to see African markets grow. Specialized in long-term, wide-scale infrastructure projects with a holistic focus. Many of Ngali holdings investment opportunities arise from Research & Development Department dedicated to the research of barriers to economic growth.

It is an exciting time to be a part of the continent's private sector development, and is privileged to have the endorsement of several key global leaders and African governments; in particular, the Government of Rwanda. Although committed to investments of high profitability and operational excellence, it believes the marker of success will always be that which build that outlives our company; whether it be a home with new access to electricity, a society more deeply saturated with access to information, or a training school providing skills to technicians in Africa's first aerospace company. The sectors of investment are mining, energy, smelting industries, aerospace, health and agriculture related sectors. Therefore, it is in this line Ngali holdings wishes to invest in agriculture sector related services especially organic fertilizer production plant.

GENERAL CONSULTANCY OBJECTIVE

The ultimate assignment of the consulting firm is to act as an Employer's Representative in the establishment of the Organic Fertilizer production plant. The assignment will include supervision of all activities of the project from provision of the technology, the plant designs and supervision of construction until the commissioning of the plant establishment. This will contribute towards the effective and timely implementation of the project.

Ngali Holdings Ltd has already conducted a pre-feasibility study, a full feasibility study and a business plan concerning the captioned project.

SPECIFIC CONSULTANCY OBJECTIVES

1. Review technology provider's contractual obligations.
2. Review of technology provider's detailed design.
3. Counter-verification of technology provider's procured machinery in conjunction with agreed upon specifications and standards.
4. Preparation of tender documents to select the vendor/company to conduct the construction of the organic fertilizer plant.
5. Taking lead in bids evaluation, selection and negotiation with the selected company to provide construction services.
6. Participate in due diligence on the technology provider and ensure that their deliverables (technology provider) are up-to standard.
7. Participate in meetings with the selected company (both technology provider and construction company)
 - Provide appropriate recommendations
 - Follow up on the implementation of the recommendations
8. Review of the design phase and equipment selection

Ngali Holdings Ltd after completion of pre-feasibility study, a full feasibility study and a business plan concerning the captioned project, wishes to recruit a consulting firm to act as an Employer's representative during the establishment of the Organic Fertilizer production plant.

PROJECT

Setup of a state-of-the-art Organic Fertilizer Plant production facility in Kigali, Rwanda.

According to the African Development Bank, Africa's food and agriculture market could increase from US\$280 billion a year in 2023 to US\$1 trillion by 2030. This fact coupled with recent supply chain shocks caused by Covid-19 and Russia-Ukraine crisis has highlighted the importance on the African Continent's need to become more self-reliant in the food and agriculture industry. Over the last 2 decades, agriculture has played a prominent role in both economic growth and poverty reduction. With about 70% of the population, in Rwanda, currently earning their livelihoods in the sector and contributing about a third of GDP, there is no doubt the sector will continue to play a critical role in the next 3 decades. The sector has important implications for food security, nutrition, exports, and has backward and forward linkages to both industry and services sectors (Rwanda Vision 2050)

In agriculture, the aim is to increase productivity and develop professional agriculture services with strong downstream and upstream linkages to primary agriculture. These services will include equitable production and distribution of fertilisers, quality seeds, irrigation technology, higher-value agricultural products for supermarkets, hotels, etc. that will be needed domestically and in the region (Rwanda Vision 2050).

Organic bottom sediments contain the widest range of nutrients composed by essential chemical element, for both macro and micronutrients, and organic vitamins, enzymes, acids. The project therefore aims to provide a basis of establishing an organic fertilizer production plant in Rwanda that will produce, package and distribute a variety of organic fertilizers in the country and the region.

The client has identified peat bog for which to extract the main raw material (peat) necessary for the production of envisioned organic fertilizer product.

- Review and approve the inception report submitted by the selected company
 - Review and approve preliminary designs submitted by the selected company
 - Review and approve final designs submitted by the selected company
 - Review and approve the technology to be procured and delivered.
9. Propose corrections needed in the design and technology procurement as per the requirements of Ngali to ensure cost-effective implementation of the project.
 10. Ensuring that construction designs are compatible with the technology provider's inputs.
 11. Supervision of the construction phase as an employer's representative
 12. Provision of project progress report Updating Ngali on the progress of the project in form of reports and as frequently as possible.

DELIVERABLES

- a. Report reviewing technology provider's detailed designs and adherence to contractual obligations.
- b. Analytical reports and recommendations on the compliance of procured technology in conjunction with pre-agreed upon specifications and standards.
- c. Completed tender documents(s) for the construction company.
- d. Reports on due diligence on technology provider and construction company.
- e. Negotiation services with the appointed construction company or any other project-related entity.
- f. Reports on construction site supervision service
- g. Progress reports on Project Management service for the whole duration of the assignment

PROFILE OF THE CONSULTANCY

The specific team to conduct the assignment will need to have extensive experience in the design of organic fertilizer production facilities, international procurement, construction site supervision and project management. The team will need to have practical knowledge of the pros and cons of various organic fertilizer industrial production options and technologies, and their assessment under the range of unique skill, management and financial conditions that exist in emerging economies such as Rwanda.

The firm's experience and resumes of the qualifications and experience of the key members of the team will be the key criteria used to evaluate proposals.

EVALUATION CRITERIA:

1. Having successfully performed at least five (5) similar contracts in terms of sector (preferable) or complexity / size / budget.
2. Adherence to scope of work in proposal as described in the Terms of Reference.
3. Two or more years of experience in working in contexts as it pertains to similar projects. This applies to specified team members below.
4. Team composed of experts and staff with the following profiles:
 1. **Project Manager: minimum university degree (Master degree preferable) in civil and industrial construction engineering and any other related fields.**
Having led implementation of minimum 2 projects in similar contracts with regard to size/complexity. Timely and accurately able to analyze plant layout designs.
 2. Support team to the Project manager has to have members with following skills with proven records:
 - In manufacturing plant technology design.
 - In electrical or mechanical engineering for manufacturing plants.

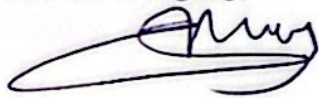
- In quality assurance and adherence to factory/equipment standards for manufacturing plants.
- In cost-control for project implementation.

The above list represents the SUGGESTED staff/skills to be considered for the project for the assignment. It is the bidder's responsibility to present the final staff/skills structure. The same professionals can work in both FUNCTIONS and his/her duties have to be clearly shown in the project's organizational chart.

PAYMENT MODALITIES AND TIMELINES

The Consultancy should be able to ensure successful project implementation within a period of 1 year. Payment modalities should be in line with specific consultancy milestones with further details to be subject to contractual negotiations.

Prepared by: Brandon Muganga



Approved by: Tamara Birasa

