DUHAMIC - ADRI

TERMS OF REFENCE FOR:

TERMS OF REFERENCE FOR HIRING A CONSULTANT FOR SOIL TESTING, ANALYSIS, INTERPRETATION, AND DISSEMINATION OF SOIL TEST RESULTS.

Program name: Climate Just Programme (CJP)

November, 2026

1. Brief description of DUHAMIC-ADRI

DUHAMIC-ADRI Summary / Background

DUHAMIC-ADRI is a local Non-Governmental Organization (NGO) based in Kigali, Rwanda, established and legally recognized under Ministerial Order No. 943/05 of 12 July 1985. The organization operates in compliance with the applicable laws and regulations of Rwanda, including Law No. 058/2024 of 20 June 2024, governing non-governmental organizations.

Vision

A rural world responsible for its self-socio-economic development.

Mission

Supporting integrated initiatives for the holistic development of rural population in their struggle for self-reliance.

Objective

The Objective of the Organization is sustainable economic self-development of rural populations through strengthened community structures, capacity building, and integrated support services.

Strategic Pillars

- Livelihoods and economic capacity development
- Environment protection and conservation
- Mobilization for social change and family promotion
- DUHAMIC-ADRI organizational sustainability

2. Introduction of Climate Just Programme (CJP) Project

The Climate Just Programme (CJP) is a Scottish Government funded Project through TRÓCAIRE under the Climate Justice Fund and is implemented by DUHAMIC-ADRI in consortium with other partners in Gisagara, Karongi, and Ngororero Districts. The project has objectives of implementing effective climate justice interventions focusing on community voice and needs, prioritizing marginalized communities, women, and people with disabilities.

3. Overall Objective

To generate, analyze, interpret, and disseminate reliable soil information to support appropriate agricultural practices, soil fertility management, and evidence-based project implementation in the selected project sites.

4. Specific Objectives

The specific objectives are to:

- Conduct soil sampling at six (6) selected sites, including three (3) sites in Gisagara District and three (3) sites in Ngororero District.
- Collect at least three (3) representative soil samples from each selected site.
- Conduct laboratory analysis of the collected soil samples using appropriate and recognized soil testing procedures.
- Analyze and interpret the laboratory soil testing results and translate the findings into practical recommendations for farmers and project stakeholders.
- Organize and facilitate a workshop to present, interpret, and disseminate the soil testing results to local authorities, stakeholders, farmers, and other relevant participants.
- Provide practical recommendations on soil fertility management and appropriate agricultural practices based on the soil analysis findings.

- Document and report the entire assignment, including sampling, laboratory analysis, results, recommendations, and stakeholder dissemination.

4. Scope of Work

The hired company will be responsible for the following tasks:

4.1 Soil Sampling

- Develop an appropriate soil sampling methodology in consultation with DUHAMIC-ADRI.
- Conduct field visits to the six (6) selected sites:
  - Three (3) sites in Gisagara District.
  - Three (3) sites in Ngororero District.
- Collect at least three (3) representative soil samples from each site, resulting in a minimum of 18 soil samples in the following sites:

Site No	District	Sector	Cell	Village
1	Ngororero	Muhanda	Rutagara	Nyamutoni
2	Ngororero	Kavumu	Murinzi	Cyasenge
3	Ngororero	Kageyo	Nyamata	Kagarama
4	Gisagara	Ndora	Dahwe	Agasharu
5	Gisagara	Kibirizi	Ruturo	Impinga
6	Gisagara	Kibirizi	Duwani	Duwani

- Properly label, document, package, and transport the soil samples to the laboratory.
- Maintain appropriate records of sampling locations and sample identification.

4.2 Laboratory Soil Analysis

- Conduct laboratory testing of all collected soil samples through a qualified/accredited laboratory.
- Undertake appropriate soil analysis parameters relevant to agricultural production and project needs.
- Ensure proper quality control and reliability of laboratory analysis.
- Provide laboratory reports containing the results for all soil samples analyzed.

4.3. Laboratory testing checklist

- **Chemical fertility**
  - pH (water and, where appropriate, KCl)
  - Electrical conductivity (EC)
  - Organic carbon and organic matter
  - Total nitrogen, nitrate-N and ammonium-N
  - Available phosphorus and exchangeable potassium
  - Calcium, magnesium and sodium
  - Sulfur
  - Cation exchange capacity (CEC)
  - Exchangeable acidity and aluminium
  - Base saturation and lime requirement

- **Micronutrients:**
  - Iron, zinc, manganese and copper
  - Boron and molybdenum
  - Chloride and nickel, where relevant
- **Physical properties:**
  - Sand, silt and clay percentages
  - Bulk density and particle density
  - Porosity
  - Field capacity and permanent wilting point
  - Available water capacity
  - Infiltration rate and hydraulic conductivity, if needed
- **Advanced soil health and safety:**
  - Microbial biomass or soil respiration.
  - Heavy metals based on site risk
  - Pesticide residues.
  - Salinity and sodicity assessment.

4.4. Analysis and Interpretation of Results

- Review and analyze the laboratory soil testing results.
- Interpret the results in relation to soil fertility, soil properties, and agricultural suitability.
- Identify key soil constraints and opportunities affecting agricultural production at the selected sites.
- Translate technical soil analysis findings into clear, practical, and understandable recommendations for farmers and other stakeholders.
- Develop appropriate recommendations for soil fertility management, including where relevant, nutrient management, soil amendments, and other suitable agricultural practices.

4.4 Workshop Organization and Facilitation

- Organize and facilitate a stakeholder workshop to present and interpret the soil testing results.
- Present the findings in a clear and simplified manner that can be understood by farmers and non-technical stakeholders.
- Facilitate discussions with local authorities, project stakeholders, farmers, and other relevant participants.
- Explain the implications of the soil analysis results for agricultural activities and soil fertility management.
- Collect feedback, questions, and recommendations from participants.
- Support participants to understand how the findings can be applied in practical agricultural decision-making.

4.5 Documentation and Reporting

- Prepare a technical report covering the entire assignment.
- Document the soil sampling process, laboratory analysis, findings, interpretation, recommendations, and workshop proceedings.
- Include the laboratory soil analysis results as annexes to the final report.
- Provide supporting documentation and evidence of the activities undertaken.

5. Expected Outcomes

The assignment is expected to result in:

- Reliable soil testing results from the six selected sites in Gisagara and Ngororero Districts.
- A minimum of 18 soil samples collected and analyzed.
- Clear interpretation of soil properties and fertility status at the selected sites.
- Practical and evidence-based recommendations for soil fertility management and agricultural practices.
- Increased understanding of soil analysis results among farmers, local authorities, project staff, and other stakeholders.
- Stakeholders and farmers equipped with practical information to support appropriate agricultural decision-making.
- A comprehensive technical report documenting the soil testing, analysis, interpretation, dissemination, and recommendations.

6.Deliverables

The hired company shall provide the following deliverables:

- Soil sampling plan/methodology.
- Documentation of soil samples collected from the six selected sites.
- Laboratory soil analysis reports for all collected samples.
- Analysis and interpretation of soil testing results.
- Practical recommendations for soil fertility management and agricultural practices.
- Workshop presentation materials.
- Facilitation of workshop(s) to present and disseminate soil testing results to local authorities, stakeholders, farmers, and other relevant participants.
- Workshop attendance records and supporting documentation.
- Final technical/activity report covering the soil sampling, laboratory analysis, interpretation, dissemination, recommendations, and lessons learned.
- Supporting documents demonstrating the organization/company's relevant experience and capacity.

7. Qualifications and experience

The company must demonstrate:

- Proven academic and professional expertise in soil science, agronomy, agricultural sciences, or a related field.
- Demonstrated experience in soil sampling and laboratory soil analysis.
- Access to or collaboration with a qualified/accredited laboratory capable of conducting the required soil tests.
- Demonstrated experience in interpreting laboratory soil testing results and translating them into practical recommendations for farmers and project stakeholders.
- Experience in organizing and facilitating workshops, trainings, or stakeholder engagement sessions related to soil fertility management, agriculture, or related areas.
- Familiarity with local agricultural systems and soil conditions in Rwanda, particularly in the project areas.
- Strong technical, analytical, reporting, and communication capacity.
- Availability of qualified technical personnel to undertake field sampling, analysis, interpretation, and workshop facilitation.

8. Responsibility of consultancy firm

The hired company will be responsible for:

- Planning and conducting soil sampling at six selected sites, including three sites in Gisagara and three sites in Ngororero.
- Collecting at least three soil samples from each site.
- Conducting laboratory analysis of the collected soil samples.
- Providing laboratory reports for all analyzed samples.
- Reviewing, analyzing, and interpreting the soil testing results.
- Developing practical and site-specific recommendations based on the soil analysis findings.
- Organizing and facilitating workshop(s) to present and disseminate the results to local authorities, farmers, project staff, and other stakeholders.
- Responding to technical questions and facilitating discussions during the workshop.
- Preparing and submitting a final technical report with all relevant supporting documents.

9. Duration and location

The assignment will be implemented in **Gisagara and Ngororero Districts** and will include field soil sampling, laboratory analysis, interpretation of results, stakeholder dissemination, and reporting.

This work will be conducted within a time frame of 20 calendar days.

10. Reporting

The hired company will report to **DUHAMIC-ADRI management** and work closely with the project technical team.

Progress updates shall be shared as required throughout the assignment. Any challenges or issues that may affect the quality or timely completion of the assignment must be communicated promptly to DUHAMIC-ADRI.

11. BID EVALUATION

Each proposal from a bidder will be considered separately and independently. The financial analysis will be done for the bidder who successfully comply with technical requirements

Criteria	Criteria description	Marks/ 100	Marks
Administrative documents	• RDB registration certificate • A Valid clearance certificate issued by Rwanda Social Security Board • A valid RRA clearance certificate • A commitment letter confirming the bidder's ability to complete the assignment within a period of 20 calendar days. • Proof of use of the Electronic Billing Machine (EBM) (An invoice submitted in the past or EBM usage certificate). **Note: All the above documents are mandatory; failure to submit any of them will result in automatic disqualification.**	**Eliminatory**	

Company Profile	**A detailed company profile including**		
	Company background (brief description of the company, its establishment and relevant experience in soil testing, laboratory analysis and interpretation of soil result).	**1**	**5**
	Physical address	**1**	
	Company registration details and evidence of legal status.	**1**	
	Organizational structure (Organizational chart showing relevant technical and managerial personnel).	**1**	
	Areas of specialization (Demonstrated specialization in soil science, soil fertility assessment, laboratory analysis, agronomy or related fields).	**1**	
SUB TOTAL		**5**	
Work Plan and methodology	Understanding of the assignment: Demonstrates understanding of the objectives, scope of work, required soil parameters and expected deliverables.	**2**	**10**
	Sampling and transportation plan: Describe soil sampling procedures, sampling depths, labelling, sample handling, transportation and traceability.	**2**	
	Laboratory analysis methodology: Provides the proposed analytical methods, testing procedures and quality control arrangements.	**2**	
	Interpretation and reporting: Explain how results will be interpreted and translated into practical soil fertility, fertilizer and soil amendment recommendations, as applicable.	**2**	
	Implementation schedule: Provides a realistic work schedule covering sampling, laboratory analysis, interpretation, quality checks and submission of the final report within 20 calendar days.	**2**	
SUB TOTAL		**10**	
Technical Capacity	**Name of key personnel 1**		
	Bachelor's degree in Soil Science, Agronomy, Agriculture or a relevant field (2 marks); a relevant Master's degree or higher (3 marks). Award the highest applicable score, not cumulative scores.	**3**	**9**
	CV demonstrating relevant technical knowledge and professional experience	**1**	
	Demonstrated experience of at least 3 years in soil testing, fertility assessment, interpretation and formulation of soil management recommendations.	**4**	
	Commitment of availability: Signed commitment confirming availability for the assignment.	**1**	
	Name of key personnel 2		
	Bachelor's degree in Chemistry, Laboratory Science or a relevant field (2 marks); a relevant Master's degree or higher (3 marks). Award the highest applicable score, not cumulative scores.	**3**	**11**
	CV demonstrating relevant laboratory and analytical experience.	**1**	
	Demonstrated experience of at least 3 years in soil sample preparation, laboratory analysis, analytical methods and quality assurance.	**4**	

	Signed commitment confirming availability for the assignment.	**1**	
	Additional technical coordination: Evidence of a clear division of responsibilities between sampling, laboratory analysis, interpretation and reporting personnel.	**2**	
SUB TOTAL		**20**	
Technical Capacity	Laboratory facilities: Evidence of access to a suitable soil testing laboratory, whether owned or available through a documented partnership or subcontracting arrangement.	**10**	**15**
	Equipments: Required equipment includes soil sampling kits, drying oven, grinder and sieves, precision balances, pH and EC meters, spectrophotometer, AAS or ICP-OES, nitrogen analysis apparatus, soil texture and bulk density testing equipment, soil water-retention equipment, laboratory glassware, water purification system, soil digestion equipment, organic carbon analysis equipment, and laboratory calibration and quality control materials, soil augers, sampling tools, sample containers, labelling materials, balances, drying facilities and sample preparation equipment as required	**5**	
SUB TOTAL		**15**	
Experience	2 certificates of good completion for similar work with their related contracts.		
	Certificate1	7	**20**
	Corresponding contract	3	
	Certificate2	7	
	Corresponding contract	3	
SUB TOTAL		**20**	
Total technical evaluation marks/70		**70**	
Financial proposal marks/30		**30**	
Total technical evaluation marks/100		**100**	

12. Proposal preparation

12.1 Technical Proposal

The Technical proposal shall include the following components:

- Administrative documents
- Company profile
- Work Plan and methodology
- Technical capacity
- Company experience

12.2 Financial Proposal

A well detailed financial proposal including all taxes

No	Description	Unit	Unit cost in Rwf	Total cost in Rwf
1	Complete soil sampling, laboratory soil testing and analysis for six sites, with at least three samples per site	6		
2	Interpretation and analysis of soil testing results	1		
3	Organization and facilitation of stakeholder workshops/presentation of soil testing results in Gisagara and Ngororero. The expected participants to this workshop is 80 for each District.	2		
4	Documentation and reporting	1		
5	Transport cost	1		
Total tax and transport cost inclusive				

13. Submission Requirements

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

1. One marked **"Technical Proposal"**
2. One marked **"Financial Proposal"**

Both envelopes must be clearly titled: **Hiring a consultant for soil testing, analysis, interpretation, and dissemination of soil test results.**

Submissions shall be made in **hard copy only** and must be delivered **not later than November 26, 2026, at 02:00 PM.**

- 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.

Note:

- The payment modalities will be discussed and agreed on during contract negotiation
- Prior to contracting, DUHAMIC-ADRI reserves the right to conduct a vetting process to the successful bidders to ensure compliance with anti-terrorism and other regulatory requirements.
- DUHAMIC-ADRI reserves the right to conduct due diligence on all references (Certificates of good completion) submitted by the bidder. If any reference is found to be unauthentic, the bidder shall be immediately disqualified. The same applies to all administrative documents, including but not limited to valid Tax Clearance and RSSB Clearance certificates, Etc.

- Bidders who are blacklisted by RPPA are not eligible to participate in this tender. DUHAMIC-ADRI reserves the right to reject such bids.
- Women-, youth-, and persons-with-disabilities–led companies that meet the required conditions and qualifications are encouraged to apply.
- Joint Venture is not allowed; only qualified companies are allowed to participate as individuals.
- Local companies operating in Gisagara and Ngororero Districts that meet the requirements are highly encouraged to apply.

14. Safeguarding and Anti-Corruption clauses

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 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 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 supplier, 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 the purposes of 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 on 20 November 2026