



### **Terms of Reference**

**“Establishing 6 greenhouses and provision of start-up agriculture inputs in Huye, Rubavu, Gakenke, Rwamagana, Kayanza and Nyabihu Districts”**

**Project name: Supporting and Enhancing Resilient and Viable  
Employment Opportunities (SERVE)**

July 9, 2026

## **1. Brief description of DUHAMIC-ADRI**

DUHAMIC -ADRI is a non-profit organization located in Kigali, the capital city of Rwanda, in Kicukiro District, Niboye Sector. Officially operating in Rwanda since 12<sup>th</sup> July 1985.

**Mission:** Supporting integrated initiatives for Holistic Development of Rural Population in their struggle for self-reliance'

**Vision:** A rural world responsible for its self-socio-economic development

**Core Values:** Integrity, Professionalism, Transparency

## **2. SERVE Project background**

DUHAMIC-ADRI in partnership with Care International Rwanda and its implementing partners are implementing the five years' program Supporting and Enhancing Resilient and Viable Employment Opportunities (SERVE) Project. This program is funded by MasterCard Foundation through the partnership with Care International and focus on to build a resilient, sustainable, gender equitable, and inclusive entrepreneurial environment that increases dignified and fulfilling work opportunities for predominantly female youth in agricultural value chains in 10 districts across Rwanda namely Rulindo and Gakenke in Northern Province; Kayanza, Rwamagana, Ngoma, and Kirehe in Eastern Province; Nyamagabe, and Huye in Southern Province; and Nyabihu and Rubavu in Western Province.

## **3. Rationale**

DUHAMIC-ADRI, under the SERVE Project, intends to engage a qualified and experienced company to establish greenhouse facilities that will serve both demonstration and commercial production purposes. This initiative is designed to promote climate-smart and sustainable agricultural practices by providing a controlled environment for high-value crop production.

The greenhouses will function as practical learning and innovation hubs, enabling farmers particularly youth and women to acquire hands-on skills in modern horticulture techniques, including efficient water use, integrated pest management, and improved crop husbandry. In addition, the facilities will contribute to increased productivity, improved quality of produce, and year-round production, thereby enhancing food security and income generation.

The intervention will be implemented across six districts Huye, Rubavu, Gakenke, Rwamagana, Kayanza, and Nyabihu selected for their strategic potential in horticultural development and youth engagement. Through this approach, DUHAMIC-ADRI aims to strengthen resilient agricultural systems, support agribusiness development, and create sustainable employment opportunities in line with the objectives of the SERVE Project.

#### 4. Objectives for establishing green houses.

##### 4.1 General Objective:

To promote climate-smart, market-oriented horticulture through the establishment of greenhouse facilities that enhance productivity, build farmer capacity, and create sustainable income and employment opportunities, particularly for youth and women.

##### 4.2 Specific Objectives:

- ✓ To increase the production and quality of high-value horticultural crops through greenhouse technology.
- ✓ To promote climate-smart and sustainable agricultural practices, including efficient water and input use.
- ✓ To strengthen the technical and agribusiness capacities of farmers, especially youth and women, through practical training and demonstration.
- ✓ To enhance income generation and employment opportunities along the horticulture value chain.
- ✓ To support market-oriented production and improve linkages between producers and buyers.
- ✓ To establish greenhouse facilities as demonstration and learning sites for scaling modern agricultural technologies.

#### 5. Scope of work

- ❖ Collaborate with project staff to conduct a site assessment to determine the optimal location for the greenhouses.
- ❖ Design and set up the greenhouses, considering environmental factors and sustainability principles.
- ❖ Install necessary infrastructure, such as irrigation systems, climate control, and monitoring equipment.
- ❖ Provision of start-up agriculture inputs for demonstration;
- ❖ Develop educational materials and conduct 2-days training sessions for local farmers and community members.

#### Technical specification and price breakdown

| DIMENSIONS: 30M X 8M WITH FIXED TOP VENTILATION                  |                                                                                 |     |                  |                  |
|------------------------------------------------------------------|---------------------------------------------------------------------------------|-----|------------------|------------------|
| 2.8 – 3.5m gutter height and 5.5m min. center height, Single Bay |                                                                                 |     |                  |                  |
| S/N                                                              | Planned materials in contract                                                   | Qty | Unit price (Rwf) | Total cost (Rwf) |
| A. GREEN HOUSE ESTABLISHMENT                                     |                                                                                 |     |                  |                  |
| 1                                                                | Metallic circular hollow posts of 48-50mm diameter with 1.5 of thickness (22)   | 22  |                  |                  |
| 2                                                                | Metallic circular hollow posts of 38-40mm diameter with 1.5 of thickness : (22) | 22  |                  |                  |

**DIMENSIONS: 30M X 8M WITH FIXED TOP VENTILATION****2.8 – 3.5m gutter height and 5.5m min. center height, Single Bay**

| S/N | Planned materials in contract                                                                                                                                                                                                   | Qty | Unit price (Rwf) | Total cost (Rwf) |
|-----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------------------|------------------|
| 3   | Plastic cover of 200 microns thickness for roof(m <sup>2</sup> ) :(700)                                                                                                                                                         | 700 |                  |                  |
| 4   | Insect net of 50 mesh for sides with shade effect of 25%                                                                                                                                                                        | 320 |                  |                  |
| 5   | PVC gutters for rain water harvesting of 170-180mm diameter for both sides:(13)                                                                                                                                                 | 13  |                  |                  |
| 6   | Metallic square posts of 40x 40 for crop support of 1.5mm:(50)                                                                                                                                                                  | 45  |                  |                  |
| 7   | Metallic circular hollow posts of 48-50mm diameter with 2mm of thickness :(4)                                                                                                                                                   | 4   |                  |                  |
| 8   | Metallic diagonal metal post 30mm,1.5 thickness: (27)                                                                                                                                                                           | 27  |                  |                  |
| 9   | Manual side roll up system for both side: (1)                                                                                                                                                                                   | 1   |                  |                  |
| 10  | Entry porch with double door lockable door:(1)                                                                                                                                                                                  | 1   |                  |                  |
| 11  | Internal and external galvanized steel support cables of 3mm-5mm (m):165                                                                                                                                                        | 148 |                  |                  |
| 12  | Profiles metal:(50)                                                                                                                                                                                                             | 50  |                  |                  |
| 13  | Wires :(100)                                                                                                                                                                                                                    | 100 |                  |                  |
| 14  | Screw, bolts and nuts :(1) (Lumpsum                                                                                                                                                                                             | 1   |                  |                  |
| 15  | Supply and installation of plastic rope for roll up support12mm diameter: (165)                                                                                                                                                 | 165 |                  |                  |
| 16  | Supply and installation of plastic rope fixed to the crop support 6mm diameter(rolls):(3)                                                                                                                                       | 3   |                  |                  |
| 17  | Drip irrigation Rivulus complete kits of 8mil (or above) Drip tape irrigation kits to cover240 m <sup>2</sup> inside and accessories including irrigation filter maxim flow:12mm <sup>3</sup> /maximum working pressure of 8bar | 1   |                  |                  |
| 18  | Tank capacity of2000litters and stands for tank (60mmx40mm,40mmx40mm and20mmx20mm with steal coating), height of2m, including welding works :(2)                                                                                | 2   |                  |                  |
| 19  | PVC pipes with accessories for delivering water in the tanks,110mm PN6(m):(18)                                                                                                                                                  | 18  |                  |                  |
| 20  | Fittings of the tank's connectors for water delivery in the greenhouse (2 tanks of 2000litters each)                                                                                                                            | 1   |                  |                  |

| <b>DIMENSIONS: 30M X 8M WITH FIXED TOP VENTILATION</b>                  |                                                                                                                                                                             |            |                         |                         |
|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|-------------------------|-------------------------|
| <b>2.8 – 3.5m gutter height and 5.5m min. center height, Single Bay</b> |                                                                                                                                                                             |            |                         |                         |
| <b>S/N</b>                                                              | <b>Planned materials in contract</b>                                                                                                                                        | <b>Qty</b> | <b>Unit price (Rwf)</b> | <b>Total cost (Rwf)</b> |
| 21                                                                      | Water delivery kit (petrol engine, water pump Koshin2”and 6m suction hose 2inches with inside wire and 200m lay flat hoses 2inches (South Arabic Lay flat hoses preferably) | 1          |                         |                         |
| 22                                                                      | Galvanized wire mesh with 1.5mm for holding the cables for crop support (m) (m):360                                                                                         | 360        |                         |                         |
| 23                                                                      | Site leveling and construction of 30 cm foundation wall surrounding the outer perimeter of greenhouse                                                                       | 1          |                         |                         |
| 24                                                                      | Technical installation fees with all casual labors and welding of greenhouse materials: (1)                                                                                 | 1          |                         |                         |
| 25                                                                      | Transport of the construction materials to the site                                                                                                                         | 1          |                         |                         |
| <b>S/T1</b>                                                             |                                                                                                                                                                             |            |                         |                         |
| <b>B. SUPPLY OF START-UP INPUTS</b>                                     |                                                                                                                                                                             |            |                         |                         |
| 26                                                                      | Tomato seeds (Anna F1)                                                                                                                                                      | 2000       |                         |                         |
| 27                                                                      | Trays (Pcs)                                                                                                                                                                 | 30         |                         |                         |
| 28                                                                      | Peatmoss (Kg)                                                                                                                                                               | 30         |                         |                         |
| 29                                                                      | Ridomil (Mancozeb                                                                                                                                                           | 5          |                         |                         |
| 30                                                                      | Thiamidor                                                                                                                                                                   | 10         |                         |                         |
| 31                                                                      | Organic manure(kg)                                                                                                                                                          | 600        |                         |                         |
| 32                                                                      | NPK19-19-19                                                                                                                                                                 | 30         |                         |                         |
| 33                                                                      | Koppert, Roller traps(15x100m)                                                                                                                                              | 4          |                         |                         |
| 34                                                                      | Koppert, Horiver traps blue (Package)                                                                                                                                       | 50         |                         |                         |
| 35                                                                      | Koppert, Horiver traps yellow (Package)                                                                                                                                     | 50         |                         |                         |
| 36                                                                      | Groves(pairs)                                                                                                                                                               | 2          |                         |                         |
| 37                                                                      | Knapsack sprayer (16L to 20L)                                                                                                                                               | 1          |                         |                         |
| 38                                                                      | Tuta absoluta Traps with its Pheromones (Pcs)                                                                                                                               | 10         |                         |                         |
| 39                                                                      | Sealant for plastic cover (Pcs)                                                                                                                                             | 2          |                         |                         |
| <b>S/T 2</b>                                                            |                                                                                                                                                                             |            |                         |                         |
| <b>C. TRAINING PACKAGE</b>                                              |                                                                                                                                                                             |            |                         |                         |
| 40                                                                      | Adaptation of training module                                                                                                                                               | 1          |                         |                         |

| DIMENSIONS: 30M X 8M WITH FIXED TOP VENTILATION                  |                                                                                                                                                                                                                    |     |                  |                  |
|------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|------------------|------------------|
| 2.8 – 3.5m gutter height and 5.5m min. center height, Single Bay |                                                                                                                                                                                                                    |     |                  |                  |
| S/N                                                              | Planned materials in contract                                                                                                                                                                                      | Qty | Unit price (Rwf) | Total cost (Rwf) |
| 41                                                               | Training package (2 days training of 20 farmers representatives on the management of green house). The cost shall include meeting room hiring, lunch fees for participants and transport fees of the participants. | 20  |                  |                  |
| S/T3                                                             |                                                                                                                                                                                                                    |     |                  |                  |
| Total                                                            |                                                                                                                                                                                                                    |     |                  |                  |
| Grand total (6 greenhouses)                                      |                                                                                                                                                                                                                    |     |                  |                  |

#### Quantity of needed greenhouses and sites

| # | Item                         | Quantity |
|---|------------------------------|----------|
| 1 | 8MX30M installed greenhouses | 6        |

These greenhouses will be established in 6 District as follow:

| # | District  | Sector where green houses will be established |
|---|-----------|-----------------------------------------------|
| 1 | Rwamagana | Nzige                                         |
| 2 | Kayonza   | Ruramira                                      |
| 3 | Huye      | Maraba                                        |
| 4 | Gakenke   | Nemba                                         |
| 5 | Nyabihu   | Mukamira                                      |
| 6 | Rubavu    | Nyundo                                        |



Picture: 8MX30M installed greenhouses

## **6. Deliverables**

The company will be expected to provide the following deliverables:

- Completed and operational greenhouses for demonstration.
- Timely supply and application of agriculture inputs for the initial production phase.
- Development of training module
- Provision of training package on greenhouse management

## **7. Timeline**

The greenhouse establishment is expected to be completed within 2 months from contract signing date.

## **8. Procurement procedure**

### **a. Qualification and experience**

- Demonstrated experience in construction, particularly in establishing green houses for climate resilience;
- Knowledge of local building practices and materials in Rwamagana, Kayonza, Huye, Gakenke, Nyabihu and Rubavu Districts;
- Ability to manage and supervise greenhouses establishment activities effectively;
- Strong communication and coordination skills to liaise with project stakeholders and community members;

### **b. Evaluation criteria:**

Proposals will be evaluated based on the company's qualifications, experience, approach, and financial proposal as follow:

## 9. Evaluation and scoring criteria

| <b>Evaluation</b>                                           | <p>The evaluation of bids will take place in two stages: (Technical and financial proposal)</p> <p><b>Preliminary analysis (Administrative compliance)</b><br/>The Procurement committee will first review the technical envelope and determine if all required documents have been submitted, they are consistent, valid and duly signed. Absence, non-compliance or the validity of a threshold document classified as "administrative" will automatically reject the offer. Any offer rejected at the end of this stage will be excluded from further evaluation.</p> <p><b>Step I: Technical proposal evaluation</b><br/>To be considered eligible, a technical proposal must achieve a minimum score of 70%. Only financial proposals from bidders whose technical proposals meet this requirement will be opened. All other financial proposals will be returned unopened.</p> <p><b>Step II: Financial proposal evaluation</b><br/>Eligible firms from the technical evaluation analysis will be invited for the opening and analysis of financial proposals, whereas the financial proposals of non-eligible firms will be returned unopened.</p> |                     |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|
| <b>Administrative documents (mandatory and eliminatory)</b> | <ol style="list-style-type: none"> <li>1. A company registration issued by RDB</li> <li>2. A valid RSSB clearance certificate</li> <li>3. A valid Tax clearance certificate issued by RRA</li> <li>4. Proof of use of the Electronic Billing Machine (EBM) (An invoice submitted in the past or EBM usage certificate)</li> <li>5. A valid credit line or a promise of a credit line of at least 100,000,000 Rwf, issued by a bank or another authorized financial institution.</li> <li>6. A site visit certificate to be issued by DUHAMIC-ADRI during the visit</li> <li>7. A commitment letter proving to complete the assignment in a period not exceeding 60 calendar days starting from the contract signing date.</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                      |                     |
| <b>Criteria</b>                                             | <b>Criteria description</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>weight / 100</b> |
| <b>Company Profile</b>                                      | A detailed company profile including<br>Company background.<br>Physical address<br>Registration details<br>Areas of specialization                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>15 marks</b>     |
| <b>Work Plan</b>                                            | Provide a detailed work schedule/ Implementation Plan demonstrating how the works will be completed within 60 calendar days.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>10 marks</b>     |
| <b>Experience</b>                                           | 3 certificates of good completion for similar work (Establishing greenhouses) with their contracts)<br>Certificates – 15<br>Contract - 15                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>30 marks</b>     |

| Criteria                                                                   | Criteria description                                                                                                                                                                       | weight / 100     |
|----------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|
| <b>Technical expertise and experience in establishment of greenhouses.</b> | CV and degree of project leader (A0 in Civil Engineering) with at least 3years of experience in greenhouse establishment<br>Degree – 5<br>Experience – 8<br>Commitment of availability - 2 | <b>15 marks</b>  |
| <b>Total technical evaluation marks</b>                                    |                                                                                                                                                                                            | <b>70 marks</b>  |
| Financial Proposal                                                         | A detailed financial proposal referring to the provided BOQ (Bill of Quantities)                                                                                                           | <b>30 marks</b>  |
| <b>TOTAL</b>                                                               |                                                                                                                                                                                            | <b>100 marks</b> |

## 10. Proposal submission

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

- One marked **“Technical Proposal”**
- One marked **“Financial Proposal”**

Both envelopes must be clearly titled: **“Establishing 6 greenhouses and provision of start-up agriculture inputs in Huye, Rubavu, Gakenke, Rwamagana, Kayonza and Nyabihu Districts” and the company name”**.

- Submissions shall be made in **hard copy only** and must be delivered **not later than Wednesday July 15, 2026, at 03:00PM**.
- 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.

## 11. Safeguarding clause

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 behaviours.

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 consultancy company, 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.

## 12. 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 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.

### Note:

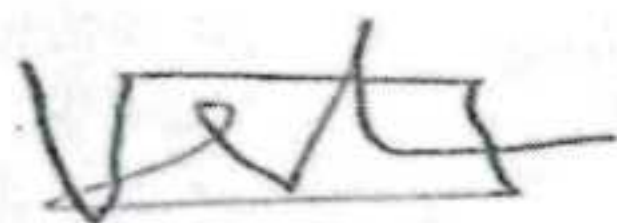
- Prior to signing the contract, DUHAMIC-ADRI may request the successful bidder to provide a performance guarantee equivalent to 10% of the contract value.
- Prior to contracting, DUHAMIC-ADRI will conduct a vetting process to the successful bidders to ensure compliance with anti-terrorism and other regulatory requirements.
- DUHAMIC-ADRI reserves the right to conduct due diligence on the references provided by the bidder. If any reference is found to be unauthentic, it will lead to the immediate disqualification of the bidder.
- Bidders who are blacklisted by RPPA are not eligible to participate in this tender. DUHAMIC-ADRI reserves the right to reject such bids.
- Women and persons with disabilities fulfilling required conditions and qualifications are encouraged to apply.
- The proposed costs must include all applicable taxes

Thank you for expressing interest in working with DUHAMIC-ADRI

Done at Kigali on July 9, 2026

### Prepared by:

MINANI Ernest  
Project coordinator



### Reviewed by:

HABIMANA Theogene  
Programs Manager

Approved by:  
MUHIGIRWA Benjamin  
Executive Secretary

