

**TERMS OF REFERENCE (ToR)**

**Production, Supply and Distribution of Improved Cooking Stoves (ICS)**

**Congo Nile Divide Climate Resilience Project – Rwanda**

Tender Reference: ICS/CND

Publication Date: 26<sup>th</sup> August 2026

Submission Deadline: 10<sup>th</sup> September 2026

## TERMS OF REFERENCE

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### **PRODUCTION, SUPPLY AND DISTRIBUTION OF IMPROVED COOKING STOVES (ICS) UNDER CONGO NILE DIVIDE CLIMATE RESILIENCE PROJECT – RWANDA**

#### **1. About Cordaid**

Cordaid is an internationally operating value-based emergency relief and development organization, working in and on fragility. We stand with those who are hardest hit by poverty and conflict. We support them in their struggle to move beyond survival and to fully participate in equitable and resilient societies.

Cordaid's vision is a world where people live with dignity and peace and enjoy equal access to resources and opportunities that promote sustainable development.

In Rwanda, Cordaid focuses on strengthening food security, climate resilience, and inclusive economic development by collaborating with government institutions, local communities, and private sector actors. Interventions include supporting smallholder farmers through market system development, facilitating access to finance, promoting sustainable agricultural practices, and integrating climate change adaptation strategies for building resilient communities.

#### **2. Background and context**

Cordaid Rwanda, in partnership with the Rwanda Forestry Authority (RFA) and other implementing partners, is implementing the project "Building Resilience of Vulnerable Communities to Climate Variability in Rwanda's Congo Nile Divide Through Forest and Landscape Restoration (CND Project)". The project is co-financed by the Green Climate Fund (GCF) and the Government of Rwanda through the Ministry of Environment. The project is led by the Rwanda Forestry Authority (RFA) as the executing entity. It aims to strengthening ecosystem services, reduce climate vulnerability, and improve sustainable livelihoods in the region. and implemented in partnership with development partners including Cordaid.

As part of efforts to reduce deforestation and improve household energy efficiency, the project promotes the adoption of Improved Cooking Stoves (ICS). These technologies reduce fuel consumption, lower indoor air pollution, and contribute to climate mitigation by reducing greenhouse gas emissions.

### **3. Objectives of the Assignment**

The objective of this assignment is to support the adoption of improved multi-fuel cooking technologies in districts of Rutsiro and Karongi.

The selected supplier will manufacture 8,500 units of Improved Cooking Stoves (ICS) model of Tier 3 and distribute 4000 units to selected vulnerable households on the poverty graduation list (poor women-headed households, youth, landless people, and people with disabilities) and 4500 units on a market based model to willing households in the selected districts supporting the development of a sustainable local market for clean cooking technologies at an affordable cost.

### **4. Scope of work and responsibilities**

The supplier shall manufacture, supply and distribute Improved Cooking Stoves (ICS) that comply with applicable Rwanda Standards Board (RSB) Tier 3 requirements to selected CND project beneficiaries in Rutsiro and Karongi Districts.

- Propose the ICS type
- Promotion of Tier 3 ICS technologies compliant with RSB standards and regulatory guidelines from Rwanda Energy Group (REG)
- Distribution of 4,000 subsidized ICS units to identified vulnerable households in the districts.
- Market-based availability of 4,500 ICS units to wider communities through a subsidized model (savings groups or PFIs financing).
- Training and employment of at least 20 youths per district in the manufacture and servicing for the selected ICS model, The training duration must be at least 20 Days.

Supply the ICS as a complete household package comprising the improved cooking stove, compatible stove adapter (Urugara) where applicable, stable wood stand/support, two cooking pots of approximately 7 litres each, and a heat-retention box (Runonko) or technically equivalent solution.

Provide practical beneficiary training on safe and effective stove use, appropriate fuelwood dimensions and preparation, energy-efficient cooking practices, cleaning, routine maintenance, troubleshooting and basic repair.

Provide user information materials in Kinyarwanda, including an illustrated user manual and, where appropriate, audio-visual or demonstration materials for users with limited literacy.

In collaboration with Cordaid, local government and community structures, conduct cooking demonstrations and public awareness activities highlighting health, fuel-efficiency, environmental and climate benefits of ICS adoption.

Establish an accessible after-sales service and complaints mechanism and provide repair, replacement, maintenance and warranty support throughout the agreed warranty period.

Maintain a traceable serial-number register linking each stove to its production batch, delivery location and beneficiary record.

## 5. Technical Specifications for ICS

All improved cooking stoves supplied must comply with the national standards published by the Rwanda Standards Board (RSB), Tier 3 model testified by the batch test report for all parameters.

The following table provides the minimum technical compliance requirements for Tier 3 Improved Cooking Stoves.

| TECHNICAL PARAMETER                  | Tier 3 ICS Model                                                                                                                                                                                                                          |
|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Type                                 | Portable, metal-clay or metal stove designed for rural households using firewood, small branches, leaves, and agricultural residues. Any stove fabricated entirely from metal shall have a combustion chamber thickness of at least 2 mm. |
| Thermal efficiency                   | $\geq 34\%$                                                                                                                                                                                                                               |
| Carbon monoxide emissions (CO)       | $\leq 7.2$ g/MJ                                                                                                                                                                                                                           |
| Particulate matter emissions (PM2.5) | $\leq 218$ mg/MJ                                                                                                                                                                                                                          |
| Fuel compatibility                   | Fuelwood / charcoal / biomass (Agricultural) residues                                                                                                                                                                                     |
| Construction material                | Durable metal / steel body (Recommended sheet thickness)                                                                                                                                                                                  |
| Mobility                             | Outside part: Portable household stove<br>Inside part: refractory clay/fiberglass                                                                                                                                                         |
| Cooking accessories                  | Stable wood stand/support, two cooking pots of approximately 7 litres each                                                                                                                                                                |
| Heat retention box                   | Required                                                                                                                                                                                                                                  |

|                                 |                                                                                                                                                                            |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Serial identification</b>    | Unique serial number required                                                                                                                                              |
| <b>Certification or Testing</b> | RS-mark or RSB batch testing certificate required                                                                                                                          |
| <b>Warranty</b>                 | To be Proposed by the supplier                                                                                                                                             |
| <b>Safety features</b>          | Insulated handles or equivalent heat protection; stable base; secure stove adapter; design minimizing burns and tipping.                                                   |
| <b>User-friendliness</b>        | Easy to operate, clean and maintain; simple access for routine maintenance and ash removal; capable of retaining heat.                                                     |
| <b>Expected lifespan</b>        | Minimum four (4) years under normal household use and proper maintenance.                                                                                                  |
| <b>Weight / portability</b>     | Target combined stove weight approximately 10–15 kg and not exceeding 15 kg unless an alternative is justified and approved.                                               |
| <b>Full package</b>             | ICS + compatible adapter/Urugara where applicable + stable wood stand/support                                                                                              |
| <b>Prototype approval</b>       | Representative prototype and complete package to be submitted to Cordaid for evaluation and written approval before mass production.                                       |
| <b>Batch quality assurance</b>  | Random samples may be jointly selected for RSB/accredited laboratory testing; non-compliant units/batches may be rejected and must be replaced/rectified at supplier cost. |

### ***5.1 Prototype, Testing, Labelling and Traceability***

The supplier shall submit a representative prototype, including the complete household package, before commencement of mass production. The prototype shall be assessed for technical compliance, safety, durability, portability, user-friendliness and suitability to local cooking practices.



The supplier shall provide valid RSB certification and/or an accredited laboratory batch test report covering the applicable Tier 3 parameters for the proposed model.

Every supplied stove shall carry a unique serial number. The stove and/or its packaging shall indicate, at minimum, the manufacturer/supplier, serial number and warranty period, together with project branding/visibility information as instructed by Cordaid.

Cordaid may require random batch samples to be tested by RSB or another accredited laboratory. Any non-compliant products shall not be accepted or paid for and shall be replaced or rectified by the supplier at its own cost.

The supplier shall maintain production, inspection, batch, serial-number and corrective-action records and make them available to Cordaid upon request.

## 6. Required qualifications

The bidder must demonstrate the following minimum qualifications:

| No. | Qualification Area  | Minimum Requirement                                                                                                                                | Required Evidence                                                                                                             | Documentary |
|-----|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1   | Legal Registration  | The bidder shall be a legally registered company authorized to operate in Rwanda.                                                                  | Certificate of Incorporation/Registration; valid Trading Licence; TIN Certificate.                                            |             |
| 2   | Tax Compliance      | The bidder shall be compliant with Rwanda tax regulations.                                                                                         | Valid Tax Clearance Certificate; VAT Registration Certificate where applicable.                                               |             |
| 3   | Business Experience | Minimum three (3) years' experience in manufacturing, supplying or distributing Improved Cooking Stoves (ICS) or other clean cooking technologies. | Company profile showing years of operation and relevant clean-cooking experience.                                             |             |
| 4   | Similar Assignments | Successfully completed at least three (3) similar assignments of comparable size and complexity within the last five (5) years.                    | At least three comparable assignments, supported by contracts, completion certificates, purchase orders or client references. |             |

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|----|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| 5  | Technical Compliance                    | The proposed ICS shall comply with Rwanda Standards Board (RSB) Tier 3 standards and specifications.                                                                               | Valid RSB certification/standardization mark and/or accredited laboratory test report; technical specifications, drawings and product brochure. |
| 9  | Logistics and Distribution Capacity     | Demonstrate the capacity to transport and distribute ICS to beneficiaries in Rutsiro and Karongi districts within the implementation schedule and CND project operational sectors. | Fleet ownership/lease or transport agreements; logistics plan and distribution strategy.                                                        |
| 11 | Youth Employment and Skills Development | Demonstrate the capacity to recruit, train, and engage at least twenty (20) youth per district in stove production and maintenance for at least 20 days                            | Youth training and employment plan, proposed curriculum and implementation approach.                                                            |
| 12 | After-sales Service                     | Demonstrate capacity to provide installation guidance, user training, maintenance support and warranty services throughout the project period.                                     | After-sales support plan, warranty policy, complaint-resolution mechanism and maintenance procedures.                                           |
| 14 | Community Engagement                    | Demonstrate experience working with rural communities, local governments, NGOs, or donor-funded projects.                                                                          | References, contracts or completion certificates demonstrating rural/community engagement.                                                      |
| 16 | Availability of Spare Parts             | Demonstrate capacity to ensure continuous availability of spare parts and repair services throughout the warranty period.                                                          | Spare-parts management plan and service arrangements.                                                                                           |
| 18 | References                              | Provide at least three (3) references from clients for similar assignments.                                                                                                        | At least three client references with names and contact details.                                                                                |

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|----|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 20 | Mandatory Bid Documents                            | Submit a complete bid in accordance with the ToR requirements.                                                                                                               | Technical Proposal, Financial Proposal, Implementation Work Plan, Delivery Schedule, Warranty Statement and all legal documents listed above.                                        |
| 21 | Regulatory Permits and Manufacturing Authorization | Demonstrate all permits/licences required for manufacture and/or distribution of ICS in Rwanda and demonstrate ownership or authorized access to the manufacturing facility. | Valid cooking-stove distribution/manufacturing permit or applicable REG/EDCL authorization; RSB documentation; proof of manufacturing plant ownership or manufacturer authorization. |

### 6.1. Key Personnel

In addition to the requirement of the consultancy firm, the team shall demonstrate the following expertise as a minimum:

| Position                                                | Minimum Qualification                                                                                                                                                                                                                              | Minimum Experience                                                                                                                                                            | Key Responsibilities                                                                                                                                                                                                                                         |
|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>1. Team Leader</b>                                   | Bachelor's degree in Engineering, Renewable Energy, Environmental Sciences, Business Administration, Project Management, or a related field. A Master's degree is an added advantage. Computer literated with Advanced knowledge on MS Excel, etc. | At least <b>7 years</b> of professional experience, including management of similar assignments involving clean energy technologies, manufacturing, or donor-funded projects. | Provide overall leadership and coordination of the assignment, serve as the primary liaison with Cordaid and project stakeholders, oversee contract implementation, ensure timely delivery of outputs, quality assurance, and submission of project reports. |
| <b>2. Improved Cooking Stove (ICS) Technical Expert</b> | Bachelor's degree in Mechanical Engineering, Energy Engineering, Industrial Engineering, Renewable Energy,                                                                                                                                         | At least <b>5 years</b> of experience in the design, production, testing, or quality assurance of                                                                             | Lead the technical design and production of the ICS, ensure compliance with RSB Tier 3 standards, supervise                                                                                                                                                  |

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|                                                               |                                                                                                                                 |                                                                                                                                                               |                                                                                                                                                                                                                                                                               |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                               | Production and Manufacturing Technology or a related field.                                                                     | improved cooking stoves or clean cooking technologies.                                                                                                        | quality assurance, and provide technical guidance throughout implementation.                                                                                                                                                                                                  |
| <b>3. Supply Chain and Logistics Expert</b>                   | Bachelor's degree in supply chain management, Logistics, Procurement, Business Administration, or a related field.              | At least <b>5 years</b> of relevant experience in supply chain management and distribution of goods.                                                          | Plan and oversee production scheduling, inventory management, transportation, warehousing, and timely distribution of ICS to project beneficiaries.                                                                                                                           |
| <b>4. Community Mobilization and Capacity Building Expert</b> | Bachelor's degree in Community Development, Rural Development, Social Sciences, Environmental Education, or a related field.    | At least <b>3 years</b> of experience in community engagement, beneficiary training, or capacity-building programmes.                                         | Lead beneficiary mobilization, awareness campaigns, user training, youth skills development, and coordination with local authorities and community structures.                                                                                                                |
| <b>5. Environmental and Clean Energy Expert</b>               | Bachelor's degree in environmental sciences, Natural Resource Management, Renewable Energy, Climate Change, or a related field. | At least <b>5 years</b> of experience in environmental management, clean energy technologies, climate resilience, or sustainable household energy programmes. | Provide technical oversight on environmental compliance, fuel efficiency, emission reduction, occupational health and safety, sustainable production practices, and promotion of clean cooking technologies in accordance with national regulations and project requirements. |

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## 7. Submission details

The bidder should submit the following documents as part of the Technical Proposal:

| Document                                                 | Mandatory (Yes/No) |
|----------------------------------------------------------|--------------------|
| Company Registration Certificate                         | Yes                |
| Valid Trading License                                    | Yes                |
| Tax Clearance Certificate                                | Yes                |
| TIN/VAT Certificate                                      | Yes                |
| Company Profile                                          | Yes                |
| RSB Tier 3 Certification/Test Report                     | Yes                |
| Product Catalogue/Brochure                               | Yes                |
| Technical Proposal                                       | Yes                |
| Financial Proposal                                       | Yes                |
| Production and Distribution Plan                         | Yes                |
| Youth Training and Employment Plan                       | Yes                |
| Environmental and Social Management Approach             | Yes                |
| Warranty Statement                                       | Yes                |
| After-sales Service Plan                                 | Yes                |
| Client References                                        | Yes                |
| RSB Certification / Batch Test Report                    | Yes                |
| Prototype and Technical Specification Dossier            | Yes                |
| Quality Assurance and Batch Testing Plan                 | Yes                |
| User Manual in Kinyarwanda and English Version           | Yes                |
| Warranty and After-sales Service Plan                    | Yes                |
| Spare Parts and Maintenance Plan                         | Yes                |
| REG/EDCL Permit or Applicable Distribution Authorization | Yes                |

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|                                                              |                                       |
|--------------------------------------------------------------|---------------------------------------|
| Manufacturer Authorization / Proof of Manufacturing Facility | Yes                                   |
| Performance Security                                         | As specified in procurement documents |

## 7. Deliverables and Reporting

Inception Report: methodology, production approach, prototype plan, distribution plan, training and awareness approach, QA/QC plan, risk management and environmental/social safeguards.

Production and Batch Records: quantities produced, serial numbers, inspection results, non-conformities and corrective actions.

Beneficiary Delivery Database: gender-disaggregated beneficiary list linked to stove serial numbers and delivery locations.

Training Materials: final Kinyarwanda user manual and English version, facilitator materials and practical demonstration materials.

Training and Awareness Reports: locations, activities, participants disaggregated by sex and age where feasible, key messages and outcomes.

Quality and Performance Report: batch testing, efficiency/emissions evidence, rejection/rectification records and quality assurance results.

After-sales and Warranty Reports: complaints, repairs, replacements, spare parts, response times and unresolved cases.

Final Completion Report: overall production and distribution, training, youth engagement, environmental/social performance, lessons learned and sustainability recommendations.

### 7.1 Warranty, Performance Security and Final Payment

The supplier shall provide a minimum twelve (12)-month warranty covering manufacturing defects and reasonable repair or replacement of defective stoves supplied under the assignment.

The supplier shall provide a Performance Security in the form, amount and validity period specified in the procurement and contract documents.

The supplier shall establish a complaint-resolution mechanism accessible to beneficiaries and project staff and shall maintain records of complaints, response times, repairs, replacements and closure.

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Where provided for in the final contract, a retention/final instalment may be withheld until satisfactory completion of the warranty obligations and submission and approval of the required complaint-resolution and repair/replacement reports.

## 8. Implementation Timeline

The supplier will implement the ICS production and distribution program according to the following timeline.

| ACTIVITY                                   | TIMELINE                                                                                                     |
|--------------------------------------------|--------------------------------------------------------------------------------------------------------------|
| RSB/batch testing and production readiness | September 2026                                                                                               |
| Production preparation and youth training  | September 2026                                                                                               |
| ICS distribution phase 1                   | October–December 2026                                                                                        |
| ICS distribution phase 2                   | January–April 2027                                                                                           |
| Final distribution and verification        | May–June 2027                                                                                                |
| Final reporting                            | June 2027                                                                                                    |
| Warranty and after-sales support           | From first delivery through 12 months after the applicable delivery/acceptance, as specified in the contract |

## 9. Evaluation Criteria

Bids will be evaluated based on technical quality, supplier experience, financial capacity, proposed approach for youth employment, and environmental performance.

| Evaluation Criteria                                                                                                                                                                                                          | Score |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| Technical compliance with ICS specifications: prototype, RSB Tier 3 certification/test evidence, efficiency and emissions, full package, safety, durability, fuel compatibility, user-friendliness and proposed accessories. | 25    |

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----|
| Relevant experience in ICS/clean cooking production and distribution, including comparable assignment size, completion performance and client references.                      | 15 |
| Production capacity and logistics: manufacturing facility/equipment, quality-control systems, staffing, storage, transport and community-level distribution capacity.          | 10 |
| Youth employment and skills development: quality of training curriculum, recruitment, practical skills transfer and proposed employment/engagement arrangements.               | 10 |
| Environmental and social performance: fuel savings, emission reduction, OHS, safeguarding, waste management and inclusive community engagement.                                | 10 |
| Financial capacity and value for money: cost competitiveness, completeness of cost assumptions, lifecycle value, warranty/after-sales costs and financial capacity to deliver. | 30 |

Total Score: 100 points (Minimum technical threshold: 70 points).

### 8.1 Quality, Environmental and Social Performance

The supplier shall maintain documented quality assurance and quality-control procedures throughout production, packaging, storage and distribution.

The supplier shall manage production waste, scrap metal, clay and other materials responsibly and minimize environmental impacts associated with manufacturing and distribution.

The supplier shall comply with applicable occupational health and safety requirements for workers involved in manufacturing, transport, distribution, installation and servicing.

The supplier shall not use child labour or forced labour and shall comply with applicable labour laws and Cordaid safeguarding and code-of-conduct requirements.

The supplier shall identify key environmental and social risks and corresponding mitigation measures in the implementation work plan.



## **9. Ethical Considerations**

The consultant must comply with Cordaid's safeguarding, code of conduct, integrity, anti-corruption, anti-money laundering, child protection, environmental responsibility, and data protection policies throughout the assignment.

## **10. Confidentiality and Proprietary Rights**

All deliverables, including the developed solutions, will become the property of Cordaid and its partners. The service provider must maintain strict confidentiality regarding any proprietary or sensitive information obtained during the assignment.

## **11. Right to Cease Advertisement**

Cordaid reserves the right to withdraw or cease the advertisement for this consultancy at any time prior to the signing of a contract. This decision may be made at Cordaid's discretion and without obligation to provide reasons for such withdrawal. All interested parties will be promptly notified if the advertisement is cancelled.

*Applications should be submitted via email to [rwanda.procurement@cordaid.org](mailto:rwanda.procurement@cordaid.org) by 10<sup>th</sup> September 2026. Please use the subject line: "Production, Supply and Distribution of Improved Cooking Stoves."*

## **12. Additional Information**

For further information regarding the opportunity, please contact [rwanda.procurement@cordaid.org](mailto:rwanda.procurement@cordaid.org)

**Done in Kigali, on 26<sup>th</sup> /August/ 2026**

**Approved by:**



**Patrick BIRASA**

**Country Manager**