



CCOAIB

Conseil de Concertation des Organisations d'Appui aux Initiatives de Base

Personnalité juridique : A.M. № 103/11 du 07/09/2004
B.P.1993 KIGALI - RWANDA ; Tél. mobile (+250) 788302065
Kigali, Gasabo District, Remera Sector, Rukiri I Cell, Amajyambere Village
International Airport Road KN 5RD (Gishushu), Building №18
E- mail: info@ccoaib.rw; Sites Internets: www.ccoaib.rw et www.urubuga.org

Terms of Reference (ToR) to “Conduct an assessment for the gaps & opportunities in current irrigation scheme infrastructures management model, challenges in its implementation and proposed improvement for a better functioning”.

1. Summary information

Organization	Conseil de Concertation des Organisations d'Appui aux Initiatives de Base (CCOAIB) B.P.1993 KIGALI – RWANDA; Tél. mobile (+250) 788302065 Kigali, International Airport Road KN 5 RD , Building №18 E- mail: info@ccoaib.rw ; Website: www.ccoaib.org
Reference	Call for applications to “Conduct an assessment for the gaps & opportunities in current irrigation scheme infrastructures management model, challenges in its implementation and proposed improvement for a better functioning.”
Release date	03/08/2023
Due date	25/08/2023 at 05:00 pm
Opening date	To be communicated to all applicants after application deadline

2. Profile of CCOAIB

The CCOAIB is an umbrella organization of national non-governmental organizations (NGOs) in development legally established in 1987. It was granted legal personality No 103/11 as of 7th September 2004. As an umbrella of NGOs in development, CCOAIB counts today 44 member organizations operating across all 30 districts.

CCOAIB has an extensive experience of more than 35 years in a wide range of domains, such as conducting researches and studies that it uses to carry out evidence based advocacy, especially in

Organisations Membres du CCOAIB:

ADAP, ADENYA, ADTS, AEE RWANDA, AJEMAC, APARWA, APIDERBU, ARDE KUBAHO, ARDI, ARDR, AREDEC, ARTC, ARTCF, ASOFERWA, ASR, ATEDEC, AVEGA AGAHOZO, BAIR, BSD, COFORWA, CREDI, CVA, DUHOMIC ADRI, DUTERIMBERE ONG, FIOM RWANDA, HUGUKA, ICYUZUZO, INADES FORMATION RWANDA, INSHUTI, IPFG, ITUZE, KORA, NETOBU, OSAPER, RDI, RDO, RESEAU DES FEMMES, RWARRI, SDA IRIBA, SERUKA, STRIVE FOUNDATION, UGAMA CSC, UMUHUZA, YWCA.

Agriculture, Governance, Climate change and Access to finance sectors, advocating for the enabling legal frameworks, enhancing citizens participation in its interventions. More than 70% of its member organizations are actively involved in livelihoods, with a distinct focus on supporting grass roots farmers and CBOs (Community Based Organizations).

3. Scope and objective of the work

CCOAIB plans to conduct an assessment for the gaps & opportunities in current irrigation scheme infrastructures management model, challenges in its implementation and proposed improvement for a better functioning. The assessment will focus on 2 districts: Kirehe in Eastern province and Kamonyi in Southern province.

This assessment will analyze qualitatively and quantitatively the issues existing in irrigation schemes management, come up with data on the current situation in irrigated schemes (respondent testimonies are highly recommended). A desk review will be conducted to deep dive into existing reports and researches conducted on the same matter to gather secondary data enriching the primary data information. This assessment intends to better understand the current irrigation management model, highlight gaps, strengths, weaknesses, threats and opportunities and provide feasible recommendations to address weaknesses & gaps and challenges identified.

The assessment will identify and target the areas with most irrigated lands in Kamonyi & Kirehe. The consultation and data collection will focus on farmers benefiting directly to the schemes, CBOs, private sector members, CSOs, local authorities and decision makers.

The consultant will conduct qualitative and quantitative data among farmers according to the techniques of surveys. 2 consultation meetings will be conducted (1 per district) with community based organizations (CBOs), privates and CSOs, and 10 FGD (5 per district) will be carried out with Irrigation Water User Associations (IWUA) and Cooperatives operating in the schemes. Authorities at local and national levels will be consulted as key informants (MINAGRI, RAB, RCA, RGB, MINALOC and others identified as playing a major role in irrigation sector).

It is in this regards, that CCOAIB is seeking qualified consultant or consulting firm to conduct the above mentioned assessment.

4. Methodology

The researcher should collaborate with CCOAIB team in all stages of the work. It is expected that the assessment will apply a participatory approach and will include different stakeholders to gain a deep insight into the key assessment questions. Based on their methodology, the researchers will propose an acceptable sample size of individual respondents and Focus Group Discussions (FGD) from the above mentioned 2 districts referring to their citizens, and Key Informants at Sector, District and National levels. At least 40% of individual respondents have to be women farmers.

The key audience will be selected among the population of the 2 target districts, especially from the farmers working in irrigation schemes and other key personnel including:

- Smallholder farmers, members of water users associations, farmer groups & cooperatives,
- Public institutions: MINAGRI, RAB, RCA, RGB, MINALOC and relevant authorities,
- NGOs and other FBOs (Farmer Based Organizations) contributing to the targeted sector.

5. Roles and Responsibilities

CCOAIB team will oversee the research exercise. This team will be responsible for:

- Providing guidance to the consultant,
- Follow up the whole process of assessment (inception, field work to gather data, reporting,...)
- Provide inputs & comments to all deliverables of the work,
- Approval of all deliverables; and,
- Overall responsibility and accountability for the assessment.

The consultant/s will be expected to:

- Participate in briefing and consultative meetings on the assignment,
- Develop a work plan and inception report that will operationalize and direct the assessment,
- Develop assessment framework and methodology,
- Work scheduling and reporting (drafts & final reports),
- Develop data collection tools such as questionnaires, focus group discussion (FGD), questions and key informant interview questions,
- Recruit & train data collection agents (enumerators),
- Collect Data and analysis,
- Collect and submit all the tools of the exercise to the client, such as data collection tools, low data, pictures, records, reports and any other material developed or used in the matter of this work,
- Extract a policy brief from the final assessment report,
- Present the information formally at a workshop with partners and key stakeholders, and
- Produce all agreed deliverables.

6. Deliverables

The following services and outputs are expected:

- A detailed assessment inception report;
- Detailed and comprehensive assessment tools to be used in data collection;
- Comprehensive draft & final research reports (Word & PDF, PowerPoint presentation of the findings);
- A summarized policy brief extracted from the final report;
- Soft copies of all datasets and tools used in data collection;

- The draft and final reports as well as the policy brief should be submitted in soft copy to CCOAIB in line with the timeframe; which will be agreed upon during signing of the consultancy contract.

The inception report, final report, policy brief & power points will be produced in English while the data collection tools will be in both English and Kinyarwanda.

7. Time frame

The applicant has to propose his timeline according to his work-plan proposed. His work plan should be technically comprehensive and financially reasonable (cost effective).

8. Selection Criteria

The consultant or consulting firm who will take the responsibilities of leading the assessment should fulfil the following:

- The lead consultant must hold at least a Master's degree in one of the fields: Agriculture, Rural Development, Policy Analysis, Economics, Engineering or other studies related to Agriculture & Infrastructures management;
- RDB registration certificate should be presented for firms/ companies;
- Strong demonstrable understanding of the Rwandan agriculture & public infrastructure sectors;
- Having an experience of at least five (5) years doing researches/ assessments;
- Demonstrable experience in conducting similar assignments in agriculture sector and provide evidence of at least 3 assignments successfully completed in the field;
- Using EBM (Electronic Billing Machine) approved by Rwanda Revenue Authority (RRA) in invoicing is a MUST. A copy of an invoice delivered have to be attached as a proof;
- Presenting the VAT registration and valid Tax Clearance Certificate;
- Experience in working with CSOs, NGOs and public institutions is an added value;
- Good command of English and Kinyarwanda;
- Familiarity with Rwanda's policy framework, context, governance and accountability;
- Working within agreed deadlines while producing high quality work output;
- Should be using Digital Data Collection system. This has to be described in the technical proposal;
- The proposed technical offer should be comprehensive, detailed and specific to the work advertised. Current CVs and copy of the degrees of consultant(s) engaged in the assessment must be included, with clear tasks of everyone;
- The financial offer should consider value for money.

9. Intellectual property

Any documents, concepts, guidelines or other material developed in matter of the advertised work during the contract will be considered as property of CCOAIB.

10. Application

All interested and qualified applicants (who fulfil the requirements set here-in) should submit both their financial and technical proposals accompanied by a letter addressed to the Executive Secretary of CCOAIB, **not later than 28th August 2023 at 05:00 pm** by email to info@ccoaib.rw or bring hard copies to CCOAIB head office, with the Subject: ***“Application to conduct an assessment for the gaps & opportunities in current irrigation scheme infrastructures management model, challenges in its implementation and proposed improvement for a better functioning”***.

All bid documents should be zipped in one folder.

Any query or additional clarifications regarding this tender should be directed to the same email address (info@ccoaib.rw) with a copy (CC) to twahirwa.clement@ccoaib.rw, **not later than 25th August at 12:00 pm**. Only queries respecting the procedure and deadline will be responded to.

11. Selection Procedure

To analyse the bids, the Quality Cost Based Procedure (QCBP) will be applied. Only qualified applicants, who respected the requirements mentioned in the terms of reference will be considered.

Done at Kigali, on 4th August 2023

Jean Claude NGENDANDUMWE
Executive Secretary of CCOAIB

