



Terms of Reference (ToR) for the Procurement of Student and Workshop

Uniforms for– YESPAR Project

Project: Shaping the Next Generation of Agriculture-YESPAR Project

Client: Rwanda Rural Rehabilitation Initiative (RWARRI)

Type of contract: Contractor

Length of assignment: 10 days

Tentative Start date: December 29th, 2025

Tentative End date: January 8th, 2026

Location: AMITH TVET School, Eastern Province, Rwanda

Reports to: YESPAR Project Manager

1. BACKGROUND

1.1. About RWARRI

Rwanda Rural Rehabilitation Initiative (RWARRI) is a national NGO committed to enhancing the social and economic welfare of rural communities in Rwanda. Established in 2003, it is registered with the Government of Rwanda (No. 37/11 14/SC&RT) and the Rwanda Governance Board (RGB No. 023/11).

1.2. About YESPAR Project

RWARRI partners with the SUYANA Foundation (Switzerland) to implement Youth Empowerment for Sustainable and Profitable Agriculture in Rwanda (YESPAR), also called “Shaping the Next Generation of Agriculture.” The project operates in Rwamagana, Kayonza, and Ngoma districts, equipping youth with practical skills in mechanization, irrigation, and post-harvest handling and storage.

1.3. The Context

To support the effective implementation of training activities/short courses at AMITH TVET School and Kitazigurwa Farm in Kayonza District, RWARRI seeks to procure student training uniforms and workshop (mechanization) uniforms. These uniforms are essential to ensure standardization, safety, identity, and professionalism during both theoretical and practical training sessions

2. OBJECTIVES OF THE ASSIGNMENT

2.1. Main Objective

To procure and supply quality student and workshop uniforms for trainees participating in YESPAR Project activities at Kayonza.

2.2. Specific Objectives

- Provide standard student uniforms suitable for classroom and practical session activities.
- Provide protective workshop uniforms appropriate for mechanization and field-based practical training.
- Ensure all uniforms meet quality, durability, and safety standards.
- Ensure timely delivery of uniforms to AMITH TVET School.

3. SCOPE OF WORK

The contractor shall be responsible for procuring and delivering student and workshop uniforms as outlined below.

3.1. Student Uniform (Training Uniform)

No	Item Description	Unit	Quantity
1	Shirts	Piece	25
2	Trouser	Piece	25
3	T-Shirts	Piece	25
4	Sportswear	Set	25
5	Student Card / ID	Piece	25
6	Sweater	Piece	25

3.2. Workshop Uniform (Mechanization)

The workshop uniform shall be used during mechanization, field, and practical sessions to ensure the safety and protection of trainees.

No	Item Description	Unit	Quantity
1	Overall	Piece	25
2	Raincoat	Piece	25
3	Waterproof Boots	Pair	25
4	Socks 2pairs	Pair	50
5	Gloves 2pairs	Pair	50

4. DELIVERABLES

- Supply of all student and workshop uniform items as specified in Section 3.
- All uniforms must be new, of good quality, durable, and free from defects.
- Uniform sizes shall be based on a list provided by RWARRI before procurement.
- Delivery of all uniforms to AMITH TVET, Eastern Province, Rwanda.

NB: The supply and production of student uniforms shall commence on the very first day of student enrollment, after individual student measurements are taken at the school to ensure proper fitting. Workshop (mechanization) uniforms shall be supplied immediately after signing the contract.

5. ETHICS, COMPLIANCE, AND CONFIDENTIALITY

5.1. Ethical Considerations

- **Prevention of Sexual Exploitation and Abuse:** Fully comply with RWARRI's Policy on the prevention of Sexual Exploitation and Abuse to safeguard both staff and external stakeholders from any form of exploitation or abuse.
- **Prevention of Terrorism:** Guarantee that no resources provided under this Agreement, whether financial or in-kind, are used, directly or indirectly, to support terrorist groups or individuals.
- **Anti-Fraud and Anti-Corruption:** Abide by RWARRI's Anti-Fraud and Anti-Corruption Policy. RWARRI enforces a zero-tolerance approach to fraudulent, corrupt or collusive practices
- **Compliance and Sustainability:** Adhere to all relevant national standards, regulations, and sustainability principles.

6. CONTRACTOR QUALIFICATIONS

- Proven experience in supplying uniforms or related textile products.
- Capacity to deliver items within the specified timeframe.
- Valid business registration and statutory compliance certificates.

7. SUBMISSION REQUIREMENTS

- RDB Registration Certificate for Companies
- Valid RRA Tax Clearance Certificate
- VAT Registration Certificate
- EBM Registration Certificate
- Valid RSSB Contributions Clearance Certificate
- Three performance certificates, including one for supplying uniforms or performing similar tasks
- Quotation with unit prices and total cost.
- Proposed delivery timeline.
- Samples or photos of similar uniforms previously supplied (where applicable).

8. EVALUATION CRITERIA

Criteria	Weight
Technical compliance with specifications	30%
Experience and capacity	30%
Delivery timeline	20%
Financial competitiveness	20%
Total	100%

December 23rd, 2025

UWIZEYE Belange

RWARRI Executive Director