



**Terms of Reference (ToR) for the Food Supplies (Raw Materials) for the
students—YESPAR Project**

Project: Shaping the Next Generation of Agriculture-YESPAR Project

Client: Rwanda Rural Rehabilitation Initiative (RWARRI)

Type of contract: Supplier

Number of beneficiaries: students

Duration of assignment: 6months

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. Project Context at AMITH TVET School

To support effective training activities at AMITH TVET School, RWARRI intends to procure food supplies (raw food materials) for the preparation of meals for 25 students enrolled under the YESPAR Project. The project-appointed cooking team will use the food supplies to prepare daily meals for the students during the training period.

2. OBJECTIVES OF THE ASSIGNMENT

Main Objective:

To procure and deliver quality, safe, and adequate food supplies (raw materials) for the preparation of meals for YESPAR Project students.

3. SCOPE OF WORK

The supplier shall be responsible for supplying raw food materials for students as per RWARRI requirements.

3.1. Food Items to be Supplied

No	Items	Specification	Units	Quantity
1	Rice	Indian Rice	kg	1,242
3	Maize Flour	Ingufu	Kg	724
4	Beans	Shyushya	Kg	259
5	Sorghum Flour		Kg	17
6	Fresh Cassava	Sweet cassava varieties	Kg	1,724
7	Fresh Sweet Potato	Preferably orange-fleshed varieties	Kg	1,810
8	Cassava Flour	Good Quality	Kg	603

9	Fruits	Passion fruits, banana,...	Pc	4,500
10	Cooking oil	Zahabu or equivalent	Liters	52
11	Sugar	Normal	kg	69
12	Meat	Cow meet	Kg	345
13	Salsa	Tomato Paste Salsa	Pc	345
14	Salt	Habali or equivalent	Kg	52
15	Onions	White or red	Kg	31
16	Vegetables	Cabbages,	Kg	172
17	Fire wood	With calorific power	Truckload	17

RWARRI will confirm:

- Delivery schedule (daily, weekly, or as agreed).
- Storage arrangements at AMITH TVET School.

4. DELIVERABLES

- Supply and delivery of all agreed food items in specified quantities and quality.
- Food items must be fresh, safe for consumption, and compliant with Rwanda food safety standards.
- Timely delivery of supplies to AMITH TVET School or another location designated by RWARRI.
- Replacement of any rejected or substandard items at no additional cost.

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. SUPPLIER QUALIFICATIONS

- Proven experience in supplying food commodities or related goods.
- Capacity to supply food items consistently and on time.
- Valid business registration and statutory compliance certificates.
- Demonstrated knowledge of food handling and safety standards.

7. SUBMISSION REQUIREMENTS

- RDB Registration Certificate for Companies
- Valid RRA Tax Clearance Certificate
- VAT Registration Certificate
- EBM Registration Certificate
- Valid RSSB Contributions Clearance Certificate
- At least three performance certificates for similar assignments. Quotation with unit prices and total cost.
- Proposed delivery timeline.

8. EVALUATION CRITERIA

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

UWIZEYE Belange
RWARRI Executive Director