



**RWANDA ENVIRONMENT  
MANAGEMENT AUTHORITY (REMA)  
P.O. BOX 7436 KIGALI**

**REQUEST FOR EXPRESSION OF INTEREST  
(CONSULTING SERVICES - FIRMS SELECTION)**

**Name of the Country:** RWANDA

**Name of the Project:** Improving the Efficiency and Sustainability of Charcoal and Wood Fuel Value Chains Project

**Assignment title:** Development of Arboretum management plan and TSC business plan

**Reference No:** RW-REMA-63410-CS-CQS

Improving the efficiency and sustainability of charcoal and wood fuel value chains Project is funded by the Nordic Development Fund (NDF) through the World Bank. The project development objective is to improve the efficiency and sustainability of wood fuel value chains in Northwest Rwanda. The project will result in a major advance in wood fuel management across the Gishwati-Mukura landscape by improving woodlot management practices, increasing the efficiency of charcoal production and improving seed quality for increased resilience

The present EOI is addressed to all qualified companies with sufficient experience to

- Development of Arboretum management plan
- Development of Tree Seed Center business plan

Rwanda Environment Management Authority (REMA) through NDF project invites eligible consulting firms ("Consultants") to indicate their interest in providing the services. Interested consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. The shortlisting criteria are:

The consulting firm to be involved in this assignment should demonstrate the ability to carry out this study with sufficient experience in similar studies. The firm has to have the proven capability of (i) undertaking studies and producing consistent high quality reports (ii) demonstrated experience of forest resource assessment, forest management as it relates to resource utilization and (iii) a clear understanding of forest policies. *(At least two similar assignment conducted: submit proof)*



- Availability of staff with relevant skills including following key experts:

No	Position	Qualification
1	<b>Team Leader</b>	Holding a Phd in Forestry and nature conservation, with minimum experience of 5 years with similar assignment
2	<b>Forest economist</b>	Holding a Master of Forest economics with minimum experience of 5 years performing similar assignement Have experience in forest products development and marketing
3	<b>Botanist</b>	Holding a Master's degree in Nature Conservation or Botany, with 5 years performing similar assignment

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's [Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers](#) of January 2011 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications. A Consultant will be selected in accordance with the CQS method set out in the Consultant Guidelines.

Further information can be obtained from the Procurement Specialist on email address [tgashumba@rema.gov.rw](mailto:tgashumba@rema.gov.rw) or on address below during office hours from Monday to Friday, between 07:00 to 17:00 hours.

Rwanda Environment Management Authority (REMA)  
P.O. Box 7436, KIGALI  
Tel: +250252 580101

Expression of interest (EOI) must be delivered at the reception of REMA in a written form to the address below by **29/06/2018 at 10h00 am** and shall clearly indicate: "EOI for Development of Arboretum management plan and TSC business plan"

Sincerely,



**Eng. Coletha U. RUHAMYA**  
Director General





**Termes of Reference**  
**Development of Arboretum management plan and TSC Business plan"**

Ruhande Arboretum is located in Huye District in Southern Province of Rwanda and is currently managed by Rwanda Water and Forestry Authority through Tree Seed Centre. It was created in 1934 by the Service of the Belgian Administration.

Arboretum of Ruhande covers a total surface area of 200 ha subdivided into 529 numbered plots of 50 x 50 m. Plots in arboretum are intercalated with alleys of 6 m wide. Initially, the primary objective of arboretum of Ruhande was to meet the increasing demand for forest products such as timber, fuelwood, charcoal, and building poles. However, objectives increased overtime until nowadays. These objectives include: (i) the selection of adapted species with high productivity that perform well in local conditions before they are disseminated in the country; (ii) dissemination of selected tree species through provision of quality tree seeds, (iii) ex-situ conservation of various tree species; (iv) research on appropriate silvicultural techniques; (v) research on agroforestry species and their use and management in different agricultural landscapes, and biodiversity conservation. However, this forest was not well managed since decades and a proper management plan is crucial to meet the above mentioned objectives.

**Title of tender:** Recruitment of firm or consortium to Develop Arboretum management plan and TSC Business plan

**Location:** Rwanda

**Duration:** This consultancy is for 60 days over 4 months and will be paid based on submission of deliverables as per the developed work plan and upon certification of satisfactory performance by his/her supervisor at RWFA/REMA.

The consulting firm will therefore work in close collaboration with the Rwanda water and Forestry Authority (RWFA)/Rwanda Environment Management Authority (REMA) and other relevant stakeholders.

**Objectives**

- **Development of Arboretum management plan**
- **Development of Tree Seed Center business plan**

**Main Responsibilities/Activities:**

The assignment includes:.

**For Arboretum management plan with compliance to the Queen's commonwealth canopy**



- Assessment of Arboretum
- Establish threshold for plot retained rehabilitated or abolished
- Plan for abolished plots and propose way forward.
- Management plan for the retained and rehabilitated Plots
- Examine and propose possibilities for new innovations
- Develop a Sustainability Plan for :
  1. Financial syatem
  2. Institutional arrangement
  3. Biological/Technical (Silvicultural)
  4. Protection
  5. Public Relation
  6. Demarcation and Signage

### For TSC Business plan

- Develop a clear Business Description.
- Elaboration of a Market Analysis and product development.
- Propose Sales Strategies and implementation.
- Adapted tree reproduction methods
- Develop PPP collaborative framework
- Assess funds needs and requirements for the center to be self-sustained.
- Financial Projections.
- Establish a specific financial system for the TSC
- Propose an organizational structure of the TSC
- Present required infrastructure and equipment at the TSC



### Required skills and experiences

The consulting firm to be involved in this assignment should demonstrate the ability to carry out this study with sufficient experience in similar studies. The firm has to have the proven capability of (i) undertaking studies and producing consistent high quality reports (ii) demonstrated experience of forest resource assessment, forest management as it relates to resource utilization and (iii) a clear understanding of forest policies.

### Qualifications

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