



*Transforming Lives Through Agribusiness*

## Call/Request for Proposal (RFP)

**RFQ Number:** RFP KTUG-001  
**Issuance Date:** Thursday July 3, 2025  
**Deadline for Questions:** Monday July 7, 2025  
**Deadline for Offers:** Thursday July 10, 2025, 11:59pm

**Description:** Request for Proposal to train farmers on Sustainable Rice Production Practices (SRPs), with a specific focus on biochar application and rice-legume integration (RLI) in Butaleja, Tororo, and Kween districts in Eastern Uganda.

**Funded By:** IKEA Foundation (Reduce–Reuse–Recycle Rice Initiative for Climate Smart Agriculture (R4iCSA) Project)

**Implemented By:** Kilimo Trust Uganda and Kenya

**Contact email:** [procurement@kilimotrust.org](mailto:procurement@kilimotrust.org)

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Dear Sir/ Madam,

You are kindly invited to submit a technical and financial proposal relating to Kilimo Trust' **Request for Proposal /RFP# KT UG-001**

- Kilimo Trust intends to issue a fixed price agreement for this work.
- Costs incurred by respondents regarding the preparation of a proposal and the negotiation of contract are not reimbursable.
- Kilimo Trust is not bound to accept any of the proposals submitted.
- Kilimo Trust reserves the right to accept an offeror's proposal without further discussion.
- Kilimo Trust will only evaluate proposals from registered, qualified firms/ individuals to execute and implement the work under this project.
- The Offers must be able to complete all the items stated in the Scope of Work or Terms of reference in Attachment A.
- Kilimo Trust reserves the right to order in phases or by activities that are most advantages to Kilimo Trust.
- Proposals shall be submitted via email to the above-mentioned email address for questions and to submit your proposal with the Subject line of the email should read: **"RFP No. KT UG-001 Promoting Biochar application & Rice Legume Integration in Eastern Uganda."**

**Questions:** All questions and inquiries related to this request must be submitted prior to the closing date for questions shown above. All "Offerors" must submit their questions to Kilimo Trust via this email address: [procurement@kilimotrust.org](mailto:procurement@kilimotrust.org)

Proposals received after the exact time specified for receipt of offers shall be considered late and will be considered only at the discretion of Kilimo Trust. Respondents shall receive an email acknowledging that their Proposal has been received upon its submission.

### **Proposal Instructions and Required Format**

It is requested that Offerors organize their Technical and Financial Proposals as noted below. This request is made to facilitate Kilimo Trust's review of the submitted material thus enabling a rapid decision and contracting process.

The Offeror shall submit its best price offer/proposal to complete the Scope of Work (SOW) in Attachment A,

**Proposal Cover Letter:** The proposal cover letter must be no more than 1 page and must be signed by an authorized representative.

**Technical Proposal:** The technical proposal must be written in English. There should be a maximum of 10 type written pages, excluding Attachments/supporting documents. (Desired Format - Type: Whitney-medium, Font Size 11, Margins: 1" all around). The technical proposal shall address the subjects outlined below:

**A. Firm or Institution Information** This section must be limited to a maximum of 1 page and must provide the following information:

- Name, address and reference to copy of Offeror's business (or other) local registration (included as an attachment).
- Primary contact information for this activity.
- Please describe the Offeror's management structure, list all owners, board members, and other key representatives by their full names.

**B. Capabilities and Past Performance** This section must be limited to no more than 2-3 pages and must include:

- i) Summary of Corporate/Organizational Capabilities.
- ii) Summary of relevant experience your firm/institution has had in performing work similar to that described in Attachment A. Scope of Work.
- iii) Company or Key Personnel's individual performance references for similar projects. For each project or individual performance reference, please include the name of the client/former employer and his or her contact information (current and most recent information required, within the last three years), a description of the services rendered under the project, results and accomplishments. It is Kilimo Trust's intention to contact some of these clients for testimonials regarding the Offeror's performance in these areas: • The quality of the work performed by the Offeror, • The timeliness of the effort performed by the Offeror, and • Whether the Client would use Offeror's services should they have similar needs in the future?

**C. Technical Approach** This section must be limited to no more than 2-3 pages and must include the following information in direct response to the Scope of Work in Attachment A below.

**ATTACHMENT A**  
**(Scope of Work/ Terms of Reference)**

**1. The Assignment:**

The assignment is to train farmers on Sustainable Rice Production Practices (SRPs), with a specific focus on biochar application and rice-legume integration (RLI), under the Reduce–Reuse–Recycle Rice Initiative for Climate Smart Agriculture (R4iCSA) Project. This intervention will be implemented across Butaleja, Tororo, and Kween districts in Eastern Uganda.

The objective is to stimulate increased farmer adoption of biochar and RLI, thereby contributing directly to the project’s key targets. These include converting more rice husks into biochar for use as a soil amendment, promoting the integration of legumes into rice production systems to improve soil fertility and farm resilience, and scaling the accessibility and use of biochar among farmers in the targeted implementation areas. Through structured training, field demonstrations, and active farmer engagement, the assignment will support sustainable productivity improvements while advancing climate-smart and circular agricultural practices.

**2. About Kilimo Trust**

Kilimo Trust (KT) is an independent Regional agricultural development organization - working on agriculture for development across the EAC Region. It is registered in the Republic of Uganda, and it implements projects across all EAC Partner States. The core business of KT is to support the transformation of food and nutrition security in the EAC Region away from high-risk subsistence farming into lower risk trade-based systems.

With a grant from IKEA Foundation, Kilimo Trust is implementing a 5-year project titled Reduce-Reuse-Recycle Rice Initiative for Climate Smart Agriculture (R4iCSA). This project focuses on improved incomes and food security for 10,000 rice farming households and other value chain actors in Kenya and Uganda. The project is being implemented in Eastern Uganda in Kween, Tororo and Butaleja districts.

**3. About the Assignment:**

The Consultant/Firm will be required to:

- Train 2,000 rice and coffee farmers on the application of biochar and its benefits to soil health.
- Facilitate adoption of biochar use among at least 650 rice and coffee farmers.
- Pilot a legume (soybean)–rice rotation program covering at least 1,000 acres in Kween District.
- Promote adoption of rice-legume rotation among at least 500 farmers in Kween.
- Establish customized demonstration sites showcasing biochar utilization.
- Convert a minimum of 500 metric tons of rice husks into biochar.
- Ensure at least 130 hectares are placed under biochar utilization.
- Conduct four field days across Butaleja, Tororo, and Lower & Upper Kween, each targeting a minimum of 250 farmers.

- Organize cross-learning visits for 120 farmers to share experiences and best practices.
- Collect, process, and manage agronomic data relevant to biochar and RLI practices.
- Collect soil samples to monitor improvements in soil health.
- Conduct a survey to assess SRP adoption levels and the area under SRPs in the project districts.
- Submit monthly technical and financial reports detailing progress and outcomes.
- Develop at least two knowledge products based on lessons learned and implementation results.

#### **4. Technical Requirements.**

The consultancy firm will be required to have.

- Proven track record in delivering training on sustainable agricultural practices, particularly in biochar application and rice-legume integration.
- Experience working with smallholder rice and/or coffee farmers in Uganda or similar agro-ecological zones.
- Demonstrated capacity to establish and manage agricultural demonstration sites.
- At least 3 years of verifiable experience in implementing similar assignments within the East African region.
- Team members with agronomy, soil science, and rural extension or related qualifications will be preferred.
- The applicant must be a manufacturer of biochar based in Eastern Uganda, preferably in or near the project implementation areas (Butaleja, Tororo, Kween). This proximity is essential to ensure consistent supply, enhance farmer accessibility, and ultimately increase the adoption of biochar at scale.

#### **5. Duration of the Assignment**

The assignment is expected to take 1year from the date of signing the contract.

#### **Mode of Application.**

All Interested Vendors must submit online via email to [procurement@kilimotrust.org](mailto:procurement@kilimotrust.org) their Expression of Interest (EoI) in one folder. Financial Proposal, three reference letters from their clients, Copy of the Trading License, and a Valid URA Certificate and Company Profile by **Thursday 10<sup>th</sup> July, 2025 at 11:59 PM EAT**. The Prospective vendor MUST clearly indicate in the Email subject 'Promoting Biochar application & Rice Legume Intergration in Eastern Uganda.

For any further clarification, please email: [admin@kilimotrust.org](mailto:admin@kilimotrust.org) Attn to **Procurement**.

"Only successful bidders shall be contacted. If you do not hear from us within one (1) month after the bid submission deadline, consider your bid unsuccessful. "