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**CALL FOR APPLICATION FOR BUSINESS PLAN & FEASIBILITY STUDY  
CONSULTANCY**

**TERMS OF REFERENCE FOR DESIGNING BUSINESS PLAN AND FEASIBILITY  
STUDY OF UTAB PROJECT TARGETTING ENVIRONMENTAL PROTECTION OF  
GIHEMBE MOUNTAIN THROUGH PLANTATION OF OLIVE OIL TREES AND  
CREATION OF THEIR RELATED UNIT OF PRODUCTION (Re-advertised)**

**1. Background**

University of Technology and Arts of Byumba (TAB) is a fully accredited community-based university. It started as Institut Polytechnique de Byumba (IPB) and began teaching on 26<sup>th</sup> January 2006 in Byumba Sector, Gicumbi District, Northern Province, Rwanda. On 20<sup>th</sup> December 2015, IPB upgraded from the status of institute to that of university under the name of University of Technology and Arts of Byumba (UTAB).

Currently UTAB has three operational Faculties: Faculty of Social Sciences, Management and Development Studies (SSMDS) Faculty of Education, and the Faculty of Agriculture, Environmental Management and Renewable Energy (FAEMRE).

**2.1. Vision of UTAB**

The vision of UTAB is to become a radiating university of academic and professional excellence for sustainable socio-economic development.

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## 2.2. Mission of UTAB

The mission of UTAB is

- To provide quality higher education and community oriented research
- To shape a skilled workforce in domain of technology and arts
- To promote a culture of excellence and innovation for quality service delivery

## 3. Objectives of the assignment

This assignment has the main objective and specific objectives as rooted in the UTAB project design

### 3.1. Main objective

To design the business plan and conducting feasibility study of UTAB project that targets to restore degraded environment by growing olive trees, creation of production unit processing olive oil and establishing farming practices hub for students.

### 3.2. Specific objectives:

The designed business plan and feasibility study by the consultant has to focus on the following specific objectives of UTAB project:

- To protect the belt of Gihembe land with radical terraces;
- To plant olive trees and other trees fostering forest ecosystem;
- To train students on modern technologies related to olive cultivation;
- To enhance and disseminate technologies related to environment restoration and climate change;
- To put up processing small factory;
- To process olive oil and recycle related organic waste;
- To promote local people, especially women, by involving them in olive oil tree growing and processing jobs and even environment protection activities
- To conduct on-farm research researches

## 4. Expected outputs

At the end of the assignment, the output expected is the provision to UTAB the well-designed business plan and conducted feasibility study of UTAB project, targeting environmental protection

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of Gihembe mountain, through plantation of olive oil trees and creation of their related unit of production.

In addition, the following are the expected short run and long term benefits to UTAB:

- Internship for FAEMRE Students
- Fighting against malnutrition due to consumption of olive oil
- Employment creation
- Environment protection against erosion, high water falls on Gihembe steep slopes

## 5. Scope of the work

The main scope of this assignment, is mainly based on designing business plan and feasibility study of UTAB project targeting environmental protection of Gihembe mountain through plantation of olive oil trees and creation of their related unit of production.

## 6. Characteristics of desired consultant company for Business plan and feasibility study

- Extended justifiable experience of at least 5 years in business planning, budgeting, environmental management and conservation, conducting feasibility study of complex projects especially the ones focusing on environmental protection and business development
- Proficiency in demonstrating proposals and projects
- Having at least Master Degree in Environmental Management, Environmental conservation, Environmental sciences, Environmental Economics, Project management, Development studies, Economics, Finance, Accounting, Forestry, Agriculture Economics, Agribusiness, food security,
- Having a PhD in those mentioned areas of studies would be an added advantage.
- Having professional certificate such as PMP, CPA, CFA, ACCA would be an added value.
- Familiarity with Higher learning institutions 'experience in projects
- Having never convicted by the courts of justice any crime
- Having clean report in RRA & RSSB statutory obligations
- Having RRA tax clearance
- Having business registration certificate by RDB

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- Excellent communication skills both verbal and written
- High organization with strong attention to details
- Great time management and problem-solving skills

## 7. Duration of the assignment

This assignment should be performed in 2 weeks (14days) effective from the day of signing the contract between the consultant and the client (UTAB).

The selected consultant shall have the responsibility of breaking down the calendar days among the required personnel for this assignment, specified in terms of number of persons, days, for the team leader, the experts and the team of consultants.

## 8. Responsibilities of the consultant

- Analyzing and estimate with much precision how many olive trees that can be planted on the whole area of Gihembe Mountain, considering its relief and size.
- To estimate scientifically, the maximum possible production per one olive tree in terms of quantity in liters along its life of productivity without neglecting other factors to be taken into consideration.
- Conducting a study to assess whether it is possible or not to mix olive trees with other types of plants and natural trees for conservation of the environment and biodiversity improvement as well as maintenance of healthy ecosystem
- To analyze whether it is possible to set a production unit in Gihembe mountain
- How long would it take UTAB to pay back its cash outlay in that environmental protection project if it makes a production unit or a certain kind of investment in Gihembe mountain to proceed oil from olive trees, how much profit would UTAB gain from it and how long will it take.
- Make a cash flow projection within the business plan, showing the cash outflow, cash inflow, NPV, IRR and Payback period of the investment/production component expected to be part of environmental protection project on Gihembe Mountain, and convince UTAB with vivid evidences of how UTAB will efficiently and effectively gain from investing in it.

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## 9. Quotation/pricing

Any interested consultant in designing business plan and feasibility study of UTAB project targeting environmental protection of Gihembe mountain through plantation of olive oil trees and creation of their related unit of production should be required to provide his/her quotation for the work to be performed with all details from the beginning up to the end of the work and mention clearly the unit cost per involved as well as the aggregated total amount required.

## 10. Reporting System

- The consultant company in charge of designing business plan and feasibility study of UTAB project targeting environmental protection of Gihembe mountain through plantation of olive oil trees and creation of their related unit of production, should inform regularly the office of the deputy vice chancellor in charge of Administration and Finance (DVCFA) all progress pre-scribed work in designing business plan and feasibility study of Gihembe mountain and challenges encountered and then later submit the final business plan and report on feasibility study, all via the Email: [dvcfa@utab.ac.rw](mailto:dvcfa@utab.ac.rw)

## 11. Submission of the application and selection procedures

Technical proposal must provide the following detailed information:

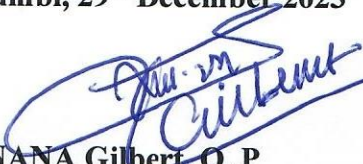
- (i) Qualifications and experience of applicants (CV signed by the applicants indicating their qualification and previous experiences to perform the services required and notified copies of degree, accreditation certificates, description of similar assignments and relevant information to the assignment, etc).
- (ii) Submit at least two certificates of good completion obtained from prior work assignments
- (iii) A note showing understanding of the scope of work
- (iv) Proposed methodology and work plan to undertake the assignment
- (v) Proposed financial cost



## 12. Deadline of the application

The interested candidates should submit their sealed application documents through only UTAB front desk office not later than 5<sup>th</sup> January 2024 at 12:00 which is the same date for the opening at 12:30 and kindly note that only shortlisted candidate will be contacted for further steps.

Done at Gicumbi, 29<sup>th</sup> December 2023

  
Fr. Dr. MUNANA Gilbert, O. P  
Vice Chancellor of UTAB

