



HEALTH POVERTY ACTION,

Rwanda Country Office,

Kigali Kigabaga

Email address: africa.procurement@healthpovertyaction.org

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Terms of Reference (ToR) for the Design and Construction of Latrines in Five Tea Factories

Introduction This Terms of Reference (ToR) outlines the requirements for the design and construction of latrines in five tea estates to improve workers' working conditions. The tea factories included in this project are Gatware, Gisakura, Rubaya, Nyabihu, and Rutsiro. Each tea estate will have five separate pairs of gender segregated toilets blocks (one for men with a urinal and separate facility for women) constructed. Additionally, each pair of toilets will require a handwashing facility. In total 25 blocks of toilets will be constructed across all 5 tea estates .

2. Objective of the Assignment The primary objective of this assignment is to engage a qualified contractor to design and construct modern, safe and private gender-segregated latrines that adhere to hygiene and sanitation standards, supporting the comfort and well-being of tea estate workers.

3. Scope of Work

The selected contractor will be responsible for:

- Conducting site assessments at each of the five tea estates
- Designing a block of 2 latrines (one for women with a toilet, one for men with urinal)
- Designing and constructing suitable hand washing facilities for each pair of toilets.
- Ensuring every latrine is safely constructed in line with WASH standards.
- Ensuring the latrines are equipped with proper drainage systems (from the water harvesting).
- Using durable and materials suitable for long-term use.
- Ensuring accessibility for persons with disabilities.
- Implementing safe and environmental protection measures during construction.



Gatare	Gisakura	Rubaya	Nyabihu	Rutsiro
Men's lockable pit latrine x 5 with urinal (1 on each men's latrine)	Men's lockable pit latrine x 5 with urinal (1 on each men's latrine)	Men's lockable pit latrine x 5 with urinal (1 on each men's latrine)	Men's lockable pit latrine x 5 with urinal (1 on each men's latrine)	Men's lockable pit latrine x 5 with urinal (1 on each men's latrine)
Women's lockable pit latrine toilet x5	Women's lockable pit latrine toilet x5	Women's lockable pit latrine toilet x5	Women's lockable pit latrine toilet x5	Women's lockable pit latrine toilet x5
Handwashing facilities x5 – shared external to toilets (1 for each pair)	Handwashing facilities x5 – shared external to toilets (1 for each pair)	Handwashing facilities x5 – shared external to toilets (1 for each pair)	Handwashing facilities x5 – shared external to toilets (1 for each pair)	Handwashing facilities x5 – shared external to toilets (1 for each pair)
Water harvesting system (with a water tank of more than 250 liters) for each pair	Water harvesting system (with a water tank of more than 250 liters) for each pair	Water harvesting system (with a water tank of more than 250 liters) for each pair	Water harvesting system (with a water tank of more than 250 liters) for each pair	Water harvesting system (with a water tank of more than 250 liters) for each pair

Component	Mens' latrine	Women's latrine
Toilet room with wall tiles and lockable doors (tiles should be from down to the middle of the wall)	Applicable (separate from women's)	Applicable (separate from men's)
Hand washing facilities	Applicable (separate from women's)	Applicable (separate from men's)
Urinal	Applicable	Not applicable
Water harvesting system (with a water tank of more than 250 litres)	Applicable (shared with women's latrine)	Applicable (shared with men's latrine)

4. Deliverables



The contractor shall provide:

- Mapping of toilet locations
- Detailed design and construction plans and the bill of quantity.
- List of materials and estimated construction timeline.
- Regular detailed progress reports during construction.
- Completed and fully functional latrines and hand washing facilities in all five tea factories.
- Final completion report with recommendations for maintenance.

5. Eligibility and Qualification Criteria Eligible firms must meet the following criteria:

- Signed and stamped HPA General Terms & Conditions (Annex P18);
- Signed and stamped HPA Code of Ethics (Annex P19);
- Registered and licensed to operate in the construction sector. (RDB certificate)
- Copy of VAT certificate;
- Copy of Rwanda Revenue Clearance Certificate;
- Proof of the company EBM (copies of some printed bills);
- Proven experience in similar construction projects, particularly in sanitation infrastructure ideally with pictures, plans and references.
- Demonstrated capacity to complete the project within the agreed timeframe.
- Compliance with national construction and environmental standards.
- Ability to provide a warranty for the constructed latrines.

6. Duration of the Assignment The project is expected to be completed within a maximum of **2** months from the date of contract signing.

7. Submission Requirements Interested bidders must submit:

- A technical proposal detailing the proposed construction plan, approach, methodology, and work plan.
- A financial proposal including a detailed budget (bill of quantity).
- Company registration documents.
- Evidence of similar work performed in the past, ideally with photos (at least three references).
- Profiles of key personnel assigned to the project.

8. Evaluation Criteria Proposals will be evaluated based on the following:



- Technical design of the proposal (40%)
- Experience in similar projects (25%)
- Financial proposal (25%)
- Implementation timeline (10%)

9. Application Deadline All applications must be submitted to africa.procurement@healthpovertyaction.org no later than **30th March 2025 at 5 PM.**