

# TERMS OF REFERENCE FOR PROVISION OF WILDLIFE HAZARD RISK ASSESSMENT SERVICES FOR RWANDA AIRPORTS COMPANY

## 1 INTRODUCTION

Rwanda Airports Company Limited is a subsidiary of The Aviation, Travel and Logistics Holding Limited, a Holding Group wholly owned by the government of Rwanda. Rwanda Airports Company Ltd has within its purview the daily management, operation and provision of air navigation services for all airports in the country.

Rwanda Airports Company Limited regards safety as their first priority. It is committed to developing, implementing, maintaining and constantly improving its safety management system to achieve the highest level of safety performance and meet or exceed national and international standards.

Rwanda Airports Company Ltd is committed to establish and operate hazard identification and safety risk management processes to eliminate or mitigate the safety risks of the consequences of hazards resulting from our operations to a point which is as low as reasonably practicable (ALARP).

The presence of wildlife (birds, mammals, reptiles and insects) on and in the aerodrome vicinity poses a serious threat to aircraft operational safety. Understanding the risks is critical to effectively manage wildlife hazard and for enhancing air safety for aircraft using the airport. If the risks are not assessed properly, corrective measures may not be adequate and therefore not effective.

## OBJECTIVES

The main objective of the Contract is to assess for the locations of greatest wildlife hazard risk in the critical flight zones for Kigali International Airport and across its 13km safeguarded zone, and to recommend appropriate, reasonable mitigating measures using a qualitative risk assessment process.

## 2 STANDARDS AND GUIDANCE

The Company who undertakes delivery of the Wildlife Hazard Risk Assessments should follow international industry good processes and be governed by:

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Rwanda Airports Company P.O. Box 1171 Kigali-Rwanda Tel:(+250)252585555  
Kigali International Airport Terminal Building 2nd Floor [www.rac.co.rw](http://www.rac.co.rw) info@rac.co.rw



- ICAO - Doc 9137 – Airport Services Manual - Part3 - Wildlife Control & Reduction (5th Ed 2020)

### 3 GENERAL QUALIFICATIONS AND EXPERIENCE OF THE COMPANY

The Company should specialize and have a verifiable international record of airport wildlife hazard risk assessment over the last four (4) years, supported by letters of good completion. Experience should include African countries.

The Company should have verifiable experience of undertaking wildlife hazard risk assessments for all the critical flight zones on an airport and across its 13km safeguarded zone.

The Company will be selected under a Quality Cost Based Selection (QCBS) and procedures described in this RFP, in accordance with the RAC procurement manual.



## 4 TEAM COMPOSITION

The Company should be a consultancy which uses wildlife hazard risk assessors with at least four (4) years proven experience in internationally recognized process of airport wildlife hazard risk assessment and strike mitigation planning.

### 4.1 CURRICULA VITAE OF KEY STAFF ('CVs')

The proposed key staff for the Company should have the following CV's and experience.

- (i) Lead Airport Wildlife Hazard Management Consultant: Must have proven operationally experience as a wildlife hazard management consultant from a recognized institution, have 4 years international experience that includes African countries.

The Lead Airport Wildlife Hazard Management Consultant should have personal experience in at least 3 airport wildlife hazard risk assessments.

- (ii) Airport Wildlife Hazard Risk Assessor: The Company should use Airport Wildlife Hazard Risk Assessors who are trained in internationally recognized processes and practices of airport wildlife hazard risk assessment for all the critical flight zones on an airport and across its 13km safeguarded zone with a certificate from recognized institution.

The Airport Wildlife Hazard Risk Assessor should have proven experience in at least 3 airport wildlife hazard risk assessments for all the critical flight zones on an airport and across its 13km safeguarded zone.

CVs to be provided shall include appropriate details on the type of assessments carried out by proposed key staff indicating capability and capacity to undertake the assessments as well as details on relevant specific experience.

Where applicable, copies of academic certificates should be attached to evidence applicable qualifications.



## 5 GENERAL OBLIGATIONS OF THE COMPANY

The Company will accomplish all duties according to regulations and in conformity with the clauses of the contract and instructions from the Client.

The Company will be given access to all required Client records and any other information deemed necessary for the purposes of completing the required deliverables on time and successfully.

During and after the contract, the Company and key staff will maintain confidentiality on all provided Client information, produced deliverables and contract documents.

The assessment should be carried out in line with all prescribed regulatory and reporting processes.





## 6 COMPANY LIABILITIES

The Company will be liable for any damage caused by the Company's key staff while carrying out the contract.

The Company will be liable for a qualitative wildlife hazard risk assessment process error in the performance of the contract.

The Company will be liable or responsible for the collation and quality of required data and reports provided to inform the process of a qualitative wildlife hazard risk assessment for the critical flight zones on Kigali International Airport and across its 13km safeguarded zone.

## 7 CLIENT'S LIABILITIES

The Client will give the Company access to all required data deem necessary by the Company to complete the wildlife hazard risk assessments and required facilities on time and successfully.

The Client will not be liable and responsible for the collation and quality of the above required data to inform the process of wildlife hazard risk assessment for the critical flight zones on Kigali International Airport and across its 13km safeguarded zone.

## 8 DURATION OF CONTRACT

The duration of the contract will initially be one year beginning February 2023 to January 2024.

There will be the possibility of renewal for a further two years, subject to satisfactory contract performance by the Company.

## 9 REPORTING

The Company will provide all agreed reports no later than prescribed deadlines in Section 11.

## 10 CLIENT FACILITIES



Deliverable	Required Deadline
<ul style="list-style-type: none"> <li>In electronic format: Any available wildlife hazard management related data for Kigali International Airport airside areas.</li> </ul>	<p>Where available, first data set to be supplied to the Company within two weeks of contract start date.</p> <p>Refreshed data sets to be supplied throughout the contract period to the Company no less than on a quarterly basis thereafter, and following a reportable wildlife strike for Kigali International Airport</p>
<ul style="list-style-type: none"> <li>In electronic format: Comprehensive set of Kigali International Airport wildlife strike records for the last 5 years</li> </ul>	<p>First data set be supplied to the Company within two weeks of contract start date.</p> <p>Refreshed data sets to be supplied throughout the contract period to the Company no less than on a quarterly basis thereafter, and following a reportable wildlife strike for Kigali International Airport</p>
<ul style="list-style-type: none"> <li>In electronic format: Comprehensive set of Kigali International Airport air traffic type and tempo data, including records for the last 5 years and 5-year forecasts.</li> </ul>	<p>To be initially supplied to the Company within two weeks of contract start date.</p> <p>Refreshed data sets to be supplied throughout the contract period to the Company no less than on a quarterly basis thereafter and following a reportable wildlife strike for Kigali International Airport</p>

## 11 COMPANY DELIVERABLES



Deliverable	Required Deadline
<ul style="list-style-type: none"> <li>In electronic format: Wildlife and Habitat Survey Reports for the Kigali International Airport – airside areas, landside areas and 13km safeguarded zone. To be informed by wildlife hazard management related data collected by the Company through reasonable application of ICAO and industry “best practice” processes of data collection</li> </ul>	<p>First report to be produced within 4 weeks of initial training by the Company.</p> <p>Report to be refreshed throughout the contract period to the Company on no less than on a quarterly basis.</p>
<ul style="list-style-type: none"> <li>A wildlife and habitat map for the Kigali International Airport 13km safeguarded zone <ul style="list-style-type: none"> <li>Scale: 1:25000.</li> <li>Format: PDF</li> <li>Details of concern highlighted.</li> </ul> </li> </ul> <p>To be informed by data collected and wildlife and habitat survey reports by the Company.</p>	<p>Within first quarter and updated on quarterly basis</p>
<ul style="list-style-type: none"> <li>An electronic wildlife and habitat map for the Kigali International Airport <ul style="list-style-type: none"> <li>Scale: 1:1250.</li> <li>Format: PDF</li> <li>Details of concern highlighted.</li> </ul> </li> </ul> <p>To be informed by data collected and wildlife and habitat survey reports by the Company.</p>	<p>Within first quarter and updated on quarterly basis</p>
<ul style="list-style-type: none"> <li>A prioritised list of the wildlife species of concern for Kigali International Airport using recognised ICAO and industry “best practice” formulae</li> </ul>	<p>Once per quarter and refreshed following any recorded bird strike for Kigali International Airport.</p>





<ul style="list-style-type: none"> <li>• Strike risk rating per wildlife species of concern per critical flight zone for Kigali International Airport using recognised ICAO and industry “best practice” formulae</li> </ul>	Once per quarter and refreshed following any recorded bird strike for Kigali International Airport.
<ul style="list-style-type: none"> <li>• A prioritised risk assessment and mitigation report, including a barrier map using ICAO recognised bowtie.  Should cover each critical flight zone for Kigali International Airport and highlight required actions and key accountable stakeholders.  Should also indicate how a reasonable balance between compliance, finance and legal risks associated with wildlife strikes can be achieved for the Client.</li> </ul>	Once per quarter and refreshed following any recorded bird strike for Kigali International Airport.
<ul style="list-style-type: none"> <li>• A phased programme, for prescribed deliverables over the contract period, will be provided by the Lead Airport Wildlife Hazard Management Consultant to the Client</li> </ul>	Within 2 weeks ahead of the Contract Start Date
<ul style="list-style-type: none"> <li>• The Lead Airport Wildlife Hazard Management Consultant will maintain regular contact with the Client.</li> </ul>	Throughout the contract period.
<ul style="list-style-type: none"> <li>• Electronic Exception Performance and Mitigation Reports will be provided by the Lead Airport Wildlife Hazard Management Consultant to the Client.</li> </ul>	Once per quarter, as a minimum, throughout the contract period.

## 12 CONTENTS OF THE PROPOSAL

The proposals submitted by bidding firms should include the following:

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- Profile of the Company and key staff (incl. CVs and copies of professional certificates where applicable).
- Presentation on how the Company understands the following:
  - How the Contract will be delivered, including the proposed technical approach and methodologies.
  - The proposed work programme
  - Opportunities for added value and economies in scale (cost savings) for the Client
- Proven evidence on where the Company has conducted similar contracts.
- Bid submission form and Price Schedules well printed and properly organized.
- Copy of Trading License
- Copy of valid RSSB certificate
- Copy of the tax clearance certificate
- Copy of the practicing certificate.

### 13 EVALUATION OF TECHNICAL PROPOSALS (QUALITY)

Technical proposals will be evaluated on the basis of the following criteria:

- The Company's relevant experience for the contract;
- The quality of the methodology presented;
- Qualifications of key staff proposed for the contract.

### 14 ADDRESS AND DEADLINE FOR SUBMISSION

The Companies must submit the original and 2 copies of the Technical Proposal and financial proposal not later than the date specified in the corrigendum 2022 at the address indicated below.

The financial proposal shall be sealed in separated envelope to be opened after technical evaluation.



The pass mark for technical evaluation shall be 80%.

After the evaluation of the technical proposals, successful bidders will be invited for financial opening.

The Companies will be required to quote in Rwandan Francs.

## 15 WORK PLAN AND TIMELINES

The audit will be an annual exercise.

The proposal should indicate clearly the plan of how activities will be performed.

The bidding firm should also present a good description of technical approach, methodology and work plan

## 16 PREPARATION OF PROPOSAL

The Proposal, as well as all related correspondence exchanged by the Companies and the Client, shall be written in English.

In preparing their Proposal, the Companies are expected to examine in detail the documents comprising the RFP. Material deficiencies in providing the information requested may result in rejection of a Proposal.

The Companies are required to provide experience, methodologies and work-plans for each of the phases above as they will be executed in distinct stages.

Financial quotations should also include a breakdown of key staff and other costs for each component and a consolidated total for the overall services.

## 17 CONFIDENTIALITY AND INSTRUCTIONS TO BIDDERS

Confidentiality: As a pre-qualification to receiving this RFP, you have signed a confidentiality agreement (“NDA”). This Agreement is still in effect and the contents of this RFP together with all other information, materials, specifications or other documents provided by RAC, or prepared by you specifically for us, shall be treated at all times as confidential by the respondents.



All intellectual property rights in this RFP and all materials provided by us or our professional advisers in connection with this RFP are and shall remain the property of RAC and/or its professional advisers.

