



REQUEST FOR EXPRESSION OF INTEREST FOR RECRUITMENT AN INDIVIDUAL CONSULTANT TO CARRY OUT AN ENVIRONMENTAL AUDIT OF KIGALI INTERNATIONAL AIRPORT

BACKGROUND

Rwanda Civil Aviation Authority

Rwanda Civil Aviation Authority (RCAA) is a Rwandan Government Entity established by Law no. 53/2011 of 14 December 2011 as amended up to date.

RCAA has a legal personality, administrative and financial autonomy and it is governed in accordance with laws governing organs of public service in Rwanda.

Main activities of RCAA include but not limited to:

- Supervising and organization of air transport;
- Management and operation of airports;
- Airspace management and surveillance ; and
- Establishing relations and collaborating with other agencies of the same attributions at regional and international level.

Rwanda Civil Aviation Authority has requested for an Environmental Management Certificate as one of pre-requisite of certification. Rwanda Environment Management Authority [REMA] has suggested that an Environmental Audit [EA] for all Airport operations has to be conducted in accordance with requirements of EA Regulations of the Republic of Rwanda. The purpose of the EA study is twofold.

1. To help Kigali International Airport to ensure that all operations comply with environmental standards and other statutory requirements through audit findings,.
2. To prepare for review by REMA, an EA report and develop an action plan to address audit findings according to national EA Guidelines and Regulations, 2010.

The following are specific issues to address in the EA study;

2. PROJECT DESCRIPTION

The EA Expert should provide a description of all the activities of the Airport and its interaction with the surrounding environment. The description should be in sufficient details to benefit stakeholders and decision-makers. Policies, Legislation, regulations directly relevant to airport operation should be discussed in the EA report.

3. ENVIRONMENTAL CONCERNS TO BE ADDRESSED IN THE EA

I. NOISE LEVEL MONITORING

- ✓ Describe measures in place to minimize noise pollution in and around the airport.
- ✓ Make a comparison of noise levels, and the number of people affected in the last five 5years with the current levels.



- ✓ Provide a summary of the health impact assessment and any hazards to human life caused by the operation of the airport.

II. AIR QUALITY MONITORING AND CONTROL

- ✓ Air Quality around airports is a major issue. Describe any policy on air quality e.g. Nitrogen Oxide, Carbon Oxides, Ozone depleting substances in refrigerants, solvents and fire extinguishers, smoking policy, etc.
- ✓ What are other sources of indoor emissions not covered above?
- ✓ Describe the air pollution control equipment installed and operating at the airport i.e. Particulate filters, scrubbers etc.
- ✓ Is there a programme to monitor the indoor air quality at the airport? If so, describe briefly.

III. MATERIAL MANAGEMENT

- ✓ Is there a policy to enable reviews of supplies and materials for environmentally friendly alternatives.
 - I. Eliminate/minimize use of environmentally unfriendly materials
 - ii. Eliminate/minimize storage of environmentally unfriendly materials
 - iii. Eliminate/minimize waste generation
 - iv. Recycling and re use (i.e. printer toner cartridges, used paper etc.)
- ✓ Describe any practice on management of materials leading to good environmental performance(e.g. use of recycled paper, double sided printing, single line spacing, non-glossy report covers, water recycling, energy saving lamps, etc.)

iv. WATER SUPPLY AND WASTEWATER MANAGEMENT

- ✓ Are there any rain water harvesting facilities
- ✓ Outline the uses of the water supplied to your premises
- ✓ Describe any on-site water treatment systems
- ✓ Do you sample (monitor for quality) the raw water at source and the treated water? How often?
- ✓ Outline the maintenance of the water treatment system(e.g. back wash frequency, resinregeneration,etc

v. ENERGY MANAGEMENT

Are there records of energy used at the airport? Provide location of record

- ✓ Have energy audits taken place at the airport? Provide location of the report
- ✓ Are there defined maintenance programmes to ensure all equipment is operating optimum efficiency?
- ✓ Are there programs to replace energy inefficient equipment/systems?
- ✓ Is there a policy to consider energy efficiency when purchasing new equipment?
- ✓ Is there commitment to reduce energy use? If so, describe and attach a written copy.
- ✓ Has the responsibility to reduce energy use been formally allocated in writing?
- ✓ Are there programmes to monitor energy use and to quantify reduction?



VI. WASTE MANAGEMENT

- ✓ Provide details of wastes at the airport. The wastes may be classified as:
- ✓ Dangerous waste
- ✓ Chemical waste
- ✓ Biological/infectious waste
- ✓ Solid waste(including obsolete equipment)
- ✓ Other wastes(specify)
- ✓ Provide details of any permits, licenses or applications related to waste generation, storage, handling, transportation and disposal
- ✓ Provide details of any on-site waste disposal system or pre-treatment systems
- ✓ Briefly describe any waste recycled (i.e. type, source, characteristics, treatment and use)
- ✓ Briefly describe any current waste minimization programs (i.e. reduction, re use and recycling) and indicates responsible staff.
- ✓ Provide information on any off-site facilities used for waste treatment, storage, or disposal(Company name, Premises name, Type of waste, Volume per month, Treatment/disposal method)
- ✓ Is there any internal program for compliance audit in place? Describe briefly
- ✓ Has there been any internal investigation in relation to waste generation, Storage, handling or disposal? If so, describe briefly.

VII. EMERGENCY RESPONSE

- ✓ Do you have any emergency response procedures and/or contingency plan (attach copy on?) Answer as applicable
 - Response to fire outbreak
 - Disruption of water supply
 - Supplied water treatment system failure
 - Waste water treatment system failure
 - Chemical/Chemical waste spillage
 - ✓ Provide details of any equipment located in areas where emergencies may occur
 - ✓ Are the staff in these areas appropriately trained in emergency response procedures?

VIII. STAFF AWARENESS TRAINING

- ✓ Do you hold regular meetings on the improvement of the working environment?
- ✓ Have staff participated widely in any environmental management issues at the airport(e.g. reduction in paper, water and energy usage)
- ✓ Describe any environmental training(topics and nature) workshops, seminars or campaigns offered in the past by your company
- ✓ Who has been trained among the staff?



IX. RESPONSE TO PUBLIC ENQUIRIES AND COMPLAINTS

- ✓ **Describe** any formal procedures or guidelines for enquiry(i.e. both internal and external
- ✓ Does your company have any procedure in place to handle enquiries on environmental information of public interest? If so, describe the procedure
- ✓ Are there any procedures or guidelines available to handle complaints received from the public? If so, describe briefly.
- ✓ Identify further concerns which should be investigated.

X. ACTION PLAN TO ADDRESS AUDIT FINDINGS

The expert should pay particular attention to identifying and recommending measures or practices for avoiding minimizing or managing negative impacts of the airport operations and enhancing potential environmental and social-economic benefits. Any potential measures or practices identified by the EA Expert should be brought to the attention of Rwanda Civil Aviation Authority for possible inclusion in daily management practices.

In particular, after the completion of the on-site audit assignments the auditors will prepare a summary of the audit findings detailing concerns, compliance, risk, remedial-options etc. The EA Expert should the costs of implementing this plan, including all capital, operating and training costs.

4. PUBLIC CONSULTATION

Rwanda Civil Aviation is obliged to ensure that all concerned public and private stakeholders in the Airport operations have adequate input during the EA study. The EA Expert should therefore undertake comprehensive consultation with the local community, relevant lead agencies such as MININFRA, REG, WASAC, REMA, RRA, Kigali City, Directorate of Migration and Immigration, in addition to any relevant stakeholders identified when conducting the study.

5. CONTENT OF THE EA REPORT

The audit report should be dated and signed by the lead auditor and key team members. The audit report should contain the audit findings with reference to supporting evidence. Subject to agreement between the lead auditor and the client, the audit report may include the following:

The identification of the organization audited or the client. The agreed objectives, scope and plan of the audit.

- I. The agreed criteria including a list of reference documents against which the audit is conducted.
- II. The period covered by the audit and the date(s) the audit was conducted.
- III. The identification of the auditee s representatives who participated in the audit.
- IV. The names and responsibilities of each audit team member.
- V. Statement on the confidential nature of the contents if applicable.



- VI. The distribution list for the audit report.
- VII. A summary of the audit process including any obstacles encountered.
- VIII. Audit conclusions such as: Conformance to the audit criteria; whether the system is properly implemented and maintained; and whether the internal management review process is able to ensure the continuing suitability and effectiveness of the operations.
- IX. Prioritized recommendations which should include: Estimation of cost; Resources; Requirements and optimum time for introduction; monitoring of implementation and next review dates.
- The audit report should
- High light both the positive and the negative
 - Identify inefficiencies with in current practice
 - Be clear and concise
 - Minimize subjective statements
 - Specify obvious deficiencies and indicate priorities for improvement
 - Suggest the potential cost effective improvements
 - Seek agreement with site management
 - Bear in mind potential user of the report

6. REPORTING REQUIREMENTS

The draft report should be presented to the Rwanda Civil Aviation Authority and various points should be thoroughly discussed before submitting the final copy to REMA. The management should put forward their views. The participation of the management and their acceptance of various observations and recommendations make the task of implementation meaningful.

The EA Experts should submit a final EA report including Action Plan to address Auditing Findings to Rwanda Civil Aviation Authority. Who after reviewing appending an EA Report Addendum to it, if necessary will submit three hard copies and one soft copy of the final draft report to REMA.

The EA Expert and developer should be available for discussions about the EA report with REMA and participate in any public hearing that may be organized by the expert or the Authority.

7. EA TEAM MEMBERS

EA expert should be recognized, registered and authorized by REMA in order to undertake this assignment or any other authorized body

8. QUALIFICATIONS and EXPERIENCE

- Master of Science in Environmental science and Technology
- A minimum of eight (8) years of experience in the field of Environmental Impact assessments
- A minimum of 10 assignments in Environmental social Impact assessments (ESIA)



In order to assess the capacity to perform, shortlisted consultants will be subjected to an oral interview so that the best consultant can be assessed and selected for contract award.

9. CONTRACT DURATION

The contract Period shall be 60 days from the date of contract signature.

10. HOW TO APPLY

Interested candidates should physically submit their CVs (duly signed), certificates/proof of previous work done, academic credentials not later than 15th March 2017 at 10:00 am local time to the following address:

Attention: The Director General
Kigali International Airport
PO Box: 1122 KIGALI
Tel: +250 252 585845
Fax: +250 252 582609

For enquires only, the interested consultants may obtain clarifications if needed from:

Email: info@caa.gov.rw; rcaa.procurement@caa.gov.rw and copy to
wbyakutaaga@caa.gov.rw, erwamucyo@caa.gov.rw, egacinya@caa.gov.rw

Note: Submission via email on the above address are not permitted.

Individual candidates will be shortlisted in accordance with the procedures set by law N°05/2013 of 13/02/2013 modifying and completing the Law n°12/2007 of 27/03/2007 on Public Procurement in Rwanda.

Silas Udahemuka
Director General
Rwanda Civil Aviation Authority