

**Terms of reference (ToRs) for the procurement of services below the EU threshold**



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<b>Preparation of a new Africa-wide Standard for Baobab Fruit Powder for the Codex Alimentarius Committee</b>	<b>Project number/ cost centre: 19.4938.7-001.00</b>
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## **0. List of abbreviations**

ABA	African Baobab Alliance
BMZ	Bundesministerium für Wirtschaftliche Zusammenarbeit und Entwicklung <i>Federal Ministry for Economic Cooperation and Development</i>
CV	Curriculum Vitae
DC	Development Cooperation
EU	European Union
GIZ	Deutsche Gesellschaft für Internationale Zusammenarbeit German Technical Cooperation
GmbH	Gesellschaft mit beschränkter Haftung Limited Company
PTB	Physikalisch Technische Bundesanstalt <i>National Metrology Institute of Germany</i>
ToR	Terms of Reference
US/USA	United States of America

## 1. Context

### Brief information on the project

The Alliance for Product Quality in Africa (AfPQ) is a multi-actor- partnership of stakeholders of the European and African private sector, quality infrastructure and development cooperation (DC). It seeks to improve the quality of products from African partner countries, so that they comply with the demands of international buyers. That way, exports can be increased, and value chains expanded, facilitating economic growth and job creation. On behalf of the German Federal Ministry for Economic Cooperation and Development (*Bundesministerium für wirtschaftliche Zusammenarbeit und Entwicklung*, BMZ), the Alliance is implemented jointly by GIZ and the National Metrology Institute of Germany (*Physikalisch-Technische Bundesanstalt*, PTB). The GIZ module is a global project financed by the BMZ Special Initiative "Decent Work for a Just Transition".

The AfPQ supports producing and processing companies, and company associations in its African partner countries in obtaining proof of compliance with international standards and supports the development of standards. These countries are: Egypt, Ethiopia, Rwanda, Ghana, Senegal, Côte d'Ivoire, Morocco, Tunisia.

Baobab Fruit Powder is the mechanically extracted naturally dry fruit pulp of the species *Adansonia digitata* L. Over the last years, Baobab Fruit Powder has seen an increase in production in many African countries; the powder is widely consumed in drinks, as an additive to cereals, or in dairy products, just to mention a few. And Baobab Fruit Powder was exported from Africa to be used in food products in the rest of the world. Whilst Europe and the United States of America have adopted standards for the product to allow importation of the product in these countries, countries within Africa have not yet adopted any standard to regulate the production or quality of Baobab Fruit Powder. The product has therefore seen severe variations in quality, adulteration, and toxicological effects have been recorded due to unsatisfying harvesting and handling procedures.

The African Baobab Alliance (ABA) is a network of producing companies throughout Africa and beyond; its members have identified the need to install standards for Baobab Fruit Powder as minimum requirements for production and trade. ABA is in contact with other GIZ Projects and has a track record with regards to cooperation projects with GIZ. It is in this context that the ABA requested specifically the AfPQ to support the development of an Africa-wide standard for Baobab Fruit Powder to be submitted to the Codex Alimentarius Committee. The powder is produced and marketed at national, regional, and international level. The non-African ABA - members, who trade and process the product into value-added consumer goods at international level, expressed their interest to have this common standard to widen the scope for sourcing from Africa. The common standard shall thus make the product acceptable at both national, regional, and international market level.

The AfPQ therefore seeks to contract a qualified consultant to compile all relevant information for the development of an Africa-wide standard for Baobab fruit powder for submission to the Codex Alimentarius Committee. The results shall form the basis for common production requirements and marketing purposes and shall meet the requirements set out of the [Format for Codex Commodity Standards](#). The Codex Alimentarius Standard shall serve as a common basis for all Baobab Fruit Powder producing and trading companies in the member states with the aim of protecting consumer health, and to serve as a solution to trade barriers within Africa and beyond.

## 2. Tasks to be performed by the contractor

The contractor reports to AfPQ contact person and is responsible for providing the following services:

### A) Desk-research and interviews, field work

Consultation of the African Baobab Alliance Secretariate to further establish the focus of the work and be informed about the context, existing information, ABA members to consult, gaps identification and Africa-wide developments in relation to the production of Baobab Fruit Powder.

Carry out literature research and compilation of relevant scientific studies, research results and specialist articles on Baobab fruit powder and processing methods. This shall specifically include the compilation of nutritional profiles from different sources, toxicological data, epidemiological studies, and other relevant risk-related information to demonstrate variations of available data within the African continent. Data on Baobab Fruit Powder from other species than *Adansonia digitata* **shall not be included** in the study.

1. Conduct interviews with at least five experts and professionals with experience in production of Baobab Fruit Powder; with five experts in the field of general food safety, food technology, nutritional sciences and other relevant disciplines to gather insights and perspectives. The list of experts to be consulted shall be established together with the ABA, AfPQ and experts, who worked on the preparation of Baobab Fruit Powder standards for the EU and US markets.
2. Collect data on existing national and internationally recognized standards and regulatory requirements related to similar foods or food categories, especially regulations in the EU and the USA as benchmarks for standards development within Africa.
3. *Review the existing draft standard for Baobab Fruit Powder available at the ABA secretariate and prepare a short gap analysis to identify key outstanding information gaps.*
4. Compile information on type and consumption of Baobab products within the ABA member states and analyze consumer preferences, dietary habits, food cultures and food allergies in different regions of Africa to better understand consumer needs as a basis for the requirements for the production of Baobab Fruit Powder in Africa.
5. Evaluate technological requirements, developments, and innovations in Baobab Fruit Powder production, with a specific focus on food hygiene and safety during processing and packaging, to determine how these can be integrated into the standards.
6. Together with the ABA secretariate, identify at least six Baobab Fruit Powder producing ABA members (two from West, East, and Southern Africa respectively - *Ghana, Senegal, Kenya, Tanzania*). Physically visit their premises and assess the fruit collection and Baobab Fruit Powder production processes to develop an overview of the existing practice as part of the gap analysis and as a basis for the standard development.
7. Interview six other Baobab Fruit Powder producers in the ABA from countries not visited to identify their practices and experiences related to food safety and quality as part of the gap analysis.

8. Assess the political and legal framework in the participating countries and regions to identify potential obstacles or challenges in the implementation of the standards.

**B) Collection and analysis of Baobab Fruit Powder samples**

1. Collect Baobab Fruit Powder samples from 6 ABA members in West, East and Southern Africa for analysis at a laboratory. Samples can be either sent to the consultant for analysis by the respective ABA members or be collected physically from the place of production during company visits.
2. Identify a suitable accredited laboratory together with the ABA secretariate to carry out all relevant food safety tests and nutritional analysis on Baobab Fruit Powder samples received from the ABA members.
3. Consult the laboratory for the following tests:

Nutritional profile:

- Energy
- Protein
- Fat
- Carbohydrate
- Sugars
- Total dietary fiber
- Soluble fiber
- Insoluble fiber

Micronutrients

- Calcium
- Magnesium
- Potassium
- Vitamin C
- Antioxidants (Hydrophilic ORAC)

Microbiology

- Total aerobic plate count
  - Enterobacteria
  - Salmonella
  - Escherichia coli
  - Staphylococcus aureus
  - Yeast/Mould
4. Constitute a panel of not less than 5 and not more than 8 food industry professionals to undertake organoleptic comparison of the samples, comparing and describing the following parameters:
    - Colour
    - Flavour (sweet/sour, bland/sharp etc)
    - Odor/scent

**C) Preparation of draft standard and presentation of best practice, reporting**

5. Interact, where necessary, with the Codex Alimentarius committees to ensure that the information and recommendations collected are appropriately considered and incorporated into the development of the standards.
6. Preparation of reports and presentations to present the collected information, analysis and recommendations to the involved stakeholders and the Codex Alimentarius committees.
7. Present results to the ABA secretariat in workshops, expert meetings or consultations to obtain feedback and input from relevant stakeholders.
8. Submission of the final information needed for the quality standard to the Codex Alimentarius commission.
9. As a result of the consultancy work: Preparation of a set of best practice guidelines for baobab powder to be adopted by ABA members.
10. Brief final report after finishing all activities on the implementation status of the project (5 pages)

The contractor provides equipment and supplies (consumables) and assumes the associated operating and administrative costs.

**Period of assignment:** from 20 July 2024 to 20 December 2024

<b>Milestones/partial works</b>	<b>Deadline/location/responsibility</b>	<b>Deliverable</b>
Consultations with all companies and ABA secretariate has been carried out, company visits have taken place, samples collected, and assessment results are compiled in a single document.	6 weeks after beginning of contract. Consultant	Report
Laboratory results are available	Twelve weeks after beginning of contract, Consultant	Lab reports
Compiled information was presented to ABA as a new standard for Baobab Fruit Powder	16 weeks after beginning of contract. Consultant	Confirmation of receipt of documentation from ABA

All information relevant for the Codex Alimentarius Standard are available and have been submitted to the Codex Alimentarius Committee	20 weeks after beginning of contract. Consultant	Confirmation of receipt from Codex Alimentarius Committee
Final report prepared	24 weeks after beginning of contract. Consultant	Report available at GIZ

### 3. Concept

In the tender, the tenderer is required to show *how* the objectives defined in Chapter 2 (Tasks to be performed) are to be achieved, if applicable under consideration of further method-related requirements (technical-methodological concept).

*Note: The numbers in parentheses correspond to the lines of the file “**technical assessment grid**”. It is recommended to follow the same numbering in the bidding document.*

#### Technical-methodological concept

**Strategy (1.1):** The tenderer is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1 Context) (1.1.1). Following this, the tenderer presents and justifies the explicit strategy with which it intends to provide the services for which it is responsible (see Chapter 2 Tasks to be performed) (1.1.2).

#### Cooperation (1.2.)

The tenderer is required to present the actors relevant for the services for which it is responsible and describe the **cooperation (1.2.1)** with them.

(1.2.2 – not applicable)

#### Steering Structure (1.3.)

The tenderer is required to present and explain its approach to **steering** the measures with the project partners (1.3.1).

(1.3.2 not applicable).

#### Processes (1.4.):

The tenderer is required to describe the most important key steps and **processes** for the services for which it is responsible and provide an **operational plan** or schedule (1.4.1) that describes how the services according to Chapter 2 (Tasks to be performed by the contractor) are to be provided. In particular, the tenderer is required to describe the necessary work steps and, if applicable, take account of **contributions** of other actors (ABA, Baobab Fruit Powder producers, laboratories, organoleptic panel) in accordance with Chapter 2 (Tasks to be performed) (1.4.2).

Learning and innovation (1.5):

(1.5.1 - not applicable).

(1.5.2 - not applicable).

Project management of the contractor (1.6):

(1.6.1 - not applicable)

(1.6.2 – not applicable)

(1.6.3 – not applicable)

Further Requirements (1.7):

(1.7 - not applicable)

#### **4. Personnel**

GIZ is looking for a qualified expert with the following qualification and experience.

##### Qualifications of key expert 1

- Education/training (2.2.1): BSc. In Food Science, Food Process Engineering or similar field of training
- Language (2.2.2): C1 -level language proficiency in English
- General professional experience (2.2.3): 10 years experience in the food industry as a quality manager, quality control supervisor. Inspector or similar
- Specific professional experience (2.2.4): 7 years experience in quality control management, standards application and development, food industry supervision
- Leadership/management experience (2.2.5): not applicable
- Regional experience (2.2.6): 10 years experience in African countries
- Development Cooperation (DC) experience (2.2.7): not applicable
- Other (2.2.8): demonstrable experience with development of standards, especially development of Codex Alimentarius standards, experience with Baobab Fruit Powder production and processing.

#### **5. Costing Requirements**

##### **Sustainability aspects for travel**

GIZ would like to reduce greenhouse gas emissions (CO<sub>2</sub> emissions) caused by travel. When preparing your tender, please incorporate options for reducing emissions, such as selecting the lowest-emission booking class (economy) and using means of transport, airlines and flight routes with a higher CO<sub>2</sub> efficiency. For short distances, travel by train (second class) or e-mobility should be the preferred option.

If they cannot be avoided, CO<sub>2</sub> emissions caused by air travel should be offset. GIZ specifies a budget for this, through which the carbon offsets can be settled against evidence.



There are many different providers in the market for emissions certificates, and they have different climate impact ambitions. The [Development and Climate Alliance \(German only\)](#) has published a [list of standards \(German only\)](#). GIZ recommends using the standards specified there.

### Specification of inputs

Fee days	Number of experts	Number of days per expert	Total	Comments
Designation of TL/key expert/short-term expert pool	1	35	35	Includes both, work at home desk and in the field
Travel expenses	Quantity	Number per expert	Total	Comments
Per-diem allowance in country of assignment	15	1	15	Includes days during travel. Desk work at home base is not included
Overnight allowance in country of assignment	15	1	15	As above
Transport	Quantity	Number per expert	Total	Comments
International flights	6	1	6	Travel to the place of service delivery from South Africa to Kenya, Tanzania, Ghana, Senegal
<b>FIXED BUDGET</b> CO <sub>2</sub> compensation for air travel <i>Link to <a href="#">working aid and table for determining the budget and Guidance for GIZ service providers on avoiding, reducing and offsetting GHG emissions on setting the budget.</a></i>	6 flights	1200 ZAR/flight	7200 ZAR	A fixed budget of ZAR 7200 is earmarked for settling carbon offsets against evidence.
<b>FIXED BUDGET</b> Travel expenses for further costs, fixed budget (against evidence)	1	10000 ZAR	10000 ZAR	A fixed budget of ZAR 10.000 is earmarked for settling expenses against evidence.  These include Visa cost, transport in South Africa and countries of destination, other

				travel related expenses, all against evidence
<b>Other costs</b>	<b>Number</b>	<b>Price</b>	<b>Total</b>	<b>Comments</b>
<b>Analysis of lab samples</b>	<b>6</b>			
<b>Consultation of organoleptic panel (btw. 5 and 8 persons)</b>	<b>8</b>			

There is a fixed budget for local transportation and other travel related expenses: ZAR 10.000.

The costs for travels between Lesotho, South Africa and eSwatini are reimbursed in accordance with the **regulations of the GIZ country office in South Africa on submission of documentary proof** (the cost of flights and other forms of transport).

**Accommodation in South Africa** – up to R1 500.00 per night (against provision of evidence)

**Per diem in Gauteng and Cape Town** – R380.00 per day

**Per diem in other RSA destinations** – R340.00 per day

All business travel must be agreed in advance by the officer responsible for the project in writing. Travel expenses must be kept as low as possible and will be invoiced against provision of evidence.

**For travels outside of South Africa, the following per diems and accommodation costs apply:**

<b>Country</b>	<b>Per Diem rate (in ZAR)</b>	<b>Maximum accommodation rate up to (against evidence, in ZAR)</b>	<b>Or: Lump sum allowance for accommodation per night</b>
<b>Kenya</b>	1.024	6.626	2.209
<b>Tanzania</b>	884	2.952	984
<b>Ghana</b>	924	4.458	1.486
<b>Senegal</b>	843	5.723	1.908

Please note that fixed budgets are not considered in the final financial evaluation assessment. Please do not change, delete or deviate from the fixed budgets that are already prefilled in the price schedule.

## 6. Inputs of GIZ or other actors

GIZ and/or other actors are expected to make the following available:

- ABA will make available literature and other related information in its possession needed for the review of existing standards and the preparation of the new standard;
- ABA will provide contact details of the members in the respective countries.

## 7. Requirements on the format of the tender

The structure of the tender must correspond to the structure of the ToR. The detailed structure of the concept (Chapter 3) should be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). The tender must be legible (font size 11 or larger) and clearly formulated. It must be drawn up in English.

The complete tender must not exceed 10 pages (excluding CVs). If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment. External content (e.g. links to websites) will also not be considered.

The CV of the personnel proposed in accordance with Chapter **Error! Reference source not found.** of the ToRs shall not exceed 4 pages. They must clearly show the position and job the proposed person held in the reference project and for how long.

Please calculate your financial tender based exactly on the parameters specified in Chapter 5 Quantitative requirements. The contractor is not contractually entitled to use up the days, trips, workshops or budgets in full. The number of days, trips and workshops and the budgets will be contractually agreed as maximum limits. The specifications for pricing are defined in the price schedule.

## 8. Outsourced processing of personal data

The performance of the contract may be associated with the processing of personal data by the contractor, who would alone define the nature of such data and how such processing would be carried out. In such cases, the contractor shall act as an independent DATA CONTROLLER and must alone comply with ALL applicable data protection obligations, including regional and local laws. The contractor must process personal data only when a given goal cannot be reasonably attained without such data. The data protection principles such as lawfulness, data minimization, accuracy, purpose limitation, storage limitation, transparency, integrity and confidentiality, and accountability, as well as the numerous rights of the data subject must be paid due attention. The GIZ is NOT in any way responsible for such processing.

## 9. Annexes

- *Not applicable*