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TERMS OF REFERENCES

FOR PROVISION OF SERVICES

Aflatoxin Management and Controls in Nuts, herbs and spices

Project Title: Kenya Mark up- Market Access Upgrade Programme

Unido Project ID: 170183

1 General Background Information

The EU in partnership with the EAC has launched the Market Access Upgrade Programme (MARKUP) to support member countries improve market access of agro-food products to the EU and regional markets. The MARKUP is structured around two intervention levels: the EAC Window and the Partner States Window with country specific projects. UNIDO is the implementation partner for the Kenya-Partner States Window.

The main purpose of this project is to contribute to the economic development of the Kenya by increasing the value of both extra and intra-regional agricultural exports in selected horticulture sub sectors; (snow peas and peas, mangoes, passion fruit, chilies, herbs and spices, nuts). Recent studies have analysed the reasons for low productivity and competitiveness in these value chains such as the need of specialized extension services and a diffuse lack of knowledge on appropriate good agricultural practices. These value chains for exports are also lacking compliance with market requirements and standards. National quality infrastructure has an advanced Quality Infrastructure; however, some conformity assessment services are not yet fully recognized by the targeted international markets.

This project addresses these challenges through an intervention, which aims to:

- improving the institutional and regulatory framework for better conformity assessment services in Kenya's horticultural sector;
- increasing revenue and MARKUP for Kenya's smallholder producers and enterprises in export-oriented horticulture sectors.

The current project builds upon the success of the SMAP project to further strengthen the market potential of high value horticulture. MARKUP focuses on the horticulture sector and in particular, UNIDO's

component addresses the challenges in the following value chains snow peas and peas, mango, passion fruit, chilies, herbs and spices and nuts in different counties listed below.

Tab1. List of products and selected counties

Subsector	Value Chain	County Selected
Fruits	Mango	Makueni; Machakos; Kwale; Embu
	Passion Fruit	Uasin Gishu; Bungoma; Trans Nzoia, Nandi
Vegetables	French Beans	Trans Nzoia; Bungoma; Taita; Taveta; Machakos
	Snow Peas	Trans Nzoia; Nyahururu
Herbs & Spices	Export Oriented herbs e.g. Basils, Coriander, Dill, Sage, Mint, etc	Kajiado; Nakuru
	Chillies	Busia; Siaya
Nuts	Macadamia	Embu; Kirinyaga
	Groundnuts	Busia; Siaya; Homabay

The Crops Act, 2013, provides for the growth and development of the crops and for connected purposes. It mandates the Agriculture and Food Authority (AFA) to establish and enforce standards in grading, sampling and inspection, tests and analysis, specifications, units of measurement, code of practice and packaging, preservation, conservation and transportation of crops to ensure health and proper trading. It also mandates AFA to ensure secure domestic food supply for the country.

Although AFA has developed regulations pertaining to cereals and pulses, the main challenge is in enforcement of these regulations along the agricultural and food value chains. There are currently no mechanisms for effective regulation of the subsector. It is necessary to revise the current regulatory frameworks for the subsector to provide for self-regulation and co-regulation mechanisms to augment current food controls and approval procedures. Self-regulatory tools should be developed to aid in mainstreaming and implementing official food controls along the food value chain. In addition, implementation of food controls in the cereals and pulses subsector is should be enhanced through inter-sectoral collaboration in food control.

2 Objective of the Project

The overall objective is to contribute to the production of quality and compliant produce in line with market requirements under the MARKUP project to enhance Kenyan exports and increase market access. The purpose of this assignment is to develop food safety controls in nuts, herbs and spices targeting aflatoxins for Consumer Protection and Safe Trade.

The specific objectives are:

- To enhance technical capabilities of AFA and other relevant agencies to develop mechanisms of control and reduction of aflatoxins in nuts, herbs and spices.
- To create awareness on the risks of aflatoxins in nuts, herbs and spices, affecting food safety and trade.

3 The Scope of Services

The expected work under this service contract consists of:

- Establish current practices in handling and post handling management that contribute to aflatoxin contamination
- Drafting roadmap for aflatoxins management and control
- Organise a 2 days round table to validate roadmap
- Develop training guidelines for aflatoxins management
- Organise a three day workshop to develop the framework for the implementation and enforcement of the aflatoxins control plans.

4 Duration

The assignment should be completed within 4 months of contract signature including contingency plans on logistics and or deployment of staff.

5 Description of tasks and deliverables

The suppliers will be responsible to implement the following tasks:

Task 1. Inception phase

During the inception phase the supplier will review existing documents/reports, regulations and standards in the area of aflatoxins. In particular will focus on status of aflatoxins contamination in nuts, herbs and spices in Kenya. The supplier will carry out interview to relevant stakeholders to review the current state of affairs in this area, regulatory framework, actors involved and to review the scope of existing initiatives.

The inception report will include methodology, proposed field visit and work plan of activities. The report will describe how this initiative can/will create a catalytic effect to develop food safety controls in nuts, herbs and spices targeting aflatoxins for Consumer Protection and Safe Trade. The report will also provide an overview of other initiatives related to Aflatoxins in Kenya (e.g donor funder projects)

Deliverable: inception report

Task 2. Conduct up to seven consultative county meetings to draft the roadmap for aflatoxin management and control

Under the guidance of the Mark Up Team and AFA organise up to seven consultative meetings at county level to identify critical points along the supply chain where the risk of aflatoxins contamination is higher (with particular focus on product indicated in tab1). Discuss and review mitigation measures based on best international practices. Identify on going and upcoming technical assistance programmes targeting similar issues and propose synergies to scale up the intervention.

Deliverables: Draft roadmap for enforcement of aflatoxin management and control which shall include:

- Critical contamination points along the value chain identified
- Draft mitigation measures identified
- Donor and implementing projects mapped
- Scale up measures proposed

Task 3 Round table

Conduct and facilitate a two-days Round-Table Forum for key stakeholders to present the findings, and recommendations, and validate the draft roadmap for aflatoxin management in Kenya.

Deliverable: Roadmap validated by key stakeholders (eg. AFA, private sector associations; HCD and other relevant stakeholders).

Task 4 Develop a training guidelines for aflatoxin management across the entire value chain.

The training guidelines should include: learning objectives; suggested training methodologies; description of the training modules; target groups; suggested training providers; expected learning outcomes. The training guide will be used to develop a comprehensive training manual, which is not part of this service contract.

Deliverable: Draft Training guidelines

Task 5- Three-days workshop to develop the framework for the implementation and enforcement of the aflatoxins control plan and strategies

Work in close coordination with the Mark Up team and AFA, to conduct and facilitate a three-days' workshop to develop the framework for the implementation and enforcement of the aflatoxins control plans and strategies. In occasion of this three-day workshop the training guidelines should be validated.

Deliverables:

- Framework for implementation and enforcement mechanisms for aflatoxins control
- Training guidelines validated

Task 6- Develop key messages for communication activities.

The suppliers will develop, in consultation with MARKUP stakeholders' communication officers, simple and easy to understand key communication messages (in relation to aflatoxins control plans). These key communication message will be used in communication activities (press, social media) by MARKUP stakeholders. Different key communication messages will be drafted to targeted consumers, producers and institutions.

Deliverable:

- Key messages for consumer awareness developed and agreed by MARKUP Stakeholders

Task 7-Final report

Final report must include the following:

- An executive summary and methodology
- Status of Aflatoxin management and control in the country
- Roadmap for enforcement of aflatoxin management and control in nuts, herbs and spices
- Framework for implementation and enforcement mechanism
- Training guidelines
- Key communication messages

Deliverables:

- Final report

6 General requirements

6.1 Key qualification of the Service providers

The supplier should comply with the following selection criteria

- Having successfully realised at least 3 food safety projects in agro-food sector in the past 5 years
- Demonstrated good understanding of nuts, herbs and spices sectors in Kenya
- Having realised at least 3 donor funded projects in Kenya in the past 5 years

6.2 Personnel in the Field

The suppliers will propose a team of experts covering all of the requirements listed below. One of the experts should be acting as Team leader and coordinating the work of the experts.

Education for team leader:

- Advanced university degree in Agriculture, food technology or food safety or related field

Field of expertise for team leader:

- At least 3 experiences as team leader or project manager in donor funded food safety projects
- Experience in the theory of change will be considered an asset
- At least 7 years wide and proven experience in food controls, including food and agriculture standards and conformity assessment systems
- Knowledge and experience of aflatoxin management principles and practices.
- Understanding and Knowledge of the Kenyan 2010 constitutional implications of devolution, Agriculture Policies and AFA regulatory frameworks.
- Experience with Kenyan nuts, and herbs and spices value chain.
- High-end analytical and training skills.

The supplier in addition to the team leader will propose a team of experts and will highlight roles and responsibilities of the team. The supplier will be evaluated on the basis of how they will organise team roles and responsibilities and resources. The supplier will include in the methodology a RACIQ - responsibility allocation matrix.

Minimum field of expertise for the rest of the team:

- Experience working with government and development agencies including the United Nations agencies in Kenya or similar countries in the region.
- Knowledge of the international development agenda and strategic issues on climate change, gender parity and sustainable livelihoods
- Proven communication and drafting skills, both written and verbal.
- Excellent team player with the ability to work under pressure and meet strict deadlines
- Computer literate with experience in the usage of computers and office software packages (MS Word, Excel, etc.).

6.3 Language requirements

The working language for the supplier's proposed personnel will be English and Swahili

6.4 Deliverables and time frame

This Section contain a general schedule of activities to be undertaken by the supplier and the deadlines for submission of deliverables

Inception report	+15 days after contract signature
Field visits completed	+30 days after contract signature
Draft Roadmap for enforcement of aflatoxin management and control	+40 days after contract signature
2 days workshop to validate draft roadmap	+50 days after contract signature
Training guidelines drafted	+60 days after contract signature
3-days workshop Validation workshop	+70 days after contract signature
Final report including key communication messages	+80 days after contract signature

7 Submission of the proposal

There is no standard format for this request for quotation. Interested suppliers shall submit:

- Technical proposal and timeline, explaining the approach and the organization of the resources.
- Financial proposal indicating break down of activities/ tasks, the total amount per each task and the lump sum amount for the total deliverables.
- Curriculum vitae of the team involved and a table showing complementarities between team members.
- Provide a list of at least 3 completed relevant projects (i.e. location, type, impact, etc.).
- A list of at least 3 client references.