

**Project Promoting the Agribusiness Value Chain for Exportation in  
Sao Tome and Principe**

**Terms of Reference**

**Hiring of a Service provider to provide  
Coffee Quality Testing and Tasting Training**

UNDP is recruiting a company with considerable experience in coffee quality testing and coffee tasting training in São Tomé and Príncipe.

**1**

**Context**

STP has achieved remarkable progress in terms of human development, especially driven by public investments in health and education. However, its economy exhibits the criticalities and dependencies typical of a Small Island Developing State (SIDS), which underlie its limited capacity to generate business opportunities and create sufficient productive jobs. As a result, STP's economic growth has not been inclusive, with women and youth often left behind. The arrival of COVID-19 has further exacerbated this context of poverty and inequality.

The development of STP's economic potential as a small market is dependent on access to foreign markets and investors - both regional and global, in order to be able to expand its market frontiers, and on effectively strengthening the country's current limited competitiveness. It is also in this context that STP recently ratified and began implementation of the African Continental Free Trade Area (AfCFTA), aiming to accelerate its integration process with the African continent.

Agriculture, largely unexploited, is one of the most promising sectors for generating business (especially for SMEs) and decent employment opportunities (especially for women) for a more balanced and inclusive growth path. However, limited investment, weak know-how and a discouraging business environment are undermining the growth potential of this sector.

The main agricultural products that will serve as the basis for the agribusiness value chains supported by the project are cocoa (for chocolate and related products), coffee, fruits (for marmalade, nuts, liqueurs), plants (for tea, essential oils and cosmetic uses), coconut, palm products, breadfruit, banana, cassava, sweet potato, pepper, vanilla and brandies. Other agricultural products may be identified at a later stage. In this context, the project aims to create the conditions to generate meaningful employment and income generation opportunities, especially among women and youth, during this phase of post-covid recovery. The project is also



expected to contribute indirectly to a number of social protection and social cohesion issues that are central to UNDP's work in STP.

Three of the twenty-three SMEs benefited by the project Promotion of the Agribusiness Value Chain in São Tomé and Príncipe, namely FIRMA EFRAIM, CECAFEB and HBD, intend to export quality coffee to the international market (with emphasis on Europe), taking advantage of what they consider to be its unique origin, high quality and special taste. These characteristics, according to the entrepreneurs, may allow their products to be classified as "special coffees", enjoying high prices in the market, between 16 and 30 euros / kg.

The status of "specialty coffee" must be obtained and awarded by professional cuppers, through specific tests known as a cupping evaluation. These tests are carried out under the SCAA protocol (Specialty Coffee Association of America), which provides an organoleptic report with a score. According to the SCAA protocol, a coffee can only be defined as "special" if it scores 80 points or more out of 100 (maximum score).

## 2

### Objectives

The Terms of Reference are intended to identify a service provider to:

- a) Tasting tests of five (5) lots (different varieties) of coffee from São Tomé and Príncipe;
- b) the organisation and delivery of a 'coffee taster and quality control' training that will empower staff in STP coffee companies to improve their skills and contribute to the delivery of higher quality standards, maximising export opportunities.

## 3

### Scope of Work

The selected service provider will be responsible for:

- a) Conducting tasting tests, according to the SCAA protocol, for five varieties of coffee from STP, as well as providing results in terms of the rate achieved (following the SCAA scale) and a possible price range on the export market (estimate based on a benchmarking exercise);
- b) Organise and conduct basic training in STP for "taste and quality control" to enable local staff of the selected coffee companies to improve the quality and uniqueness of their products, making them more attractive to possible importers (for 2 companies CECAFEB and HBD).

4

**Deliverables and Payment Conditions**

Target Group	Deliveries / Services	% of Payment
3 empresas	Mission plan to be delivered no later than one week after signing the contract/detailed training plan (hours per day);	20%
	Conduct tasting tests, according to the SCAA protocol, for five varieties of coffee from STP, and provide results in terms of the rate achieved (following the SCAA scale) and a possible price range in the export market (estimate based on a benchmarking exercise);	40%
	Organize and conduct a basic training on STP for "taste and quality control" in order to enable local staff of the selected coffee companies to improve the quality and uniqueness of their products, making them more attractive to possible importers (for 2 companies CECAFEB and HBD)  - Final report to be delivered after one week before the end of the consultancy.	40%

**Fees and Expenses**

The service provider needs to provide a quote for the coffee tasting test, in addition to the overall fee (consultancy fee + accommodation+ Travel) for an expert to carry out the training in São Tomé and Príncipe.

5

**Duration and Timetable**

The duration of the consultancy will be a maximum of 3 months from the time the contract is signed.

6

**Evaluation Criteria**



The contract will be awarded on the basis of the quality of the technical offer (70%) and the amount of the financial offer (30%). Points for the technical offer will be awarded as follows:

Evaluation Criteria	Maximum Score
Demonstrated ability to lead the process of coffee testing and tasting training for international market positioning and compliance with the Special Coffee Association of America (SCAA) protocol	15
Over 5 years of specific testing, export experience in the coffee industry, specifically of conducting tests for both Arabica and Robusta varieties Ability to offer additional services beyond "cup testing" such as training (especially for roasting)	15
Over 3 years specific export experience in African countries and islands - Marketing and Positioning knowledge acquired in the coffee markets Provide a potential "price positioning" in the market according to the test results	10
Quality of the technical proposal and compliance with all details of point 3 of the ToR	15
I send at least 3 examples of work already done with companies in this field and in the market research activity (references with other tests)	5
Ability to communicate in Portuguese and/or English and French	10
<b>Total</b>	<b>70</b>

## 7

### Submission of the Proposal

The technical proposal (marked "125689\_Qualidade&Degustacao\_Proposta Tecnica") and the financial proposal (marked "125689\_Qualidade&Degustacao\_Proposta Financeira") must be submitted to the following e-mail address: bidsSTP@undp.org, within 10 days of the date of launching this tender, no later than 11:59 pm New York time. Additional information and clarifications may be requested, up to 5 days after the date of launching of the present tender, until 5:00 p.m. São Tomé e Príncipe time, through e-mail, to the e-mail address: procurement.st@undp.org.

The proposals will be evaluated after the deadline for submission, according to the criteria indicated in chapter 5 of this document, and may be submitted in English or Portuguese.

Proposals must contain the name and e-mail address of the contact person of the service provider, as well as all information necessary for the selection process (see chapter 5 of this document).

The proposal must include a provisional timeline with delivery deadlines, being the period of implementation of the tasks as developed in the terms of reference.

Data: 21/07/2022