RFQ 2200345049/MS
Annex A - Terms of Reference

Provision of Audit and GLOBALG.A.P. IFA v6 Certification Services of Fresh Fruits and Vegetable Producers in Mozambique

Background:

The SheTrades Commonwealth+ MTH Programme in Mozambique, funded by United Kingdom (UK) government through the British High Commission (BHC) Kigali and implemented by the International Trade Centre (ITC), aims to increase the participation of women in trade by engaging with women-led businesses, business support organizations, private sector partners and governments through a combination of market access opportunities, market-related skills trainings, institutional strengthening for SheTrades Hubs and other business support organisations, and gender-inclusive policy advocacy.

As part of the UK-funded MTH Programme in the financial year 2026-2027 (FY26-27), ITC is organizing interventions in Mozambique targeting women-led businesses in the fresh horticulture and processed agrifood (including coffee) sectors to increase the quality and volume of exports of these products from Mozambique to the UK. This women-focused market approach will help increase inclusive trade in Mozambique, as well as unlock untapped economic opportunities for women-led businesses to trade with the UK.

In view of this, SheTrades Commonwealth+ MTH Programme in Mozambique invites accredited GLOBALG.A.P. certification bodies to submit technical and financial proposals/quotations for the provision of **GLOBALG.A.P. Integrated Farm Assurance (IFA) v6 SMART certification audit services for 2 Option 1 Multisite without QMS** and **6 option 1 certification audit services** for selected horticulture companies/farms in Mozambique.

The selected companies are being supported to prepare for GLOBALG.A.P. certification and are expected to undergo their certification audits in **January 2026 in 8** farms**: (see Annex I below for more details) for 6 stand alone producers and 2 multisite without QMS producers in Mozambique .**

The purpose of this tender is to contract accredited certification body to conduct the required certification audits, assess conformity against the applicable GLOBALG.A.P. IFA v6 requirements, undertake follow-up of identified non-conformities, and issue certification decisions and certificates

Scope of Services

The Contractor shall:

- Plan the audits in consultation with the proproducer entities companies
- Conduct the relevant audits of each of the 8 producer entities companies according to GLOBALG.A.P. Integrated Farm Assurance (IFA) v6 (SMART), including follow-up audits as necessary.
- Provide detailed audit reports and recommendations in English and Portuguese.
- Issue certification to compliant companies.

Deliverables

The Contractor is required to provide the following:

- Audit plan and agenda for each company/farm, including proposed audit dates, duration and audit team.

- On-site certification audit for each of the 8 companies/farms.
- Audit findings/non-conformity reports for each entity
- Follow-up review and verification of corrective actions and closure of non-conformities.
- Final certification audit report for each entity
- Certification decision for each entity
- GLOBALG.A.P. certificate(s) for entitites that successfully meet the certification requirements.
- Any other documentation required under the applicable GLOBALG.A.P. certification rules.

Indicative Audit Schedule

The certification audits shall be planned to take place in **January 2026**. Certification bodies should indicate in their proposal:

- Earliest and latest available audit dates in January 2026
- number of audit days required per company
- Proposed audit team and auditor qualifications
- Expected timeline from completion of the audit to submission of the final audit report and certification decision; and
- Any requirements that the companies must fulfil before the audit can take place.

The final audit schedule will be agreed with the selected certification body and the eight participating companies.

Venue: The activities will take place on the farms. The producers are therefore expected to provide access to their farms for the audit activities.

Travel and accommodation: include travel, visa, insurance and accommodation costs in the quotations.

Translation services: Translation may be required if the certification body cannot provide auditors who speak Portuguese. Any additional costs for interpretation or translation would need to be reflected in the quotation, where applicable.

Duration of the Contract

The contract /purchase order is expected to commence in November 2026 and be completed by 28th February 2027, depending on company readiness and audit performance.

Submission of the quote

Vendors shall quote for all the required scope of work and the submission must include:

- ✓ Confirm your acceptance of the UN General Contract Conditions.
- ✓ A proven track record in GLOBALG.A.P. Integrated Farm Assurance (IFA) v6 audits and certification in the food processing sector, including the experience in the Africa
- ✓ CV(s) of the Auditor /interpreters (if applicable) and certification
- ✓ Proof of accreditation by a recognized Body to issue GLOBALG.A.P. Integrated Farm Assurance (IFA) v6 certificates.
- ✓ Work schedule
- ✓ All-inclusive quote without VAT.

Technical Evaluation

Vendors must meet the following mandatory technical criteria:

1) Acceptance of United Nations General Conditions of Contract.
2) The vendor must be accredited by a recognized body that is a member of the International Accreditation Forum (IAF). The accreditation should cover the scope of this certification and the food sector category.
3) The vendor must be approved/licensed by the GLOBALG.A.P. IFA V6 Foundation.
4) Auditors must have at least 3 years' experience in GLOBALG.A.P. IFA V6 audits and certification in the food processing sector.
5) Experience in conducting the same or similar audits in African countries
6) Services must be completed by end of February 2027
7) Auditor(s) must demonstrate fluency of Portuguese and English or access to qualified interpreters.

The offers received will be evaluated against the above criteria, all the above criteria have to be met to qualify for the financial evaluation .
Pass/Fail methodology will be used to evaluate each one of the minimum requirements detailed in paragraph.
Certification bodies should provide evidence of their relevant accreditation and scope with their submission.

The PO will be awarded to the vendor which submitted the lowest cost technically acceptable offer.

Payment terms

The execution of the tasks may not start before the PO is duly signed by both parties.

ITC will only make payment based on delivery of services to the satisfaction of ITC. ITC does not make advance payment, and ITC is exempted from paying VAT and any other form of taxes. As per ITC/UN standard terms of payment, payment is at 30 days following satisfactory delivery of the services and invoice receipt.

Annex I – Information about the entities to be audited

Applicant	Location	Products to be registered	Production area
Producer 1 (Option 1)	Manica	Fresh - Lychee	700 ha
Producer 2 (Option 1)	Chimoio	Fresh - Lychee	5 ha
Producer 3 (Option 1)	Maputo	Fresh Berries - Strawberries, blueberries and blackberries	500 ha
Producer 4 (Option 1)	Chimoio	Fresh & Dried - Mango, Lychee, Pineapple	42 ha mango 15 ha Lychee 3 ha Pineapple
Producer 5 (Option 1)	Manica	Fresh products – ginger; lychee.	10 ha
Producer 6 (Option 1)	Maputo - Namaacha Mafuiane	Fresh - Chili, cucumber	7.5 ha
Producer 7 (Option 1 multisite without QMS)	Sofala	Chilli	
i. Jean Habarurema			10 ha
ii. Joaquim Benjamim			3 ha
iii. Celso Lázaro			1.5 ha
iv. Zeca Victor Jofrisse Ginga			2 ha
Producer 8 (Option 1 multisite without QMS)	Manica	Fresh products – Chili / Bird's Eye Chili	
Mussambuzi			1 ha
Binga Mocambique			10 ha
Mussapa			1 ha

Mussambuzi			1 ha
SID Sementes			3 ha
Chateya			1 ha
Estevao Lucas Monani			1 ha
Antonio Dinis Inacio			1 ha
Johane Jose			1 ha
AgroNau			2 ha
Troy			1 ha
Samuel Guizada			1 ha