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1. BACKGROUND INFORMATION

In May 2023, CIHEAM Bari initiated planning for a three-year project, funded by the Italian Agency for Development Cooperation (AICS). The project, named 'Support agri-food coop network in Palestine (SANET),' aims to enhance the agricultural sector in Palestine, fostering resilience, job creation, and socio-economic development, with a particular emphasis on the inclusion of youth and women. SANET seeks to create an enabling economic and institutional environment, fostering sustained reforms, economic growth, poverty reduction, and improved social indicators. The action will work at four levels:

1) supporting the collaboration among farmers in cooperatives and associations with technical and capacity-building actions to increase production;

2) improving value chains productivity and inclusiveness;

3) promoting entrepreneurship and agribusiness with the goal of creating an appropriate and conducive environment for agri-business led by youth and women; and

4) reinforcing the role of MoA to effectively manage the value chains and collaboration among farmers' groups and stakeholders. The expected outputs of the project are:

- E.R.1: Farmers and Producers groups' organization and collaboration strengthened.
- E.R.2: Farmers and Producers groups have improved their skills for higher agricultural production, and better and more efficient agro-food value chain.
- E.R.3: Agri-food sector inclusiveness improved to provide access to women and youth.
- E.R.4: Ministry of Agriculture's capacity to plan sustainable management of agri-food value chains cooperation system is strengthened.
- E.R.5: Farmers, Producers, and youth can access to capital for scaling up.

1.1. Partner country

Palestine

1.2. Contracting authority

CIHEAM - Mediterranean Agronomic Institute of Bari

1.3. Country background

The agri-food sector in Palestine plays a vital role in supporting livelihoods, food security, and rural development. However, it faces several structural and contextual challenges that directly affect food safety, product quality, and compliance with national and international standards. Limited institutional capacity, fragmented value chains, and underinvestment in infrastructure have contributed to inconsistencies in hygiene practices and food safety management, particularly among small producers, cooperatives, and processing units.

Nationally, the Palestinian economy remains fragile and highly dependent on external aid, with persistent challenges such as movement restrictions, trade barriers, and limited access to resources, which affect both agricultural productivity and food system resilience. The informal nature of much of the food supply chain further complicates regulation and quality assurance. These conditions make it difficult for producers and processors to implement structured systems like HACCP or meet evolving consumer and export market requirements.

Globally, there is increasing pressure on food producers to adhere to international food safety and hygiene standards. Consumer awareness around food safety is rising, and access to regional and global markets is increasingly conditional on demonstrating compliance with structured food safety systems. The COVID-19 pandemic also exposed vulnerabilities in food systems, reinforcing the need for robust hygiene protocols and risk-based food safety planning.

Given this context, there is a growing need to strengthen the technical and managerial capacities of key actors in the Palestinian agri-food sector. This project directly responds to that need by delivering targeted training on HACCP principles, food safety laws, and hygiene practices. It aims to improve public health outcomes, enhance market access for local products, and build a foundation for more resilient, quality-driven food supply chains in Palestine.

1.4. Current situation in the sector

In Palestine, the growing demand for improved food quality and safety—both domestically and for export—has highlighted the need for enhanced compliance with food safety standards. However, many producers, processors, and cooperatives still lack the technical knowledge and institutional capacity to implement systems such as HACCP (Hazard Analysis and Critical Control Points) or maintain adequate hygiene practices. Coordination between regulatory authorities, such as the Palestine Standards Institution, and private sector actors is increasing, but gaps remain in awareness, training, and enforcement. As a result, building local capacity in food safety management and regulatory compliance is critical for improving public health, ensuring market access, and enhancing the overall resilience of the agri-food sector. Related programmes and other donor activities

2. OBJECTIVES & EXPECTED OUTPUTS

2.1. Overall Objectives

The purpose of this tender dossier is to solicit proposals from qualified consultancy or training institutions, hereafter referred to as “service providers,” for the organization and delivery of twelve (12) short training courses. Following an assessment of current challenges within the local agri-food sector, specific training needs have been identified among producers, processors, cooperatives, and associations operating along the food supply chain in the West Bank (Palestine). This tender aims to procure services that will enhance the technical and practical capacities of these stakeholders in the areas of food safety, quality assurance, and hygiene practices, with a particular focus on compliance with national and international standards. The training program will offer beneficiaries learning activities in the following key areas:

- Food safety laws and regulations in Palestine
- The seven principles of the HACCP system and its application
- Good hygiene practices (GHP) for food handling and processing Risk identification and control measures in food production
- Development and implementation of HACCP-based food safety plans
- Establishing and maintaining food safety management systems within small-scale operations.

2.2. Expected outputs to be achieved by the contractor

The consultant is expected to design and deliver a total of 12 specialized training sessions targeting three distinct beneficiary groups: plum farmers, sheep farmers, and feed producers. Each group will receive tailored content based on their specific needs, challenges, and production practices. The consultant will be responsible for developing training materials, delivering interactive sessions, and ensuring knowledge transfer that supports improved practices and sustainable outcomes. Detailed information on the number and profiles of beneficiaries in each group is provided in the following section of this tender document.

3. SCOPE OF THE WORK

3.1. General

3.1.1. Geographical area to be covered

Jenin, Hebron, Tubas, Jericho.

3.1.2. Target groups

Group A: Plum Farmers		
Address	Scope of Beneficiaries	Number of beneficiaries
Alyamon- Jenin	Plum	24
Raba- Jenin	Plum	
Anza- Jenin	Plum	
Jenin	Plum	
Kofur Raey - Jenin	Plum	
Fahma -Jenin	Plum	23
Halhoul - Hebron	Plum	
Beit Ummar – Hebron	Plum	
Sair- Hebron	Plum	

Group B: Sheep Farmers		
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Address	Scope of Beneficiaries	Number of beneficiaries
Dora - Hebron	Sheep Farmer	17
Jericho -Marj Na'je	Sheep Farmer	30
Ain Albaeda – Tubas	Sheep Farmer	
Bardala – Tubas	Sheep Farmer	

Group C: Feed Producers		
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Address Tubas	Scope of Beneficiaries Feed producer	Number of beneficiaries 3 to 9 persons
Tulkarem	Feed producer	17
Jericho	Feed producer	30
Tulkarem	Feed producer	

3.2. Specific work

The service foresees the following 2 main tasks:

- 1) Organization and logistic training (common for all training)
- 2) Development and delivery of 12 training package courses on:
 - a) Training on Pal GAP/ GLOBAL GAP;
 - b) Basic Food Hygiene;
 - c) Training on Sheep Housing Systems and Equipment Management;
 - d) Training on Feed GMP, GMP+

Through a consultative process with SANET PMU, the service provider will conduct the service, using a well-established and recognized methodology, to achieve the following specific objectives:

Task 1: Organization and logistic training (common for all trainings)

1. Material Preparation:
 - a. Develop training materials, content, including presentations, handouts, and any multimedia aids.
 - b. Ensure that all materials align with the training objectives.
2. Logistics Planning:
 - a. Arrange training venue, ensuring it is equipped with necessary facilities.
 - b. Coordinate logistics such as seating arrangements, audio-visual equipment, and catering.
3. Participant Registration:
 - a. Communicate training details to participants, including dates, venue, and any precourse requirements.
 - b. Manage participant registrations and ensure all necessary forms are completed.
4. Trainer Selection:
 - a. Choose qualified trainers with expertise in the subject matter.
 - b. Orient trainers on the training objectives and expectations.
5. Session Scheduling:
 - a. Develop a detailed schedule, outlining the timing and content of each session.
 - b. Allow for breaks and interactive activities to maintain engagement.
6. Assessment Strategies:
 - a. The SANET project staff for course evaluations, as well as for learner satisfaction, preand post-test evaluations, will provide its own specific formats that must be adopted.
7. Documentation:
 - a. Keep records of attendance, participant performance, and any incidents during the training.
8. Evaluation, Analysis, and Report:
 - a. Evaluate the overall success of the training against predefined objectives.
 - b. Analyze feedback and assessment results to inform future training improvements.
 - c. Final report for each training or one finale report with a specific session/chapter for each one, challenges faced and lessons learned, and recommendations for follow-up or future training.

Task 2: Delivery of training package courses on:

a. Training on Pal GAP/ GLOBAL GAP

Number of Training(s)	Number of Participants	Target Group	Duration (days)	Location
1	24	A	3	Jenin
1	23	A	3	Hebron

Number of Participants: participants of up to 15-20 for each training.

Target Audience: Farmers' groups, cooperatives, associations, agricultural extension workers, agribusiness professionals.

Training Language: Arabic

Duration: N° 2 training sessions, each spanning a duration of 3 days.

b. Basic Food Hygiene

Number of Training(s)	Number of Participants	Target Group	Duration (days)	Location
1	24	A	2	Jenin
1	23	A	2	Hebron

Number of Training(s)	Number of Participants	Target Group	Duration (days)	Location
1	17	B	2	Hebron
2	30	B	4	Tubas (أغوار)

Training Language: Arabic

Number of Participants: participants of up to 15-20 for each training.

Target Audience: farmers' groups, cooperatives, associations, agricultural extension workers, agribusiness professionals.

c. Training on Sheep Housing Systems and Equipment Management

Number of Training(s)	Number of Participants	Target Group	Duration (days)	Location
1	17	B	2	Hebron
2	30	B	4	Tubas (أغوار)

Training Language: Arabic

Number of Participants: participants of up to 15-20 for each training.

Target Audience: farmers' groups, cooperatives, associations, agricultural extension workers, agribusiness professionals.

d. Training on Feed GMP, GMP+

Number of Training(s)	Number of Participants	Target Group	Duration (days)	Location
2	up to 9	C	4	Jericho, Jenin, Tulkarem

Training Language: Arabic

Number of Participants: participants of up to 15-20 for each training.

Target Audience: farmers' groups, cooperatives, associations, agricultural extension workers, agribusiness professionals.

3.3. METHODOLOGY

The training methodology should be highly practical, encouraging active participation. It should be centered around real-world situations, aligning closely with the participants' realities. The training should be conducted in small groups, ensuring that the individual needs of each participant are addressed. The goal should be to stimulate interest and facilitate a comprehensive understanding of the taught concepts.

3.4. DELIVERABLES AND TIMEFRAME

3.4.1. Key Tasks and Deliverables:

Training Needs Confirmation & Curriculum Development:

- Collaborate with CIHEAM Bari, the Palestinian Ministry of Agriculture, and relevant partners (e.g., Palestine Standards Institution) to review and validate training content and delivery methods.
- Develop and submit a detailed curriculum and training materials (in Arabic), ensuring they address identified needs and cover practical applications of food safety management.

3.4.2. Training Delivery:

- Organize and deliver twelve (**12**) short training sessions (each 2–3 days) across various locations in the West Bank.
- Ensure interactive, hands-on training using real-world examples, practical exercises, and participatory approaches.
- Provide printed or digital training materials for participants.
- Facilitate group discussions, case studies, and exercises to reinforce learning.

3.4.3. Expected Timeline:

The assignment should be completed within **Three months** from contract signature.

3.4.4. Required Qualifications of the Service Provider:

- Demonstrated experience in delivering food safety and quality standards trainings in the Palestinian or regional context.
- Proven understanding of Palestinian food safety laws and standards.
- Ability to deliver practical, interactive training sessions in Arabic.
- Familiarity with cooperative and association-based organizational structures.

3.5. Project management

3.5.1. Responsible body

- **CIHEAM Bari** – The Mediterranean Agronomic Institute of Bari, which is managing and funding the project, likely in collaboration with:
- **The Palestinian Ministry of Agriculture** – as the key local government partner overseeing agricultural development and food safety compliance.

In some parts of the activity, specific collaboration might also involve:

- **Palestine Standards Institution** or other relevant national bodies (e.g., Global Certification State of Palestine), particularly in setting local compliance standards and certification processes.

3.5.2. Management structure

3.5.2.1. Deliverables and Timeframe

The consultant is expected to follow the 'tentative' timeline specified below, submitting all deliverables and supporting documents as indicated. However, the timeline and list of deliverables are subject to change if requested by the Project Coordinator.

Due to the current situation, timelines may undergo changes, but this will not incur any penalties.

Activity\Month	2025			
	July	Aug	Sep	Oct
Training Outline Submission				
Development of training material				
Conduct Training				
Submit training report and deliverables				

3.5.2.2. TABLE OF DELIVERABLES

The following outputs and deliverables are expected upon completion of the service:

No	Activity	Deliverable
1	Development of training material	<ul style="list-style-type: none"> • Submit Training outline and receive approval from the project staff, including CV of trainers and their biographies.
Conduct training:		
2	a) Training on Pal GAP/ GLOBAL GAP	<ul style="list-style-type: none"> • N° 2 training sessions, each spanning a duration of 3 days; separated into two locations. • Pre and Post Questionnaire; • Course Evaluation; <p>Supporting documents: sessions screenshots, recordings, attendance sheets, <u>photo/video</u> and any other relevant documents</p>
3	b) Basic Food Hygiene	<ul style="list-style-type: none"> • N° 5 training sessions, Two for Group A for 2 locations. Three for Group B, for 2 locations (Two for Hebron) each spanning a duration of 2 days; • Pre and Post Questionnaire; • Course Evaluation; <p>Supporting documents: sessions screenshots, recordings, attendance sheets, <u>photo/video</u> and any other relevant documents</p>

4	c) Training on Sheep Housing Systems and Equipment Management	<ul style="list-style-type: none"> • N° 3 training sessions, for group B each spanning a duration of 2 days; • Pre and Post Questionnaire; • Course Evaluation; Supporting documents: sessions screenshots, recordings, attendance sheets, <u>photo/video</u> and any other relevant documents
5	d) Training on Feed GMP, GMP+	<ul style="list-style-type: none"> • N° 2 training sessions, for group C; two locations; each spanning a duration of 3 days; • Pre and Post Questionnaire; • Course Evaluation; Supporting documents: sessions screenshots, recordings, attendance sheets, <u>photo/video</u> and any other relevant documents
6	Submit final report and deliverables	<ul style="list-style-type: none"> • Submit a final report with the analysis and all deliverables.

- The deliverables as enumerated below shall be submitted by the service provider in electronic/soft copy to SANET for review and monitoring purposes.
- Any transportation and/or accommodation costs are under the service provider responsibility.
- All meals required for the participants are included in the tender.
- All data collected and final reports will remain CIHEAM Bari's property.

4. REQUIREMENTS

4.1. Staff

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organizations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

4.1.1. Key experts

Please fill all experts in Annex (V) Key Experts attached with this tender with all details.

All experts who have a crucial role in implementing the contract are referred to as key experts. The profiles of the key experts for this contract are as follows:

- Identify the profiles sought for a minimum of 1 key expert which will typically be the team leader. The number of key experts may be extended to a maximum of 4 key experts. The skills required may include professional technical skills, team management skills, communication and facilitation skills, and/or language skills. While it is not necessary to identify all key positions in detail, it is recommended to be as clear as possible to guarantee a fair technical evaluation.
- When deciding on the profiles, equal access must be guaranteed and they must not create unjustified obstacles to competitive tendering. Remember that participation in tendering procedures must be open on equal terms to all eligible persons (see point 11 in contract notice).
- The profile of the 'ideal expert' should not be described as it sets a threshold for acceptance of the offer. When choosing the criteria, consider the real minimum requirements and the availability of such experts on the market. The criteria should be as broad as possible. Quantifiable criteria should be drafted with vigilance. It is good practice to - where appropriate - add expressions such as 'a university degree in economics or a relevant, directly related discipline, or equivalent relevant professional experience' in order not to automatically disqualify offers with experts who have 20 years relevant experience but who lack a formal university degree; or 'preferably 10 years' experience but a minimum of 5 years required'.
- Consider carefully the possible consequences of the drafting of the profiles as the more precise and challenging the profiles are the fewer experts will meet the minimum requirements and the result is that competition will be restricted. Do not include a requirement which is not justified by the nature of the activity to be carried out.
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Any particular definitions used should be sufficiently clear or explained to avoid any ambiguity.

4.1.2. Other experts, support staff & backstopping

CVs for experts other than the key experts should not be submitted in the tender but the tenderer will have to demonstrate in their offer that they have access to experts with the required profiles. The contractor shall select and hire other experts as required according to the needs. The selection procedures used by the contractor to select these other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience.

The costs for backstopping and support staff, as needed, are considered to be included in the tenderer's financial offer.

4.2. Office accommodation

Office accommodation for each expert working on the contract is to be provided by the contractor.

4.3. Facilities to be provided by the contractor

The contractor shall ensure that experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

The contractor shall be responsible for arranging and providing accommodation for both the experts and beneficiaries whenever required to ensure the successful delivery of the training sessions.

4.4. Equipment

No equipment is to be purchased on behalf of the contracting authority / partner country as part of this service contract or transferred to the contracting authority / partner country at the end of this contract. Any equipment related to this contract which is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

5. REPORTS

5.1. Reporting requirements

The contractor will submit the following reports in English in one original and copies of: (for environmental reasons, request as few paper copies as possible):

- Pre and Post Questionnaire. ONLINE FORMS ONLY.
- Course Evaluation. ONLINE FORMS ONLY.
- **Work Plan Document (Inception Report)** of maximum 12 pages to be produced after one week from the start of implementation. In the report the contractor shall describe e.g. initial findings, progress in collecting data, any difficulties encountered or expected in addition to the work program and staff travel. The contractor should proceed with his/her work unless the contracting authority sends comments on the inception report.

- **Draft final report** of maximum 30 pages. This report shall be submitted no later than one month before the end of the period of implementation of tasks.
- **Final report** with the same specifications as the draft final report, incorporating any comments received from the parties on the draft report. **The deadline for sending the final report is Five days after receipt of comments on the draft final report.** The report shall contain a sufficiently detailed description of the different options to support an informed decision by the end of the duration of the contract. The detailed analyses underpinning the recommendations will be presented in annexes to the main report. The final report must be provided along with the corresponding invoice.

5.2. Submission and approval of reports

The report referred to above must be submitted to the project manager identified in the contract. The project manager is responsible for approving the reports.