



Terms of Reference (TOR)

Supply and Installation of Equipment for Improved Kernel Processing Centres (IKPCs)

1. Background

The Global Shea Alliance (GSA), in partnership with the Mastercard Foundation, is implementing a 5 year program in collaboration with the International Trade Centre, Light for the World, and EmpowHer. The program seeks to expand economic opportunities for financially disadvantaged young women across the shea value chain by strengthening their entrepreneurial capacity, productivity and climate resilience.

As part of this program, GSA is operationalising Improved Kernel Processing Centres (IKPCs) across thirteen (13) districts within the five northern regions of Ghana. These centres will serve as shared processing facilities for young women-led shea cooperatives, providing improved infrastructure and equipment to enhance productivity through quality processing, efficiency and profitability for young women in shea kernel processing.

To support the effective operation of these centres, GSA seeks to engage qualified service providers to supply, deliver, install, test and commission shea processing equipment for the centres.

2. Objective

The objective of this assignment is to identify and engage qualified service provider(s) to supply and install high-quality shea processing equipment for Improved Kernel Processing Centers (IKPCs) across thirteen target districts in northern Ghana.

3. Scope of Assignment

The selected service provider(s) shall:

i. Equipment Supply

Supply appropriate equipment for improved shea kernel processing, which may include but is not limited to:

Item	Description	Quantity
Shra Dehusker	Mechanical machine for removing husks from dried shea nuts, improving processing efficiency, reducing labor and producing high quality kernels with minimal breakage.	13 units
4 unit Cook Stove	Improved multi-burner stove designed for efficient boiling of shea kernels, reducing fuel consumption, improving heat distribution and increasing production capacity.	13 units
Dryer	Used to reduce the moisture content of shea kernels, ensuring uniform drying, improved product quality, reduced post-harvest losses, and enhanced storage stability.	13 units

Waste Management Machine	Equipment used to process shea by-products and shea waste into useful products such as biochar or briquette	13 units
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ii. Delivery and Installation

- Transport equipment to designated IKPC locations.
- Install and commission all supplied equipment.
- Conduct operational testing to ensure functionality.
- Ensure equipment meets agreed technical specifications.

iii. Capacity Building

- Provide user training for cooperative members and facility operators.
- Develop simple operation and maintenance manuals.
- Train users on equipment safety and preventive maintenance.

iv. After-Sales Support

- Provide warranty coverage for supplied equipment.
- Offer technical support during the warranty period.

4. Target Locations

Equipment will be supplied to IKPCs located within the following districts:

- Binduri District
- Bolgatanga Municipal
- East Mamprusi Municipal
- Kasena-Nankana West District
- Kumbungu District
- Builsa North (Sandema) District
- Lambussie District
- Nanumba North Municipal
- North Gonja District
- Pusiga District
- Saboba District
- Sawla-Tuna-Kalba District
- Sissala East Municipal

GSA reserves the right to adjust locations based on program requirements.

5. Responsibilities of the Service Provider

The selected service provider shall:

- Supply equipment that meets required quality and safety standards.
- Deliver equipment within agreed timelines.
- Install and test all equipment before handover.
- Provide training for designated program participants.
- Rectify defects identified during the warranty period.
- Comply with all applicable occupational health, safety, and environmental requirements.

6. Eligibility Requirements

Interested service providers must:

- Demonstrate experience in supplying agricultural or agro-processing equipment.
- Have a proven track record in similar assignments.

- Possess the technical capacity to install and commission equipment.
- Demonstrate availability of after-sales service and technical support.
- Provide references from previous clients for similar assignments.
- Preference will be given to service providers with experience in shea processing, agro-processing, women's economic empowerment programs or rural enterprise development initiatives.

7. Deliverables

The selected service provider shall provide:

- Supply and delivery of all approved equipment.
- Installation and commissioning reports.
- Equipment operation and maintenance guides
- Training completion report.
- Final completion and handover report.

8. Application Requirements

Interested service providers should submit:

- Letter of Expression of Interest.
- Company profile and registration documents.
- Technical proposal describing equipment specifications, delivery approach, installation methodology, and after-sales support.
- Financial proposal with detailed cost breakdown.
- Product catalogues and technical specifications.
- Evidence of similar assignments completed.
- Proposed warranty and maintenance arrangements.

9. Evaluation Criteria

Applications will be evaluated based on:

Criteria	Weight
Technical quality and suitability of equipment	35%
Relevant experience and past performance	25%
Installation, training, and after-sales support plan	20%
Delivery timeline and implementation approach	10%
Cost-effectiveness of proposal	10%

10. Submission of Applications

Interested service providers should submit their applications to Michael Sakyi Procurement and Administration Manager, Global Shea Alliance at msakyi@globalshea.com no later than 5 pm, 29 June 2026.

Only shortlisted applicants will be contacted for further evaluation and engagement.