

## Terms of Reference (TOR)

### Supply and Installation of Equipment for Improved Butter Processing Centres (IBPCs)

#### 1. Background

The Global Shea Alliance (GSA), in partnership with the Mastercard Foundation, is implementing a five-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 operationalizing Improved Butter Processing Centres (IBPCs) across five (5) selected districts across three of Ghana's northern regions that is Northern, North East and Savannah. 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 butter processing machines and 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 Butter Processing Centres (IBPCs) across five target districts in Northern Ghana.

#### 3. Scope of Assignment

The selected service provider(s) shall:

##### i. Equipment Supply

Supply appropriate equipment for production of shea butter, as listed in the table below;

|                 | Equipment              | Quantity           |
|-----------------|------------------------|--------------------|
| <b>Machines</b> | 1. Milling Machine     | 5                  |
|                 | 2. Grinding Machine    | 5                  |
|                 | 3. Kneader- Heavy Duty | 5                  |
|                 | 4. Roasters            | 10                 |
|                 | 5. Cookstoves          | 5 ( 4 pots outlet) |
|                 |                        |                    |

|                            |                       |     |
|----------------------------|-----------------------|-----|
| <b>Work Enabling Tools</b> | 1. Weighing Scale     | 5   |
|                            | 2. Filter             | 5   |
|                            | 3. PPE's (Handgloves) | 250 |
|                            | 4. Basins             | 50  |
|                            | 5. Pallets            | 25  |

**ii. Delivery and Installation**

- Transport equipment to designated IBPC 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 IBPCs located within the following districts:

- East Mamprusi Municipal
- Kumbungu District
- West Gonja District
- Central Gonja District
- Sagnerigu District

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. Submission of Applications**

Interested service providers should submit their applications to Michael Sakyi Procurement and Administration Manager, Global Shea Alliance at [msakyi@globalshea.com](mailto:msakyi@globalshea.com), no later 5pm, August 28, 2026

Only shortlisted applicants will be contacted for further evaluation and engagement within 10 working days.