

Terms Of Reference (TOR)

Rental of Improved Kernel Processing Centers (IKPCs)

1. Background

The Global Shea Alliance (GSA), in partnership with the Mastercard Foundation, is implementing a 5year program in collaboration with the International Trade Centre, Light for the World and EmpowHer. This initiative builds on the success of the Shea Business Empowerment Pilot Program in Ghana. It seeks to expand its impact by connecting financially disadvantaged young women across West Africa to dignified employment opportunities within the shea value chain. The program is designed to strengthen the entrepreneurial capacity and climate resilience of young women engaged in shea production.

As part of this program, GSA seeks to improve access to quality processing infrastructure for young women-led shea cooperatives. Improved Kernel Processing Centres (IKPCs) will provide safe, efficient, and hygienic environments for shea kernel processing, thereby enhancing product quality, increasing productivity, reducing post-harvest losses, and improving market competitiveness.

To support this objective, GSA invites applications from qualified service providers (individuals, organisations, institutions, and facility owners) with suitable structures that can be rented and utilised as IKPCs.

2. Objective

The objective of this assignment is to identify and engage qualified service providers with existing facilities that can be rented and operated as Improved Kernel Processing Centres (IKPCs) for women-led shea cooperatives participating in the Shea Business Empowerment Program.

3. Scope of Assignment

Successful applicants will provide facilities that can support improved shea kernel processing operations for a period of 24 months.

The proposed facility must:

- Be located within one of the following target districts:
 - Binduri District
 - Bolgatanga Municipal
 - East Mamprusi Municipal
 - Kasena-Nankana West District
 - Kumbungu District
 - Kwapun/Sandema District
 - Lambussie District
 - Nanumba North Municipal
 - North Gonja District
 - Pusiga District
 - Saboba District
 - Sawla-Tuna-Kalba District
 - Sissala East Municipal
- Have adequate space for:
 - Shea kernel drying
 - Sorting and grading
 - Storage
 - Processing operations

- o Cooperative meetings and training activities
- Be structurally sound and in good condition.
- Be accessible to cooperative members, including PWDs and transport vehicles.
- Have access to basic utilities, including water and electricity, where available.
- Provide a safe and secure working environment.
- Comply with applicable environmental, health, and safety standards.
- Be capable of accommodating multiple cooperative members during peak processing periods.

4. Eligibility Requirements

Interested applicants must:

- Own the proposed facility or possess legal authority to lease or sublease it.
- Demonstrate that the facility is suitable for use as an Improved Kernel Processing Centre.
- Be willing to enter into a rental agreement with GSA-supported young women-led cooperatives.
- Provide documentary evidence of ownership, tenancy rights, or management authority.
- Allow facility inspections and assessments by GSA and its partners.
- Be located within the target implementation districts.

Preference will be given to facilities that:

- Are immediately available for use.
- Require minimal renovation or modification.
- Have adequate storage capacity.
- Are situated within the targeted districts listed above.

5. Responsibilities of the Service Provider

The selected service provider shall:

- Make the facility available for the agreed rental period.
- Maintain the facility in good operational condition throughout the rental period.
- Ensure the facility remains safe, secure, and accessible.
- Promptly communicate any issues that may affect operations.
- Cooperate with GSA and its partners during inspections, monitoring visits, and evaluation.
- Ensure that the facility is free from disputes that could affect its use during the contract period.

6. Application Requirements

Interested applicants should submit the following:

- Letter of Expression of Interest.
- Profile of the applicant or organisation.
- Detailed description of the proposed facility, including:
 - o Location
 - o Size
 - o Current use
 - o Available utilities and amenities
- Clear photographs of the facility (interior and exterior).
- Proof of ownership, lease rights, or authorisation to rent the facility.
- Proposed rental rates and payment terms.
- Contact details of the applicant.
- Any additional information demonstrating the suitability of the facility.

7. Evaluation Criteria

Applications will be evaluated based on:

- Suitability of the facility for shea kernel processing.
- Location and accessibility.
- Structural condition and safety.
- Availability of utilities and storage space.
- Cost-effectiveness of the proposed rental arrangement.
- Compliance with the eligibility requirements.

8. Submission of Applications

Interested applicants should submit their applications electronically to Michael Sakyi, Procurement and Administration Manager, Global Shea Alliance, at msakyi@globalshea.com, not later than 5 pm, 29 June 2026.

Only shortlisted applicants will be contacted.