

2022-42/WA

ANNEX A - TERMS OF REFERENCE

**Establishment of System Contract from October 2023 to August 2024
for Supply of Seeds using Voucher System**

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1 LIST OF ACRONYMS

EU	European Union
ITC	International Trade Centre
MSME	Micro, small and medium-sized enterprises
SSJC&TD	South Sudan Jobs Creation and Trade Development
UN	United Nations
UNCTAD	United Nations Conference on Trade and Development
UNDP	United Nations Development Programme
WTO	World Trade Organization

2 BACKGROUND

2.1 Context

The International Trade Centre (ITC) is a multilateral agency which has a joint mandate with the World Trade Organization (WTO) and the United Nations (UN) through the United Nations Conference on Trade and Development (UNCTAD). ITC is implementing European Union (EU) funded project, The South Sudan Jobs Creation and Trade Development (SSJC&TD) over a period of four years.

2.2 Objectives of the project

The project has specific objectives of improving the competitiveness of micro, small and medium-sized enterprises (MSMEs) and increasing employment opportunities for the South Sudanese labour force, with a focus on youth and women. It aims to provide an integrated and holistic assistance for the development of MSMEs in the fruits and vegetables value chains to create economic and employment opportunities for the South Sudanese population targeted under the project.

3 PURPOSE OF THE TENDER

3.1 Purpose

The purpose of this tender is to establish a system contract with a supplier for the provision of vegetable and fruit tree seeds for farmer-managed production and participatory demonstration plots from October 2023 to August 2024

ITC intends to implement a system contract whereby the selected supplier will deliver vegetable and fruit-tree seeds following receipt of ITC issued purchase orders based on the rates indicated in the agreement and specifying the delivery time. The system contract would facilitate a cost-effective prompt administrative process to procure vegetable and fruit tree seeds on a recurrent basis over the contract duration. The ITC Procurement officer will issue a purchase order, referring to the system contract conditions and rates. ITC does not commit to order a minimum quantity of seeds and reserves the right to change the varieties and quantities without notice.

4 TECHNICAL SPECIFICATIONS

4.1 Targeted Beneficiaries, Volumes and Type of Inputs

The pilot project initially targets 500 farmers for distribution of just over 1 tonne of vegetable and fruit tree seeds (tomato, egg plant, amaranths, cabbage, sukuma, onion, sweet pepper, hot chili, watermelon, coriander, okra, lettuce, arugula/ jiri jiri, spinach, cucumbers, other local varieties, and courgettes).

4.2 Seed Requirements

Types of seeds and estimated possible quantities required can be found in Annex B. A full list of type of seeds and quantities per crop will be shared in each individual purchase order.

4.3 Beneficiary Selection

ITC shall select beneficiaries and provide names to the supplier.

4.4 Delivery Instruction

The beneficiaries ITC selects will pick up the seeds from the supplier using (a) voucher(s) that will be issued for the purpose.

5 ITC SUPERVISION AND GUIDANCE

The Geneva based South Sudan Jobs Creation and Trade Development project will schedule and coordinate the purchase of vegetable and fruit tree seeds under this system contract.

6 DELIVERY AND PAYMENT SCHEDULE

6.1 The supplier is expected to deliver the following services:

- 6.1.1 The supplier will use a voucher system to increase farmers access to seeds; provide seeds of preferred choice by farmers and have seed readily available.
- 6.1.2 The supplier will design vouchers to be distributed to farmers for seed collection. Vouchers should:
 - Have an expiry period.
 - Have different denominations to allow farmers to select seeds of their choice.
 - Have ITC and EU donor logos occupying 50% of one side of the pack.
 - Must have mechanisms to prevent fraud.
 - Should have serial numbers and anti-counterfeit security features or solutions.
- 6.1.3 The supplier will train farmers, extension officers and distributors on the voucher system of procuring seeds targeting to reach 500 farmers.
- 6.1.4 The supplier should have a wide network of distributors in Western and Central Equatoria states.
- 6.1.5 The supplier should provide monthly reporting of seed uptake by farmers.

6.2 Payment Schedule

As per ITC/UN standard terms of payment, payment is at 30 days following satisfactory delivery of seeds and upon a valid invoice receipt. ITC is exempted from paying VAT and any other form of taxes.

7 EVALUATION OF PROPOSALS

7.1 Terms and Conditions:

The supplier must meet the following conditions:

- Ability to manage the program in Central and Western Equatoria.
- Previous experience in using the voucher system is highly recommended.
- Provide financial proposal for carrying out the assignment. Proposal must be in USD.
- The prices shall be free of VAT and other public charges. Prices shall be quoted in United States Dollars (USD). The quoted price shall be valid for 60 days from date of submission.
- Have the financial capacity to respond to immediate demands/requirements of seeds.
- Should have minimum stockholding levels and able to stock as per demand.
- Must be a registered company authorised to supply vegetable and fruit tree seeds in South Sudan. The supplier must have a trade license issued by the Ministry of Agriculture and Chamber of Commerce -OR- must satisfy the Eastern Africa documentation required for cross border trade.
- The supplier must provide three references from NGOs, international organisations, or the private sector. Previous experience in supplying international organizations in East Africa is an added advantage.
- Expiry and quality control requirements of the requested seeds:
 - The OPV or F1 variety must be specified.
 - The vegetable and fruit tree seeds quoted for above MUST have an expiry date of at least one year before the expiry date starting from 1st August 2023 to beyond.
 - The supplier shall indicate any relevant quality controls including but not limited to country of production of the seeds, packaging, and proof of genetics, germination, purity and permitted treatment.
 - Packaging must meet international seed standards for the vegetables and fruit trees concerned.
 - Where required, germination tests will be done at the cost of the supplier.
- A phytosanitary certificate must be provided for local and imported seeds.

8 PROCUREMENT TIMELINE

The tentative timeline for the procurement procedure is as follows:

Publication of the Tender documents	12 September 2023
Deadline to submit questions	18 September 2023
Deadline to submit the offers	27 September 2023
ITC evaluation	2 October 2023
Notification of award	5 October 2023
Expected Contract start	9 October 2023