Terms of Reference

Procurement of Individual Consultant – Implementation of food safety and quality standards for selected MAP members

1. BACKGROUND

1.1 Introduction

This document contains instructions for applicants interested in responding to the Open Call for procurement of Individual Consultant for implementation of food safety and quality standards for selected MAP members.

1.2 Contracting Authority

The contracting authority for this procurement is the Macedonian Association of Processors (MAP), located at: Aco Karamanov 13, Skopje, email: map@t.mk. This procurement is conducted for the needs of the intervention "Advancing Agro-Processing in North Macedonia" within the project "Income Increase and Socio-Economic Empowerment of Vulnerable and Marginalized Groups from Rural and Sub-Urban Areas 2026-2029" (IISEE II), supported by We Effect and funded by Sweden.

The distribution of funds under this project is contingent upon the approval and allocation of back-donor funds. The funding is strictly subject to the availability and provision of external donor financing.

1.3 Subject of the Contract

The subject of the contract is the engagement of an Individual Consultant for implementation of food safety and quality standards. The activity should take place from September 18 to November 30, 2026.

This procurement is indivisible – *meaning, only one* Individual Consultant will be contracted to implement the full subject of the procurement (i.e., implementation of specific food safety and quality standards at 4 processing companies – members of MAP).

Any application competing for less than 4 implementations of food safety and quality standards shall be disqualified.

2. Objective of the assignment

The service provider should conduct all implementation-related activities in order to support selected companies to embed food safety and quality procedures and subsequently to continue with the process of certification and to obtain appropriate food safety and quality certificates. This activity will additionally enhance vertical (supply chain) cooperation of the supply chain actors and will allow the selected companies to increase their regional and international competitiveness. The overall objective of this activity is to promote supply-chain related support mechanisms in order to improve production and processing processes of the supply chain actors and to utilize opportunities and advantages arising from production and distribution of safe and high quality processed products. The specific outputs of the assignment will include: 4 detailed implementation reports (one per company) for 4 selected MAP members.

In this context, the service supplier will be responsible to deliver the following:

1. **Complete all preparatory activities:**
   1.1. Contact and network with MAP and MAP members in order to pre-select MAP members interested to implement specific food safety and quality standards (such as ISO 22000, FSSC 22000, IFS, BRC or similar).
   1.2. Identify 4 MAP members and agree on the standards that will be implemented.

2. **Complete implementation process at 4 companies –** develop implementation guidelines and check lists, identify and work with the key personnel from the companies responsible for the implementation processes and procedures, revise internal policies to comply with standard-related requirements, and prepare and submit 4 individual implementation reports.

The activity should be completed during the period September 18 – to November 30, 2026. The aim is to support management efforts of MAP members to successfully compete locally, regionally and internationally through production of food products according to strict international requirements in regards to food safety and quality. Once completed, the implementation process will allow the selected companies to move forward and to continue with auditing and certification.

3. Duty travel and accommodation

If such costs are expected to be incurred, they should be included in the financial offer of the Applicant. MAP shall not be liable for any costs exceeding the projected price in the financial offer.

4. Coordination & reporting

Planning, timing, implementation, and reporting of the activities will be in coordination with MAP.

5. Qualification requirements

Key qualifications and competences of the applicant include:

- Qualifications (certificates and/or similar evidence) necessary to implement food safety and quality standard (ISO 22000, FSSC 22000, IFS, BRC, etc.).
- Experience (track record) in implementation of food safety and quality standard (ISO 22000, FSSC 22000, IFS, BRC, etc.).

MAP - Skopje will protect the information marked as confidential by the applicants; otherwise, it will be considered that the offer does not contain confidential information.

6. APPLICATION PROCEDURE

The applicant should submit the following documents no later than 11.09.2026, by the end of working day 16:00 CET to the following email addresses: map@t.mk and map77887@gmail.com.

- **Technical offer** composed of:
  - Up-to-date CV of the applicant (indicating relevant years of experience in implementation of food safety and quality standards, etc.) including reference projects (minimum 3 implementations);

- **Financial offer** should quote a total price with all applicable taxes for implementation of specific food safety and quality standards at 4 companies – members of MAP and delivery of 4 implementation reports.
    - The offer should include all applicable taxes and costs, including VAT.
    - Prices in the offer should be expressed in denars (MKD).
    - The offer should be broken down / itemized per type of cost related to activity.

Any request for information and/or clarification for this procurement should be sent 7 days prior to the closing date of the Call for procurement by email to: map@t.mk and map77887@gmail.com.

The offer validity period is 60 days.

The applicant should send the complete documentation with the following subject "Application for Individual Consultant for Implementation of food safety and quality standards for 4 MAP members".

7. EVALUATION OF THE OFFERS

Incomplete applications and/or applications received after the deadline will not be considered for further evaluation. Please make sure you have provided all the requested documents.

All received offers will first be subject to ***administrative verification*** whether the application consists of all the mandatory documentation (see Section 6 above). Offers passing administrative verification will be subject to technical evaluation based on the following scoring table. The offers that pass the technical evaluation shall be subject to financial evaluation.

The selection is based on the best-value-for-money principle, where the technical offer contributes 70 points to the overall evaluation while the financial offer contributes 30 points to the overall evaluation.

Technical Evaluation Criteria (70 points)

To pass the technical evaluation a technical offer must score at least 45 points.

Criteria	Maximum Points	Scoring Levels
Minimum 3 (three) years of experience related to implementation of food safety and quality standards, etc.	30	3 years = 20 points 4-5 years = 25 points >5 years = 30 points
Minimum 3 (three) reference projects demonstrating previous knowledge and direct involvement related to implementation of the standards	40	3 projects = 20 points 3-5 projects = 30 points 5+ projects = 40 points
TOTAL	**70**	

Financial Offer Criteria (30 points)

The offer with the lowest price shall receive a total of 30 points. The other offers with higher prices shall receive the respective score according to the following formula:

$$\text{Points of the offered price} = 30\ x\ \frac{Lowest\ Price}{Offered\ price}$$

The applicant with the highest total points from the technical and financial evaluation will be awarded the procurement contract.

8. TERMS OF PAYMENT

The total amount will be paid upon completion of all deliverables and submission of 4 implementation reports, within 15 days after MAP has notified the Service Supplier that it approves the final documents.

9. Property

We Effect shall, unless otherwise agreed upon, be the sole owner of, and have all intellectual property rights to, all deliverables and results accrued through the performance of this Terms of Reference. For the purpose of this Terms of Reference, the term “results” shall mean all works and materials (including documentation) as well as any other result produced by the selected applicant. All copyright and any patent rights or other intellectual property rights connected with the result shall constitute We Effect’s property. The transfer of the rights includes a right for We Effect to change and modify the results, and to transfer the rights to a third party. The selected applicant shall not have the right to, without written consent from We Effect, use the results in her/his business.

10. CANCELING THE PROCUREMENT

The contracting authority may cancel the procurement procedure if:

- No offers or no acceptable or suitable offers are submitted.
- Unforeseen changes occur in the budget of the contracting authority.
- Unforeseen and objective circumstances change the needs of the contracting authority.
- The selected applicant withdraws from signing the contract.
- Other conditions for which the contracting authority will duly inform.