Terms of Reference

Procurement of Service Provider – Implementation of internal auditors training for fruit and vegetable (F&V) processing companies

1. BACKGROUND

1.1 Introduction

This document contains instructions for applicants interested in responding to the Open Call for procurement of Service provider for implementation of internal auditors training.

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 service provider for implementation of internal auditors training. The activity should take place in November 2026.

This procurement is indivisible – *meaning, only one* Service Supplier will be contracted to implement the full subject of the procurement (i.e., organize and deliver internal auditors training for F&V processing companies).

Any application competing for implementation of the proposed training for less than 10 participants (1 representative per company) shall be disqualified.

2. Objective of the assignment

The service provider should conduct all training-related activities in order to support selected companies to embed food safety and quality procedures, to increase their level of knowledge and capacitate beneficiaries to successfully handle food safety and quality issues in the future.

Macedonian processing companies are traditional exporters of both processed F&V. Due to the fact that EU market is the most important export destination for F&V products, local producers need to embrace and apply the latest food safety and food quality requirements and standards demanded by foreign buyers. Some of the most important standards are FSSC 22000, IFS and BRC. Implementation and certification of the standards is demanding process that involves considerable human and financial resources. Hence, this activity should assist training participants to acquire new knowledge and F&V companies to improve their internal technical capacities in regards to food safety and quality issues. Moreover, it will allow the

companies to promptly respond to standard-related requirements and to reduce overall costs during the implementation and certification activities. In the future.

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: delivery of two-day internal auditors training for minimum 10 participants.

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 acquire new food safety and quality specific knowledge, identify specific training attendees (production managers, food safety and quality managers, etc.)
   1.2. Complete preliminary list with minimum 10 participants.
   1.3. Complete detailed training agenda, including location of the training, working hours, topics included, etc.

2. **Deliver 2-day internal auditors training:**
   2.1. Develop detailed training agenda (including location of the training, working hours, topics included, etc.).
   2.2. Develop training materials and distribute the same to the training participants
   2.3. Deliver two-day training on internal auditors
   2.4. Conduct an examination at the end of the second day
   2.5. Complete and deliver the examination results and accompanying certificates to the training participants
   2.6. Provide MAP and We Effect with relevant inputs/feedbacks needed for reporting and M&E purposes

The activity should be completed during the period November 15 – November 30, 2026. The aim is to capacitate MAP members to successfully implement food safety and quality protocols and requirements in-house, in order to produce food products according to strict international requirements.

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:

- Experience and references (minimum 3) in delivery of food safety and quality related trainings/workshops/seminars

- Professional capacity of the staff proposed to implement the training (CVs of key staff)

5.1 Grounds for exclusion from participation in procurement

- List of grounds for disqualification of a tenderer. An applicant will be excluded from the taking part in the procurement and shall submit Declaration of non-existence of grounds of exclusion from participation in the procurement stating that the applicant is not in the following position:
- a) bankrupt, or is being wound up, having its affairs being administered by the court; has entered into an arrangement with creditors, has suspended business activities or is subject of an injunction against running business by court;
- b) the subject of proceedings for a declaration of bankruptcy, for an order for compulsory winding up or administration by court, or for an arrangement with creditors or of any other similar proceedings;
- c) has been engaged in professional misconduct which has an impact on its professional credibility, including, in particular, any of the following:
- a. fraudulently or negligently misrepresenting information required for the verification of the absence of grounds for exclusion from procurement or the fulfilment of eligibility requirements or in the performance of a contract;
- b. entering into agreement with other economic operators with the aim of distorting competition;
- c. violating intellectual property rights;
- d. attempting to influence the decision-making process during the procurement procedure; or
- e. attempting to obtain confidential information that may confer upon it undue advantages in the procurement procedure;
- d) has not fulfilled obligations relating to the payments of taxes or social security contributions in accordance with the applicable law;
- e) persons having powers of representation, decision-making or control over it have been convicted by a final judgment of an offence concerning their professional conduct and/or circumvention of fiscal, social or any other applicable legal obligations, including through the creation of an entity for this purpose;
- f) it has been established by a final judgment or a final administrative decision or by proof in possession of We Effect that person having powers of representation, decision-making or control over it, have been guilty of fraud, corruption, involvement in a criminal organisation, money laundering or terrorist financing, terrorist-related offences, child labour or any other forms of trafficking in human beings, or any other illegal activity.

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 26.10.2026, 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:
    - Description of the company profile with relevant years of experience in provision of food safety and quality training and/or implementation of food safety and quality standards and reference projects (minimum 3 references related to training on food safety and quality and/or implementation of food safety and quality standards);
    - Up-to-date CV of the proposed trainer(s)

- Proposed two-day training agenda (main topics, timing, etc.)
- Declaration of non-existence of grounds of exclusion from participation in the procurement (signed) – see section 5.1
- Current status from the Central Registry not older than 6 months from the date of application

- **Financial offer** should quote a total price with all applicable taxes for implementation of two-day internal auditors training.
  - 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 Implementation of internal auditors training".

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 provision of food safety and quality training and/or 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 in provision of food safety and quality training and/or 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 completion of the training, 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.