



BANQUE D'INVESTISSEMENT ET DE DEVELOPPEMENT DE LA CEDEAO
ECOWAS BANK FOR INVESTMENT AND DEVELOPMENT
BANCO DE INVESTIMENTO E DE DESENVOLVIMENTO DA CEDEAO

*DEPARTMENT OF ADMINISTRATION AND GENERAL SERVICES
GENERAL SERVICES AND ASSETS MANAGEMENT DIVISION*

**TERMS OF REFERENCE FOR THE SELECTION OF
A DIETICIAN TO INSPECT THE NUTRITIONAL
BALANCE AND QUALITY OF MEALS SERVED IN
EBID'S RESTAURANT**

July 2023

Terms of reference for the selection of a dietician to inspect the nutritional balance and quality of meals served in EBID's restaurant.

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1. Background and justification

As part of its social policy, the ECOWAS Bank for Investment and Development (EBID) provides catering services for its staff through a private service provider, which takes charge of all activities relating to the cooking and serving of meals to staff.

In view of the health risks that this activity may include for staff, particularly in terms of chronic diseases (hypertension, diabetes, kidney failure, etc.), it was deemed necessary to engage the services of a dietician to monitor the balance and nutritional values of the meals served. The present invitation to tender for the selection of a dietician falls within this framework.

2. Purpose

The main objective of the tender is to select a dietician on a competitive basis to periodically inspect the nutritional quality of meals served in EBID's restaurant. To this end, the dietician shall give his/her professional opinion on the hygienic conditions, balance and nutritional values of meals served to EBID staff.

3. Expected Service

At the end of the tender process, the selected dietician shall be bound under the following conditions:

- inspect the premises where meals are cooked, paying specific attention to the hygienic conditions, as well as the rules for storing and preserving foodstuffs and utensils;
- inspect the cleanliness of the restaurant, in particular the upkeep of the premises, tables, hand-washing facilities, covers, plates, disinfection of the premises, etc;
- assess the level of cleanliness of staff, particularly with regard to their working outfits (gowns, gloves, scarves, masks where appropriate, etc);
- check the balance and nutritional values of meals served both in the restaurant and during meetings and events organised by EBID;
- offer hypertension, cholesterol, and diabetes free menu to the staff;
- draw up African and continental menus to be offered on a weekly and alternative basis;
- inspect the vegetable, cereal products, meats and substitutes contents per meal, in accordance with the WHO recommendations.

4. Eligibility criteria

To be eligible, the prospective consultant must meet the following minimum criteria:

- be a medical dietician or hold any other equivalent qualification;
- be a citizen of an ECOWAS member state;
- have at least five (5) years consultative experience as a nutritional dietician;
- fluent in one of the main working languages of EBID, namely English and/or French.

3. Technical proposal

The technical offer must include at least the following documents:

- copies of academic and professional certificates;
- a list of similar technical references for services provided within the last five (5) years. These references must be supported by certificates of completion service duly issued by the beneficiary contracting authorities;
- a proposed inspection schedule per a budget year.

4. Financial proposal

Prospective consultants are invited to quote their financial proposals in FCFA (Tax exclusive) per inspection mission. The number of inspection mission shall be based on EBID's request. The proposed price schedules shall be valid for a minimum period of 120 days from the date the tender is submitted.

5. Deadline for submission

Tenders should be submitted in sealed envelopes not later than 22 June 2023 at 10 p.m. in office number: 505D of the Bank, against an acknowledgement of receipt. Tenders submitted after this date shall not be considered.

6. Duration of contract

At the end of the evaluation process, EBID may sign a contract for a maximum of three (3) years, renewable on an annual basis after satisfactory evaluation by EBID.

ANNEX: Submission Form

(Insert place and date)

Attention:

THE DIRECTOR OF ADMINISTRATION AND GENERAL SERVICES

128, Boulevard du 13 Janvier Lomé-Togo
ECOWAS Bank for Investment and Development
Tel: +228 22 21 68 64

Subject line: Selection of consultant dietician for the inspection of catering services provided to EBID staff.

We, the undersigned, hereby submit a price offer for the nutritional quality control of meals served in EBID restaurant, in accordance with the below rates.

We hereby declare that all information and statements contained in our offer are authentic and agree that any misrepresentation may lead to our disqualification.

Our proposal engages our responsibility and, subject to changes resulting from the contract negotiations, we undertake, if our offer is accepted, to deliver the items, at the latest on the date agreed in the said negotiations.

Mandated signatory

Name and title of the signatory