



TERMS OF REFERENCE- VIDEO COFERENCE SOLUTION

1. ABOUT US

Established in 2005, Fairtrade Africa (FTA) is the independent non-profit umbrella organization representing all Fairtrade certified producers in Africa. Fairtrade Africa is owned by its members, who are African producer organizations certified against international Fairtrade standards producing traditional export commodities such as flowers, coffee, cocoa, tea, cotton, bananas, mango and non-traditional commodities including shea butter and rooibos tea. Currently, the organization represents over 1 million smallholder farmers and workers across 33 countries in Africa.

1.1 Our Vision

A world in which all producers can enjoy secure and sustainable livelihoods, fulfil their potential and decide on their future.

1.2 Our Mission

- To support our members to strengthen their organizations in line with Fairtrade standards.
- To improve and increase our members' ability to access Fairtrade markets.
- To empower our members to advocate for their interests and take active ownership of the global Fairtrade system.

2. WHAT WE DO

Our Strategic Plan 2016-2020 provides a comprehensive long-term outline towards achieving our commitment to smallholder farmers, workers and artisanal miners. By working within the Fairtrade system and with strategic partnerships through country and producer networks, we will deliver on the following:

- Deliver relevant valued services to Fairtrade smallholders and workers.
- Build, secure and sustain access to market for our members.
- Advocacy.
- Build a strong, settled producer network as part of a global system

3. WHERE WE OPERATE

We operate four regional networks: Eastern Africa Network (FTA-ECAN) based in Nairobi, Kenya; West Africa Network (FTA-WAN) based in Accra, Ghana and Southern Africa Network



(FTA-SAN) based in Cape Town, South Africa. The North Africa & Middle East Network is through partnerships that are coordinated from the Secretariat in Nairobi.

4. SCOPE OF WORK

The FTA Secretariat office would like to procure video conference equipment. The equipment will be used for communication with partners through voice and video and also for online meetings.

4.1 Video Conference specifications:

1. Polycom RealPresence Group 500 pseries
2. Polycom Trio 8800
3. License to support simultaneous video call up to four endpoints:
4. Presentation sharing
5. Clear visual camera.
6. Audible and clear voice to cover a boardroom of 10 people.
7. Configuration to support external calling/receiving of video calls from partners
8. Screens for content sharing and video calling

5. DURATION OF THE ASSIGNMENT

The supplier is expected to commence the assignment in 1 months from the date of issuance of a Local Purchase Order (LPO).

6. QUALIFICATION OF THE CONSULTANT

FTA is looking for a supplier with demonstrated experience in video conferencing to undertake this assignment.

Your proposal should indicate:-

- Company profile
- A detailed work plan, including timeframes
- Company registration and PIN
- A financial quotation based on the terms of reference above. Please break down the costs as follows:
 - Equipment
 - Licenses
 - Supply, delivery and installation charges



7. HOW TO APPLY

Interested suppliers(s) are/is requested to submit their technical & financial proposals outlining relevant qualifications, experience, a breakdown on proposed budget and contact details of three professional referees to procurement@fairtradeafrica.net by **3rd April 2019**. The email subject must read ***“FTA VIDEO CONFERENCE”***. Successful supplier(s) should be available to commence the assignment immediately.

We are inviting all interested parties to send an email to m.kahunyo@fairtradeafrica.net to arrange for a site visit.