

**CONSULTANT SOLICITATION  
DEVELOPMENT OF AN AROMATHERAPY GUIDEBOOK  
COLLABORATIVE ACTION FOR THE EXPORT OF HANDICRAFT PRODUCTS  
(ACEA) PROJECT**

<b>Period of Performance:</b>	<b>July 1<sup>st</sup>, 2022 – July 28<sup>th</sup>, 2022</b>
<b>Expected Level of Effort:</b>	<b>20 days</b>
<b>Place of Performance:</b>	<b>desk work</b>

## **1. Program Background**

ACEA Tunisia (Action Collaborative pour les Exportations Artisanales, or “Collaborative Action for the Export of Handicraft Products”) is a 4-year project funded by the U.S. Department of State and implemented by FHI 360. Its goal is to help artisans, especially those who are socially or geographically marginalized, to commercialize their products, and hence promote greater social and economic equity. Where possible, the project places a special emphasis on assisting artisans to export.

This project is helping to empower artisans and local communities by guiding and advising them using a cluster approach. Members of the Cluster (beneficiaries) meet in workshops and work in groups to learn and share various skills, in conjunction with relevant support entities and technical experts. To date, ACEA has launched cluster development activities in three sectors in Tunisia: essential oils and related natural extracts (Northwest and central west Tunisia), olive wood kitchenware and tableware (in Sfax and Sidi BouZid) and weaving in (Toujène, Mednine).

ACEA is seeking a consultancy firm or an independent consultant to support the project in the development of an aromatherapy guidebook to serve as a support for the Wiki PAM cluster website and for the cluster beneficiaries to improve their knowledge of in relation to the benefits of PAM products and the different product formulations that result from them

## **2. Objective of Consultancy**

The objective of the mission is to develop an aromatherapy guidebook for the products of the Wiki PAM cluster

## **3. Detailed Tasks and Deliverables**

Under the supervision of the Technical Monitor, Project Director, the Consultant will carry out the following tasks:

- Aromatherapy Guidebook: The contracted consultancy firm or independent consultant will have to develop an aromatherapy guidebook. The guidebook must include for each species/product the following sections:
  - presentation of the species: botanical name; vernacular name; part of the plant extracted; process of obtaining
  - Uses: Health; Well-being; beauty...

- Therapeutic benefits.
- Mode of use
- Precautions of use
- Synergies: Possibility of association with other (species/products)
- Storage conditions and shelf life

## DELIVERABLES

The Consultant / Consultancy firm shall be responsible for preparing and submitting the deliverables to the Technical Monitor according to the following schedule. ACEA will work with the Consultant to finalize format and structure for key deliverables during the consultancy, and the Technical Monitor and other relevant staff will review the consultant's proposed drafts and provide feedback accordingly.

	Task	Deliverable(s)	LOE (days)	Due
1	Development of an aromatherapy guidebook	Aromatherapy guidebook	20	July 28 <sup>th</sup> , 2022

## 4. Required Skills and Qualifications of the Consultant or the proposed Staff (Consultancy Firm )

- PhD graduate in biology, biotechnology, or other relevant field of studies.
- A minimum of five years demonstrated experience working on aromatic and medicinal plants (Therapeutic benefits, Mode of use...)
- Strong written skills.
- Knowledge of Arabic and French required; English highly desirable.

## CRITERIA/QUALIFICATION FOR EVALUATION

Consultant/ Consultancy firm will be evaluated and ranked by an evaluation committee according to the conditions described in the evaluation criteria below, with a total overall maximum point value of 100. Consultants will first be evaluated and scored from a technical standpoint. Consultants that are technically qualified shall then be evaluated in terms of cost reasonableness of their daily rate. The contract shall be issued to the consultant with the highest combined technical and cost score.

Criteria	Weight
Academic qualifications	50%
Past performance and related experience	30%
Reasonableness of price	20%
<i>Total</i>	<b>100%</b>

## 5. Level of Effort and Remuneration

The Consultancy will consist of a maximum of 20 working/billing days (1 day = 8 hours) between July 1<sup>st</sup>, 2022, and July 28<sup>th</sup>, 2022.

The Consultant will be paid the agreed daily fee rate for every day worked, up to but not to exceed 20 days. The consultant will submit a record of LOE for processing and payment.

## 6. Location

This mission will be a desk work.

## 7. Submission Instructions

Interested candidates should send the following application materials to [Tunisprocurement@fhi360.org](mailto:Tunisprocurement@fhi360.org) with the subject line "ACEA Wiki PAM sector Aromatherapy guidebook" **by no later than June 22<sup>nd</sup>, 2022**

1. An updated Resume/CV
2. A detailed financial offer
3. List of at least 3 references, with contact email and phone numbers, who can independently verify past work.
4. Tax ID & RNE

**The Consultant should provide his vaccination certificate.**

Consultant must provide full, accurate and complete information as required by this solicitation and its attachments. Please **DO NOT** begin work until a contract has been signed between FHI 360 and the Consultant.

## 8. Disclaimers and FHI 360 Protection Clauses

- FHI 360 may cancel the solicitation and not award.
- FHI 360 may reject any or all responses received.
- Issuance of the solicitation does not constitute an award commitment by FHI 360.
- FHI 360 reserves the right to disqualify any offer based on offeror failure to follow solicitation instructions.
- FHI 360 will not compensate offers for response to solicitation.
- FHI 360 reserves the right to issue award based on initial evaluation of offers without further discussion.
- FHI 360 may choose to award only part of the activities in the solicitation, or issue multiple awards based on the solicitation activities.
- FHI 360 reserves the right to waive minor proposal deficiencies that can be corrected prior to award determination to promote competition.
- FHI 360 will be contacting offers to confirm contact person, address and that bid was submitted for this solicitation.