



Call for Proposals: Taste of Harvest Competition Auditor

Issued by: African Fine Coffees Association (AFCA)

Competition: Uganda National Taste of Harvest – Arabica (December/January)

Deadline for Submissions: December 20, 2025

Submission Format: Maximum 2 pages including Financial Proposal

1. Introduction

The Taste of Harvest (ToH) Competition is AFCA's flagship national and regional cupping competition for fine coffees across Africa. It promotes excellence in coffee production, elevates emerging origins and producers, and strengthens market access through the Taste of Harvest Auctions.

As the competition continues to grow in scale and visibility, AFCA is formalizing protocols and oversight mechanisms to ensure greater transparency and integrity. A key part of this is the appointment of an Independent Auditor for each National ToH. The Auditor will uphold fair practice by ensuring proper sample handling, coding, and data verification throughout the competition process.

2. Scope of Work

The selected individual or firm will serve as the official auditing body for the Uganda National Taste of Harvest Competition – Arabica. Responsibilities include:

- **Sample Coding:** Assign unique, anonymous codes to each coffee sample across all categories and cupping rounds to maintain full objectivity.
- **Packing & Labeling:** Ensure all samples are securely, accurately, and consistently packed and labeled according to official ToH cupping protocols.
- **Data Verification & Entry:** Verify the accuracy of all scoring sheets and sample identities to prevent duplication or bias. Enter all relevant data into the ToH database in line with AFCA guidelines.
- **On-Site Oversight:** Maintain an active presence during sample reception and throughout the competition. Work closely with designated Quality Control (Q.C.) staff to verify moisture content and conduct physical evaluations. Provide impartial oversight and immediately report any irregularities.

- **Confidentiality & Integrity:** Uphold strict confidentiality and ensure that no action compromises the anonymity, integrity, or traceability of samples before, during, or after the competition.
- **Sample Movement & Traceability:** Monitor all sample movements and usage during cupping sessions. If re-roasting is required, document the reason, quantity used, and outcome to ensure transparency and consistency.
- **Accurate Recordkeeping:** Maintain detailed, verifiable records for each sample, including cupping usage, physical characteristics, and Q.C. actions. Ensure records remain accessible throughout the competition.
- **Handover to Export Partner:** Ensure the secure and documented handover of all competition lots to the designated Export Partner, along with complete accompanying information—including sample codes, lot details, and traceability records. The Auditor must confirm receipt by the Export Partner and maintain copies of all handover documentation for AFCA's records.
- **Reporting:** Submit a brief audit report following the competition, summarizing the process and confirming compliance with AFCA protocols.
- **Feedback & Results Reporting:** Complete the designated feedback reporting template, including round results, cupping notes, and Head Judge comments. Prepare and share individualized reports with each participating company/organization.
- **Regional ToH Sample Packing:** Pack and label 2 kg of each winning lot for secure storage and submission to the Regional Taste of Harvest Competition.

The assignment will run for approximately 5-8 weeks from the date of contract signing.

3. Submission Requirements

In addition to your personal or company information, please include the following details in your proposal:

- Proposed methodology or approach (brief)
- Financial proposal (fees and any anticipated costs)
- Contact details and availability during the competition period
- References from previous clients

4. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

- Proven experience in quality assurance, auditing, or data verification (coffee sector preferred)
- Ability to work in Kampala, Uganda during the competition period
- Strong attention to detail and impartiality

5. Submission Instructions

Submission Deadline: December 20, 2025

Please submit your proposal secretariat@afca.coffee by December 20, 2025 with the subject line: ToH Auditor – Your Name / Firm Name.