



## **Terms of Reference: Taste of Harvest Warehouse & Export Partner**

**Issued by:** African Fine Coffees Association (AFCA)

**Competition:** Kenya National Taste of Harvest

### **1. Introduction**

AFCA is seeking a Warehouse & Export Partner for the Kenya National Taste of Harvest Competition. This partnership offers a strategic opportunity to contribute to advancing African coffee visibility and trade. The Warehouse & Export Partner will store and coordinate all outbound shipments of coffee samples to auction partners and facilitate post-auction export of winning lots to successful bidders.

We invite Expressions of Interest (EOI) from licensed exporters with proven experience in sample and lot handling, export documentation, and working with specialty coffee buyers.

### **2. Scope of Work**

Responsibilities include:

- **Secure Storage:** Provide clean, climate-appropriate, and secure storage facilities for green coffee before, during, and after the competition.
- **Lot Reception & Logistics Management:** Receive, record, and safely store all winning coffee lots in accordance with AFCA protocols. Oversee drop-off logistics and ensure efficient, transparent, and traceable handling throughout. AFCA will coordinate the delivery of lots to the Export Partner's designated warehouse.
- **Chain of Custody:** Maintain detailed records of all incoming and outgoing samples, including weight, number of bags, and ownership traceability.
- **Coordination with Auditor:** Work closely with the appointed Auditor to ensure proper sample coding, movement, and traceability.
- **Coordinate and manage the preparation and dispatch of sample sets, including packaging, labeling, and documentation, for shipment either to potential buyers (as applicable) OR to AFCA's designated sample set partner for onward distribution.**
- **Coordinate and manage the export of winning coffee lots to designated international buyers post-auction.**

- Ensure all coffee shipments are compliant with local export regulations and international standards.
- Liaise with AFCA, winning producers, and buyers to prepare all necessary documentation (e.g., contracts, export related documents, invoices).
- Liaise with AFCA, the auction platform, winning producers, and buyers to facilitate smooth post-auction transactions, ensuring accurate invoicing, timely payments, and transparent transfer of funds to producers.
- Provide support in logistics coordination for sample and lot movement as needed.
- Maintain clear communication with AFCA on timelines and any issues.
- Offer traceability and tracking updates for shipments as required.
- Provide all export related materials which will include but not limited to (vacuum sealed bags, Ecotact/Grainpro bags, jute bags, bag marking services, cartons, etc)

The assignment will run for approximately 4 months from the date of contract signing.

### **3. How to Submit Your EOI**

Interested parties are invited to submit a short EOI by email. This should include:

- Brief overview of your company/organization and relevant experience in warehouse management.
- Description of available storage facilities, infrastructure, and export capacity.
- Company profile including export experience and country-specific licenses.
- Description of logistics capabilities and past experience with similar shipments.
- Confirmation of your ability to support the responsibilities outlined
- Primary contact name, email, and phone number
- Optional: Any additional value-added services or previous collaborations with AFCA or the national coffee sector

Please send your EOI to [secretariat@afca.coffee](mailto:secretariat@afca.coffee) no later than December 20, 2025.

Note: Partners will be recognized as official Taste of Harvest collaborators in relevant communications materials.