

## **Terms of Reference (TOR) for Catering Services**

The “Terms of Reference” shall be modified at the time of negotiation as “Description of Services” of the contract agreement.

The work shall involve the following:

- a) Provision of catering solutions at the SAMARITAN’S PURSE BASE.

The work shall include the supply of such incidental personnel, equipment, materials and consumables as shall be necessary.

### **A. CATERING SOLUTION**

1. The selected service provider shall be responsible for the performance and delivery of the catering solution including the supply, storage, preservation, preparation and serving of food and beverages consisting of three (3) meals per day (breakfast, lunch and dinner) and snacks in accordance with the menu agreed between the parties.
2. The service provider will provide a master list of menu items (meats/ fish/vegetables/starches/deserts/salads) upon signing of contract. The selected service provider will add at least one new item every month to each of the categories (meats/ fish/vegetables/starches/deserts/salads). To ensure variety, there shall be agreement on a 6-week menu/meal rotation plan with minimal duplication. Note that all meals on the menu are subject to change – according to SP staff wishes and agreements.

### **BREAKFAST**

1. Breakfast is to include: tea, coffee (instant and ground), milk – fresh and powder, sugar, fresh bread and spreads, served daily to all staff.
2. Weekdays shall also include eggs, bacon, baked beans, sausages, mahamri (mandazi), pancakes, arrow root, yams and an assortment of spreads (jam, peanut butter, blue band, butter, Nutella, honey) based on a mutually agreed menu to make sure we are providing a healthy and nutritious breakfast for all the staff (local and internationals).
3. Weekend breakfast is to include all the above plus a wider range of items which will be supplied to comprise of a full international breakfast for the staff. Please note, all the items mentioned above shall be made available in the refrigerators for the staff should they wish to prepare their own meal. A variety of fruits should also be available at all times.

### **LUNCH**

1. Provide a 6-week menu with minimal duplication for lunch. The menu must reflect cuisines that cater to both local and international staff.
2. Lunch should comprise of both a main course and sides. All meals should include white or red meat/fish (protein), variety of vegetables, fruits, and a starch food.
3. Food serving size and portions to correspond to a typical adult with meat/fish portions at 0.2kg’s per person
4. There should be non-meat protein options for those who abstain from meat and/or are vegetarian.
5. All meals are to be provided with a variety of fruit and salads to ensure a balanced diet. Provide a variety of sodas at least once per week – Wednesdays.

## **DINNER**

1. Provide a 6-weeks menu for all dinners that reflects cuisines that caters to international staff from within the region and other nationalities.
2. The menu must contain minimal duplication. Dinners must comprise of both a main course and sides. All meals should include white or red meat/fish (protein), variety of vegetables, fruits, and a starch food.
3. Food serving size and portions to correspond to a typical adult with meat/fish portions at 0.2kgs per person
4. There should be a non-meat protein option for those who abstain from meat and/or are vegetarian.
5. Desert to be available with an option of freshly baked cake.
6. All meals are to be provided with a variety fruit and salads to ensure a balanced diet.
7. A variety of sodas to be provided every Tuesday & Friday.

## **FOOD PANTRY:**

- a) Par levels of stock items are to be maintained evidenced in a posted inventory to ensure continuity of availability.
- b) Ensure there are various ingredients in the pantry and fridge for Samaritan's Purse personnel who wish to prepare their own meal. Staff may also provide a list of items in advance that may not be stocked in the pantry regularly for their own meal preparation.

## **SNACKS:**

- a) Tea, Coffee, fresh bread (white and brown) and spreads for the office (sugar and milk - fresh and powder)
- b) Fruits, cereal, cheese, eggs, samosas, potato chips, fruit juice, fresh milk, cold cuts, yogurt, and fresh vegetables to be made available at all times in the common room.
- c) Assortment of fresh fruits enough for every staff to be provided every day.

## **Monthly Barbeque:**

A wide range of international cuisines to be prepared every third Friday of the month. The menu for this will be provided by Human Resources personnel and discussed with head chef.

**Food Preparation:** Chef steps in food handling, cooking, and storage are essential to prevent food borne illness and pests:

1. Always wash hands with water and soap for 20 seconds before and after handling food.
2. Wear latex gloves when handling food. Cover head with net.
3. Don't cross-contaminate. Keep raw meat, poultry, fish, and their juices away from other food.
4. After cutting raw meats, wash cutting board, utensils, and countertops with hot, soapy water.
5. Cutting boards, utensils, and countertops should be sanitized by using a solution of 1 tablespoon of unscented, liquid chlorine bleach in 1 gallon of water.
6. Marinate meat and poultry in a covered dish in the refrigerator.
7. Frozen meats should be thawed in the refrigerator rather than on the counter top.

**Daily Meal Schedule:**

Meals shall be available at the following times:

- BREAKFAST 8.30am- 10.30am
- LUNCH 12.30pm – 2.00pm
- Snack 3:00pm – 4:00pm
- DINNER 5.30pm – 8.00pm

**Estimated Number of Staff per day:**

- ❖ On Weekdays:
  - Breakfast – Minimum 75
  - Lunch – Minimum 35
  - Snacks – Minimum 75
  - Dinner – Minimum 35
- ❖ On Weekends:
  - Breakfast – Minimum 35
  - Lunch – Minimum 35
  - Snacks – Minimum 35
  - Dinner – Minimum 35