



**ALBERTINE INTERVENTIONS FOR DEVELOPMENT (AID)**  
Plot 1, Rukurato Access, Rukurato Road, (Off) Nyaika Avenue  
P.O. Box 405, Fort Portal (UGANDA)  
Tel: +256 (0) 392178486  
E-mail: [info@aid.ug](mailto:info@aid.ug)

---

## **Request for Proposal (RFP) – *Re-advertised***

PRF/RFQ No.	<b>AID-Y2GEO/PROC/BARISTAS-01-12/25</b>	Date	12 <sup>th</sup> /Feb/2026
-------------	---	------	----------------------------

Service Provider's Name: .....

Contact Person: .....

Telephone Number: .....

Email: .....

TIN Number: .....

Albertine Interventions for Development (AID) hereby invites you to submit your competitive Proposal for the service(s) listed below with detailed specifications.

**NOTE** the priced RFP must include costs (including per diem, fuel refund and trainer fees) **DEADLINE FOR SUBMISSION NOT LATER THAN 5:00 PM, 19th/Feb/2026.**  
**PLEASE QUOTE IN Uganda shillings.**

Priced RFPs can be submitted electronically via Email through [procurement@aid.ug](mailto:procurement@aid.ug) copying [info@aid.ug](mailto:info@aid.ug), [kansiime.josephine@aid.ug](mailto:kansiime.josephine@aid.ug) and [admin@aid.ug](mailto:admin@aid.ug) or a hard copy of the RFP in a sealed envelope can be hand delivered to:

Albertine Interventions for Development (AID) regional coordination office at Plot 1, Rukurato Access, Rukurato Road, (Off) Nyaika Avenue, P.O. Box 405, Fort Portal (UGANDA) and MUST be registered and supplier/contractor/service provider signs on the bid submission form as acknowledgement of submission.

The below prices are valid for .....day(s)/Month(s)

Specify estimated delivery time/ Schedule .....

Specify Terms of Payment: .....

**Are you as an individual/Consultant exempted from Withholding Tax? (YES/NO)**

*If yes, please attach exemption certificate*

**LICENSED FACILITATORS/TRAINERS FOR TRAINING 250 YOUTH IN BARISTASHIP (150) AND COFFEE ROASTERS (100) FOR 15 DAYS (10 DAYS FOR BARISTA AND 5 DAYS FOR ROASTER)**

**2.0 Rationale for training and transitioning the youth**

Aligned to the project objective of creating or enhancing 1,150 decent jobs in the coffee value chain for youth and women through access to skills training, entrepreneurship opportunities, and decent employment services, AID is planning to skill and support to transition 150 youth into Barista roles and 100 youth into Artisan Roaster positions through a hands-on training and mentorship approach. 150 youth will undergo a competence-based coffee Barista training with learning work packages focused on making espresso-based drinks, mixology and juices.

The Barista Course program will emphasize core competencies such as espresso preparation, milk frothing techniques, customer service, and knowledge of coffee origins. The 100 self-selected youth will undergo a competence-based Roaster training with learning packages focusing on artisanal roast and pack for the domestic and regional markets. Participants will learn to select quality green beans, understand various roasting profiles, operate roasting equipment, and manage quality control, while also developing their own unique coffee blends.

The training is intended to equip participants with the skills needed to excel in these professions. By training these youth, AID is creating a skilled workforce, promoting entrepreneurship (youth being able to open their own coffee shops or businesses) and contribute to the growth of the coffee industry while addressing the youth unemployment challenge and foster economic development. Well – trained roasters will ensure high quality coffee products and support to meet the demand for specialty coffee.

**3.0 Objectives of the training**

- Train 150 youth in barista course level 1

**Request for Proposal (RFP) – Re-advertised. REF: AID-Y2GEO/PROC/BARISTAS-01-12/25**

- Train 100 youth in coffee roasting course level 1 course
- Mentor and coach 250 youth on mindset change and entrepreneurship.
- Share information/contacts about institutions for potential placement for the trained youth

#### 4.0 Expected output

- 150 trainees are able to setup and operate a barista enterprise.
- 100 trainees are able to effectively, efficiently and safely roast coffee
- 250 youth mentored on mindset change and entrepreneurship
- Assessment of the trainees (initial assessment to prepare trainees for UVTAB assessment)

#### 5.0 Targeted audience

250 youth from the 4 districts of operation i.e. Kasese, Kabarole, Kibaale and Hoima districts that self-selected barista and roaster job occupations

#### 6.0 Scope of work

- Preparation of training content and submitting to AID for approval by one week of signing the contract
- Conducting the training
- Carrying out learner’s assessment
- Submitting a training report

	<b>Course</b>	<b>Duration</b>	<b>Training topics to be handled</b>	<b>Assessment</b>
1	Barista	10 days (2 weeks)	<ul style="list-style-type: none"> <li>• Establish barista enterprise</li> <li>• Preparing coffee beverages</li> <li>• Preparing non – coffee beverages (milkshakes, smoothies, juices)</li> <li>• Manage barista enterprise</li> <li>• How to use different machines and equipment</li> <li>• Soft skills, customer service, and presentation skills</li> <li>• Mindset change and entrepreneurship</li> </ul>	Facilitators will be required to carry out continuous assessment during the training using sample test items in the approved barista ATP

2	Roaster	5 days (1 week)	<ul style="list-style-type: none"> <li>• Introduction to coffee roasting</li> <li>• Preparing green coffee bean</li> <li>• Prepare coffee roaster</li> <li>• Conduct roasting</li> <li>• How to use the different equipment</li> <li>• Occupational health, safety and environmental protection practices.</li> <li>• Mindset change and entrepreneurship</li> </ul>	Facilitators will be required to carry out continuous assessment during the training using sample test items in the approved roaster ATP
---	---------	-----------------	--	--

## 6.0 The Equipment and Materials to be used

Espresso machine, coffee grinder, roaster, dosing spoon, weighing scale, knock box, steaming pitcher, saucer, tamping mat, tamper, micro fiber cleaning cloth, espresso shot glass, barista stirring spoon, latte art pens, cups, water filter, aero press, French press, Chemex, timer, moka pot, percolator, milk frothier, storage canisters, drip V60, camera, fire extinguisher, brooms, rugs, buckets, serving trays, ice maker, refrigerators, chopping board, scooper, knife, stationery, coffee cherries and PPEs among others.

**The Equipment and consumables will be provided by AID-Uganda.**

## 7.0 Training venue and approach

The trainings will be conducted at AID skilling center in Fort Portal and clustered into occupations. The trainings will be both theoretical and practical. All the trainees will be accommodated in Fort Portal during the training days.

## 8.0 Roles and responsibilities

### 8.1 AID

- Identify suitable training venues that accommodate the targeted number of trainees
- Mobilize the youth from the two regions to participate in the training
- Payment of fees for the youth to be trained
- Facilitate the trainers during the training (accommodation and transport)
- Provide accommodation arrangements for the youth while in Fort Portal attending the training including transportation to and from the venues
- Procure consumables required for the training
- Avail the necessary equipment/machines for the practical training session
- Provide meals for the trainees during the training days
- Avail staff that will support the identified expert trainers during the training

- Together with the trainers review the training materials ensuring that they are tailored to the targeted audience
- Together with the trainers, develop the training schedule
- Monitor the on-going training
- Coordinate the training sessions ensuring that participants arrive on time
- Ensure trained youth are registered with an accredited institution for certification
- Coordinate with UVTAB for the assessment of learners and certification
- Coordinate with UNBS on the certification of the roasters
- Together with the trainers identify institutions for internship placement for the trained youth

## 8.2 Roles and responsibilities of the trainers

- Develop the training schedule, ensure it is jointly reviewed
- Avail the necessary training materials (charts, manuals) suitable for the youth
- Train 250 youth as per their job occupations including mentorships on mindset change and entrepreneurial skills
- Conduct initial learner assessment
- Support in identification of institutions for placement of the trained youth
- Provide weekly progress reports and a consolidated report at the end of the assignment

## 9.0 Duration/Timeline

This assignment is expected to be completed within a period of approximately 1 months as follows

- Training – 15 days
- Reporting – 5 days after completion of the trainings

## 10.0 Number of trainers required

Two expert trainers will be required for this training who will be supported by AID staff that have experience in conducting similar trainings.

## 10.1 Qualification of the trainers/Requirements

**Individuals are invited to submit their proposals;**

### a) For consultants (individuals)

- Degree/Diploma or equivalent in Hotel Management, Tourism Management, Pastry & Bakery, Catering & Hospitality, Food & Beverage Services, or related field (attach academic documents)
- At least 5 years' proven experience in cafés, hotels, or roasteries (strong hands-on barista/roaster experience). This includes and is not limited to; espresso extraction, grinding & calibration, milk steaming & texturing, drink preparation (espresso menu), customer service and workflow (Attach an updated/current CV with 3 referees).

**Request for Proposal (RFP) – Re-advertised. REF: AID-Y2GEO/PROC/BARISTAS-01-12/25**

- Provide an updated/current CV of 1 (one) additional expert trainer who will support during the training.
- Demonstrated experience in conducting barista/roaster training - at least 2 (attach a profile, Contract, LPOs etc)
- Recommendations from previous clients will be an added advantage (at least 2)
- Computer skills especially Microsoft applications (i.e. Ms word, PPT) (attach training certificate)
- Andragogy/pedagogy training will be an added advantage (Attach training certificate)
- Ability to carry out mindset change and entrepreneurship
- Soft skills such as facilitation skills, motivating teams, group engagement etc
- Strong coordination, communication and reporting skills;
- Knowledge of the local languages used in Albertine Rwenzori is an added advantage

**Evaluation criteria:**

The proposal will be evaluated based on:

1. Preliminary requirements
2. Technical proposal
3. Financial proposal
- 4.

**TERMS AND CONDITIONS:**

- Albertine Interventions for Development (AID) reserves the right to accept/reject all or part of your offer.
- Albertine Interventions for Development (AID) **DOES NOT** offer advance payments regardless of the value of the procurement at hand.
- For every payment above one million Ugandan Shillings, none other than supply of Agricultural products Albertine Interventions for Development (AID) will deduct withholding tax applicable to services offered from the total Invoice value.
- Please include Consultation VAT fee computation where Applicable
- IF YOU DO NOT HEAR FROM US WITHIN 30 DAYS, CONSIDER YOUR PROPOSAL UNSUCCESSFUL.

Supplier Signature/ Stamp ..... Date: .....

**Please note that this form is not a purchase order/ Contract and is not a guarantee of purchase from your establishment/yourself but will allow Albertine Interventions for Development (AID) to consider your price, technical expertise along with other competitive quotations.**