



## THE SUSTAINABLE TRADE INITIATIVE (IDH)

### TERMS OF REFERENCE

#### FOR CONTRACT OF SERVICES

#### Horticulture Market-Led SMEs and Smallholder Farmer Business Development Support Program in Rwanda

#### Certification and Food Safety Training

## 1. INTRODUCTION

IDH Sustainable Trade Initiative (“IDH”) accelerates and up-scales sustainable trade by building impact-oriented coalitions of front-running companies, civil society, governments, knowledge institutions, and other stakeholders in several commodity sectors. We convene the interests, strengths, and knowledge of public and private partners in sustainability commodity programs that aim to mainstream international and domestic commodity markets. We jointly formulate strategic intervention plans with public and private partners and we co-invest with partners in activities that generate public goods.

IDH is looking for a consultant that will provide Certification and Food safety Training support to four selected horticulture SMEs under IDH's Horti-Export program in Rwanda (the “Consultant”). The assignment will be carried out in the period between **August 26<sup>th</sup> to October 26<sup>th</sup>, 2022 (2 months of consultancy)**. This assignment is based in Rwanda.

IDH reserves the right to update, change, extend, postpone, withdraw, or suspend the Terms of Reference, this tender, or any decision with regard to the selection or contract award. IDH is not obliged in this tender procedure to make a contract award decision or to conclude a contract with a participant. IDH reserves the right to suspend or annul the Tender Procedure at any moment in time.

Participants cannot claim compensation from IDH, any affiliated persons or entities, in any way, in case any of the aforementioned situations occur.

By handing in a proposal, participants accept all terms and reservations made in these Terms of Reference, and subsequent information and documentation in this tender procedure.

## 2. THE OVERALL OBJECTIVES OF THE HORTI-EXPORT PROGRAM

IDH is implementing an 18-month Market-led support project under the IDH value chain development program aimed at contributing to export growth and job creation in Rwanda, **to be implemented until December 2022**. IDH will undertake a market-driven approach in the Horticultural value chain development by supporting the commercialization of Rwandan SMEs and farmers, and facilitating market linkages to local, regional, and international markets. The program will enable Rwandan SMEs and smallholder farmers to access premium regional and international export markets. To do so, IDH will provide tailored interventions that address

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critical supply chain constraints through building the technical and management capacity of SMEs and cooperatives and facilitating market linkages.

By supporting the inclusion of SMEs and smallholder farmers in premium horticultural supply chains, the Program will improve the livelihoods of smallholder farmers, create new jobs within the sector, with a focus on women and youth, and improve the resilience of the Rwandan horticultural sector through establishing commercially viable and sustainable supply chains that are based on product and market diversification.

The objectives of the assignment that is being tendered in this Terms of Reference are further explained in the next section

### 3. THE OVERALL OBJECTIVES OF THIS ASSIGNMENT

The overall objective of this assignment is to develop and provide targeted interventions to build SMEs' capacities to become competitive and meet market requirements. These interventions will provide SMEs with the needed technical, operational, business, and managerial support they need to solve their internal challenges and be able to scale up and produce to the market's desired volume and quality demands.

#### THE REQUESTED DELIVERABLES FOR THIS SPECIFIC ASSIGNMENT

The Consultant will undertake the following task:

1. Train the participant in the general requirements of operating a quality management system including level and contractual matters, management of impartiality, liability, and financing.
2. Train the participant on quality policies and procedures for document and data control, record management, internal audit, preventive and corrective actions, management review, human resources, and risk assessment.
3. Train the participant on food safety regulation with an overview of the food safety legislation covering local, regional, and international (mainly in the EU where most products of plant origin are traded in) law, the sanitary and phytosanitary (SPS) requirements affecting local, regional, and international trade.

### 4. DELIVERABLES

#### Certification and Food Safety Training

The contractor will undertake the following steps that will result in the following deliverables:

- I. Inception report, including the training materials, and training methodologies
- II. Conducting training,
- III. Provide training report, highlight key areas to embark on in order to improve quality management and food safety
- IV. Final report

### 5. QUALIFICATIONS AND EXPERIENCE

#### Consultant Profile

The Consultant needs to have the following experience, knowledge, and expertise:

- At least 5 years' experience in consulting SMEs and start-ups in the preparation for the acquisition of globally recognized food safety standards and certifications like GGAP, SMETA, and ETI.

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- At least 5 years' experience of advisory in maintaining the globally recognized food safety standards and certifications for private businesses commercializing fast-moving consumer goods (such as Fruits and Vegetables).
- At least 10 years of work experience, at least 5 years of which should be in global standards-related topics, with a significant component of food safety standards and certification, and work in a professional capacity
- At least 5 years of experience in setting up for private businesses the whole process of the acquisition of the food safety standard certification

### The Consultant needs to have the following skills:

- Extensive expertise, knowledge, and experience in the field of food safety
- Preferably having produced reference materials in the field of food safety planning and execution that can be used by organizations such as SMEs.
- At least 10 years of experience in working with an international organization and donors Experience in training in food standard and quality management systems.
- Training in the food safety management system and Training in the quality management system
- Ability to collaborate and communicate with team members effectively.
- Agri-business management and efficient operational skills especially in supporting SMEs

### The Consultant needs to have the following characteristics:

- Degree/master's in food science, social science, agriculture, economics, or other relevant development field is required
- Extensive relevant experience may be accepted in lieu of the university degree
- Excellent interpersonal and communication skills including the ability to facilitate and work in a multi-disciplinary team. Competent in English, both verbal and written.

## 6. PROPOSAL GUIDELINES:

In the proposal, please provide the following:

1. A succinct, well-documented approach that demonstrates the Consultant's understanding of each of the following components (**maximum of 5 pages**):
  - i. Food safety management system requirements for operating a quality management system
  - ii. Quality policies and procedures guiding food safety standard acquisition and maintenance Strategy - whilst ensuring each SME gets or aspires to get there.
  - iii. Food safety legislation covering local, regional, and international
2. A budget with a breakdown of man-days/rate per consultant. This should include consulting time spent working directly with the supplier on a regular basis, and if applicable, an estimate of associated travel and accommodation expenses.
3. Statement of the Consultant's relevant experience, particularly regarding the knock-out criteria detailed below (**maximum of 1 page**)
4. A proposal outlining how the Consultant will communicate on project progress with IDH on a regular basis throughout the duration of the project (**maximum 1 page**).
5. Clear description of the project team and relevant experience of team members, CVs of team members, and time allocation per team member (**maximum of 4 pages**)

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6. Description of contractors (**maximum of 1 page**)
7. Statement Grounds for exclusion (see section 6 below)

### 7. GROUNDS FOR EXCLUSION

1. Tenderers shall be excluded from participation in a procurement procedure if:
  - a) they are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
  - b) they or persons having powers of representation, decision-making, or control over them have been convicted of an offense concerning their professional conduct by a judgment that has the force of res judicata.
  - c) they have been guilty of grave professional misconduct proven by any means that the IDH can justify.
  - d) they have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the Netherlands or those of the country where the contract is to be performed.
  - e) they or persons having powers of representation, decision making or control over them have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization, money laundering or any other illegal activity, where such illegal activity is detrimental to the MFA's financial interests.

Tenderers must confirm in writing that they are not in one of the situations listed above.

2. Tenderers shall not make use of child labor or forced labor and/or practice discrimination and they shall respect the right to freedom of association and the right to organize and engage in collective bargaining, in accordance with the core conventions of the International Labor Organization (ILO).

### 8. PROCEDURE

The procedure will be as follows:

- Inviting Consultant to present a full proposal based on these Terms of Reference,
- Evaluation of the proposals by an evaluation committee. The evaluation committee will evaluate the proposals on the basis of the knock-out criteria and the selection criteria as published in these Terms of Reference.
- IDH might request the preferred consultant to pitch their proposal to the evaluation committee. This is optional and will not be a requirement for all Consultants handing in a proposal.
- Decision on selection of the consultant.
- Inception meeting with the selected Consultant.

### 9. SCHEDULE

IDH is implementing an 18-month Market-led support project under the IDH value chain development program aimed at contributing to export growth and job creation in Rwanda. The time period of the consultancy will be **between August 26<sup>th</sup> to October 26<sup>th</sup>, 2022 (2 months of consultancy)**.

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<b>Tender Process</b>	<b>Timeline</b>
Terms of Reference published	3 <sup>rd</sup> of August 2022
Deadline for submission of Proposals	12 of August 2022
Pitching of Proposal by Firm	15 <sup>th</sup> of August 2022
Selection of Firm	17 <sup>th</sup> of August 2022
Awarding of Contract to successful Firm	26 <sup>th</sup> of August 2022

\*Proposals submitted after the deadline will not be considered in the tender procedure.

\*IDH will reject offers if any illegal or corrupt practices have taken place in connection with the award or the tender procedure.

### 10. SELECTION CRITERIA

Proposals will first be shortlisted based on the following knock-out criteria:

- Demonstrated experience in advising and acquiring food safety standard certification and maintaining for SME and/or large-scale commercial agricultural value chains in Africa.

Proposals that meet these criteria will then be evaluated through the following selection criteria:

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Topic	Selection Criteria	Maximum Points	Weight
Approach	<p>The extent to which the approach adequately addresses the objectives and expected deliverables of the assignment according to the following components:</p> <ul style="list-style-type: none"> <li>• Train the participant in the general requirements of operating a quality management system including level and contractual matters, management of impartiality, liability, and financing.</li> <li>• Train the participant on quality policies and procedures for document and data control, record management, internal audit, preventive and corrective actions, management review, human resources, and risk assessment.</li> <li>• Train the participant on food safety regulation with an overview of the food safety legislation covering local, regional, and international (mainly in the EU where most products of plant origin are traded in) law, the sanitary and phytosanitary (SPS) requirements affecting local, regional, and international trade.</li> </ul>	10	3
Experience	The extent to which the Consultant demonstrates the required experience is detailed in the Consultant profile.	10	4
Communication	The extent to which the Consultant's communication proposal will keep IDH sufficiently informed on project progress.	10	1
Budget	The proposal with the highest quality and reasonable budget including VAT and applicable taxes will receive 10 points, followed by 8, 5 and 3 points for the following higher budgets.	10	2
<b>Total Maximum Points</b>			<b>100</b>

### 11. CONFIDENTIALITY

The Consultant will ensure that all its contacts with IDH, with regards to the Tender, during the tender procedure take place exclusively in writing by e-mail to Serge Ndayitabi via [ndayitabi@idhtrade.org](mailto:ndayitabi@idhtrade.org). The Consultant is thus explicitly prohibited, to prevent discrimination of the other Consultants and to ensure the diligence of the procedure, to have any contact

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whatsoever regarding the tender with any other persons of IDH than the person stated in the first sentence of this paragraph.

The documents provided by or on behalf of IDH will be handled with confidentiality. The Consultant will also impose a duty of confidentiality on any parties that it engages. Any breach of the duty of confidentiality by the Consultant or its engaged third parties will give IDH grounds for exclusion of the Consultant, without requiring any prior written or verbal warning.

All information, documents and other requested or provided data submitted by the Consultant will be handled with due care and confidentiality by IDH. The information provided will after evaluation by IDH be filed as confidential. The information provided will not be returned to the Consultant.

### **12. Contact information**

Name: Serge Ndayitabi

Email: [ndayitabi@idhtrade.org](mailto:ndayitabi@idhtrade.org)