USAID Enterprise Competitiveness Project

**Scope of Work**

**Analyze of International Certification needs and implementation of International Quality Standards among domestic enterprises**

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| **Time Frame:** | **September 2021 – May 2023** |
| **Location:** | **Kyrgyz Republic** |

# INTRODUCTION

The USAID Enterprise Competitiveness Project is a five-year initiative that aims to accelerate sales growth and increase job creation among Kyrgyzstani small and medium enterprises (SMEs). The USAID ECP will partner with end markets, SMEs, business development/advisory service providers, government agencies, associations, and other market actors who are willing to co-invest to accelerate inclusive, market-led growth by fostering a system that increases market access and competitiveness, catalyze investment, unlocks opportunities for women and youth, builds skills, and encourages a more enabling business environment.

The USAID Enterprise Competitiveness Project has four core interventions:

1. End-Market Linkages
2. Expanding SMEs’ Human and Social Capital: Firm-Level Support
3. Expanding Financial Capital: Support to Non-Bank Financial Institutions (NBFIs) and Non-Traditional Finance
4. Creating a More Enabling Business Environment

The USAID ECP contributes to the USAID/Kyrgyz Republic’s (USAID/KR’s) economic growth Development Objective (DO) 3, “Accelerated growth of a diversified and equitable economy,”. The Project is implemented across the whole Kyrgyz Republic. The USAID ECP may support firms in any sector or industry allowed by USAID policy, but with focus on sectors and businesses that can generate more jobs and involve more women and youth.

To assist partner SMEs and other potential partners in aligning their production infrastructure, processes and practices with internationally acknowledged quality standards the Project intends to hire a local short term technical assistance (STTA) with strong background in implementation of international certification based on ISO, HACCP, Global GAP and other standards.

# BACKGROUND OF THE ASSIGNMENT

The USAID Enterprise Competitiveness Project signed partnership agreements with more than 100 leading Kyrgyzstani companies and private entrepreneurs mainly for the purpose of procuring new equipment to help expanding the current operations. Increasing productivity leads to active expansion to new markets domestically, regionally, and internationally. However, there are certain rules and obstacles preventing local companies entering new export markets and particular International Certification.

# OBJECTIVES OF THE ASSIGNMENT

The USAID Enterprise Competitiveness Project intends to hire experienced short-term expert/company to conduct:

- needs assessment (diagnostic audit) for international certification among Project Partners and other applicants under the CFA for TA

- realize a jointly designed technical advisory plan.

At the end of the assignment, all the assisted partner SME(s) should be prepared to pass International Certification.

# SPECIFIC TASKS

The consultants will perform specific tasks as follows:

* Enterprise analysis, project planning
* Calculation of the related costs and costs of certification
* Preparation of the training materials
* Training for senior management and implementation team
* Training for farmers
* Provision of algorithms, documents, and methods
* Design and development of internal control system
* Collaboration with certification agency
* Implementation of the certification system
* Final audit of the certification system
* Elimination of certification correction measures

# QUALIFICATION REQUIREMENTS

* At least 3 years of practical experience in implementing Organic Certification Programs in Kyrgyzstan
* Proven experience in implementation of ISO, HACCP, Global GAP management system in domestic companies
* Ability to apply sound engineering principles and provide technical leadership on specific site initiatives
* Strong analytical & troubleshooting skills
* Strong written & verbal communication skills
* Willingness to travel domestically to attend to project site
* Fluent knowledge of Russian and Kyrgyz, English is a strong asset
* Other requirements to be specified

# SCHEDULE OF DELIVERABLES AND PAYMENTS

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| --- | --- | --- |
| **Deliverable** | **Due date** | **Payment** |
| * Enterprise analysis, project planning | TBD | % of contract amount |
| * Preparation of the training materials | TBD | % of contract amount |
| * Training for senior management and implementation team * Training for farmers | TBD | % of contract amount |
| * Provision of algorithms, documents, and methods | TBD | 0% of contract amount |
| * Design and development of internal control system | TBD | 0% of contract amount |
| * Implementation of the certification system | TBD | 0% of contract amount |
| * Final audit of the certification system * Elimination of certification correction measures | TBD | 0% of contract amount |

# OTHER CONDITIONS

* All deliverables must be accepted by the USAID Enterprise Competitiveness Project before payment
* The sub-contractor must strictly follow USAID Enterprise Competitiveness Project branding and marking rules in trainings and other events.