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
* Training for senior management and implementation team
* Provision of algorithms, documents, and methods
* Design and development of certification system elements
* Implementation of the certification system
* Final audit of the certification system
* Other tasks to be specified

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| Name of events and topics | Number of days |
| Trainings | 8 |
| * Fundamentals of food safety. An overview of the basic legal requirements for agricultural enterprises. Global Gap standard for the production of consumer goods. Objectives and scope of application; * Basic requirements for all agricultural enterprises. History of the enterprise and its management. Ensuring the safety, well-being and health of workers; * Documentation requirements and organization of document flow, in-house control/internal check. System verification and validation; * Waste management and pollution control, recycling and reuse. Environment and nature conservation. Land use. History of the land lot and land lot management, land use. Drinking water, feed and supplements; seeds, crop protection products, irrigation, harvesting, product treatment. * Sanitation and hygiene. Personnel, premises, equipment and production processes requirements. Pest control. |  |
| Development of requirements (documents) | 12 |
| Af 1. History of the land lot and land lot management.  Af 2. Record keeping and in-house control/internal check  Af 3. Occupational health  Af 4. Health and safety of employees, social welfare services  Af 5. Subcontractors  Af 6. Waste disposal and pollution control, recycling and reuse of waste  Af 7. Environment and nature conservation.  Af 8. Complaints and claims  Af 9. Return/cancellation procedure  Af 10. Food protection  Af 11. GLOBALG.A.P. status  Af 12. Logo usage  Af 13. Traceability and separation of products  Af 14. Raw material balance |  |
| Af 15. Declaration of food safety policy  Af 16. Food Fraud Mitigation  Af 17. Nonconforming products  Cb. Basic module: crop production  Cb 1. Traceability  Cb 2. Planting/seed material  Cb 3. Soil conservation and maintenance  Cb 4. Fertilizer treatment  Cb 5. Water conservation  Cb 6. Integrated pest management (IPM)  Cb 7. Plant protection products  Cb 8. Equipment  FV. Fruits and vegetables  Fv 1. Land lot management (site management)  Fv 2. Sustainable soil management  Fv 3. Substrates  Fv 4. Quality of water used during the pre-harvest period  Fv 5. Harvesting and post-harvest activities |  |
| On-site implementation of the Global Gap System | 25 |
| Record keeping and verification | 3 |
| Assistance in performing laboratory tests for finished crop pesticides | 3 |
| Assistance in performing laboratory tests of soil, irrigation water | 11 (during spring, summer, harvest) |
| Internal inspection and report | 5 |
| Selection of the certification body |  |
| Technical support during certification | 2 |
| Post-certification support | 3 |

# QUALIFICATION REQUIREMENTS

* At least 3 years of practical experience in implementing 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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| **Result** | **Deadline** | **Payment** |
| * Prepayment after the trainings |  | 20 % of the contract amount |
| * After the development of documents |  | 20 % of the contract amount |
| * After the implementation of the system and submission of an internal inspection report |  | 20 % of the contract amount |
| * After the successful completion of certification (report before the obtainment the Global GAP certificate) |  | 40 % of the 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.