USAID Enterprise Competitiveness Project

**Scope of Work**

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

|  |  |
| --- | --- |
| **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

|  |  |
| --- | --- |
| **Diagnostics and planning of the food safety management system** | **8** |
| Diagnostic assessment of the enterprise infrastructure and existing food safety management system for compliance with the requirements of ISO 22000-2018. | 2 |
| Conducting training for senior and middle managers.  Day 1. Planning of the food safety management system. Analysis by senior management.  Day 2. Prerequisite programs | 1 |
| Providing recommendations on determining the scope of the food safety management system. Providing recommendations on the formation and optimization of organizational structure, preparation of organizational chart, responsibility and control assignment matrix (RACI) within the framework of food safety | 0.5 |
| Providing recommendations on establishing policies and determining measurable food safety goals. Provide recommendations on forming a food safety team, defining procedures and assigning responsibilities. | 0.5 |
| Assistance in developing the context of the organization, defining processes and describing them. Interested parties. | 1 |
| Providing recommendations on the identification and management of subcontracted processes that affect food safety. Providing recommendations on the **procedure for providing external (outsourcing) services** and the preparation of **specifications for the provision of services by external subcontractors.** | 1 |
| Providing recommendationson the **document management procedures.** | 2 |
| Providing recommendations on the **records management procedures.** |  |
| **Preliminary program development** | **5** |
| Providing recommendations on the Prerequisite Program (PRP) development in accordance with the requirements of international standards, including ISO 22002, ISO 14159, ISO 18593, Codex Alimentarius Commission standards and the publicly available PAS 96 guidelines: | 4 |
| * Production environment; |  |
| * Maintenance of premises and equipment; |  |
| * Personal hygiene and staff facilities; |  |
| * Washing and disinfecting. Control of surface hygiene by express methods; |  |
| * Pest control; |  |
| * Ensuring compliance with the commodity neighborhood rules; |  |
| * Control and assurance of water quality; |  |
| * Allergen management; |  |
| * Waste management; |  |
| * Storage and transportation; |  |
| * Safe storage and handling of potentially hazardous materials; |  |
| * Cross-contamination prevention; |  |
| * Food defence. |  |
| * Entrance control |  |
| Providing recommendations on organizing the activities necessary to manage the PRP. Recommendations on the development of checklists for the control of the functioning of the PRP. PRP verification. |  |
| PRP training for production and auxiliary personnel (4 hours) | 0.5 |
| **Development of the HACCP system** | **12** |
| Providing recommendations on the description of raw materials, ingredients and food contact materials **including specifications**. | 1 |
| Providing recommendations on end product descriptions, **including specifications.** | 1 |
| Providing recommendations on the intended use of products, and the unintended use of end products. | 1 |
| Providing recommendations on the design of flowcharts and the definition of the production process stages. Approval of flowchaerts. | 1 |
| Hazard Analysis.  Providing recommendations on hazard identification and assessment. Consideration of different hazard assessment methodologies and determination of acceptable levels of hazards in end products with consideration of legal and consumer requirements.  Providing recommendations on the selection and evaluation of control measures and their ranking. | 3 |
| Providing recommendations on the creation of Operational Prerequisite Programs (OPRPs). Providing recommendations on the validation of combinations of control measures that are part of the OPRP | 2 |
| Providing recommendations on documenting a hazard management plan (HACCP).  Providing recommendations on the identification of critical control points (CCPs), the definition of critical limits with the justification of their choice.  Provide recommendations on the validation of combinations of control measures included in the HACCP plan.  Providing recommendations on the CCP monitoring system and actions in case critical limits are exceeded. Providing recommendations on the development of **adjustments and corrective actions procedures**. | 2 |
| Providing recommendationson the **measurement control procedure and monitoring tools.** | 0.5 |
| Conducting training for those responsible for the CCP monitoring (1 day, 4 hours). | 0.5 |
| **Development of procedures, verification and performance evaluation of the food safety management system** | **16** |
| Providing recommendations on the **complaint management procedure.** | 1 |
| Providing recommendationson **emergency (crisis) planning and preparedness procedures.** | 1 |
| Providing recommendationson **procurement procedures, approval and monitoring of vendors.** | 1 |
| **Providing recommendations on the establishment of requirements for suppliers.** |  |
| Providing recommendations on supplier evaluation (second party audits). |  |
| Providing recommendations on the **product analysis procedure.** | 1 |
| Nonconformity management |  |
| Providing recommendations on the developmentof **adjustments and corrective actions procedures**. | 1 |
| Providing recommendations on the creation of a **traceability system.** | 1 |
| Providing recommendations on the developmentof a **procedure for handling potentially hazardous products.** | 1 |
| Providing recommendationson the **recall procedure for unsafe products.** | 1 |
| Providing recommendations on the formation of a crisis management team. | 1 |
| Conducting crisis management training (2 hours). |  |
| Conducting a traceability system test and recall simulation. |  |
| Provide recommendations on planning, evaluating and analyzing the results of food safety management system verification. | 1 |
| Providing recommendations on the development of **internal audit procedures.** | 1 |
| Conducting training for internal auditors (4 hours) | 1 |
| Conducting practical training on performing internal audits. |  |
| Providing recommendations **on staff training procedures.** | 1 |
| **Development of staff training program.** |  |
| Providing recommendations on planning a review of the food safety management system. | 1 |
| Providing recommendations on the **analysis procedure by the management.** |  |
| Providing recommendations on the developmentof **food safety guidelines.** | 1 |
| **Support of certification audit.**  (Work on the identified gaps. Assistance in the development of corrective actions and adjustments procedures, etc.). | 5 |
| **TOTAL** | **46** |

# 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

|  |  |  |
| --- | --- | --- |
| **Result** | **Deadline** | **Payment** |
| * Diagnosis and planning of the food safety management system; * Preliminary program development | 24.08.2021 | 30% of the contract amount |
| * Development of the HACCP system; * Development of procedures, verification and performance evaluation of the food safety management system | 20.09.2021 | 30% of the contract amount |
| * Passing an independent audit | 25.09.2021 | 25% of the contract amount |
| * Obtaining the ISO22000:2020 certificate | 15.10.2021 | 15% 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.