

**CALL FOR TENDER**  
**N° SFL/2024/04/001**

**Title :** Service Contract of a certified/accredited consultant/registered company.

**1. HISTORY OF SHELTER FOR LIFE**

SFL is an international non-governmental organization, with its headquarters in Minnetonka, Minnesota, United States of America, and has been working in developing countries around the world since 1979. SFL works in more than fifteen countries around the world, guided by its philosophy of “restoring life by rebuilding communities”. SFL provides emergency and development assistance in case of disaster or conflict, undertakes infrastructure reconstruction activities after such events, and provides micro finance products to support economic growth. SFL has helped millions of people by building or rehabilitating infrastructure as varied as temporary shelters, production roads, irrigation systems, schools, market infrastructure, etc. The NGO has also provided significant funding through thousands of micro-loans to help ease access to finance urgent needed funds to grow smallholders’ production and business activities.

**2. CONTEXT**

Under the USDA/FAS Food For Progress (FFPr) program, Shelter For Life (SFL) is implementing a eight-year project called "Linking Infrastructure, Finance and Farms to Cashew" (LIFFT-Cashew) in Senegal, Gambia and Guinea-Bissau (SeGaBi) that aims at developing and upgrading value chain linkages necessary to support an integrated regional trade network for the cashew value chain. However, in order to make the value chain more attractive, more competitive and develop an inclusive economy in the SeGaBi, the along with other parts of the value chain, LIFFT-Cashew project is also focused on the development of the Organic Farming Certificate Program which remain barely explored in Africa and and SeGaBi region. The project is currently partnering with processors in Senegal, Gambia and Guinea-Bissau, linking them with cooperatives to purchase cashew nuts for processing and trading. Processors and cooperatives are very interested in implementing HACCP and NOP certification, but have constraints in terms of financial means and qualified personnel to invest in HACCP and NOP certification (USDA). It is in this context that the LIFFT-Cashew project intends to support cooperatives and processors in the SeGaBi region to obtain HACCP and NOP certification, in order to meet the requirements of local and international markets, including the EU and the USA, and to obtain good selling prices that will increase the income of value chain players. It is within this framework that the project has elaborated the ToR for the recruitment of an appropriate consultant to conduct training and ensure the implementation of the program.

**3. OVERALL OBJECTIVE**

Design and provide tailored training programs on HACCP, and NOP certification processes, covering key topics such as food safety including entire chain, traceability quality assurance, and regulatory compliance. This service aimed at to enabling producer members of the cooperative and the processor team to assimilate the CE848/18 and NOP specifications for organic farming and the new regulations in force, and to comply with the nut traceability system, in order to be certified on NOP and HACCP respectively both producers and processors. This support will also enable cooperatives and processors to familiarize themselves with the certification process, to ensure the sustainability of the organic program, and to develop and improve the value chain linkages needed to promote collective selling and processing of cashew nuts in order to support an integrated regional trade network for the cashew nut value chain

**4. TASK AND RESPONSIBILITY OF THE CONSULTANT**

Under the coordination of the Heads of the Agriculture and Market to Access component, the selected consultant/consulting company will provide service to support processors and cooperatives based on the following steps:

**a. Implementation and final audit for CE848/18 and NOP certification**

The consultant will be responsible for carrying out the following activities with the Cooperatives (producers cooperatives)

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- Train producers on the new regulations on specifications for organic farming according to the EU Bio and NOP standard (848/18)
- Training on the internal control system and setting up the team
- Setting up an internal control system team
- Train the Internal Control System team on the procedure for the internal control of producers' plots and on the traceability procedure of the collection with the tools Nuts
- Development of procedure manuals and tools for the Internal Control System Manual as well as relevant forms for recording the process and transactions to meeting the standards.
- Organize the internal control committee of producers.
- Preparation for external audit
- Follow-up of organic and NOP certification files.

After the training sessions, the consultant will also ensure the implementation and enforcement of organic standards among producers, with the support of the Department of Agriculture and CMA team. The consultant will support the cooperatives in renewing their certification, to ensure the program's sustainability. The cooperatives involved (see below):

#	Senegal	The Gambia	Guinea-Bissau	Total
	4	3	1	8

#### **b. Implementation of recommendations and final audit for HACCP certification**

The consultant will be responsible for carrying out the following activities with Smiling Coast company in The Gambia and ETHICAJOU in Senegal entire chain including:

- Development of procedure manuals and tools for the implementation of HACCP-compliant quality management systems at the plant, with a view to the company's HACCP certification.
- Accompany the Implementation of procedure manuals and tools for quality management systems.
- Training of production workshop managers and relevant staff in the tools and procedures manuals relevant to their position.
- Support the implementation and monitoring of the company's HACCP activities.
- Monitor and evaluate the implementation of the HACCP plan.
- Train quality team on HACCP quality procedures for each production workshop.
- Train HACCP team on good hygiene practices in production areas and food safety quality.
- Training company employees in good production hygiene practices.
- Correction of internal audit non-conformities;
- Preparation for external audits;
- Follow-up of HACCP certification files (completion of forms, audit planning).

The processors company involved (see below):

#	Senegal	The Gambia	Guinea-Bissau	Total
	1	1	1	3

## **5. DELIVERABLES AND KEY DATES**

The consultant expected to submit preliminary schedule of implementation along with their application in response to this request for offer. Further will be responsible for the services and adjusting schedule (if needed), which will be finalized after the contract has been awarded.

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Period	Summary of activities	Deliverables
From May 01 to June 30, 2024	Train plant managers and relevant staff, quality control teams, ICS teams and producers on organic farming specifications, and on hygiene and health safety requirements.	A Quality Control team established, customized & comprehensive training provided to relevant actors of the chain, including sharing the technical Job Description for each actor and manuals.
	Completion of CB forms for certification, preparation for external audit, correction of external audit non-conformities and follow-up of organic and NOP certification files.	
May-June	Draft manuals of procedures and operational tools, forms for the quality and organic production system, and monitor compliance with quality and organic farming procedures.	<ul style="list-style-type: none"> <li>- Practical exercises and workshops to reinforce learning</li> <li>Relevant staff/workers trained and the application of the injected knowledge followed and piloted.</li> <li>Internal audits to assess readiness for external audits conducted &amp; included in the report.</li> <li>Guidance and support provided in addressing identified non-conformities prior to external audits and their implementation accompanied.</li> </ul>
	Monitoring of internal control activities by HACCP teams and producers, throughout the production chain, upstream and downstream of production, processing and packaging, company organization (organization chart; job descriptions, etc.).	
	Completion of CB forms for certification, preparation for external audit, correction of external audit non-conformities and follow-up of organic and NOP certification files.	
June to July	Accompany the producers and processors for developing documents for Final audit (External audit) and participate in the final audit process.	<ul style="list-style-type: none"> <li>The request submitted to the accredited certifying agency for external audit.</li> <li>Process of external audit accompanied, and report issued.</li> </ul>

## 6. LOGISTICS

Travel and all logistics required by the mission will be organized by the consultant.

## 7. SKILLS AND EXPERIENCE REQUIRED

- Accredited company or individual service provider of NOP (CE848/18) and HACCP norms.
- Proven expertise and experience in providing training and consultancy services related to HACCP, and NOP. Organic certification.
- Accreditation or certification from relevant regulatory bodies or agencies.

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- In-depth knowledge of current industry standards, best practices, and regulatory requirements pertaining to food safety and organic certification.
- Excellent communication, presentation, and interpersonal skills.
- Demonstrated track record of successfully implementing certification programs for organizations similar to cooperatives, farms, processors.

## 8. TERMS AND CONDITIONS

The offer request is not and cannot be considered as a job offer by SFL.

## 9. INSTRUCTIONS

- Interested consultants/companies are invited to submit their proposals, which should include:
  - Detailed overview of qualifications, expertise, and relevant experience.
  - Methodology outlining the approach for delivering training and monitoring services.
  - Proposed timeline, milestones, and budget breakdown.
  - Description of deliverables
- References or case studies demonstrating past successes in similar projects.
- All offers must be in English or French.

Completed tender documents should be enclosed in plain sealed envelopes.

Criteria	Balance
Consultant's professional experience	[0-30]
Quality of the methodology proposed for the assignment	[0-40]
Financial offer	[0-30]

All must be placed in a sealed envelope bearing the tender reference number and addressed to/:

**Senegal office in Ziguinchor:**

R&H & Office Manager or Logistic Officer,

M. Dominique Christian Ngaba 78 589 26 16, M. Serigne Fallou DIONE 78 589 26 93.

**In Gambia, Kotu East, KMC to:**

Maimuna Banja Logistic Officer, (220) 7928785.

The offer can also be sent by e-mail to the following addresses:

- [info@shelter.org](mailto:info@shelter.org)

The deadline for submission is Friday 03 May, 2024 at 14:00 local time. Late offers will be rejected.

The offers will be opened at SFL's Ziguinchor office at the above address on Monday 06 May, 2024 at 10:00 a.m. local time, in the presence of bidders who wish to attend.

SFL reserves the right to accept or reject any tender, to cancel the procurement procedure and to reject all tenders at any time prior to the award of the contract, without obligation to inform the tenderers concerned of the reasons for cancellation or rejection.

Yours sincerely!

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For: Shelter for Life International

**Fakhriddin KUZUBOEV**

**COP**

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