

## **TOR for Service Provider**

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### **Head Office/Secretariat of the Regional Rural Development Standing Working Group in South-Eastern Europe (SWG) – Skopje**

**ToR for consultancy services related to implementation of requirements for certification of GLOBAL G.A.P in the primary production, HACCP in winery in Bosnia and Herzegovina and training of advisors from the extension agency for implementation of Global G.A.P. standards**

#### **1. Background**

The Regional Rural Development Standing Working Group (SWG), as a platform for networking and regional co-operation, has been established during the Agricultural Policy Forum 2005 (“Rural Development Opportunities for Co-operation in the SEE”) held in Macedonia and Serbia in June 2005.

With the International Agreement in March 2009, the SWG is registered as an International Intergovernmental Organization, with its managing and coordinative body – SWG Head Office/ Secretariat, based in Skopje, Macedonia. On September 7th 2009, the Law on Ratification of the SWG Agreement has been decisively completed by the Parliament of the Republic of Macedonia.

Since January 2010, the SWG implements the regional project: “Improving the competitiveness of companies and organizations from Southeastern Europe in the agricultural and food sector through the implementation of food quality standards and increased regional networking“, financed by the GIZ ORF Foreign Trade Component.

The project's goal is to improve the competitiveness of companies and associations in the agro-food sector in the Western Balkans through the implementation of food quality standards and strengthening a regional networking.

The project aims to contribute to a larger trading volume and value among the Western Balkans.

The project follows a regional approach.

#### **2. Specific situation**

The Regional Rural Development Standing Working Group of the South-Eastern Europe (SWG) through the SWG GIZ ORF project: “Improving the competitiveness of companies and organizations from South-eastern Europe in the agricultural and food sector through the implementation of food quality standards and increased regional networking” will support the process of implementation of GLOBAL G.A.P, HACCP, ISO 22000, organic standard for the primary production and processing industry.

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The activity is foreseen within the Operational Plan for 2012 of the project: “Improving the competitiveness of companies and organizations from Southeastern Europe in the agricultural and food sector through the implementation of food quality standards and increased regional networking“, in the second project component: “Introduction of food safety and quality systems and standards”.

The aim of the engagement is provision of consultancy services for implementation of GLOBAL G.A.P, organic and HACCP in one association/ cooperative, dealing with primary production of fruits and vegetables and production of pumpkin seed and oil, as well as and HACCP in winery in Bosnia and Herzegovina.

Also, the consultant will be in charge to conduct targeted training for advisors from the extension agency for implementation of Global G.A.P. standard.

The goal is to increase competitiveness of the fresh and processed fruit and vegetable products from Bosnia and Herzegovina and to provide opportunities for possible export on the EU markets, as well as to provide sustainability of the implementation process through capacity building measures.

### **3. Tasks of the Service provider**

The following **tasks** are to be conducted by the service provider:

1. Introductory meetings with the involved producers on the general principles of the requirements for certification of GLOBAL G.A.P. and HACCP;
2. Field visits of the production and processing operations as follows:
  - One cooperative producing fruit and vegetable (pumpkins, mixed vegetables and fruits) from Bjelina - for implementation of GLOBAL G.A.P, Organic standard and HACCP for processing's of pumpkins (seeds and oil);
  - One company producing wine and brandy from Celinac - for implementation of HACCP;
3. Assessment of the situation in the production units and provision of critical recommendations for complying with the respective standards;
4. Training of advisors from the extension agency for implementation of GLOBAL G.A.P. standard

The contractor will work closely together with the SWG Head Office/Secretariat.

The Contractor shall sign a Statement for pledge of discretion, insurance and payment of taxes. The Statement (in English language) shall constitute an integral part of this contract.

### **4. Reporting**

The contractor is responsible to the SWG Secretary General – Boban Ilic and the SWG Head of Operations – Ms. Irena Dzimrevska.

The service provider will deliver:

- Written reports after each activity (workshop, field visits).

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The material should be prepared in English language.

### **5. Outputs**

The following outputs are foreseen for the service provider within this ToR:

- Work plan and methodology;
- Written reports containing the assessments of the situation and the provided recommendations for complying with the respective standards after each of the conducted field visit;
- Training material (presentations and guidelines) for advisors from extension services;
- Final report.

All the documents should be prepared in English. The documents which will refer to the assessments of the situation and the provided recommendations for complying with the respective standards for the producers should be prepared into language of Bosnia and Herzegovina, as well.

### **6. Timeframe**

The contract is concluded for the period of 18.01. 2012 – 31.03.2012.

### **7. Profile required (experience, references and category as appropriate) of the Consultant**

Qualifications and skills:

- Relevant university degree and experience in the related topics;
- Proven skills and expertise in implementing requirements and conducting trainings and consultancy on GLOBAL G.A.P., HACCP proven by Certificates;

General professional experience:

- At least 5 years relevant professional experience;

### **8. Reimbursement**

The remuneration will be paid in three instalments:

- First instalment (20%) – after submission of a designed methodology, working plan
- Second instalment (30%) – after conducting of the introductory meetings on GLOBAL G.A.P, HACCP and first field visits;
- Third instalment (50%) – after completing the tasks and submission of the final technical report.