Terms of Reference

Donau Soja with funding from Austrian Development Agency
is seeking for a

Service Provider for an international expert in the field of quality assurance, auditing, development of control-system and consultation

Date of tender opening: 26/02/2020
Date of tender closing: 16/03/2020

for the following services:

1. Context/ Background of the needed services

Donau Soja is a non-profit association focused on increasing the production, processing and use of soya in Europe. The mission of the Association is to increase Europe's self-sufficiency in soya, to promote sustainable agricultural practices and to contribute to the development of rural areas. Its members are representatives from the entire value chain who combine their efforts to improve the way soya is produced and used in Europe. Donau Soja serves as a platform for information exchange, business promotion and trade facilitation, know-how and technology transfer, fostering innovation in breeding, cultivation and processing, and for promoting dialogue at an European level. Donau Soja currently has more than 240 members in 16 European countries who are all devoted to increasing the cultivation of high-quality non-GM soya in Europe. More information about Donau Soja is available on our website: www.donausoja.org/en/home/

Building sustainable, inclusive and well-functioning value chains for non-GM soya and organic soya in Moldova, Ukraine, Serbia and Bosnia and Herzegovina is planned to be implemented by Donau Soja (DS) in cooperation with the Austrian Development Agency (ADA) in Moldova, Ukraine, Serbia and Bosnia and Herzegovina over a period of 5 years (2017-2021).

The overall objective of the program is to build sustainable, inclusive and well-functioning value chains (local, regional and international) for non-GM as well as organic soya in Bosnia and Herzegovina, Moldova, Serbia and Ukraine until 2021.

The program proposes measures in nine areas (components: Production and processing, Value chain development, Awareness raising and sensitisation, Certification and labelling, Business environment and policy framework, International market development, Knowledge and technology management and transfer, Project development and Technical assistance, General administration and program management) planned to be implement by Donau Soja through numerous measures and activities.

All program activities are to be implemented according to General Contract Conditions (Allgemeine Vertragsbedingungen), considering DS and standards in international development, with special emphasis of DECD Standard (http://www.enterprise-development.org/dced-guidance/).

The further developments and adoption of the Standards and the Quality Management System to the situation in the respective countries (Ukraine, Moldova, Serbia, Bosnia and Herzegovina) are central aspects in the development of the value chain for soya and the Strategic Partnership Program with ADA. Some of the necessary activities and processes need specific knowledge and experiences, which cannot always be covered by internal Staff of Donau Soja Quality Department or Department
for Standard development. Donau Soja therefore is seeking an international expert on quality assurance, auditing and development of control systems.

2. Objective of the Assignment

Based on some recent research done on the cost structure of service providers, Donau Soja Organisation decided to make a new tender for an international expert in quality assurance.

The general objective of this service request is the provision of external consultancy in the fields of Quality Assurance, conduction of audits, the development of the Standards and control system and general consultation in quality management issues. The department of Quality Assurance and the department of Standard development need this kind of external services in order to support their own activities in fields where specific knowledge or experience is required and for conduction audits which cannot be covered by DS staff. The period of this assignment is defined by the cooperation with ADA until 2021.

The requested services support the proper development of the Standards and control system and guarantees the implemented quality system. The described activities are on the one hand the baseline to support soya producers, processors and exporters in Bosnia, Ukraine, Serbia and Moldova (BiH/UA/SRB/MD) allowing them to have better sales chances in their markets. On the other hand, amendments to the Standards and control system are necessary in order to adopt to the needs in the respective countries.

The service provider shall provide professional service consisting of the following:

- Consultancy in the fields of Quality Assurance, development of Standards and control systems, etc...
- Conduction of audits on behalf of Donau Soja
- Preparation of training materials for certification bodies, companies, farmers and laboratories
- Trainings for certification bodies, companies, farmers and laboratories

3. Expected Outputs and Tasks/Activities

3.1. Consultancy in the fields of Quality Assurance, development of concepts and control:

It is expected that requests by the departments of Quality Assurance or department for Standard development are answered in a fast and competed way. The result can be delivered as Power Point presentation, minutes of a meeting, report, written concept or in any other way that was defined by Donau Soja before the commissioning. In case of complex matters, a workshop might be necessary.

The following task are expected to be provided:

Consultancy in the fields of Quality Assurance:

- development of Standards and system of the Standard,
- development of concepts for the existing control systems and new ways of control, certification and monitoring
- support in the development of control concepts
- support in the development of concepts for checklist and other audit materials
- support in case of difficult situations with certification bodies or certified companies
3.2. Conduction of audits on behalf of Donau Soja:

Audits are conducted on behalf of Donau Soja. The service provider might be commissioned to conduct supervisory audits at companies or certification bodies within the scope of Donau Soja, Europe Soya, Non-GM Danube Region Standard or other developed inspection standards. As result of the task a final audit report shall be provided to Donau Soja, including all relevant topics that have been appointed before the commissioning.

3.3. Development of training materials:

Training materials shall be prepared to be used for the following partners and include the following content:

- certification bodies, companies, farmers and laboratories
- covering all relevant topics of the Standards (Donau Soja, Europe Soya, non-GMO Danube Region Standard, or any other developed inspection standard)
- cover all relevant issues about audit technics and practical examples for the conduction of audits
- should consists of a well-structured and comprehensive PowerPoint presentation

As result of the task, training materials shall be provided as Power Point presentation and shall be presented to Donau Soja QA Department in a workshop.

3.4. Conduction of trainings:

Trainings shall be conducted on behalf of Donau Soja organization. The topic and agenda of the trainings is defined by Donau Soja QA Department prior the commissioning. The training shall be held for the following partners, including the following content:

- partners/listeners:
  - certification bodies
  - companies
  - farmer
  - laboratories
- general topics of all trainings are the non-GMO Danube Region Standard and/or Europe Soya Standard and/or related quality assurance issues
- following issues might be an additional subject for a training:
  - how to carry out an audit
  - sampling and how to use a GMO rapid test
  - measurement to avoid GMO contaminations

The task is completed, as soon as the audit was conducted in the defined way, a list of participants and a short report about the presented topics and the original presentation was forwarded to Donau Soja QA Department.

4. Time schedule and organization

The intended start date is 18.03.2020 and the period of implementation of the activities will be until 31.12.2021. The services will be requested by Donau Soja in irregular intervals. Donau Soja will specify in the requests what services and results are expected. The service provider shall inform Donau Soja about the expected man-day or a lump sum based on the agreed man-day rate.

The Service Provider is expected to use his/her office and his/her supplies for the assignment.
5. **Key Qualifications Required:**

The service provider shall be able to fulfill the tasks mentioned in point 3 in an excellent and professional way.

The following practical experience is required:

- practical experience in certification business (min. of 5 years)
- practical experience and specific knowledge in the field of Non-GM and/or Organic certification
- practical experience in the implementation of Standards for agricultural commodities, feed and food
- experienced auditor (min. 5 years of practical experience) in food and feed sector on all levels of production and processing
- practical experience in performing trainings

6. **Reporting**

All services are to be provided in English language, if not defined in a different way. Regular communication, information exchange and updates with Donau Soja Quality Management Team is expected.

The Service Provider will submit documents as defined by Donau Soja in the request prior to the commissioning.

7. **Payment**

Payment for services will be made against proof of evidence (issued invoices, original reimbursable vouchers and approved deliverables).

8. **Documents to be provided**

   a. Company profile/presentation, list of similar work experience/assignments/consultancies done
   b. Financial offer:
      - Hour rate/man-day rate for consulting activities
      - Lump sum for trainings abroad (CEE, EU) per day (incl. training and travel) and travel time if travel is not possible on the same day
      - Hour rate/man-day rate for trainings and audits
      - Hour rate/man-day rate for travel time

All documents should be delivered to:

Donau Soja Organisation

c/o DI Dagmar Gollan

Wiesingerstraße 6/14

1010 Vienna

Austria

Or sent in electronic version to:
gollan@donausoja.org