CALL FOR TENDERS

Service Provider as a Certification Body in the field of quality auditing and certification process according to Donau Soja/Europe Soya and DRS Non-GM Standards

Date of issuing: 20 May
Deadline for submission of tenders: 21 June

1. Background

The project aims to increase the competitiveness of the agri-food sector in Moldova through integration of Moldovan-grown soy into domestic and global value chains. The project is funded by the European Union through the Austrian Development Agency (ADA) under the European Union’s (EU) Action Document for the Development of Rural Areas in the Republic of Moldova. New trade potential with the EU offers opportunities for economic development in Moldova catalyzed by the development of soy production and related value chains.

The Republic of Moldova is one of the soya cultivation countries in the Danube area. The cooperation between the Donau Soja organisation and Moldova Government started in 2014 with the signing of the Donau Soja Declaration. A starting point for the development work in this project is that the targeting of development activity onto a particular crop species. The soybean, can stimulate development activity through a much wider part of the economy and society. In particular, most soybean production is linked directly to animal production. Incomes in Moldova are exceptionally low by EU standards and Moldova has challenges common in post-Soviet countries. In that context, developing soy and related value chains means developing good farming practice and sustainable food systems that bring wider economic, environmental and social benefits.

The project consortium comprises the Austrian-based Donau Soja Association (DS) and the Moldovan-based Pro Didactica organisation. The project runs for three years having started on 1 April 2018. The project has four components:

1. **Enhanced capacities for innovation and education in agriculture.**
2. **Increased access to markets**, especially for certified and organic agri-food products.
3. **Use of standards and certification** to raise the performance of value chains.
4. **The enablement of quality standards in the agri-food sector** (including organic agriculture and products) and alignment of Moldova’s legal framework and EU quality standards.
These involves agricultural training and dissemination; developing cooperation between farmers and within value chains; developing R&D capacity; market and value chain development; developing standards and certification; supporting an enabling regulatory environment; supporting an enabling policy environment; project communication; and project management.

The project target group includes:

- agri-food sector (farmers, collectors, processors, feed and food producers, input suppliers, extension services and farmer associations, certification bodies, retailers);
- public institutions (Government of the Republic of Moldova, etc.);
- consumers;
- education and research institutions (Centre of Excellence in Horticulture and Agricultural Technologies in Taul, vocational education and training institutions, teachers and students, research & development institutes); and
- civil society (NGO).

The project will increase the competitiveness of the Moldovan agri-food sector through modernization, market development and alignment of value chains with European agricultural and food standards and best practices. The project will build on the strategic partnership between ADA and DS in Serbia, Bosnia and Herzegovina, and Ukraine. This supports Donau Soja’s wider goal to make a significant contribution to development of European agricultural systems and relevant value chains by promoting the sustainable cultivation and use of soybean in Europe. This supports of sustainable food security both in Europe and world-wide and also supports healthy, sustainable diets. The project will directly and indirectly contribute to the UN Sustainable Development Goals (SDG), especially SDG 1, 2, 4, 8, 9, 12, 13 and 15.

The Donau Soja Organisation is an independent, international, non-profit, multi-stakeholder organisation. It supports its partners and members in progressing change to address social, environmental and economic challenges in soya production and consumption. This will increase efficiency, fairness and sustainability in European food and feed protein value chains. The Organisation seat is in Vienna, Austria. For further development and implementation of the project, the Donau Soja Organisation has a registered Public Association Representative Office in the Republic of Moldova of VEREIN DONAU SOJA Association from Austria (DS representative office in Moldova).

2. The work of the Certification Body

The further auditing of systems and certification of Donau Soja Standards and the associated Quality Assurance System in Moldova are central aspects in the development of the value chain for soya. **Donau Soja therefore is seeking a Certification Body on quality auditing and certification of the systems according to Donau Soja/Europe Soya as well as Non-GM Standard Danube Region Standard.**
3. **Expected outputs**

The general objective of this service request is the provision of services in the fields of Quality Management, conduction of audits and certification according to our provided standards for Moldovan soybean producers. Furthermore, the Certification Body shall perform conduction of audits and certification of storing, trading and processing companies. Each certified company will receive a certificate according to the respective standard. In his/her work, the service provider will be fully supported by local Donau Soja team in Moldova as well as relevant team from Donau Soja HQ in Vienna. The Service provider is expected to support and contribute to specific project outputs, as Certification Body, together with Donau Soja Team. The following table gives an overview of the expected outputs and tasks.

<table>
<thead>
<tr>
<th>Output</th>
<th>Tasks</th>
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<tbody>
<tr>
<td><strong>3.5.1. Identification of certification body to conduct pilot certification</strong></td>
<td>Certification of farmers (producers), storage, trade, processing facilities, etc. as integral part of Donau Soja/Europe Soya or Non-GM value chain participant.</td>
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</tbody>
</table>

**Target:** Moldavian value chain participants are certified

4. **Reporting**

All services are to be provided in Romanian, Russian and English language, if not defined in a different way. Regular communication, information exchange and updates with Donau Soja, Head of Quality Management, Martin Aigner aigner@donausoja.org and Quality Management in Moldova Olga Sculea sculea@donausoja.org is expected. The Service Provider will submit documents as defined by Donau Soja in the request prior to the commissioning.

5. **The requirements**

The service provider will be fully supported by local Donau Soja team in Moldova as well as staff in the Donau Soja headquarters in Vienna. To become an approved Donau Soja Certification Body, the following steps must be taken:

- The certification body submits a written application to Donau Soja Organisation, including:
  - Valid Accreditation certificate according to ISO 17065:2012 in the agriculture and food sector.
  - Please list the relevant inspection scopes (e.g. Organic, Global Gap) you are accredited for.
  - Company ownership and shareholders.
  - Please name, how long you have certification experience for feed and food certification, sustainability and non-GM.
  - Please inform us, in which countries and what scopes you plan to conduct Donau Soja/Europe Soya or Non-GM audits (extensions any time possible, after approval).
  - Name and CV of company manager(s) and certifier(s) - office staff (extensions any time possible, after approval).
• Name and CV of possible inspector(s) in the relevant fields - especially primary collection, processing and compound feedstuff (extensions any time possible, after approval).
• Your identification with non-GM, sustainable, verifiable origin as well as impartiality

The following practical experience of the person/persons involved is required:
• Demonstrate practical experience in certification business.
• Demonstrate long-term practical experience and specific knowledge in the field of Non-GM and Organic auditing and certifications.
• Demonstrate long-term practical experience in the auditing and certification of Standards for agricultural commodities, feed and food.
• Demonstrate long-term experience as auditor in food and feed sector on all levels of production and processing.
• Demonstrate practical experience in performing trainings.
• Fluency in Romanian, Russian and English, relevant communication and coordination skills.
• Legal entities should provide evidence of registration and ability/proof to be registered for the scope of work outsourced/service provided – legal authorization (if applicable).
• Professional capacity both in relevant technical/scientific areas.
• Qualifications and skills (education).

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

In addition, the service provider is required to support high standards of social and environmental performance in the project and demonstrate gender and diversity competences.

The assignment and services will be provided based on an activity planning mutually agreed between Certification Body and Donau Soja Organisation (Quality Department).

The service provider is expected to use his/her own office and technical equipment.

Flexibility and readiness for travel, both to Moldova (1-2x annually) and internationally (incl. trainings and/or visits to HQ in Vienna), depending on activity planning is required.

6. Remuneration

The service provider will work under a contract with Donau Soja Organisation for services planned to be provided during the whole project period for the specific volume of agreed work. All inspections ordered by Donau Soja Organisation will be covered by the project and paid by Donau Soja Organisation. Additional requests for certification will be directly purchased by the individual certifying companies.

The Certification Body must be based in the European Union or Moldova and will receive compensation for travel and subsistence to and within Moldova.

7. Selection criteria

The evaluation will be done based on following criteria:
1. Financial offer
2. Motivation of service provider as set out in the tender covering letter
Call for tenders: Service provider as a Certification Body

3. Qualifications, experiences and skills (from the curriculum vitae)
4. References (numeral and/or reputational and/or service relevant)
5. Previous experience as a service provider

8. **Payment**

Payments will be done based on issued invoices.
The contractor can accept offer including following cost items:
1. Fees
2. Travel costs
3. Other costs related to the tasks (subject of the offer)

9. **Documents to be provided**

Tenders are to be sent by email to sculea@donausoja.org and aigner@donausoja.org by **21.06.2019**, indicating “Certification Body in the field of quality auditing and certification according to Donau Soja/Europe Soya and DRS Non-GM Standards” in the subject, with the following documents (in English):
1. a covering letter describing the motivation behind the tender and the overall approach to delivering the required services;
2. approximately fee statement for the services to be provided (See Annex 1);
3. a description of the service provider as an entity; and
4. an actual curriculum vitae for each of the staff expected to be engaged in the work;
5. a reference list of relevant projects.
Annex 1*

Please use following Table 1. Financial offer.
As simulation example and please provide us the offer for:

A company holding 1 Silo for keeping the soybeans and 10 farmers (producers) of soybeans.

1. Place of audit: North of Moldova.
2. The distance to the silo are around 100 km and the farmers are at the distance around 100 km from each other.
3. The sown area of soybean per farmer are from 100-300 ha.

(In case, your financial offer differs from provided calculation table below, please use and sent your completed internal form of the offer).

Table 1. Financial offer

<table>
<thead>
<tr>
<th>No.</th>
<th>Service</th>
<th>Number of days (up to, if applicable)</th>
<th>Fee (price per day or hour or site - please indicate)</th>
<th>Total</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Preparation and administration for audit and certification</td>
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<td>2.</td>
<td>Inspection time</td>
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<td>3.</td>
<td>Travel time and/or driven km fee</td>
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<td>4.</td>
<td>Certification incl. issuing certificate</td>
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<td>5.</td>
<td>GMO screening (quantitative and qualitative)</td>
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<td>6.</td>
<td>Pesticides tests (incl. Glyphosate)</td>
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<td>7.</td>
<td>Heavy metal (in case of request)</td>
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<td>8.</td>
<td>Total</td>
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* Please list other related costs and estimate them, if applicable.