

Request for Proposal (RFP)

The Bhutan Chamber of Commerce & Industry (BCCI) under the **BCCI-SWITCH Asia Project** request for proposal to provide the consulting services. More details on consulting services are provided in the Terms of Reference.

An individual Consultant will be selected as per the evaluation criteria laid down in the ToR, in accordance with Procurement Rules and Regulations in force of the Royal Government of Bhutan.

The RFP must be submitted latest by **24th September 2020** to following address:

Project Manager
BCCI-SWITCH Asia Project
Bhutan Chamber of Commerce & Industry
Post Box No. 147
Doebum Lam, Chubachu
Thimphu – 11001
Bhutan

For Bhutan Chamber of Commerce & Industry
Yours sincerely,



(Deki Seldron)
Head, AFD



Head Office: Post Box No. 147, Doebum Lam, Chubachu – Thimphu 11001, Bhutan
Tel: +975 2 324254/322742, Fax: +975 2 323936, E-mail: info@bccci.org.bt URL: www.bccci.org.bt

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Tel: 04 641293
Fax: 04 641358

Gelephu
Tel: 06 252021
Fax: 06 252022

Samdrup Jongkhar
Tel: 07 251813
Fax: 07 251814



TERMS OF REFERENCE

Position: Technical Expert (International) to support Fairtrade Certification and Capacity Building of the Small Producers Organization (SPOs) and SMEs in Bhutan linked to the project.

1. Background

The Bhutan Chamber of Commerce & Industry (BCCI) is one of the partners for **SWITCHing India's Consumption to Fair and Sustainable Goods** project. The consortium project is led by Fairtrade International, Germany, as the lead applicant and contract holder of European Commission grant. The project activities are being implemented in three core countries (Bhutan, India and Indonesia) by the partner organizations of the project, namely Bhutan Chamber of Commerce & Industry, Centre for Social Markets, India, Fairtrade Foundation India, Transfair EV Germany and Max Havelaar France Association.

The BCCI is involved in project actions for two broad project outputs, namely, **increased access to sustainably produced products in the Indian market** and **greater sustainability-led market linkages in Asian countries catering to Indian consumers**. Against these broad project outputs, the BCCI collaborates with the Centre for Social Markets, India and Fairtrade Foundation India, the direct project counterparts of BCCI.

Some of the specific actions are:

- Developing market linkages in the Indian market for fast-moving consumer goods (FMCG) from Bhutan, with focus on fruits, vegetables and spices (fresh and processed).
- With the support of project partners in India, identify potential brands, retailers, processors in India who are interested to source agri-commodities from Bhutan.
- Facilitate certification (Fairtrade Certification) of agri-commodities supply chain actors in Bhutan develop market linkages with processors and buyers of certified products and raw materials in India.
- Collaborate with project partners and Fairtrade country network in India to support SMEs in Bhutan in terms of gap assessment to understand current operation and challenges, capacity building, certification advisory services, social

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compliance support, training on Fairtrade standards, and conducting audit preparation for FLOCERT audits.

As the project embarks on applying for Fairtrade certification of the producers group and other SMEs linked to the project, there will be certain capacity building on Fairtrade standards, post-harvest Package of Practices (PoP) and other compliance requirement under the Fairtrade system.

2. Key Duties and Responsibilities

The Technical Expert shall:

- Undertake gap assessment of the small producer organizations (SPOs) and SMEs linked to the project to prepare for Fairtrade certification and other capacity building programs.
- Identify and develop tailor-made post-harvest Package of Practices (PoP) and provide technical support on PoP to the target SPOs and SMEs in Bhutan.
- Identify and recommend post-harvest technologies as per the findings of PoP gap assessment.
- Conduct a thorough orientation of the project beneficiaries on Fairtrade system and its benefits.
- Conduct trainings on key aspects that are mandatory for meeting the Fairtrade standards, such as Occupational Health Safety (OHS), sexual harassment, discrimination, sustainable production practices, sustainable environment management, etc.
- Liaise between project beneficiaries, project implementation partners and certifying body to coordinate Fairtrade audit.
- Develop Standard Operating Procedures (SoPs) and any other documents necessary for certification and compliance.
- Evaluate sustainability compliance of Fairtrade certification by the SPOs and SMEs (post-certification advisory services).
- Provide Training of Trainers (ToT) on Fairtrade standard to the relevant stakeholders working with SPOs and SMEs in Bhutan.
- Travel to the project sites in Bhutan for the monitoring the activities of the SPOs and SMEs.
- Carry out any other activities that may arise as necessary in the due course of time.

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3. Duration of Engagement

The engagement will be for approximately 1 and half years, intermittent (based on the assignment delivery milestones proposed).

4. Minimum Qualification and Experience

Education	Minimum of Bachelor's Degree in Business/Management/Economics/Development Studies or any relevant field of study.
Experience	<ul style="list-style-type: none"> ▪ Minimum 5 years experience of working Small Producers Organizations (SPOs), SMEs and NGOs/CSOs. ▪ Proven experience of working with Fairtrade Systems. ▪ Proven experience in conducting field trainings for SPOs and SMEs.

5. Criteria for selection of the best offer

The evaluating criteria shall be based on the combined scoring method –where the qualifications and relevant work experience of individual consultant will be weighed a maximum of 70% and combined with the price offer which will be weighted a maximum of 30%.

Criteria	Weight	Max. Point
Technical		
<ul style="list-style-type: none"> • Academic background of consultant 		10
<ul style="list-style-type: none"> • Relevant work experience and knowledge in working with Fairtrade systems 		20
<ul style="list-style-type: none"> • Relevant work experience of working with farmers group/cooperatives/SMEs/NGOs/CSOs 	70	20
<ul style="list-style-type: none"> • Quality of technical proposal (clarity of approach and methodology proposed for assignment, work plan, and milestones) 		20
Sub-total A. (Technical)		70
Financial	30	30
Sub-Total B.(Financial)		30
Total (A+B)		100

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6. Deliverables and Payment Terms

Indicate deliverables with payment terms are reflected below:

Deliverables	Payment Schedule
Signing of contract	
Gap Assessment Report	10%
Development of Standard Operating Procedures (SOP) for Fairtrade certification and compliance, Post-harvest Package and Practices (PoP) and Training Modules	20%
Orientation on Fairtrade systems, Training for project beneficiaries and ToT for the stakeholders	20%
Fairtrade certification, compliance monitoring and evaluation and other post-certification support	50%

7. Financial Proposal

Please indicate the fee structure, all-inclusive lump-sum fee/daily fee in the financial proposal for the deliverables specified under deliverables and payment terms section. The consultant must factor in all possible costs in the “All Inclusive Lump Sum Fee/Daily fee” financial proposal including consultancy and professional fee, DSA for field visits, communication cost such as telephone/internet usage, printing cost, transportation, ad-hoc costs, stationery costs, and any other foreseeable costs in this exercise. No costs other than what has been indicated in the financial proposal will be paid or reimbursed to the consultant.

8. Recommended presentation of offer

Please submit the below documents with the presentation of offer:

- Cover letter with expression of interest.
- Personal CV and proof of educational qualification.
- Letter of experiences from present and past employers.
- Any other support documents as relevant for the assignment.
- Technical proposal with clear methodology.
- Financial proposal with breakdown of cost items.

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