**TERMS OF REFERENCE FOR THE PROVISION OF SERVICES FOR THE IMPLEMENTATION OF FAIR TRADE STANDARDS**

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| Project/mandate number: | KGZ\_1251.11.3.0 |
| Project/mandate name/country:  | «Bai Alai» - Small Business and Income Creation programme in Alai and Chon-Alai, Phase II, Kyrgyzstan |

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| **Contract duration**: May 20 to November 30, 2021.  | : |  |

1. **Background**

The Swiss Agency for Development and Cooperation (SDC) decided to award a contract following tender procedure “Bai Alai -Small Business and Income Creation Programme in Alai and Chon Alai – Kyrgyzstan” (further Bai Alai programme) to the consortium composed of HELVETAS Swiss Intercooperation and the Aga Khan Foundation Kyrgyzstan. Contract is awarded for a Phase II, from 1 June, 2018 to 30 April, 2022.

Bai Alai programme is a ten-year initiative in the region of Alai and Chon Alai, two mountainous rayons in the south of Osh Oblast, bordering on Tajikistan and China, with a total population of about 100’000. These are two of the poorest rayons in Kyrgyzstan. The overall goal of the Project is to reduce poverty in Alai and Chon Alai through increased particular for women and youth by (i) increasing productivity and sales of producers and small businesses in selected sectors and (ii) creating new women and youth led businesses and by increasing turnover of existing ones.

Project strategy for achieving those outcomes is to:

* Support development of the cattle, apiculture, handicraft and tourism sectors in order to achieve system-level improvements for involved market players and create income and employment gains for the poor;
* Facilitate the development of business development and financial services for nascent farm and non-farm small and micro enterprises including women and youth-led start-ups and strengthening of capacities of market actors in advocating for improved regulatory frameworks.

Within the framework of the program "Bai Alai - a program for creating a small business and income-generating activities in Alai and Chon-Alai" in the beekeeping sector, support is provided to the actors of the honey Value Chain - beekeepers - producers and local business companies involved in processing and exporting honey. With the support of the Bai Alai program, beekeepers were trained in national and international honey quality standards, a quality management system was developed, which also included constant quality monitoring. As a result, the quality of honey produced by beekeepers in Alai and Chon-Alai districts was confirmed by laboratory tests of the center of veterinary diagnostics and expertise in the southern region of the Kyrgyz Republic, as well as laboratory tests in Japan, where sainfoin (white) honey in cooperation with the business company Nomad Store exported since 2018. In order to increase sales and increase benefit, it is planned to introduce Fair Trade standards and certify the Chon-Alai Baly cooperative and the Nomad Store Exporting Company. In connection with the above, the Bai Alai program announces a tender for the selection of consulting services for the implementation of Fair Trade standards.

**ASSIGNMENT DESCRIPTION**

***Assignment Title:*** Provision of services for the implementation of Fair Trade standards in the Chon-Alai Baly cooperative and the Nomad Store - honey Exporter Company.

***Location***: Chon-Alai district and Osh city.

***Assignment periods:***  May 20 to November 30, 2021.

**Objects:** Provision of services for the implementation of Fair Trade standards in the cooperative "Chon-Alai Baly" and the exporting company "Nomad Store" in order to increase sales.

**The main result of the assignment** - The members of the “Chon-Alai Baly” cooperative and the employees of the “Nomad Store” Company are familiarized with the Fair Trade standards, have implemented the standards and received Fair Trade certificates as a product producer and exporter.

1. **Tasks and expected results:**

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| **№** | **Task** | **Expected results** | **Documents for verification** |
|  1. | Development of a plan for the implementation and preparation for the audit of the cooperative "Chon-Alai Baly" and the exporter "Nomad Store". | The plan is agreed with the director of the cooperative "Chon-Alai Baly" and the head of the company "Nomad Store" | Approved by the general meeting of the cooperative of the work plan for the implementation and preparation for the audit on Fairtrade certification, as well as the work plan signed by the head of the company "Nomad Store" |
| 2. | Conducting 2 two-day trainings for members of the cooperative "Chon-Alai Baly" and employees of the company "Nomad Store" on the basic principles and standards of Fair Trade, as well as certification requirements |  “Chon-Alai Baly” cooperative members and employees of “Nomad Store” are trained and know the basic principles and standards of Fair Trade, as well as the requirements for Fairtrade certification | Training programs and lists of participants |
| 3. | Development of a practical manual for the cooperative "Chon-Alai Baly" in the Kyrgyz language (English version is provided to the auditing company Flo-Cert) on the implementation of an internal control system (ICS) in accordance with Fairtrade standards. | - The manual was developed and adopted by the general meeting of the members of the “Chon-Alai Baly” cooperative.  | -Developed guidelines in Kyrgyz and English for auditor. |
| 4. | Providing practical assistance to the cooperative "Chon-Alai Baly" and "Nomad Store" to submit applications to Flo-Cert-certifying organization for the Fairtrade certification | Applications have been submitted and accepted. | Flo-Cert’s response |
| 5. | At least three visits to the “Chon-Alai Baly” cooperative and the “Nomad Store” company to prepare for certification and audit, including the development and completion of all necessary paper’s of recording at the beekeepers level, protocols and the development of procedures in accordance with Fair Trade standards in the cooperative and "Nomad\_Store" company  | Developed record papers, protocols and procedures adopted by the general meeting of the cooperative "Chon-Alai Baly" and by the management of "Nomad Store" | - Reports on the results of visits- Photo reports |
| 6. | Organization of audit and practical support “Chon-Alai Baly” cooperative and “Nomad Store” company during the certification audit. | - Successful audit | - Narrative report- Photo reports |
| 7. | Assist "Nomad Store" company to find a potential Fair Trade buyer | - Established contacts with at least two Fair Trade buyers | Preliminary contract provided to the auditor Flo-Cert |

 **General tasks**

1. Provide a detailed action plan for the provision of services, taking into account the tasks set, for discussion and approval by the project team;
2. Provide descriptive reports:

- submit the first descriptive report no later than July 30, 2021;

- submit the second final descriptive report no later than November 30, 2021;

 3. Handouts and the language of events for members of the cooperative "Chon-Alai Baly" Kyrgyz.

**3. Application Procedure**

Applicants must send the following documents by email to Nurgul.Tashtanova@helvetas.org no later than May 11, 2021:

**List of application documents**

* Certificate of registration of a legal entity;
* A letter of interest with a description of experience in conducting similar assignments;
* CVs of the main performers with experience in performing similar tasks;
* Action plan, implementation schedule, including a detailed budget.

**Basic requirements for a potential consultant or potential organization:**

* Experience of at least 3 years in the development and implementation of Fair Trade standards at the level of a group of producers-cooperatives and processing companies (experience in the field of beekeeping is an advantage);
* Successful experience of practical support of cooperatives and processing companies during audit certification of Fair Trade;
* Knowledge of market requirements for honey quality and basic food safety requirements, including HACCP principles and technical regulations;
* Experience in working with local non-governmental organizations, international organizations (at least 3 years);
* Registration of a legal entity