**TERMS OF REFERENCE FOR THE PROVISION OF OUTSOURCING SERVICES FOR TWO BEEKEEPERs’ COOPERATIVES**

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| Po number: | 0404. 1020 |
| 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**: April 12 to December 10, 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 the creation of small business and income-generating activities in Alai and Chon-Alai" in the beekeeping sector, the creation of two cooperatives of beekeepers was supported. In 2020, the beekeepers of the cooperatives "Alai Too Aseli" and "Chon-Alai Baly" were trained on national and international standards of honey quality, a quality management system was developed, which also included constant quality monitoring. At the end of 2020, an operational plan was developed for the implementation of the strategic plan for the development of cooperatives. However, now, both cooperatives need quality management, the potential of directors is low. It is necessary to constantly monitor the quality of the honey produced in accordance with the developed instructions, but due to the employment of managers in their apiaries during the season, there is a risk of inadequate monitoring, which can lead to a deterioration in quality. In connection with the above, the "Bai Alai" program announces a tender for the selection of services.

**ASSIGNMENT DESCRIPTION**

***Assignment Title:*** Provision of outsourcing services for two cooperatives of beekeepers "Alai Too Aseli" and "Chon-Alai Baly"

***Location***: Alai and Chon-Alai districts.

***Assignment periods:***  April 12 to December 10, 2021.

**Objects:** Provision of outsourcing services for two cooperatives "Alai Too Aseli" and "Chon-Alai Baly", in order to ensure the sustainable operation of cooperatives for the production of quality honey and increase production volumes.

**The main result of the assignment** - Cooperatives "Alai Too Aseli" and "Chon-Alai Baly" are conducting sustainable activities, effectively implemented their operational plans for 2021, increased the production of high-quality honey by 30% compared to the previous year as a result of high-quality management and marketing.

1. **Tasks and expected results:**

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| **№** | **Task** | **Expected results** | **Documents for verification** |
| 1. | Maintaining proper office work of two cooperatives, maintaining and updating the database of cooperative members, taking into account changes during the year, accounting, including taxation, introduction of e-mail. Taxation - at least three trips in one quarter to cooperatives; | - Well-established office work  - Updated database of cooperative members, including data on production volumes;  - Accounting has been established and timely reporting is maintained in the fiscal authorities. | - Availability of all documents;  - Availability of an updated database;  - Accounting reports |
| 2. | Assistance to cooperatives in building effective marketing, allowing to increase sales by 2021 at least for 30% compared with 2020; | Increased volume of produced honey at least for 30% compared with 2020. | **-** Contract for honey supply |
| 3. | Monitoring compliance with the instructions for the production of honey, taking into account the requirements of the quality management system - at least three visits to each cooperative and visits to each apiary of beekeepers during the four main stages of production - spring preparation for the season, summer honey planting season, pitching, autumn preparation for winter. As well as facilitation of the process of filling in the honey plant map by beekeepers for further development of a migration plan, taking into account flowering and climatic influences on the flowering of honey plants; | Beekeepers strictly follow the existing instructions throughout the year at all major stages of production, keep records in journals, fill in the maps of honey plants flowering. | - Completed checklists of monitoring of all the main stages of honey production;  - Filled out beekeepers notes;  - Completed flowering maps for honey plants.  - Monitoring trips’ photos. |
| 4. | Implementation of a mentoring system in two cooperatives in order to increase production volumes and involve young people, including women in beekeeping - at least 25 new beekeepers:  - consider the criteria for selection of beginner beekeepers and mentors, proposed by the Bai Alai program, and make additions / changes if necessary;  - to mobilize for the selection of beginner beekeepers from among young people, including women;  - to conduct training for new beekeepers on the economic analysis of beekeeping, including a technological map;  - conduct educational training on quality requirements, taking into account food safety;  - to select mentors from among the members of the cooperative for mentoring new beekeepers;  - develop, together with mentors, conditions for working with new beekeepers; | - Mentors and new beekeepers were selected - at least 25 new beekeepers;  - New beekeepers understand the economic analysis of beekeeping and have knowledge of the requirements for the quality of honey, taking into account food safety;  - Mentors and new beekeepers understand the benefits of the mentoring system and working conditions;  - Selected mentors practically train new beekeepers until the end of the season; | - List of groups: mentor + 4-5 new beekeepers;  - Photo report on the work of mentors with new beekeepers during practical work;  - Report of trainers on training beginner beekeepers.  - Report on the work done; |
| 5. | Assisting two cooperatives in consolidating the volume of honey for delivery to buyers according to the contracts:  - facilitation of sampling for labs. Tests;  - facilitating the preparation of the necessary documents for the delivery and sending of samples to the laboratory;  - facilitation of the correct labeling of honey in accordance with the number of honey extraction per season;  - facilitation of the correct storage of a batch of honey selected for delivery to the buyer; | - Samples were taken and the results of laboratory tests on the quality of honey were obtained;  - Beekeepers keep appropriate labeling;  - Beekeepers ensure the minimum storage requirements for honey;  - Cooperatives delivered products in accordance with the existing contracts. | - Lab. Research protocols;  - Completed monitoring checklists for labeling and storage;  - Photo reports. |
| 6. | Assisting two cooperatives in the implementation of the operational action plan and achievement of the set targets for 2021;  Organization and conducting general meeting for the year and the results of the implementation of the operational plan in both cooperatives; | -The report of the executive body of both cooperatives was adopted at the general meeting of members of the cooperatives. | - Protocols of the general meeting;  - Report on the work performed during the year and the results of the implementation of the operational plan of both cooperatives. |

**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 June 15, 2021;

- submit the second descriptive report no later than September 15, 2021;

- submit the third final descriptive report no later than November 30, 2021.

**3. Application Procedure**

Candidates should send the following documents to the following e-mail: [Nurgul.Tashtanova@helvetas.org](mailto:Nurgul.Tashtanova@helvetas.org), no later than March 31, 2021.

**List of application documents**

* Certificate of registration of a legal entity;
* Letter of interest describing the experience of conducting similar tasks;
* CVs of key performers with experience performing similar tasks;
* Plan of activities, implementation schedule, a detailed budget on 2021.

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

* Knowledge of market quality requirements for honey and basic food safety requirements, including HACCP principles and technical regulations;
* Knowledge and experience in accounting, taxation of cooperative activities;
* Knowledge and experience of building and conducting effective marketing in the beekeeping sector;
* Experience of at least 3 years in the field of beekeeping and working with beekeepers and cooperatives is an advantage;
* Experience in working with local non-governmental organizations, international organizations (at least 3 years);
* Registration of a legal entity (LLC or PF)