



INTERNATIONAL FEDERATION OF ORGANIC AGRICULTURE MOVEMENTS

OSEA II - Regional cooperation for Organic Standards and certification capacity in East Africa

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In Cooperation with BOAM, KOAN, NOGAMU, ROAM and TOAM

<http://www.ifoam.org/partners/projects/osea.html>

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Term of Reference for the development guidelines for operators that want to be certified against the East African Organic Products Standards.

The OSEA project is seeking a consultant(s) to produce simple guidelines for operators that want to be certified against the East African Organic Products Standards (EAOPS). Deadline for submission, by email, to gunnar@grolink.se, no later than 30 September 2011.

Background

In 2007, the East African Organic Products Standard was approved by the East African Community. The standard in full can be downloaded at: [http://www.ifoam.org/partners/projects/pdfs/EAS%20456-2007 Organic%20products%20standard w cover.pdf](http://www.ifoam.org/partners/projects/pdfs/EAS%20456-2007%20Organic%20products%20standard%20cover.pdf). The standard is fairly well adapted to East African conditions and it is written in plain language. The OSEA project is also producing short illustrated forms of the standards to help producers in understanding. Still, for those seeking certification against these standards it can be very challenging. The OSEA project therefore wants to produce simple guidelines for operators so that they understand better organic certification and what is expected from them in the certification process. This can take the form of small brochures/leaflets with relevant illustrations.

The guidelines shall be divided for the main categories of operators i.e. one for individual farmers, one for processors, one for group certification and one for wild collection and bee keeping. They should be adapted to the average capacity of such operators, and the complexity of the certification process i.e. simplest for farms and most elaborated for group certification. Requirements and procedures vary from the different certification bodies, so the guidelines need to lay down the main common steps in the process and provide sufficient guidance without being overly prescriptive, or being based on just one certification body's requirements. There are a few

existing guides available which can be used by the consultant as a basis.

The OSEA project is seeking offers for the development, including design and content, of the following:

- 1 brochure of 4 A5 pages for single farm operations
- 1 brochure of 4 A5 pages for processors
- 1 brochure of 8 A5 pages for wild production and bee keeping
- 1 brochure of 8 A5 pages for groups with internal controls systems

The deliverables shall include the appropriate text, the pictures or illustrations used as well as the layout until print ready stage. IFOAM shall have unlimited right of use of the deliverables, including illustrations and photos. The consultant shall deliver the materials in proofread English. The materials will be translated to various languages of East Africa, but the translations are outside the scope of this tender.

Recommended process for preparing the deliverables

As part of the assignment, the consultant(s) shall consult with the people assigned by the OSEA Management and he or she shall make drafts and present to a sample of relevant operators and consider the feed back.

Payment conditions

One third of the agreed budget will be forwarded on the signing of the contract and presentation of an invoice. The remaining when the work is accepted and in print ready format.

Budget

The cost for this assignment shall not exceed 8,000 Euro.

Offer

Please submit your offer outlining your qualifications for the work. The offer can be for one or several consultants. One legal or physical person will be the contractor, however, and thus responsible towards the OSEA project. The consultant shall be fully responsible for any taxes or other fees pertaining to his or her country of operation. VAT, if applicable, shall be included in the costing.

Your submission shall include:

1. the budget for the work, expressed in Euro, outlining the estimated hourly/daily charge used as well as any other costs incurred.

2. the CVs of the consultants
3. references to similar assignments or other that can demonstrate the candidates competence for this particular job
4. any reflection on the assignment to show that the candidate has properly understood it
5. A description of how you will carry out the assignment

The offers will be judged based on

- understanding of the assignment
- qualifications of the consultants, including track record of similar assignments
- quality of the proposal
- costs

Timeline

Deadline for submission: 30 September

Decision by the OSEA Management Committee on the acceptance of offers: 15 October

Detailed negotiations for the contract: up to end of October

First draft presented to working groups and for testing on operators end of December

Final draft submitted for approval, end of February 2012

Possible last changes: end of March 2012

Should the decision by OSEA or the information to the accepted tenderer be delayed, and such a delay would make the accomplishment of the task within the time frame as stated above impossible, the time schedule will be renegotiated between the OSEA Project and the accepted tenderer.

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