



REQUEST FOR PROPOSAL (RFP)

NAME & ADDRESS OF FIRM	DATE: September 28, 2022
	REFERENCE: Q-128/22

Dear Sir / Madam:

We kindly request you to submit your Technical and Financial Proposal for provision of services to strengthen the capacity of producers on Product Standards, Certifications and Market access in South Sudan. **UNDP is looking for service of a qualified firm and not an individual.**

Please be guided by the form attached hereto as Annex 2, in preparing your Proposal.

If you are interested in submitting a Proposal in response to this RFP, please prepare your Proposal in accordance with the requirements and procedure as set out in this RFP and submit it by the Deadline for Submission of Proposals set out in Bid Data Sheet.

Proposals must be submitted in the online e-tendering system in the following link: <https://etendering.partneragencies.org> using your username and password.

Search for BU: SSD10 **Event ID:** 0000013761

Deadline for Submission: As indicated in e-tendering system. Note that system time zone is in EST/EDT (New York) time zone.

If you have not registered in the system before, you can register now by logging in using the below username and password, and follow the registration steps as specified in the system user guide in <https://www.undp.org/content/undp/en/home/operations/procurement/business/procurement-notices/resources/>

Username: event.guest

Password: why2change

Your Proposal must be expressed in English language, and valid for a minimum period of Ninety (120) days. You are kindly requested to indicate whether your company intends to submit a Proposal by clicking on **"Accept Invitation"**. This will enable you to receive amendments or updates to the RFP. Should you require further clarifications email; procuremenr.info.ss@undp.org, kindly communicate with the contact person/s identified in the Bid Data Sheet as the focal point for queries on this RFP.

It shall remain your responsibility to ensure that your proposal is submitted into the system by the deadline appearing on e-Tendering portal. Kindly ensure that **supporting documents required are signed and in pdf format**.

and **free from any virus or corrupted files.**

The Financial Proposal and the Technical Proposal files **MUST BE COMPLETELY SEPARATE** and uploaded separately in the system and clearly named as either **“TECHNICAL PROPOSAL”** or **“FINANCIAL PROPOSAL”**, as appropriate. Each document shall include the Proposer’s name and address. The file with the **“FINANCIAL PROPOSAL” must be encrypted with a password** so that it cannot be opened nor viewed until the Proposal has been found to pass the technical evaluation stage. Once a Proposal has been found to be responsive by passing the technical evaluation stage, UNDP shall request the Proposer to submit the password to open the Financial Proposal. The Proposer shall assume the responsibility for not encrypting the financial proposal. **Financial proposals not encrypted with password shall be automatically disqualified.**

FOR YOUR FINANCIAL PROPOSAL: INSERT ONLY 1 IN THE SYSTEM AND UPLOAD FINANCIAL PROPOSAL AS PASSWORD PROTECTED DOCUMENT. DO NOT DISCLOSE YOUR PRICE OFFER IN THE SYSTEM.

UNDP looks forward to receiving your Proposal and thank you in advance for your interest in UNDP procurement opportunities.

Issued by:

Name: Bogere Lasu-Lobanja
Title: Procurement Associate
Date: **September 28, 2022**

Approved by:

Name: Yona Samo
Title: Procurement Specialist
Date: **September 28, 2022**

Your Proposal must be expressed in the English, and valid for a minimum period of 120 days.

In the course of preparing your Proposal, it shall remain your responsibility to ensure that it reaches the address above on or before the deadline. Proposals that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your Proposal by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Services proposed shall be reviewed and evaluated based on completeness and compliance of the Proposal and responsiveness with the requirements of the RFP and all other annexes providing details of UNDP requirements.

The Proposal that complies with all of the requirements, meets all the evaluation criteria and offers the best value for money shall be selected and awarded the contract. Any offer that does not meet the requirements shall be rejected.

Any discrepancy between the unit price and the total price shall be re-computed by UNDP, and the unit price shall prevail and the total price shall be corrected. If the Service Provider does not accept the final price based on UNDP's re-computation and correction of errors, its Proposal will be rejected.

No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the Proposal. At the time of Award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Contract or Purchase Order that will be issued as a result of this RFP shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a Proposal implies that the Service Provider accepts without question the General Terms and Conditions of UNDP, herein attached as Annex 3.

Please be advised that UNDP is not bound to accept any Proposal, nor award a contract or Purchase Order, nor be responsible for any costs associated with a Service Providers preparation and submission of a Proposal, regardless of the outcome or the manner of conducting the selection process.

UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms did not award a Purchase Order or Contract in a competitive procurement process. In the event that you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Service Provider to prevent and avoid conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, cost estimates, and other information used in this RFP.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to preventing, identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its Service Providers to adhere to the UN Supplier Code of Conduct found in this link: http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your Proposal.

Sincerely yours,

Yona Samo
Procurement Specialist
9/28/2022

Description of Requirements

Context of the Requirement	Service provider (Firm) to strengthen the capacity of producers on Product Standards, Certifications and Market access in South Sudan
Implementing Partner of UNDP	N/A
Brief Description of the Required Services ¹	<p>The overall objective the assignment is to strengthen the capacity of stakeholders on market requirements, certification systems and quality management. The specific objectives include.</p> <ul style="list-style-type: none"> • Sensitize stakeholders on the South Sudan Quality Mark. • Provide technical support to facilitate the implementation of South Sudan Quality Mark. • Strengthen the capacity of policy makers and producers on Quality Market requirements, certification systems and quality management
List and Description of Expected Outputs to be Delivered	<p>The consultant is expected to undertake the following activities to achieve the objectives of the assignment.</p> <p>a) Strengthen capacity of Trainer of Trainers (TOT) on Quality Market requirements, certification systems and quality management.</p> <p>b) Develop a training plan with modules covering.</p> <ul style="list-style-type: none"> • WTO Agreements on Technical Barriers to Trade (TBT) and Sanitary and Phytosanitary Measures (SPS) • Standards and market access; Types of standards; Standards development; adoption of regional standards • Code of Good Standardization Practice; Standards Development (elaboration and adoption), • Standards and conformity assessment; system and product certification • Certification for Hazard Analysis Critical Control Point, ISO 22200, Global Gap, organic agriculture, and other standards • Access to regional and global market • Other benefits of product certification and quality management • Implementation of the South Sudan Quality Mark and • Facilitate training workshops for Trainer of Trainers (TOT) in Juba based on agreed training modules and a training plan. • Administer pre- and post-training evaluation questionnaires targeting the selected stakeholders. • Develop training outcome report with key sessions covered, including feedback analysis, testimonials, pre- and post-training evaluation analysis <p>c) Strength capacity of selected producers and processors on market requirements, certification systems and quality management by:</p> <ul style="list-style-type: none"> • Identifying 20 group of export-ready producers and processors. • Training a least 100 identified producers and processors on quality market access requirements standards and conformity assessment; product certification schemes, regional and global market access; quality management and certification

¹ Please find attached the detailed TOR.

	<p>for Hazard Analysis Critical Control Points, ISO 22000, GlobalGAP, organic agriculture standards, and traceability systems.</p> <ul style="list-style-type: none"> • Sensitize a least 100 stakeholders on the South Sudan Quality Mark • Develop training outcome report with key sessions covered, including feedback analysis, testimonials, pre- and post-training evaluation analysis • Undertake diagnostic assessment in the premises of selected 4 producers in the key value chains, identify certification gaps, develop a coasted action plan/roadmap to facilitate product and system certification to facilitate market access.
Person to Supervise the Work/Performance of the Service Provider	Team Leader STARR Project
Frequency of Reporting	Based on deliverables
Progress Reporting Requirements	As per Milestones
Location of work	<input checked="" type="checkbox"/> Exact Address/es Juba, South Sudan
Expected duration of work	100 days
Target start date	01 November 2022
Latest completion date	30 March 2023
Travels Expected	As per TOR
Special Security Requirements	<input checked="" type="checkbox"/> Security Clearance from UN prior to travelling
Facilities to be Provided by UNDP (i.e., must be excluded from Price Proposal)	<input checked="" type="checkbox"/> Not Applicable
Implementation Schedule indicating breakdown and timing of activities/sub-activities	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Names and curriculum vitae of individuals who will be involved in completing the services	<input checked="" type="checkbox"/> Required <input type="checkbox"/> Not Required
Currency of Proposal	<input checked="" type="checkbox"/> United States Dollars

Value Added Tax on Price Proposal ²	<input checked="" type="checkbox"/> must be exclusive of VAT and other applicable indirect taxes											
Validity Period of Proposals (Counting for the last day of submission of quotes)	<input checked="" type="checkbox"/> 120 days In exceptional circumstances, UNDP may request the Proposer to extend the validity of the Proposal beyond what has been initially indicated in this RFP. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Proposal.											
Partial Quotes	<input checked="" type="checkbox"/> Not permitted											
Payment Terms ³	<table border="1"> <thead> <tr> <th>Deliverables</th> <th>Payment</th> </tr> </thead> <tbody> <tr> <td>1 training Module developed on Quality Market requirements, certification systems and quality management produced in line with TOR specifications.</td> <td>20%</td> </tr> <tr> <td>20 Trainer of Trainers (TOT) trained on Quality Market requirements, certification systems and quality management.</td> <td>20%</td> </tr> <tr> <td>100 producers and processors identified and trained on quality market access requirements standards and conformity assessment; product certification schemes, regional and global market access; quality management and certification for Hazard Analysis Critical Control Points, ISO 22000, Global GAP, organic agriculture standards, and traceability systems.</td> <td>40%</td> </tr> <tr> <td>1 diagnostic assessment undertaken in the premises of selected 4 producers in the key value chains, with Identified certification gaps and a coasted action plan/ roadmap to facilitate product and system certification to facilitate market access.</td> <td>20%</td> </tr> </tbody> </table>		Deliverables	Payment	1 training Module developed on Quality Market requirements, certification systems and quality management produced in line with TOR specifications.	20%	20 Trainer of Trainers (TOT) trained on Quality Market requirements, certification systems and quality management.	20%	100 producers and processors identified and trained on quality market access requirements standards and conformity assessment; product certification schemes, regional and global market access; quality management and certification for Hazard Analysis Critical Control Points, ISO 22000, Global GAP, organic agriculture standards, and traceability systems.	40%	1 diagnostic assessment undertaken in the premises of selected 4 producers in the key value chains, with Identified certification gaps and a coasted action plan/ roadmap to facilitate product and system certification to facilitate market access.	20%
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Person(s) to review/inspect/ approve outputs/complete d services and authorize the disbursement of payment	Team Leader STARR Project											
Type of Contract to be Signed	<input checked="" type="checkbox"/> Purchase Order <input checked="" type="checkbox"/> Contract for Professional Services											
Criteria for Contract Award	<input checked="" type="checkbox"/> Highest Combined Score (based on the 70% technical offer and 30% price weight distribution) <input checked="" type="checkbox"/> Full acceptance of the UNDP Contract General Terms and Conditions (GTC). This is a mandatory criterion and cannot be deleted regardless of the nature of services required. Non acceptance of the GTC may be grounds for the rejection of the Proposal.											
	<u>Technical Proposal (70%)</u>											

² VAT exemption status varies from one country to another. Pls. check whatever is applicable to the UNDP CO/BU requiring the service.

³ UNDP preference is not to pay any amount in advance upon signing of contract. If the Service Provider strictly requires payment in advance, it will be limited only up to 20% of the total price quoted. For any higher percentage, or any amount advanced exceeding \$30,000, UNDP shall require the Service Provider to submit a bank guarantee or bank cheque payable to UNDP, in the same amount as the payment advanced by UNDP to the Service Provider.

Criteria for the Assessment of Proposal		Evaluation Criteria	Maximum Score
	A	Proposed Firms Experience (35 Marks)	
		Have at least 10 years' experience in product standards, certification systems and quality management.	5
		Demonstrated experience in international WTO requirements and main international Standards and Conformity arrangements	5
		5 years' experience in trade or private sector development and/or export promotion or international marketing.	5
		Demonstrated experience in standardization and certification of products either in a Conformity Assessment body or in a government certification scheme or export promotion office.	10
		Demonstrate experience as a trainer or an implementer of quality and food safety standards by SMEs in developing and African context	10
	B	Technical Proposal (45 Marks)	
		The firm has detailed their understanding of the Terms of Reference (TORs) using their own words for each major scope of work mentioned in the TORs and methodology to facilitate assignment delivery.	
	C	Proposed Key Personnel Experience and Qualifications (20 marks)	
	1	Team Leader (12 marks)	12
		Master's degree in Food Science and Engineering Degree, Agricultural or related qualification.	
		Have at least 10 years' experience in product standards, certification systems and quality management systems.	
		Experience in international WTO requirements and main international Standards and Conformity arrangements	
		12 years professional experience in trade or private sector development and/or export promotion or international marketing.	
		experience in standardization and certification of products either in a Conformity Assessment body or in a government certification scheme or export promotion office.	
		Experience as a trainer or an implementer of quality and food safety standards by SMEs in developing and African context	
	2.	Standards and Quality Management System Expert (8 Marks)	8
		Bachelor's Degree in food science and Engineering Degree, Agricultural or related qualification.	
		Have at least 5 years' experience in product standards, certification systems and quality management.	
		Demonstrated experience in international WTO requirements and main international Standards and Conformity arrangements	
		Demonstrated experience in standardization, Quality systems audit and certification of products either in a Conformity Assessment body or in a government certification scheme or export promotion office.	
		Grant Total	100

	<p><u>Financial Proposal (30%)</u></p> <p>All technically qualified proposals will be scored up to 30 based on the formula provided below. The maximum points (30) will be assigned to the lowest financial proposal. All other proposals receive points according to the following formula: $p = y (x/z)$</p> <p>Where:</p> <ul style="list-style-type: none"> • p = points for the financial proposal being evaluated • y = maximum number of points for the financial proposal • X = price of the lowest priced proposal • z = price of the proposal being evaluated.
UNDP will award the contract to:	<input checked="" type="checkbox"/> One and only one Service Provider
Contract General Terms and Conditions ⁴	<p><input type="checkbox"/> General Terms and Conditions for contracts (goods and/or services)</p> <p><input type="checkbox"/> General Terms and Conditions for de minimis contracts (services only, less than \$50,000)</p> <p>Applicable Terms and Conditions are available at: http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Annexes to this RFP ⁵	<p><input checked="" type="checkbox"/> Form for Submission of Proposal (Annex 2)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions (Annex 3)⁶</p> <p><input checked="" type="checkbox"/> Detailed TOR</p>
Contact Person for Inquiries (Written inquiries only) ⁷	<p><i>Procurement Unit</i> <i>Procurement.info.ss@undp.org</i></p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>
Other Information [pls. specify]	

⁴ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁵ Where the information is available in the web, a URL for the information may simply be provided.

⁶ Service Providers are alerted that non-acceptance of the terms of the General Terms and Conditions (GTC) may be grounds for disqualification from this procurement process.

⁷ This contact person and address is officially designated by UNDP. If inquiries are sent to other person/s or address/es, even if they are UNDP staff, UNDP shall have no obligation to respond nor can UNDP confirm that the query was received.

FORM FOR SUBMITTING SERVICE PROVIDER'S PROPOSAL⁸

(This Form must be submitted only using the Service Provider's Official Letterhead/Stationery⁹)

[insert: Location].

[insert: Date]

To: [insert: Name and Address of UNDP focal point]

Dear Sir/Madam:

We, the undersigned, hereby offer to render the following services to UNDP in conformity with the requirements defined in the RFP dated [specify date], and all of its attachments, as well as the provisions of the UNDP General Contract Terms and Conditions:

A. Qualifications of the Service Provider

The Service Provider must describe and explain how and why they are the best entity that can deliver the requirements of UNDP by indicating the following:

- a) Profile – describing the nature of business, field of expertise, licenses, certifications, accreditations.*
- b) Business Licenses – Registration Papers, Tax Payment Certification, etc.*
- c) Latest Audited Financial Statement – income statement and balance sheet to indicate its financial stability, liquidity, credit standing, and market reputation, etc.*
- d) Track Record – list of clients for similar services as those required by UNDP, indicating description of contract scope, contract duration, contract value, contact references.*
- e) Certificates and Accreditation – including Quality Certificates, Patent Registrations, Environmental Sustainability Certificates, etc.*
- f) Written Self-Declaration that the company is not in the UN Security Council 1267/1989 List, UN Procurement Division List or Other UN Ineligibility List.*

B. Proposed Methodology for the Completion of Services

	Evaluation Criteria
A	Proposed Firms Experience (35 Marks)
	Have at least 10 years' experience in product standards, certification systems and quality management.
	Demonstrated experience in international WTO requirements and main international Standards and Conformity arrangements
	5 years' experience in trade or private sector development and/or export promotion or international marketing.

⁸ This serves as a guide to the Service Provider in preparing the Proposal.

⁹ Official Letterhead/Stationery must indicate contact details – addresses, email, phone and fax numbers – for verification purposes

	Demonstrated experience in standardization and certification of products either in a Conformity Assessment body or in a government certification scheme or export promotion office.
	Demonstrate experience as a trainer or an implementer of quality and food safety standards by SMEs in developing and African context
B	Technical Proposal (45 Marks)
	The firm has detailed their understanding of the Terms of Reference (TORs) using their own words for each major scope of work mentioned in the TORs and methodology to facilitate assignment delivery.

C. **Qualifications of Key Personnel**

<i>The Service Provider must provide:</i>	
a) Names and qualifications of the key personnel that will perform the services indicating who is Team Leader, who are supporting, etc.	
b) CVs demonstrating qualifications; and	
c) Written confirmation from each personnel that they are available for the entire duration of the contract.	
Proposed Key Personnel Experience and Qualifications (20 marks)	
Team Leader (12 marks)	
Master's degree in Food Science and Engineering Degree, Agricultural or related qualification.	
Have at least 10 years' experience in product standards, certification systems and quality management systems.	
Experience in international WTO requirements and main international Standards and Conformity arrangements	
12 years professional experience in trade or private sector development and/or export promotion or international marketing.	
experience in standardization and certification of products either in a Conformity Assessment body or in a government certification scheme or export promotion office.	
Experience as a trainer or an implementer of quality and food safety standards by SMEs in developing and African context	
Standards and Quality Management System Expert (8 Marks)	
Bachelor's Degree in food science and Engineering Degree, Agricultural or related qualification.	
Have at least 5 years' experience in product standards, certification systems and quality management.	
Demonstrated experience in international WTO requirements and main international Standards and Conformity arrangements	
Demonstrated experience in standardization, Quality systems audit and certification of products either in a Conformity Assessment body or in a government certification scheme or export promotion office.	

D. **Cost Breakdown per Deliverable***

	Deliverables <i>[list them as referred to in the RFP]</i>	Percentage of Total Price (Weight for payment)	Price (Lump Sum, All Inclusive)
1	1 training Module developed on Quality Market requirements, certification systems and quality management produced in line with TOR specifications.	20%	
2	20 Trainer of Trainers (TOT) trained on Quality Market requirements, certification systems and quality management.	20%	

3	100 producers and processors identified and trained on quality market access requirements standards and conformity assessment; product certification schemes, regional and global market access; quality management and certification for Hazard Analysis Critical Control Points, ISO 22000, Global GAP, organic agriculture standards, and traceability systems.	40%	
4	1 diagnostic assessment undertaken in the premises of selected 4 producers in the key value chains, with Identified certification gaps and a coasted action plan/ roadmap to facilitate product and system certification to facilitate market access.	20%	
	Total	100%	

**This shall be the basis of the payment tranches*

E. **Cost Breakdown by Cost Component [This is only an Example]:**

Description of Activity	Remuneration per Unit of Time	Total Period of Engagement	No. of Personnel	Total Rate
I. Personnel Services				
a. Expertise 1				
b. Expertise 2				
II. Out of Pocket Expenses				
1. Travel Costs				
2. Daily Allowance				
3. Communications				
III. Other Related Costs				

[Name and Signature of the Service Provider's Authorized Person]

[Designation]

[Date]

**UNITED NATIONS DEVELOPMENT PROGRAMME
TERMS OF REFERENCE**



1. Consultancy Information

Consultancy Title	Service provider (Firm) to strengthen the capacity of producers on Product Standards, Certifications and Market access in South Sudan
Location:	Juba, South Sudan
Application Deadline:	(Midnight Juba, South Sudan)
Programme unit:	Stabilization Recovery and Resilience Unit (STARR)
Type of Services:	Consultancy
Starting date:	TBD
Ending date:	TBD
Expected Duration of Assignment:	100 working days
Project Title:	Transforming MSE development and enhancing youth and women employment and empowerment through the African Continental Free Trade Agreement (AfCFTA)

2. Background and Context

The Republic of South Sudan is a landlocked Country bordered by Ethiopia to the East, Kenya to the South–East, Uganda to the South, the Democratic Republic of Congo to the Southwest, the Central Africa Republic to the West and Sudan to the North. South Sudan is endowed with abundant natural resources including oil, fertile soil and fresh water. The population of South Sudan is estimated at 13.3 million (2020. Est) .83% of the population live in the rural areas with limited access to services, support, and markets. 51% of the population live below poverty line. Social challenges are more pertinent for the rural community, with a literacy rate of only 22% (compared with the urban literacy rate of 53%) and a poverty incidence of 55% (compared to 24% for urban counterparts). South Sudan is the most oil-dependent country in the world, with oil accounting for 95 of exports, and 90% of government revenue.

Despite the reliance on oil, about 95 percent of population is engaged in agriculture, including livestock. Agriculture Sector accounts for 15 percent of the GDP and employs 80 percent of the population. The agricultural sector is the largest source of income and employment (85–95 percent of the workforce).

South Sudan is mainly engaged in trade of agricultural and livestock products, which has direct impact on income and livelihood of the population. Supporting development of key value chains like Oilseeds, Hides & Skins, Natural Honey, Gum Arabic to meet international standards in the regional and global markets provides an opportunity to diversify the economy as envisaged in the revised National Development Strategy 2021-2023. South Sudan products from the key value chains must comply with international standards in the global market for safety and quality realise export potential in the Key value chains. Failure to meet quality requirements undermines income generation for women and the youth.

Capacity to support producers to meet the quality requirements along the value chain is limited. The producers do not understand the benefits of products standards and certification schemes. UNDP in collaboration with the South Sudan National Bureau of Standards is seeking services of a qualified firm to strengthen the capacity of stakeholders on Market requirements, certification systems and quality management.

Project Description

The South Sudan National Development Strategy (2021-2024) seeks to promote stability, economic recovery, and resilience building while initiating the adoption of transformative technologies and innovation to enhance trade promotion and regional integration through private sector development, financial inclusion, and youth and women employment and empowerment.

UNDP South Sudan through the project, ***Transforming MSE development and enhancing youth and women employment and empowerment through the African Continental Free Trade Agreement (AfCFTA)***, aims to foster intra-African Trade,

enhance private sector development, and create opportunities amongst youth and women in South Sudan. This initiative operationalizes the new UNDP Strategic Plan (2022-2025) by creating transformational change in terms of economic recovery and social development in South Sudan, while ensuring that focus is on the most vulnerable youth and women who constitute the bulk of the population to ensure inclusive trade and private sector development.

3. Purpose and Objective

The overall objective the assignment is to strengthen the capacity of stakeholders on market requirements, certification systems and quality management. The specific objectives include.

- a) Sensitize stakeholders on the South Sudan Quality Mark.
- b) Provide technical support to facilitate the implementation of South Sudan Quality Mark.
- c) Strengthen the capacity of policy makers and producers on Quality Market requirements, certification systems and quality management

4. Duties and Responsibilities

The consultant is expected to undertake the following activities to achieve the objectives of the assignment.

- a) Strengthen capacity of Trainer of Trainers (TOT) on Quality Market requirements, certification systems and quality management.
- b) Develop a training plan with modules covering.
 - WTO Agreements on Technical Barriers to Trade (TBT) and Sanitary and Phytosanitary Measures (SPS) =
 - Standards and market access; Types of standards; Standards development; adoption of regional standards
 - Code of Good Standardization Practice; Standards Development (elaboration and adoption),
 - Standards and conformity assessment; system and product certification
 - Certification for Hazard Analysis Critical Control Point, ISO 22200, Global Gap, organic agriculture, and other standards
 - Access to regional and global market
 - Other benefits of product certification and quality management
 - Implementation of the South Sudan Quality Mark and
 - Facilitate training workshops for Trainer of Trainers (TOT) in Juba based on agreed training modules and a training plan.
 - Administer pre- and post-training evaluation questionnaires targeting the selected stakeholders.
 - Develop training outcome report with key sessions covered, including feedback analysis, testimonials, pre- and post-training evaluation analysis
- c) Strength capacity of selected producers and processors on market requirements, certification systems and quality management by:
 - Identifying 20 group of export-ready producers and processors.
 - Training a least 100 identified producers and processors on quality market access requirements standards and conformity assessment; product certification schemes, regional and global market access; quality management and certification for Hazard Analysis Critical Control Points, ISO 22000, GlobalGAP, organic agriculture standards, and traceability systems.
 - Sensitize a least 100 stakeholders on the South Sudan Quality Mark
 - Develop training outcome report with key sessions covered, including feedback analysis, testimonials, pre- and post-training evaluation analysis
- d) Undertake diagnostic assessment in the premises of selected 4 producers in the key value chains, identify certification gaps, develop a coasted action plan/ roadmap to facilitate product and system certification to facilitate market access.

5. Deliverables and Targets

The Firm is required to produce the following outputs:

- a) **20 Trainer of Trainers (TOT)** trained on Quality Market requirements, certification systems and quality management.
- b) **1 training Modules** developed on Quality Market requirements, certification systems and quality management produced in line with TOR specifications.
- c) **100 producers and processors identified and trained** on quality market access requirements standards and conformity assessment; product certification schemes, regional and global market access; quality management and certification for Hazard Analysis Critical Control Points, ISO 22000, GlobalGAP, organic agriculture standards, and traceability systems.
- d) **1 diagnostic assessment** undertaken in the premises of selected 4 producers in the key value chains, with Identified certification gaps and a coasted action plan/ roadmap to facilitate product and system certification to facilitate market access.

Competencies of the Firm

Corporate Competencies:

- Demonstrates professional competence and expertise on the subject matter
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability
- Able to work in South Sudan context and environment
- Treats all people fairly without favouritism

Functional Competencies:

- Knowledge and understanding of theories, concepts and approaches relevant to Quality Market requirements, certification systems and quality management.
- Ability to identify issues, analyse and participate in the resolution of issues/problems.
- Ability to conduct data collection using various methods.
- Conceptual analytical and evaluative skills to conduct independent research and analysis, including familiarity with and experience in the use of various research sources, including electronic sources on the internet, intranet, and other databases.
- Ability to apply judgment in the context of assignments given, plan own work and manage conflicting priorities.
- Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results.

Required Qualifications of successful service provider

Experience of the firm (35%)

- Have at least 5 years' experience in product standards, certification systems and quality management.
- Demonstrate experience in international WTO requirements and main international Standards and Conformity arrangements
- 5 years professional experience in trade or private sector development and/or export promotion or international marketing.
- Demonstrate experience in standardization and certification of products either in a Conformity Assessment body or in a government certification scheme or export promotion office.
- Demonstrate experience as a trainer or an implementer of quality and food safety standards by SMEs in developing and African context

Approach and methodology (45%)

- Excellent understanding of the terms of reference and the local context
- Logical structuring of activities and work plan
- Clear reference to entrepreneurship and MSE development modules to be adopted.
- Creative intervention to improve products standards and market access

Team composition (45%)**i. Team leader**

- Master's degree in Food Science and Engineering Degree, Agricultural or related qualification.
- Have at least 5 years' experience in product standards, certification systems and quality management.
- Demonstrated experience in international WTO requirements and main international Standards and Conformity arrangements
- 10 years professional experience in trade or private sector development and/or export promotion or international marketing.
- Demonstrated experience in standardization and certification of products either in a Conformity Assessment body or in a government certification scheme or export promotion office.
- Demonstrated experience as a trainer or an implementer of quality and food safety standards by SMEs in developing and African context
- At least 5 years of experience in project management and reporting
- Strong analytical and writing skills

ii. Standards and Quality Management System Expert

- Bachelor's Degree in food science and Engineering Degree, Agricultural or related qualification.
- At least 5 years' experience in product standards, certification systems and quality management.
- Demonstrate experience in international WTO requirements and main international Standards and Conformity arrangements
- Demonstrate experience in standardization and certification of products either in a Conformity Assessment body or in a government certification scheme or export promotion office.

Language requirements

- The firm is required use English as language of instructions and reporting.

Institutional arrangements

The selected Firm will work in close collaboration with the Ministry of Trade and Industry and UNDP's STARR Unit. It shall visit the relevant stakeholders while undertaking the assignment. The Firm will work under overall guidance of the Chief Program Advisor/Team leader and the Under Secretary of the Ministry of Trade and Industry, who will review and approve delivery of outputs. Day-to-day coordination and technical support will be provided by the Project Officer of AfCFTA Project and the Trade Advisor in UNDP.

Payment Schedule

Sn.	Deliverable	Payment
1.	1 training Module developed on Quality Market requirements, certification systems and quality management produced in line with TOR specifications.	20%
2.	20 Trainer of Trainers (TOT) trained on Quality Market requirements, certification systems and quality management.	20%
3.	100 producers and processors identified and trained on quality market access requirements standards and conformity assessment; product certification schemes, regional and global market access; quality management and certification for Hazard Analysis Critical Control Points, ISO 22000, Global GAP, organic agriculture standards, and traceability systems.	40%
4.	1 diagnostic assessment undertaken in the premises of selected 4 producers in the key value chains, with Identified certification gaps and a coasted action plan/ roadmap to facilitate product and system certification to facilitate market access.	20%
	Total	100%

Consultancy Evaluation Criteria

Technical evaluation

The technical evaluation will be based on a scoring system marked out of a maximum score of 100 marks will be awarded according to the following matrix. The detailed evaluation criteria for each stage are provided below. The bidder is required to provide qualified and competent experts in each of the following areas of expertise.

	Evaluation Criteria	Maximum Score
A	Proposed Firms Experience (35 Marks)	
	Have at least 10 years' experience in product standards, certification systems and quality management.	5
	Demonstrated experience in international WTO requirements and main international Standards and Conformity arrangements	5
	5 years' experience in trade or private sector development and/or export promotion or international marketing.	5
	Demonstrated experience in standardization and certification of products either in a Conformity Assessment body or in a government certification scheme or export promotion office.	10
	Demonstrate experience as a trainer or an implementer of quality and food safety standards by SMEs in developing and African context	10
B	Technical Proposal (45 Marks)	
	The firm has detailed their understanding of the Terms of Reference (TORs) using their own words for each major scope of work mentioned in the TORs and methodology to facilitate assignment delivery.	
C	Proposed Key Personnel Experience and Qualifications (20 marks)	
1	Team Leader (12 marks)	
	Master's degree in Food Science and Engineering Degree, Agricultural or related qualification.	
	Have at least 10 years' experience in product standards, certification systems and quality management systems.	
	Experience in international WTO requirements and main international Standards and Conformity arrangements	
	12 years professional experience in trade or private sector development and/or export promotion or international marketing.	
	experience in standardization and certification of products either in a Conformity Assessment body or in a government certification scheme or export promotion office.	
	Experience as a trainer or an implementer of quality and food safety standards by SMEs in developing and African context	
2.	Standards and Quality Management System Expert (8 Marks)	
	Bachelor's Degree in food science and Engineering Degree, Agricultural or related qualification.	
	Have at least 5 years' experience in product standards, certification systems and quality management.	
	Demonstrated experience in international WTO requirements and main international Standards and Conformity arrangements	
	Demonstrated experience in standardization, Quality systems audit and certification of products either in a Conformity Assessment body or in a government certification scheme or export promotion office.	
	Grant Total	100

NOTE: Only proposals that score a minimum of 70 marks in this technical evaluation will be deemed to be "substantially responsive and will be considered for the financial evaluation.

Financial evaluation (total 30 points)

All technically qualified proposals will be scored up to 30 based on the formula provided below. The maximum points (30) will be assigned to the lowest financial proposal. All other proposals receive points according to the following formula: $p \cdot y / (z)$

Where:

- p = points for the financial proposal being evaluated
- y = maximum number of points for the financial proposal price of the lowest priced proposal
- z = price of the proposal being evaluated.

UNDP is committed to achieving workforce diversity in terms of gender, nationality, and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.