

SRI LANKA EXPORT DEVELOPMENT BOARD

ESTABLISHMENT OF INTERNAL CONTROL MECHANISM FOR CEYLON CINNAMON GI

APPLICATION PROCEDURE

Complete applications must include the following:

1. **Cover Page**, not to exceed one (1) page, includes the legal name of the organization, address of the applicant, organizational unit that will undertake the activity (if applicable), descriptive title of the applicant's proposal, total estimated funding request, date of proposal submission, name, title, and contact information of the application's main point of contact, and certification and signature of the authorized representative on behalf of the applicant's organization.
2. **Executive Summary**, not to exceed one (1) page, outlines project goals, objectives, and activities.
3. **Table of Contents**, not to exceed one (1) page, listing all documents and attachments with page numbers.
4. **Proposal Narrative**, not to exceed ten (10) pages, includes the following sub-headings:
 - **Objectives** should be ambitious, results-focused, and measurable within three (3) months.
 - **Activities** should propose activities that contribute to objectives.
 - **Organizational Capacity** should include an organizational profile.
 - **A list of certifications** for which technical capacity building can be delivered.
 - **Quotation** based on the template provided in **Annex I (As per deliverable in TOR)**. All costs must be in Sri Lankan Rupees (LKR)
 - **Track Record** should include the nature/scope of the work, duration, and monetary value of similar and/or relevant technical capacity building programs successfully implemented. Applicants are encouraged to document lessons learned from past programs. This information can be used to evaluate how the applicant would realistically address the challenges and constraints that would likely arise in implementing the program. Details of previous clients should be included in the annex.
5. **Supportive Documents**
 - Your organization's most recent audit, if applicable;
 - Monitoring & Evaluation Narrative and Performance Indicator Table not to exceed two (2) pages

- Risk Analysis, not to exceed one (1) page, should provide greater context, operational concerns, and a contingency plan for overcoming potential difficulties or constraints in executing the original work plan;
- Key Personnel, including a bio sketch, CV, and contribution of them to program implementation;
- Timeline not to exceed one (1) page on the overall proposal, including activities, evaluation efforts, and program closeout.

A Pre- bid meeting will be conducted by the Sri Lanka Export Development Board (EDB) in association with Technical Evaluation Committee (TEC) for clarifications and negotiations related to project background and submission procedures. The bidders will need to present their proposals to the EDB in order to evaluate the best proposal for selection. The selected service provider is expected to work directly with Director/Export Agriculture and staff of the Export Agriculture Division of EDB.

ANNEX 1:

FORMAT FOR ESTIMATED COST BREAKDOWN.

The service provider or consultant should quote for all the items that are indicated in item 4.1 in the TOR. Each item has to be quoted separately. A quoted item should fulfil all the requirements (otherwise the offer would not be considered). The requirements are indicated per unit; thus, the deliverables should be provided per unit and add an additional unit if necessary.

The components comprising the total price must provide sufficient detail to allow EDB to determine compliance of the proposal with the requirements as per TOR.

Where a particular cost element is not appropriate for the proposed contract, please indicate "Not applicable" or "N/A" on the form.

The price must cover all the services to be provided including the following:

- a. An all-inclusive amount for transportation, communication and insurance cost, if applicable.
- b. All other costs related to the services proposed.
- c. **Quotation must be submitted in the given format below**

COST BREAKDOWN

No.	Deliverables	Price (USD or LKR)
1	a) Project planning schedule with time frame b) Declaration on completion of work within given period c) Expression of interest proposal for Consultancy Written requests d) Declaration on agreement on conditions	

2	Guidebook on Use of Ceylon Cinnamon GI name as per “Ceylon Cinnamon GI Specification”, CCGI Control Plan and ISO/IEC 17065 & ISO/IEC 17067 both in Sinhala & English medium PDF version		
3	Guidebook for self-controlled by CCGIA members as per Guidebook on Control Mechanism which is developed based on “Ceylon Cinnamon GI Specification” and CCGI Control Plan both in Sinhala & English medium PDF version		
4	Training Programme for CCGIA Members with practical aspects/field aspects based on Guide on Book Control Mechanism and Guide Book for self-controlled by CCGIA (All the documents to be available in English medium and Approved training materials shall be available in both Sinhala & English medium).		
5	Training of Trainer (TOT) Programme with practical aspects/ field activities on Self-controlled by CCGIA members based on Guide Books on Self-Controlled by CCGIA and Control Mechanism (All the documents to be available in English medium and Approved training materials shall be available in both Sinhala & English medium).		
No.	Deliverables	Price for requested number of Participants (USD or LKR)	Additional price per user (USD or LKR)
6	Conduct one (01) workshop on Control Mechanism for Personnel involved in control mechanism (Ex. CCGIA Executive Members, Relevant Managerial personnel and extension Officers of Department of Export Agriculture, Export Development Board) as per training programme approved by the EDB. <u>The total number of participants shall not less than 30.</u> (All the documents to be available in English medium and Approved training materials shall be available in both Sinhala & English medium).		
7	Conduct two (02) Training Programmes for CCGIA Members based on EDB approved Guidebook on Control Mechanism and Guidebook for self-controlled by CCGIA members. <u>The total number of</u>		

	<p>participants shall not less than 100.</p> <p>(All the documents to be available in English medium and Approved training materials shall be available in both Sinhala & English medium).</p>		
8	<p>Conduct TOT Programme for Extension Officers (EO) of Department of Export Agriculture (DEA) with practical aspects/field activities to carry out External Control activities of CCGIA as per CCGIA Control Plan and to train new members of CCGIA and DEA EO on both guidebooks. <u>The total number of participants shall not less than 30.</u></p> <p>(All the documents to be available in English medium and Approved training materials shall be available in both Sinhala & English medium).</p>		
9	<p><i>Any other service offered related to CCGI Control mechanism (Optional)</i></p>		
TOTAL			
Discounts (If applicable)			
VAT (If applicable)			
Grand Total			