

SRI LANKA EXPORT DEVELOPMENT BOARD

TERMS OF REFERENCE (TOR)

ESTABLISHMENT OF INTERNAL CONTROL MECHANISM FOR CEYLON CINNAMON GI

1. BACKGROUND

Sri Lanka Export Development Board (EDB) is working with the Cinnamon Industry stakeholders in collaboration with the United Nations Industrial Development Organization (UNIDO) in the framework of the EU-Sri Lanka Trade Related Assistance to obtain Geographical Indication (GI) for “Ceylon Cinnamon” in the European Union (EU). EDB together with industry stakeholders has finalized “Ceylon Cinnamon GI Specification” document and submitted to the EU along with the GI application. The product characteristics and production methods mentioned in the specification document has to be assured & implemented by the members of the Ceylon Cinnamon GI Association (CCGIA) comprised of stakeholders of the Cinnamon value chain; nursery owners, growers, collectors, processors, traders, exporters to hold the ownership of “Ceylon Cinnamon GI” (CCGI).

The control mechanism for CCGIA is to be implemented in three levels as per the control plan which is attached in ANNEX 1

- a) Self-control by CCGIA members – as per item mentioned in control plan annexed with TOR
- b) Internal control by CCGIA
- c) External control by Department of Export Agriculture.

The External control will be carried out by Department of Export Agriculture (DEA). The DEA is the public authority designated by Sri Lanka selected by CCGIA as an External Control body to apply GI at the EU and to verify overall compliance with the GI specifications & according to the EU Regulation No 1151/2012 of the European Parliament and of the Council of 21 November 2012. It is an executive authority established under the Export Agriculture Act No. 46 of 1992. The DEA monitors and provides assistance to cinnamon growers, including new plantings, productivity improvements and post-harvest measures, statistics and prices, as well as the organization and promotion of cultivation and processing.

Verification and control must take place regularly throughout the lifetime of a GI, not just once. Promoting and controlling the GI use is a continuous process. In short, a GI scheme must be managed continuously. The selected service provider who can push the CCGIA will be able to realize CCGIA’s vision and EDB work plan activities and will report to and work under the supervision of the EDB.

It is expected to establish a digital traceability platform which will enable the country record the data of the members of the Ceylon Cinnamon value chain which eventually will be controlled and accepted to use the GI name. This digital system will also support the information and records of the quality and food safety of cinnamon products covered by the GI. This traceability system will also enable CCGI Internal and External controllers to capture relevant data to facilitate the adoption and sustained application of best and/or corrective practices in compliance with CCGI Specifications and CCGI Control Plan.

Export Development Board need to appoint an independent service provider or consultant who has competent to establish internal control mechanism among the value chain members In this regard, EDB is on the search for a service provider or consultant who can develop documentations, improve technical capacity, provide training for CCGIA members and implement Internal Control System as per the CCGI specifications and Control plan.

2. EXPECTED OUTCOME

Improve technical capacity of the CCGIA members and identified stakeholder groups in order to implement internal control system to obtain GI status for Ceylon Cinnamon.

3. PRE-QUALIFICATIONS/EXPERIENCE

The ideal service provider or consultant should possess minimum of 3 years in similar nature work during the recent past and having a proven track-record of mobilizing resources for systems development, providing evidence of successful client management skills and special emphasis on capacity development and training to better facilitate the certifying updated Food Safety and Quality certification schemes such as GLOBAL G.A.P, GAP, GMP, GHP, HACCP, Organic and ISO 22000 and knowledge on ISO/IEC 17065.

4. THE SCOPE OF CONSULTANCY

The service provider or consultant should quote for all the items that are indicated below in 4.1. The Export Development Board expects the service provider or consultant to complete requested items within **six (6) months**. 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.

4.1. Requested Activities/ Materials/Trainings

4.1.1 General

4.1.1.1 Project Planning schedule with timeframe

4.1.1.2 Meeting with EDB to explore the progress (Pre-bid meeting, Bid opening, Clarifications, Negotiations, Bid offering, progress review meetings, obtaining approval for content of guidebooks, completion of work)

4.1.2 Documents

4.1.2.1 Develop a Guidebook on Use of Ceylon Cinnamon GI name as per “Ceylon Cinnamon GI Specification”, CCGI Control Plan and ISO/IEC 17065 & ISO/IEC 17067.

4.1.2.2 Develop a 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 and obtain approval from EDB prior to issue CCGIA members

4.1.2.3 Design 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 and obtained prior approval for the content from the EDB

4.1.2.4 Design Training Programme 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) and obtain prior approval from the EDB.

4.1.2.5 Design a 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 and obtain approval from the EDB.

4.1.3 Training

4.1.3.1 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.

4.1.3.2 Conduct **two (02)** Training Programmes for CCGIA Members based on EDB approved Guidebook on Control Mechanism and Guidebook for self-controlled by CCGIA members. The total number of participants shall not less than **100**.

4.1.3.3 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. The total number

of participants shall not less than 30. The service provider is expected to have capacity to deliver additional training, if requested by EDB for additional costs.

5 DELIVERABLES

Activity No	Activity	Deliverables	Remarks
4.1.1.1	Project Planning /Schedule with time frame	Comprehensive Project Plan to achieve expected outcome within given period Declaration on completion of work within given period	Date of commencement of the project shall be considered as 07 days after awarding consultancy project All documents are in PDF
4.1.1.2	Meeting with EDB Pre bidding meeting, Bid opening, Clarifications, Negotiations Bid offering Progress review meetings Obtaining approval for content of guidebooks Completion of work	Expression of interest Proposal for Consultancy Written requests Declaration on agreement on conditions Report on Progress of work Draft Guidebooks and other documents Final consent from all relevant partners on completion of project activities related to partners	
4.1.2.1	Develop a Guidebook on Use of Ceylon Cinnamon GI name as per “Ceylon Cinnamon GI Specification”, CCGI Control Plan and ISO/IEC 17065 & ISO/IEC 17067	EDB Approved Guide Book in English Language Approved Guide Book shall be available in Sinhala & English	Explanation of GI requirements, ISO/IEC 17065 requirements related scheme and Specification/requirements, methods/SOPs for implementation, supporting formats required for implementation and records to be maintained are to be explained as one document in this guidebook. This document is similar to QMS documents to be maintained by an ISO/IEC 17065 accredited certification body.

Activity No	Activity	Deliverables	Remarks
4.1.2.2	Develop a 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 and obtain approval from EDB prior to issue CCGIA members	EDB Approved Guidebook in English Language Approved Guide Book shall be available in Sinhala & English	This Guidebook should contain requirements related to CCGIA members/Farmers, SOPs/Guideline for compliance, required registers/forms to be maintained in order to demonstrate traceability and facilitate successful audit by Certification Body.
4.1.2.3	Design 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 and obtained prior approval for the content from the EDB	Training Schedule Content of Training programmes Training materials (EDB Approved documents in English) Approved training materials shall be available in Sinhala & English	This programme should be able to disseminate knowledge and capabilities to comply with requirements on Guidebook for self-controlled mechanism.
4.1.2.4	Design Training Programme 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) and obtain prior approval from the EDB	Training Schedule Content of Training programmes Training materials (EDB Approved documents in English) Approved training materials shall be available in Sinhala & English.	This programme should be able to explain requirements for GI, Certification requirements, auditing process, traceability system and implementation of requirements through guidebooks and auditing and monitoring. Roles and responsibilities of each parties involved.
4.1.2.5	Design a 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 and obtain approval from the EDB.	Training Schedule Content of Training programmes Training materials (EDB Approved documents in English) Approved training materials shall be available in Sinhala & English.	This programme should be able to cover certification scheme requirements, certification process, activities related to CCGIA Members and fulfilment of accreditation requirements.
4.1.3.1	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	Training Materials Attendance Records and evidence for training (Photos, Video etc) Feedback from participants	Trainers/Translators shall be selected considering working language of participants

Activity No	Activity	Deliverables	Remarks
	approved by the EDB.		
4.1.3.2	Conduct two (02) Training Programmes for CCGIA Members based on EDB approved Guidebook on Control Mechanism and Guidebook for self-controlled by CCGIA members. The total number of participants shall not less than 100 .	Training Materials Attendance Records and evidence for training (Photos, Video etc) Feedback from participants	Trainers/Translators shall be selected considering working language of participants
4.1.3.3	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. The total number of participants shall not less than 30. The service provider is expected to have capacity to deliver additional training, if requested by EDB for additional costs.	Training Materials Attendance Records and evidence for training (Photos, Video etc) Feedback from participants Assessment on competence level of Experts and suggest future training/capacity development needs	Trainers/Translators shall be selected considering working language of participants

6 REPORTING

The selected service provider is expected to work directly with Director/Export Agriculture and staff of the Export Agriculture Division of EDB. The Service provider should communicate with other related EDB officers & Industry stakeholders, CCGIA and DEA as and when required. Communication with other Departments and institutions shall only be expected through EDB.

7 METHOD OF SELECTION

- 7.1. Insertion of advertisement in local newspapers/circulate the Bid Notice among either registered service providers or reputed firms/ individuals with the EDB calling for bids from suitable companies
- 7.2. A Pre- bid meeting will be conducted by the EDB in association with Technical Evaluation Committee (TEC)
- 7.3. The bidders to present their proposals to the EDB in order to evaluate the best proposal for selection.
- 7.4. The proposals to be evaluated by a Technical Evaluation Committee (TEC) appointed by the EDB and the TEC reserves the right to accept or reject bids. Final decision will be taken by the TEC. Reason for rejection of bids will formally be notified to rejected bidders
- 7.5. Obtain Departmental Procurement approval for the selected service provider

7.6. Once the acceptance of the Letter of Award by the bidder, bidder requires to enter into a legal agreement with the EDB.