

**RFQ2200264084 ANNEX A**  
**Terms of Reference**  
**BRCGS preparation in Cambodia**

<b>Title of Assignment</b>	British Retail Consortium Global Standard (BRCGS) preparation for Cambodian food company
<b>Tentative Start date</b>	1 January 2023
<b>Tentative End date</b>	31 March 2024

### **1. Background**

The UK Trade Partnerships Programme (UKTP) aims to increase trade from developing countries to the United Kingdom (UK) and the European Union (EU) by maximizing the benefits of UK and EU Economic Partnership Agreements (EPAs) and the UK's Developing Countries Trading Scheme (DCTS). Target beneficiaries of the programme will be export-ready SMEs that are committed to securing new trade opportunities with the UK.

In Cambodia, UKTP works with IBIS Rice Conservation Co (IRCC). IRCC has invested significantly in branding, product development and distribution and marketing in the UK. Sales have shown to be very promising in the UK in the first month (September) and there is interest from some of the multiples which is what will drive real scale and success in the UK market. To access these largest retailers, IRCC must achieve BRC certification. IRCC has conducted a GAP assessment and has also started to transition to new facilities more compatible with this food safety and management standard.

### **2. Objective of the tender**

The objective of this tender is to contract an experienced service provider to prepare IRCC for BRC certification in Cambodia for:

- Rice packing
- Rice cake production
- Cereal production
- Noodle production

### **3. Required Services**

In accordance with the British Retail Consortium Global Standards, the service provider will:

- Provide a pre-assessment to determine IRCC's requirements.
- Provide advice on developing a written plan and timeline for implementation.
- Review existing practices and procedures and provide suggestions for improvement.
- Provide advice on setting up management systems including record-keeping.
- Guide the technical and quality teams.

### **4. ITC supervision and guidance**

The selected service provider will work under the overall guidance of the Programme Manager – UKTP and direct supervision of the UKTP National Coordinator in Cambodia.

## **5. Scope of services**

### **5.1 Task 1 – BRCGS gap assessment**

The selected service provider will evaluate the level of conformity of IRCC with BRCGS.

### **5.2 Task 2 – BRCGS preparation support**

The selected service provider will support and advise on the practical implementation of these as production is moved into new facilities and scaled up. This includes fit-out design considerations and staff training.

The provider will conduct internal random audit support IRCC team in application submission as well as pre-audit and final audit processes.

The advice will cover:

- Guidance on Critical Control Points study and implementation.
- Recommendation Layout workhouse flow, which follow BRC requirements.
- Assistance in developing the additional QA and QC documents.
- Provision of other needs resource along the way of BRC implementation (documents, records, forms, Standard Operating Procedures).
- Support through the pre-audit and audit.
- Guidance on Calibration, validation, and verification of equipment (balance, moisture analyser...).

## **6. Technical Specifications**

The service provider must abide by the standards in ISO 19011:2018 Guidelines for auditing management systems.

## **7. Contract details**

### **7.1 Contract duration**

The contract duration is estimated of three (3) months and is expected to start on 1 January 2023 or earlier and to last until 31 March 2024.

### **7.2 Expected Outputs and Timelines**

- Output 1:** Gap assessment for IRCC (by 5 February 2024).
- Output 2:** Report on BRCGS preparation, including overview of audit support and results, CCP guide, workhouse layout, QA and QC documents, SOPs and forms, guide on calibration (by 31 March 2024)

### **7.3 Travels**

Travel to Phnom Penh, Cambodia. Facility is 30kms from the town center.

### **7.4 Payment schedule**

Payments are made after delivery and full acceptance/satisfaction by ITC of each deliverable. ITC payment terms are of 30 days net upon receipt of a valid invoice mentioning the contract number and confirmation that the services and reports have been delivered to ITC satisfaction.

On this occasion, ITC is offering the below payment schedule:

Description	Amount (USD)
1. On delivery and acceptance of output 1	30%
2. On completion of all duties and delivery and acceptance of output 2	70%

## 8. Qualifications, Competencies and Experience Required

### 8.1 Mandatory requirements:

- Acceptance of ITC/ UN General Terms and Conditions (Annex B)
- Proof of registration in the BRCGS Consultant scheme directory.
- Two references from companies.
- Minimum 8 years of expertise with fast moving consumer goods.
- Proven and sound methodology.
- Excellent working knowledge of English.

### 8.2 Desirable expertise:

- Knowledge of rice, cereals, and noodle production : at least one related project and/or one audit certification undertaken.
- Knowledge of local language.

NB: it is to note that if local language is not known, service provider must prepare to come with an interpreter.

## 9. Documents required for the submission

### 9.1 Technical:

Bidders will need to provide:

- The Annex B signed to mark their acceptance,
- A brief description of their organisation,
- a clear indication of how they will deliver the required services,
- The proof of registration in the BRCGS Consultant scheme directory,
- Two references from former clients,
- Proof of their years of experience with fast moving consumer goods,
- Proof of their level of English,
- CVs and profiles establishing the competencies of key staff members who will deliver the services to ITC,
- Description of previous similar activities, projects, audits undertaken in the rice, cereals, and noodle production sector.

### 9.2 Financial

The financial offer should consist of a single fixed price for the entire services requested. The quote should consider the travel and the interpreter if needed.

ITC, as part of the United Nations, is exempt of paying taxes and duties. Please send your offer free of taxes and duties.

## 10. Evaluation

Each offer will be assessed first technically according to the mandatory requirements with a PASS/FAIL criteria and subsequently financially. The submission that is technically compliant and that offers lowest quote will be recommended for award of the contract.

#### 11. Procurement estimated timeline

<b>ACTIVITES</b>	<b>EXPECTED TIMELINE</b>
Publication of the tender	Monday 6 November 2023
Deadline to send your clarification questions	Monday 13 November 2023
Deadline to submit your offers	Wednesday 29 November 2023
Evaluation of offers	30 November 2023 – 6 December 2023
Notification of award	Mid December 2023
Contract Start	End December 2023 – Beginning January 2024