

Swisscontact Uganda

Request for Proposals (RFP)

No: GATF|SCUG|CONS 002:2022

Sanitary and Phytosanitary (SPS) Training consultant

20 April 2022

Project Background

The Global Alliance for Trade Facilitation (the Alliance) is a public-private partnership for trade-led growth, supporting governments in developing and least-developed countries in implementing the World Trade Organization's Trade Facilitation Agreement. Alliance projects cut through red tape and end costly delays at borders by bringing together governments and businesses of all sizes as equal partners to deliver targeted trade reforms. The Alliance is led by the Center for International Private Enterprise (CIPE), the International Chamber of Commerce, and the World Economic Forum, in cooperation with Gesellschaft für Internationale Zusammenarbeit (GIZ). It is funded by the governments of the United States, Canada, Germany, and Denmark.

The Alliance through Swisscontact Uganda is implementing a project entitled “**Reengineering Uganda's SPS Inspection for Horticulture Exports (RUSH)**”. The project endeavors to contribute to the creation of efficiencies in the sanitary and phytosanitary (SPS) inspection process with a focus on packhouses and the airport. The efficiencies so desired are necessary to contribute to the reduction in time and cost to export and in so doing, Uganda's fruit and vegetable (F&V) exports will be more competitive and will experience fewer interceptions in the market.

Part of the project interventions involves supporting Uganda's Ministry of Agriculture, Animal Industry and Fisheries (MAAIF), National Plant Protection Organization (NPPO), and the private sector F&V Associations to develop local capacity to sustainably deliver world-class training to key stakeholders on SPS issues of the fruits and vegetable sector. This training and capacity building is proposed in a training of trainers (ToT) program.

1. The Objective of RFP

To deliver the ToT, Swisscontact wishes to contract the services of a training specialist who will work closely and cooperatively with the National Plant Protection Organization, Private Sector F&V Association, and the Alliance/Swisscontact project team to organize and deliver the ToT. The proposed curriculum includes key concepts such as handling of perishable products for export – focusing on fruits and vegetables, Hazard Analysis Critical Control Point (HACCP) food management system, global SPS standards, and application records management at packhouses and for inspectors as well as any other related topics as will be advised by the project management team.

The training will be conducted in Uganda – most likely between Kampala and Entebbe, depending on a final decision to be made by MAAIF and Swisscontact Uganda.

I. Specific objectives

The specific objective of this RFP is for the technical experts to conduct and complete the assignment involving.

- Training and equipping a selected number of ToT candidates (i.e., 10) with selected SPS knowledge and other training components as will be advised by the project management team;
- Imparting and transferring key relevant training skills and competencies that will enable the ToT trainees to design and deliver continuous training programs in Uganda.
- To expose the ToT trainees to good practices and knowledge in the SPS inspection space

II. Scope of Work and deliverables

The successful candidate will be expected to conduct, as a minimum, the following activities;

- Prepare a conceptual and methodological note for the delivery of the ToT program and submit it for approval. This should indicate the approach and full plan of how the consultant will deliver the ToT.
- Prepare training content, timetables, and materials and have them reviewed by the project and the NPPO before they are used for training. The content will be informed by the training needs as highlighted in the Project's overall Capacity building/Training Plan. (*See appendix*)
- Deliver the training **for a period of 5 days** (online and/or physical classroom means depending on what will be agreed upon with the client at the time of execution). The concept note should clearly show how the consultant is able to organize hybrid training that may involve both online and physical sessions. The training is physical, but due to the sanitary situation – may also be arranged virtually, where necessary.
- Advise on the nature and form of certification that the project and the NPPO may offer to those who successfully complete the TOT
- Carry out any other necessary administrative and logistical arrangements for the training.
- Professionally prepare and submit a full training completion report

III. Required Skills and Experience (applies to individuals/companies/institutions):

a) Education:

Minimum Bachelor's degree in Agriculture, Food Science & Technology, or other related qualification.

b) Required Qualifications

This institution/expert must

- Have a training experience spanning over 7 years
- Have tested and recognized training approaches and modalities
- Be current and highly knowledgeable of current best practices in SPS management and delivery of programs with a particular focus on export trade
- Demonstrated capacity to offer training that delivers efficiencies at the airports and efficient logistics for the supply chain of perishables

IV. Selection criteria and characteristics

The delivery of the ToT will be contracted out to a competent institution/expert. This institution/expert must have tested and recognized training approaches, and modalities as well as be in possession of well-developed training materials. It is also envisaged that such an institution would bring current best practices needed for the sector. It is also suggested that the training should be linked to the Global Gap since it is important that attendees have a good understanding of marketplace compliance requirements. The institution/expert should also have the capacity to offer training that delivers efficiencies at the airports and efficient logistics for the supply chain of perishables.

At the end of the training and assignment period, it is expected that the consultant/institution will provide a detailed training outcomes report, a brief PowerPoint presentation on the same, and a sustainability plan to ensure continued training across the different participating institutions. The consultant should also provide key resource materials that the trainers can refer to.

The overall activities shall be performed over a period of **1 month**.

Evaluation will be based on the following factors as determined in the evaluation matrix:

Capability			
Ref	Criteria	Description	Weighting
1.1	References	Demonstration experience of tested and recognized training approaches, and modalities as well as in possession of well-developed training materials relating to SPS best practices.	30%
1.2	References	Demonstrated capacity to offer training that delivers efficiencies at the airports and efficient logistics for the supply chain of perishables	10%
2.1	Trainer(s) profile	The level of written and spoken English	10%
2.2	Trainer(s) profile	Experience and a demonstrated understanding of the Uganda / East Africa context.	10%
2.3	Trainer(s) profile	Evidence of knowledge of current best practices in SPS Inspection practices (e.g., Global gap, marketplace compliance, etc.)	20%
3.1	Financial	The financial proposal will be made in USD and will include all expenses necessary for the implementation of the consultancy (including taxes).	20%

V. Public official disclosures

Proposals should disclose whether any owner, senior officer or manager or key employee of the provider is a public official or related by blood or marriage up to second-degree to a public official. "Public official" includes a person holding a legislative, administrative, military, or judicial office for any country, an employee of a government-owned or controlled enterprise, an official of a public international organization, and/or an official of a political party.

VI. Application requirements

Candidates are requested to submit a technical and financial proposal, no longer than 5 pages long by **03 May 2022**, to Swisscontact Uganda Office ug_info@swisscontact.org with the subject line “Request for Proposals – SPS training consultant, RUSH Uganda”. In the financial proposal, including all costs and detailed cost calculations needed to accomplish the assignment(s).

The technical proposal should include references and trainer(s) detailed profile(s).

2. Inquiries:

For any inquiries during the process of preparing your RFP, kindly contact:

Benjamin Mugema Project Manager Benjamin.mugema@swisscontact.org	Ben Naturinda Senior Trade Facilitation Advisor Ben.naturinda@swisscontact.org
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Appendix

Training of Trainers (ToT)

The TOT module will aim at training 10 competent individuals to constitute an in-country pool of resources that the NPPO and other relevant private sector players can always reach out to for the planning and delivery of various SPS Inspection process training.

The TOT trainees will be exposed to a range of current issues, topics, and good international practices in SPS Inspection processes. They will also be equipped with skills that can enable them to design and deliver training programs covering various SPS practices, laws, regulations, etc.

Some ToTs together with selected NPPO staff will later be taken to an airport in a selected country for a benchmarking mission. This will be to an airport where fresh cargo handling and inspection processes are done and managed with the highest standards, involving highly digitized systems and e-tracking that offer benefits of time and cost savings to exporters.

To ensure linkages to MAAIF and recognition by other private sector players, the TOTs will be certified by MAAIF and the Alliance-Swisscontact with tailor-made certificates which recognize the training. The certification, if possible, may be affiliated with an internationally recognized institution such as IATA. In the early stages of training, MAAIF- NPO together with the project, will identify such an institution and work out the recognition mechanisms. This may have to be based on having such an institution playing a role in the training.

Identification of ToT candidates

The identification and selection of ToT participants will be done following an institutional approach and criteria which were suggested by a wide range of stakeholders in a Business Process Mapping Validation workshop held on 26 October 2021.

Since the ToT's main goal is to empower the NPPO and the Apex Association to build training capacity, these will take the lead in notifying potential key institutions which are active in the sector and encourage them to advise competent individuals to apply. Target institutions shall include associations, training institutions, farmer organizations, entrepreneurship associations, etc. The process will ensure that the net is cast over the entire value chain. Both public and private sector sources will be considered for identification. The NPPO will nominate the participants from the public sector and the criteria used will be shared with the project management team at Swisscontact. Predesigned application forms will be shared with relevant institutions requesting them to share the information with potential candidates to apply. To ensure that more information is made publicly available to good candidates, short adverts will be put on Swisscontact websites. The Apex Association will also be encouraged to advertise the ToT training on platforms widely accessed by the F&V Exporters and Packhouses.

Selection Process and Criteria

Candidates who apply will undergo short interviews mainly to dig deeper into their qualifications and competencies and establish their readiness to make themselves available after the ToT Program to carry out training activities with the MAAIF training unit and other major F&V private sector players.

MAAF- NPPO, the project team as well as a private sector Apex body representative will constitute an interview panel to select the qualifying candidates.

Some of the key qualifying criteria will include the following:

- Candidates who are already active in and committed to the sector and maybe already delivering training or consulting services in the SPS space.
- Minimum education level will be a university degree in the relevant agriculture or related field
- Consideration for gender balance, especially since the Business Analysis Study revealed that at packhouses, there is a high population of women employed at that level.