



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity

Ministry of Agriculture and Forestry
Department of Livestock and Fisheries

**0296-LAO Trade Facilitation: Improved Sanitary and Phytosanitary Handling of
Greater Mekong Sub Region Trade Project (additional financing)**

TERMS OF REFERENCE

**Recruitment of Service Provider-Food Safety Handling and
GMP Grading Audit**

Least Cost Selection (LCS)

FDD-S2-LCS-01

October 2018

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Terms of Reference

Food Safety Handling and GMP Grading Audit

A. General information

1. **Expertise:** Food Safety Handling and GMP Grading Audit
2. **Contract Ref. No.:** FDD-S2-LCS-01
3. **Duration:** 8 person months (4 p/m international and 4 p/m national)
4. **Method of recruitment:** LCS
5. **Expertise Group:** Food Safety, GMP Grading Audit
6. **Expected date of commencement of service:** March 2019
7. **Duty Station:** Vientiane Capital with frequent travel to provinces as and when required

B. Background:

The “Trade Facilitation: Improved Sanitary and Phytosanitary (SPS) Handling in Greater Mekong Subregion Trade” project is aligned with both ADB’s Country Partnership Strategy 2017-2020 as well as Lao PDR’s 8th National Socio-economic Development Plan (2016-2020) and National Strategy for Agricultural Development (2011-2022). It also complements the GMS Regional Cooperation Strategy and Program (RCSP), with a focus on connectivity and improved competitiveness in promoting trade among GMS countries. The Project will strengthen institutions and operational and management capacities in the area of sanitary and phytosanitary measures (SPS) in Lao PDR and enhance capacities needed for operating cost-effective SPS systems that facilitate trade and protect health. It will selectively strengthen food safety handling capacities of private enterprises in the Lao PDR tourist industry. The purpose of this additional financing grant of \$10 million is to scale up project components that are performing well, introduce relevant components to additional provinces in Lao PDR and finance expanded outputs.

The Project will strengthen institutions, including operational and management capacities in SPS measures, and enhance capacities needed for operating cost-effective systems that facilitate trade and protect health. The Project will focus on trade in Agriculture, Food and Forest (AFF) products for which SPS measures for plant health, animal health, and food safety apply. The outputs of the Project comprise: (i) strengthened surveillance and inspection programs, (for plant health, animal health, and food safety including safer food handling in the tourist industry); (ii) improved regional cooperation and harmonization in SPS management in AFF trade; (iii) enhanced education levels and university training of SPS specialists; and (iv) effective Project management.

Food Safety support will be provided for the expansion and implementation of annual programs of food safety surveillance, monitoring, inspection, and hazard response. Programs will be based on known and perceived risks about food safety hazards in particular products, locations, markets, public events, hotels and restaurants (especially in the tourist areas), and enterprises. Improved food safety handling in the tourist industry and related parts of the food industry will be pursued through promoting good hygiene practice (GHP) and good manufacturing practice (GMP) on the basis of enterprise grading. Project support will be given for: (i) developing a system of upgrading safe food handling by (sector specific) scorecards and grading systems; (ii) awareness-raising in the tourist industry; (iii) conducting training courses for private sector and government staff and inspectors; (iv) providing diagnostic assessments (i.e., pre-audits) of restaurants and hotels and related selected food enterprises and (based on results of those pre-audits) advice given (by private consultants) to enterprises for their food safety handling upgrading; and (v) auditing enterprises against the scorecards and assigning grades.

Assistance will also be provided for an independent auditor to verify compliance with the certification system and ensure its credibility. It is expected that if the scheme is successful the Ministry of Health (MOH) and the Government of Lao PDR (GOL) will prepare technical regulations before the end of the project, to allow the private sector to provide this certification service thus enhancing the sustainability of the certification scheme.

Hence, it is required to engage a consultant firm **to conduct the audit and to provide actual grading of food premises and restaurants** under the new grading scheme developed by the project.

C. Objective and Purpose of the Assignment

In continuation of the above tasks conducted in previous project under S1 package, this consultancy will focus on actual grading of food processing premises and restaurants by conducting audit under the new grading scheme developed by the project with the view to improve the application of food safety management system and develop grading system for restaurants and related food enterprises.

D. Scope of Work

The focus in the food processing enterprises will be on **GHP** and **GMP**, whilst the focus in **restaurants** it will be on **GHP**, this latter being particularly important to the tourist industry. Consultancy will conduct the food safety audit for food enterprises and restaurants for actual grading of food processing premises and restaurants.

E. Provinces to be covered:

The assignment will be focused primarily in Vientiane capital and Vientiane province, Oudomxay, Luangprabang, Savannakhet and Champasack provinces and other areas as agreed by CIU Food Safety during the implementation.

F. Detailed tasks of the consultancy service

Consultancy will provide special services to the MOH in implementation of upgrading safety of food handling in restaurants and food enterprises. The purpose of the work is to conduct audits for certification and grading of **food processing premises and restaurants**.

The consultancy will:

- i. Conduct GMP and GHP audits of at least 100 food processing enterprises and restaurants, using scorecards provided by the project;
- ii. Apply the scorecard based system updated by S1 consultants package by integrating the best practices of scorecards being used by ASEAN countries
- iii. Assist MOH to maintain safety of food handling in restaurants and enterprises after certification; adapt to ASEAN/regional safety standards.

G. Qualifications:

At least 10 years of experience in auditing for application of GHP/GMP application in restaurants or food processing enterprises. The service provider should have international recognition as GMP auditor and experience in at least one GMS or ASEAN country and have international or ASEAN certification on HACCP, ISO 22000 (Food safety management systems - Requirements for any organization in the food chain) or equivalent.

A team of 2 consultants comprising of 1 international Specialist and 1 National Specialist for Good Practices Food Safety Handling will be recruited to carry out the tasks in association with the food safety inspectors from Ministry of Health.

H. TOR International Specialist of Food Safety Handling and GMP Grading Audit

(1 Position for 4 Person Months)

- i. Conduct GMP and GHP audits of at least 100 food processing enterprises and restaurants, using scorecards provided by the project;
- ii. Provide on the job training to FDD staff and service providers by engaging them during actual auditing of the food processing enterprises and restaurants;

- iii. Assist MoH with surveillance and application of approved scorecard developed by S1 consulting package in checking food safety in food business;
- iv. Assist MoH and provincial health departments with food safety surveillance using the scorecards in enterprises, restaurants and food business;
- v. Provide instruction on general quality in food business, enterprises and restaurant; good hygiene practices; set up correction table on self-monitoring in food business and restaurants;
- vi. Establish and conduct cross-checking program on a regular basis to ensure transparency and justice to maintain good food safety conditions and good hygiene practices at food establishments, work towards mutual accreditation among countries in the region to set favourable conditions for food trading activities;
- vii. Support the sharing of experiences of SSOP and GHP/GMP application (successful cases) at food premises, contribute to the promotion of safety in food industry;
- viii. Provide guidance on how to conduct food safety self-control by applying rapid test, with aim to design self-laboratory to identify GMP indicators for enterprises and GHP indicators for restaurants;

Qualifications of International Specialist for good practices Food Safety Handling

- i. Master degree in Food Science or Food Safety or equivalent qualification.
- ii. At least 10 years of experience in surveillance and auditing of scorecard - GMP among small and medium sized food processing enterprises and restaurants in at least one GMS or ASEAN country;
- iii. Adequate regional experience is essential. Preferably experience in Southeast Asia. Ability to communicate in Lao language is an asset.

I. TOR National Specialist of Food Safety Handling and GMP Grading Audit

(1 Position for 4 person months)

Support the Ministry of Health (MOH) in the development and implementation of programs of improved food safety handling in the tourist industry and related food processing industry through the use of GHP/GMP based scorecards and certification by trainers and independent auditors. The work will be carried out under the general guidance of the international Specialists. The Specialist will:

- i. Participate in conducting GMP and GHP audits of at least 100 food processing enterprises and restaurants, using scorecards provided by the project;
- ii. Collect information about enterprises and restaurants, and to create a database that includes at least basic details on name, location, main activities, contracts, etc.;
- iii. Provide on the job training to FDD staff and service providers by engaging them during actual auditing of the food processing enterprises and restaurants;
- iv. Participate in the planning and logistics of all field work;

- v. Keep records of all activities, store the data in a database, and participate in monitoring and evaluation activities;
- vi. Translate all documents produced by the international specialist from English to Lao and vice versa;
- vii. Work with auditors during auditing of food processing enterprises and restaurants and assist in the technical supervision of service providers.

Qualifications of National Specialists for Good Practices Food Safety Handling

- i. Bachelor degree in Food Science or Food Safety or equivalent,
- ii. Experience in data base/ data processing.
- iii. Familiarity with food safety management, and national institutions.
- iv. Fluency both in English and Lao language

J. Facilities to be provided to consultants by the Food and Drug Department (FDD)

Food and Drug Department (FDD) of Ministry of Health will provide following facilities:

- i. Office space, chair, desk, stationary, use of photocopy machine, etc.
- ii. Copy of the existing guidelines produced by other consultants.
- iii. Counterpart staff working with the consultants
- iv. Official letter/decrees from relevant authorities to allow the consultant to conduct the audit of enterprises/restaurant

K. Reporting:

Consultants will report to following:

1. Dr. Mrs. Viengxay Vansilalom Director Food Control Division, Food and Drug Department, Ministry of Health;
2. Ms. Kinnaly Phommasack, Project coordinator, SPS-GMS-Trade Project and
3. Project Management & Procurement Advisor SPS-GMS-Trade Project.

L. Deliverables

The Specialist will produce following deliverables:

- i. Inception report within 30 days of start of assignment;
- ii. Develop guideline and SOP for GMP audit , and other reference materials as required by the MOH;
- iii. Update the correction table on self-monitoring in food business and restaurants;

- iv. **GMP/GHP Grading and audit report of at least 100 food processing enterprises/restaurants;**
- v. Training report on GMP certification
- vi. Final report

M. Budget estimate

Total budget estimate for the assignment is US\$ 80,000 including cost of consultants and auditing of minimum 100 food enterprises.