

**Terms of reference (ToRs) - enagaing
organization for implementation of Farm
Sustainability Assement (FSA) Framework for
sustainable agricultural practices in four
states for Cardamom, Turmeric and Cumin.**

Implementation of Farm Sustainability Assement (FSA) Framework for sustainable agricultural practices in four states for Cardamom, Turmeric and Cumin.	Project number/ cost centre: 14.0131.4.020.01
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0. List of abbreviations

AVB	General Terms and Conditions of Contract (AVB) for supplying services and work 2017
ToRs	Terms of reference
FSA	Farm Sustainability Assessment
GAPs	Good Agricultural Practices
NPOP	National Program for Organic Production

1. Context

1.1 About the Project

India is the largest producer, consumer, and exporter of spices in the world and accounts for half of the global trading in spices. In the year 2017-18, a total area of 39,600,000 hectares of land in India was under cultivation of different spices. India exported \$2.6 billion worth of spices to different global markets during the same year, a growth of 6% from the preceding year. Organically certified cultivation is becoming more and more important in India. Spices are primarily for export to western markets, where there is increased consumer demand for ecologically certified products, but this market segment is also growing in India itself at a yearly rate of 25-30 % and there is further needed to build up appropriate capacities in production. It can therefore be assumed that further know-how and knowledge transfer are required to utilize the potential. Recently there have been increasing movements in India towards an ecologically more sustainable production method, for example in the state of Sikkim 100% of agricultural production is to be carried out according to strict ecological guard rails.

About 85 per cent of the spice production in India is done by small-scale farmers, who typically farm less than two hectares and seasonally rotate spices cultivation alongside other crops. Spice's farmers are faced with uncertain pricing environment and adverse climatic situations. Over usage of fertilizers for an extended period and the inappropriate use of chemical pesticides has caused the spreading and transmission of insect pests and diseases in many regions. Furthermore, high levels of pesticide residue make these spices unfit for export to consumer markets and thereby threatening the long-term livelihood of farmers. Dependency of farmers from local traders or middlemen is often the case as they have no adequate access to finance and market information. One of the important negative impacts of the current farming practices is loss of biodiversity and the lack of water for irrigation which has increasingly become a threat to most spice growing regions.

The Ministry of Economic Cooperation and Development, Federal Republic of Germany (BMZ) under its DevelopPPP.de program has commissioned a project titled "Enhancement of Smallholder Spice Farmer's Capacities in Sustainable Farming". GIZ acts on behalf of BMZ in implementing the **develoPPP.de** program. GIZ and AVT McCormick (AVT McC) will jointly implement this project in four states in India, viz. Kerala, Karnataka, Tamil Nadu and Rajasthan. The project aims to sustainably strengthen the production of cardamom, cumin and turmeric in these geographies, in order to increase capacities of spice farmers, to make production practices more economically, socially and environmentally sustainable.

The overall aim of the project is to strengthen capacities of farmers to make production practices more economically, socially, and environmentally sustainable and to establish stable spice supply chains. This will result in improved productivity which is expected to increase farmers' income and thereby contribute to the improvement of their livelihoods (expected impact). The project measures will ensure that spice farming remains financially attractive and productive in the longer run. It will also provide assurance for delivery of food safe spices and good ecosystem services from which Indian spice market as well as the farming communities can benefit. '

For more information and updates on the project, please follow this link:

For further details:

- Project page: <https://indo-germanbiodiversity.com/projects-enhancement+of+smallholder+spice+farmers+quote+capacities+in+sustainable+farming.html>
- Project brochure: <https://indo-germanbiodiversity.com/pdf/publication/publication01-03-2021-1614569149.pdf>

1.2 Context

The project objective will be achieved through a capacity building program targeting small scale spice farmers over 4 years in an area of 27,255 acres in four states of India. The proposed project will i) strengthen farmers skills on sustainable spice farming practices and agri-business management, ii) introduce a sub-set of farmers to organic farming practices and iii) build industry-wide capabilities around sustainable spice farming by providing buy back arrangements and market access to the farming communities engaged in sustainable production of spices. This will be achieved by implementing FSA verification certification under the SAI platform for sustainable spice production and subsequently NPOP certification for organic spice production. The FSA sustainability verification program is widely recognized and accepted in Europe, as is the case with NPOP organic certification. Many other Sustainability certifications, such as Rainforest Alliance and Fair Trade are considered at par with the FSA silver level.

The proposed project will

- i) Strengthen farmers' skills on sustainable spice farming practices and agri-business management
- ii) Introduce a sub-set of farmers to organic farming practices
- iii) Build industry-wide capabilities around sustainable spice farming by providing buy back arrangements and market access to the farming communities engaged in sustainable production of spices.

1.3 Objective

The project seeks to engage an organisation to achieve the above, SAI Platform's Farm Sustainability Assessment (FSA) play important role in implementation of sustainable agricultural practices. The FSA program is not a certification system but a verification program for farmers to help them produce, sell and source sustainably produced agricultural products. FSA is a toolset for farms to assess, improve and verify on farm sustainability performance. It improves on farm social, environmental performance, and common understanding of sustainable agriculture. SAI Platform maintains FSA system integrity, design and review tools and support the day-to-day management of the FSA. To carry all these activities and implementation of sustainable agricultural practices according to FSA standards project needs to engage an agency to carry out all these activities for all three crops in four states. This will

include record keeping, identifying farmers for self-assessment, their training and capacity building etc.,

2. Tasks to be performed by the contractor

GIZ shall hire the contractor for the anticipated contract term, from 15th November 2021 to May 30th, 2022

1. The contractor shall provide the following work/service:

- Training of farmers on FSA SAI standards for 300 Cardamom farmers in Idukki district of Kerala, 300 Turmeric farmers in Chamarajanagar district of Karnataka and Erode district of Tamil Nadu and 650 Cumin farmers in Barmer, Jaisalmer and Jodhpur district of Rajasthan
- Implementation of the FSA standards for all the three crops in four states with the identified farmers.
- Train farmers on requirement of record keeping for FSA
- Documentation and Record keeping of 1250 farmers for FSA certification
- Internal auditing of the implementation standards according to FSA and SAI standards
- Identification of risks and documentation in implementation and certification processes
- Gap analysis and documentation
- Identification of farmers for self-assessment as per FSA guidelines.
- Documentation on Farmer's Self-Assessment

Deliverables

- Sustainable Agricultural practice plans for all crops as per FSA
- Training Report on FSA with 10 good pictures
- List of Registration of all the farmers for FSA certification.
- List of records for certification and auditing of all the farmers
- Report on Self-assessment of at least 30 Cardamom farmers and 35 Turmeric farmers and 35 Cumin farmers
- Final report

Milestone	Expected week/date of delivery/ after the signing of the contract
1. Training Report and Presentation to project team	30 th Nov 2021
2. 1st Interim Report: a. Gap Assessment b. Documentation requirement done b. Presentation on the results of the Gap Assessment	15 th March 2022

3. Final report and presentation on the result of FSA implementation	30 th May, 2022

The Contractor shall report to the Team Leader of DPP project and work in close cooperation with AVT Mc Cormick project team. GIZ representative may also join the contractor for field visits. The field work as well as meeting with the partners shall be coordinated with GIZ.

The deliverables as per the TOR shall be submitted to GIZ within the timelines specified in this document.

3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 2 are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the bidder must describe the project management system for service provision.

Technical-methodological concept

Strategy: The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 2).

The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services according to Chapter 2 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 2.

Other specific requirements

The contractor shall work in close cooperation with the project team. The assignment execution should follow the feedback mechanism with regular discussion.

Project management of the contractor

The bidder is required to explain its approach for coordination with the GIZ project.

- The contractor is responsible for selecting, preparing, training and steering the experts assigned to perform the advisory tasks.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.

The contractor reports regularly to GIZ in accordance with the AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2017

The bidder is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the bid; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

4. Criteria for Eligibility of firms

The qualifying criteria for the firms/institutions/organisations applying for this is given as follows:

- Should be registered in India.
- Should have annual turnover of Euro 50,000
- Should have minimum present staff strength of 6 persons.
- Should have implemented 2 reference projects in FSA in agriculture in the last 3 years.
- At least one reference project on conducting trainings for farmers on Farm Sustainability Assessment
- Should have 3 years of experience in implementing training measures on Farm Sustainability Assessment

The experiences and competencies are to be backed-up with reference projects and work samples.

The bidder should provide relevant documents to demonstrate the above-mentioned criteria. Bidders must submit the documentary evidence for the criteria's specified below. Failing to provide that may lead to disqualification.

In the summary section the company may put information in the following format:

Parameters	Yes/No	Details/reference page-no
Legal Status of Consulting Firm		
Annual turnover of more than Euro 50 ,000		
Minimum present staff strength of 6 persons.		
Two reference projects of EUR 10,000 on Implementation of Implementation of Farm Sustainability Assessment in the last 2 years in the last years		
At least one reference project on conducting trainings for farmers on Farm Sustainability Assessment		
Minimum 5 years' experience on implementing training measures on Farm Sustainability Assessment		

3 years' experience on Gap Assessment with the farmers on FSA criteria		
Minimum 2-years Work experience in Spice's sector in India		
Minimum 3 years of experience on Self-assessment tools and internal auditing with farmers		

The experiences and competencies are to be backed-up with reference projects and work samples. Sub-contracting the assignment or its parts to other agencies is not permitted.

4A. Personnel concept

The bidder is required to provide personnel who are suited to filling the positions described, based on their CVs (see Chapter 6), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points.

Team leader

Tasks of the team leader

- Overall responsibility for implementation of FSA framework with identified group of farmers (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, identifying the trainers and auditors for the assignments within the available budget, as well as planning and steering assignments
- Regular reporting in accordance with deadlines
- Language skills: Excellent proven communication and documentation skills in English

Qualifications of the team leader

-
- Education/training (2.1.1): A Masters/Doctorate in the relevant field viz. Agriculture/environment/project management in Agri operations/ other relevant field etc
- Language (2.1.2): Good business language skills in English as well as communicating language in Tamil, Malayalam as well as Hindi
- General professional experience (2.1.3): At least 7years' of experience in FSA implementation with leadership position with at least 2 projects
- Specific professional experience (2.1.4): At least 3 years of experience of working in certification body for FSA implementation internal audits, documentation, and gap assessment for spice crops
- Leadership/management experience (2.1.5): 5 years of management/leadership experience as project team leader or manager in a company

Expert 1

Tasks of expert 1

- Training of farmers on FSA framework
- Development of training program in consultation with the team leader and GIZ team
- GAP analysis and report preparation
- Support for Internal documentation and report writing

Qualifications of expert 1

Education/training (2.2.1): A Masters/Doctorate in the relevant field viz. Agriculture/Soil/environment/project management in Agri operations/ other relevant field etc

Language (2.2.2): Business fluency in English as well as local language to interact with the farmers

General professional experience (2.2.3): Minimum 5 years' experience in the field of sustainable agriculture with trainings on FSA implementation

Specific professional experience (2.2.4): Expertise to train farmers on FSA framework, Familiarity with the identified project regions and Knowledge of SAI FSA is a must

Expert 2

Tasks of expert 2

- Training of farmers on Good Agriculture Practices (GAP) for spices
- Development of training program for GAP in consultation with the team leader and GIZ team
- Report preparation
- Support for Internal documentation and report writing

Qualifications of expert 2

Education/training (2.3.1): Master's in agriculture/Soil Science/Organic certification/Agri operations/ other relevant field etc

Language (2.3.2): Business fluency in English as well as local language to interact with the farmers

General professional experience (2.3.3): Minimum 3 years' experience in the field of sustainable agriculture with trainings on GAP

Specific professional experience (2.3.4): Minimum 2 years' experience in implementing Good

Regional experience (2.3.5): Experience in the region/knowledge of the country Kerala, Tamil Nadu, Karnataka and Rajasthan

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Sociocultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

Expert 3: Sustainable Agriculture Expert for Site Assessment

Tasks of expert 3

- FSA auditing/inspection and self-assessment of farmers
- Support for Internal documentation and report writing
- Record keeping, Internal audit, Gap analysis, Identification of farmers for self-assessment as per FSA guidelines)
- Preparation of record formats.
- Completion of action plan and noncompliance closing advisories
- Report preparation

Qualifications of expert 3

Education/training (2.4.1): Doctor or Master's in agriculture/Soil Science/Organic certification/Agri operations/ other relevant field etc

Language (2.4.2): Business fluency in English as well as local language to interact with the farmers

General professional experience (2.4.3): Minimum 8 years' experience in the field of sustainable agriculture with trainings on GAP

Specific professional experience (2.4.4): Minimum 5 years' experience in implementing FSA

Regional experience (2.4.5): Experience in the region/knowledge of the country Kerala, Tamil Nadu, Karnataka and Rajasthan

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Sociocultural competence
- Efficient, partner- and client-focused working methods

- Interdisciplinary thinking

5. Costing requirements

Assignment of personnel

Team leader: On-site assignment for 20 expert days

Expert 1: Assignment in country of assignment for 40 expert days

Expert 2: Assignment in country of assignment for 40 expert days

Expert 3: Assignment in country of assignment 70 expert days

Travel

The bidder is required to calculate the travel by the specified experts and the experts it has proposed based on the places of performance stipulated in Chapter 2 and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

6. Requirements on the format of the bid

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English (language).

The complete bid shall not exceed 20 pages (excluding CVs & other supporting company documents)

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs. The CVs shall not exceed 3 pages. The CVs must clearly show the position and job the proposed person held in the reference project and for how long. The CVs should be submitted in English (language) only.

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

Please calculate your price bid based exactly on the aforementioned costing requirements. In the contract the contractor has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.

If restrictions arise due to the measures to combat the Corona virus / Covid-19 (restrictions in air transport and other travel, restrictions on admission, quarantine measures, etc.) GIZ and

the contractor are obliged to adjust their contractual services to the changed conditions in good faith, e.g., in terms of period of performance, service content and - if necessary - remuneration.

7. Annexure

Specific Conditions pertain to Covid- 19 Measures

The specific conditions pertain to Covid- 19 measures are integral part of contract and shall act as binding under special agreement and interpreted along with GTCC.

In addition to the provisions as detailed in clause 09 of The General Terms of Contract governing the delivery of works and services commissioned by **Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH (local)**, the Consultant confirms that he/she accepts the Consulting engagement with full knowledge and understanding of the travel and other requirements of the engagement including specifically the need, on the part of the Consultant, to take all required precautions (including prevention and risk mitigation measures) against the risks arising from the ongoing Novel Corona Virus (CoVid - 19) Pandemic

The Consultant shall provide to the GIZ an RT-PCR Negative Test Report for Novel Corona Virus (CoVid - 19) prior to starting the Consulting Engagement and shall additionally comply with the following at all times in the course of the Consulting Engagement:

1. Obtain Medical and other Insurance Cover in respect of the Novel Corona Virus (CoVid - 19) Infection/Disease and consequences thereof – (GIZ will reimburse the insurance cover up to 5000 Indian Rupees on lumpsum basis)
2. Strictly follow and comply with the prescribed Mask, Hand Washing/Sanitization and Social Distancing Protocols.
3. Take safe and secure mode of transportation.
4. Observe all local restrictions/precautions as applicable for the specific areas of travel covered by the Consulting Engagement.
5. If eligible, get vaccinated against the Novel Corona Virus (CoVid - 19).
6. Install and maintain as active at all times the Government of India's Arogya Setu App.
7. If exposed to any active case of Novel Corona Virus (CoVid - 19) to take all steps as advised by the Government of India's advisories in such case.
8. If feeling unwell and experiencing any of the symptoms of Novel Corona Virus (CoVid - 19) infection - to take all steps as advised by the Government of India's advisories in such cases including but not limited to getting an RT-PCR Test for Novel Corona Virus (CoVid - 19), self-isolation, notifying the GIZ and also the concerned local Novel Corona Virus (CoVid - 19) isolation/treatment facility.

9. Other compliance as may be notified by the GIZ and the Government of India from time to time in relation to Novel Corona Virus (CoVid - 19) infection/disease.

Furthermore, The Consultant accepts the Consulting Engagement on a best and informed judgement basis with full knowledge of the tasks to be performed, the place of performance and the precautions and safeguards to be reasonably taken try the Consultant to mitigate all types of risks associated with the said Consulting Engagement. The Consultant undertakes the Consulting Engagement at his/her own risk and responsibility and shall not, under any circumstances and at any time, be entitled to assert any liability or other claims whatsoever against the GIZ, its Management, Officers and Employees for any consequences or risks or harm that may arise to the Consultant in the course of or as a consequence of undertaking the Consulting Engagement or any actions or consequences arising in relation to such Consulting Engagement.