NAVSARI AGRICULTURAL UNIVERSITY

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NAU/DR/NAHEP/CAAST/REOI /1602 /2020 Navsari Dated:18th July, 2020

Country: India
Name of the Project: National Agricultural Higher Education Project (NAHEP)
Sector: Agriculture
Project ID No. P151072

REQUEST FOR EXPRESSION OF INTEREST

Centre for Advanced Agricultural Science and Technology (CAAST) is a new initiative and student centric sub-component of National Agricultural Higher Education Project (NAHEP) sponsored by World Bank and Government of India granted to Navsari Agricultural University, Navsari by The Education Division, Indian Council of Agricultural Research, New Delhi. The main objective of this project is to provide a platform for strengthening educational and research activities in post graduate studies. Navsari Agricultural University is implementing the CAAST project entitled "**Establishment of Secondary Agriculture Unit for Skill Development in Students and Farmers at NAU, Navsari**" in its main campus and now invites eligible individual consultants to indicate their interest in performing the services. The essential qualifications and experience for these positions are furnished below. Selected consultants will be engaged in various units (CAAST-NAU) associated with the project.

Position & Approx Nos.	Essential qualifications and experience in brief
Short term consultant for the Implementation and Certification of the ISO 22000:2018 (Food Quality Management System and ISO 9001:2015 (Quality Management System) Department of Post Harvest Technology – 1 No. Banana Pseudostem Processing Unit – 1 No. Scientific Utilization of NTFPs & MAPs – 1 No.	**Essential qualifications:** Graduate degree in the any field and experience related to the implementation to ISO certification process or field expertise in ISO certification, legal formalities required, IPR related activities etc. **Experience:** • Demonstrated ability to set priorities and to work with minimum supervision in order to meet changing deadlines • Fluency in English and Hindi language • Preferably should have worked with reputed international organization/institution as a consultant.

Consultants will be selected in accordance with the procedures set out in NAHEP Guidelines and/or Consultant Guidelines issued by World Bank found at www.worldbank.org/procure. Interested consultants must provide information indicating that they are qualified to perform the services. They should apply in English language as per the prescribed format provided here along with a cover-letter and supporting documents in an envelope indicating **'Consultancy service of providing ISO [ISO 22000:2015 (Food Safety Management System) and ISO 9001:2015 (Quality Management System)] Certification (NAU-CAAST)'** before the deadline mentioned. Canvassing in any form will lead to disqualification and rejection.

Interested consultants may obtain further information at the address below from 8.00 to 12.00 and 14.00 to 17.00 hrs.
Expression of interest must be delivered to the address below by 17.00 hrs of August 10, 2020

The Principal Investigator and Nodal Officer
NAHEP-CAAST Sub-Project
O/o Directorate of Research, University Bhavan,
Navsari Agricultural University, Eru Char Rasta, Navsari- 396450
Tel: +91-02637-282771 Mobile No. 9898110173
Fax: + 91-02637-283160
E-mail: caastnau@gmail.com

Principal Investigator & Nodal Officer-CAAST
Navsari Agricultural University, Navsari

TERMS OF REFERENCE FOR HIRING CONSULTANT(s)

NAVSARI AGRICULTURAL UNIVERSITY, NAVSARI, GUJARAT, INDIA

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Title of the work: Consultant for the Implementation and Certification of the ISO 22000:2018 (Food Quality Management System and ISO 9001:2015 (Quality Management System) for Department of Post-Harvest Technology (Unit-1), Banana Pseudostem Processing Unit (Unit-1a) and Scientific Utilization of NTFP and MAPs (Unit-2)

The Client: Navsari Agricultural University, Navsari, Gujarat, India

Reporting Lines: Principal Investigator & Nodal Officer CAAST, O/o DR & Dean PGS, University Bhavan, NAU, Navsari-396 450, Gujarat, India

Particular	Contents/Comments
1) Background information on the project and the assignment	**The Organization :** Navsari Agricultural University, a state agricultural university was established in the year 2004 with the enactment of Act No. 5 of 2004 (Gujarat Agricultural Universities Act, 2004) and mandated to work in the field of higher education in different Agriculture and allied sciences like Agriculture, Horticulture, Forestry, Veterinary Sciences and Animal Husbandry, Agribusiness Management, Agricultural Engineering Food Processing Technology, Biotechnology, Fisheries *etc.*; as well as contribute in the location specific research in agricultural field and also act as a nodal agency for the extension of developed technologies to the end users such as farmers, consumers, entrepreneurs *etc.*
	The Project : Indian Council of Agricultural research is the premier body working under Ministry of Agriculture, Cooperation and Farmer Welfare, Government of India (GoI) which is handling core issue of regulation and development basic and higher education, research and extension activities in agriculture and allied field. The Indian Council of Agricultural Research (ICAR) in collaboration with the World Bank has enunciated a series of projects to revamp the national research, extension and innovation systems. The National Agricultural Higher Education Project has been conceived to enable the agricultural education system catch up nationally and internationally with the peers. This project is aimed at enhancing the capability of best of the agricultural universities in the country (like the DUs in the ICAR system) to become globally relevant and competitive by investing in chosen core activities that have a bearing on their reckoning to be counted in the race. This project has several components and subcomponents. However, Navsari Agricultural University had obtained a project entitled "**Establishment of Secondary Agriculture Unit for Skill Development in Students and Farmers at NAU, Navsari**" in subcomponent Investments in Centres for Advanced Agricultural Science and Technology (CAAST) on June 13, 2018. The objectives of this project are to acquaint PG students, faculty members and technical project staff with latest technologies in different spheres of secondary agriculture, capacity building, competency development, product development and its commercialization. This project shall focus on Processing and Waste Utilization in Horticultural Produce; Scientific Utilization of Non-Timber Forest Products and Medicinal and Aromatic Plants, Establishment of Small Scale Climate Resilient Dairy Unit and Pesticide Residue Analysis from agricultural and other food commodities. **Background for Consultancy:** Navsari Agricultural University, Navsari has Department of Post Harvest

	Technology which is working as research in the field of post-harvest management, processing, value addition and waste utilization for fruits and vegetables as well commercial production of various processed and value added products at different pilot plants available at Department of Post Harvest Technology (Unit-1). Therefore, there is a need of awareness and training for the implementation of ISO Standards among these units regarding quality management and food safety during research and development and commercial production of fruits and vegetable processed products. This proposed work shall focus on awareness training, training on documentation, training of internal audit and management review and implementation of ISO 22000: 2018 and ISO 9001: 2015 at Unit-1, Unit-1a and Unit-2. The expenditure/financing for the consultancy/assignment will be made from the CAAST sub-project.
2) Precise statement of the objectives of assignment	The CAAST sub-project seeks consultancy services from individual (s) that fulfil the following objectives: The proposed sub-project shall focus on following aspects in which faculty members must trained for the implementation of ISO Specifications for the proposed units i.e. Unit-1, Unit-1a and Unit-2. **Main objectives** • To provide hands on onsite and offsite training for ISO 9001:2005 and ISO 22000: 2018 Implementation for Unit-1, Unit-1a and Unit-2. • To facilitate for Process Mapping/ Gap Analysis of the existing system • To facilitate for ISO 9001:2015 and ISO 22000: 2018 Documentation • To provide guidance for Internal audits and management review
3) An outline of the tasks to be carried out (Scope of services) including transfer of knowledge, if any	The consultant have to support and provide the guidance to CAAST sub-project: The proposed objective covers the following activities: ➢ ISO 22000: 2018 Implementation consultation ➢ Process Mapping/ Gap Analysis of the existing system ➢ Implementation of Requirements of ISO 22000: 2018 including following: • Context of organization • Interested parties and their expectations • Food safety policy • Food safety objectives • Roles and responsibilities • Defining and documenting risks and opportunities • Documented information • Control and evaluation of external providers • Operational planning • Pre-requisite programs (Cleaning schedules, Suitability of equipments, pest control system, waste disposal system) • Traceability system • Emergency preparedness and response • Hazard analysis and assessment • Flow diagrams • Selection and categorization of control measures • Validation of control measures • Verification planning • Product recall/ withdrawal system • Management review ➢ ISO 22000: 2018 Training to all the concerned personnel ➢ ISO 22000: 2018 Documentation: (Design & Finalization of Documentation System) 1. Food Safety Manual

	2. HACCP Manual (including Hazard Analysis, Risk assessment, Hazard Control Plans) 3. PRP, SSOPs and other Procedures 4. Formats and Exhibits etc. ➢ Internal Audit and Management Review: as per requirements of ISO 22000: 2018 ➢ Awareness Training (ISO 9001: 2015) of employees & training on documentation ➢ GAP analysis / process mapping ➢ Internal audits and management review ➢ Document Kit (Includes Quality Manual, Mandatory Procedures, Non-mandatory Procedures, Formats, Exhibits etc.) ➢ Risk & mitigation
4) Schedule for completion of tasks:	Most of the work related this sub-project will be done at NAU, Campus Only • **Duration and Length of the Assignment**: The Initial contract period of the assignment will be start from August 20, 2020 till the unit receive the hard copy of audit report of the work and certificates of ISO. However, the length of contract period will be subjected to expansion. But it is based on discretion of committee of NAU. • **Financing and Payment Schedule**: The assignment will be financed under CAAST sub-project entitled "Establishment of Secondary Agriculture Unit for Skill Development in Students and Farmers at NAU, Navsari" under National Agricultural Higher Education Project. The payment will be made after submission of the hard copy of the certificates with all deliverables. This Contract shall come into effect on the date the Contract is signed by both Parties or such other later date as may be stated in the TOR. • The Consultant shall begin to carrying out the Services not later than the number of days after the Effective Date stated in TOR. • Unless terminated earlier, Contract shall expire at the Effective Date as specified in the TOR.
5) Description of key professionals whose CVs would be evaluated	**Educational Qualifications:** Graduate degree in the any field and experience related to the implementation to ISO certification process or field expertise in ISO certification, legal formalities required, IPR related activities *etc*. **Experience:** • Demonstrated ability to set priorities and to work with minimum supervision in order to meet changing deadlines • Fluency in English and Hindi language • Preferably should have worked with reputed international organization/institution as a consultant.
6) Outputs and Deliverables (List of reports, schedule of deliveries, period of performance etc.)	The Consultant (s) have to support the CAAST sub-project sub-unit 01: **(Processing and Waste Utilization in Horticultural Produce)** to achieve the below mentioned deliverables : • Meeting/presentation/group discussion/chart preparation regarding implementation of ISO standards for fruits and vegetable processing, preparation of wooden decorates, legal formalities, laws and standards and IPR related to R&D and industry • Involvement in the on-site and off-site training to the students and faculty on proposed objectives. • Consultant supposed to submit interim report/final report and data set/training materials as per the proposed work. • Submission of final report in soft and hard copy

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<tr><td>7) Data, services, personnel, and facilities to be provided by the Client</td><td>The CAAST sub-project sub unit will provide office space, means of communications and other resources required for smooth implementation of the assignment</td></tr>
<tr><td>8) Composition of review committee to monitor consultants' work.</td><td>A review committee will formed to monitor the progress and performance of the service provider i.e. consultant. The composition of the review committee will be as follow:
<table>
<tr><td>PI & Nodal Officer, NAHEP-CAAST</td><td>Chairman (de facto)</td></tr>
<tr><td>Co-PI of CAAST (Unit-2)</td><td>Executive Chairman</td></tr>
<tr><td>Co-PI of CAAST (Unit-1)</td><td>Member Secretary</td></tr>
<tr><td>Co-PI of CAAST (Unit-2)</td><td>Member</td></tr>
<tr><td>Co-PI of CAAST (Unit-1a)</td><td>Member</td></tr>
</table></td></tr>
<tr><td>9) Procedure for review of progress reports, inception, status, final draft and final reports</td><td>The review committee will meet monthly or Executive Chairman can convene the special meeting at point of contract period to monitor the progress and performance.</td></tr>
<tr><td>10) Others</td><td>A) Modifications or Variations
Any modification or variation of the terms and conditions of this Contract, including any modification or variation of the scope of the Services, may only be made by written agreement between the Parties. However, each Party shall give due consideration to any proposals for modification or variation made by the other Party.
B) Force Majeure
For the purposes of this Contract, "Force Majeure" means an event which is beyond the reasonable control of a Party and which makes a Party's performance of its obligations under the Contract impossible or so impractical as to be considered impossible under the circumstances.
B.1) Extension of Time
Any period within which a Party shall, pursuant to this Contract, complete any action or task, shall be extended for a period equal to the time during which such Party was unable to perform such action as a result of Force Majeure.
B.2) Payments
During the period of their inability to perform the Services as a result of an event of Force Majeure, the Consultant shall be entitled to continue to be paid under the terms of this Contract, as well as to be reimbursed for additional costs reasonably and necessarily incurred by them during such period for the purposes of the Services and in reactivating the Service after the end of such period.
C)Termination
C.1) Termination by the Client
The Client may terminate this Contract in case of the occurrence of any of the events specified in following paragraphs
(a) If the consultant does not remedy a failure in the performance of their obligations under the contract, within thirty (30) days after being notified or within any further period as the client may have subsequently approved in writing.
(b) If the consultant becomes insolvent or bankrupt.
(c) If the consultant, in the judgment of the Client has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
(d) If, as the result of Force Majeure, the Consultant are unable to perform a material portion of the Services for a period of not less than 180 days.</td></tr>
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	(e) If the client, in its sole discretion and for any reason whatsoever, decides to terminate this contract.
	C.2) Termination by the Consultant The Consultants may terminate this contract, by not less than thirty (30) days' written notice to the client, such notice to be given after the occurrence of any of the events specified in following paragraphs (a) If the client fails to pay any money due to the consultant pursuant to this Contract. (b) If as the result of *Force Majeure*, the consultant is unable to perform a material portion of the services for a period of not less than sixty (60) days. (c) If the client fails to comply with any final decision reached as a result of arbitration.
	C.3) Payment upon Termination Upon termination of this Contract the Client shall make the following payments to the Consultant: (a) payment for services satisfactorily performed only prior to the effective date of termination
	D) Conflict of Interests The consultant shall hold the client's interests paramount, without any consideration for future work, and strictly avoid conflict with other assignments or their own corporate interests. the consultant shall not accept for their own benefit any trade commission, discount, or similar payment in connection with activities pursuant to this contract or to the services or in the discharge of their obligations under the contract, and the consultant shall use their best efforts to ensure that the personnel, any sub-consultants, and agents of either of them similarly shall not receive any such additional payment. The consultant shall not engage, and shall cause their personnel as well as their sub-consultants and their personnel not to engage, either directly or indirectly, in any business or professional activities which would conflict with the activities assigned to them under this contract.
	E) Confidentiality Except with the prior written consent of the client, the consultant and the personnel shall not at any time communicate to any person or entity any confidential information acquired in the course of the services, nor shall the consultant and the personnel make public the recommendations formulated in the course of, or as a result of, the Services.
	F) IPR and Publication All IPR and publication rights will remain with the client only. The consultant will not claim any IPR and will not publish any report/findings etc. in any form without prior permission of the client.
	G) Arbitration • It is hereby agreed between the two Parties that TOR shall be executed in manner and form outlined in this Agreement. Any dispute, controversy, difference of any kind whatsoever or claim arising out of or in relation to this Agreement, or the breach, termination or invalidity thereof, shall be settled amicably by negotiation between the Parties. If no amicable resolution or settlement is reached within a period of thirty (30) days from date on which above-mentioned dispute or difference arose, such dispute or difference shall be referred to an Arbitrator, appointed by mutual consent of both the Parties herein. • If the Parties cannot agree on the appointment of an Arbitrator within a period of two months from the notification by the party to the other of existence of such dispute, then the Arbitrator shall be appointed by NAU-Navsari. • The seat of arbitration shall be Navsari and arbitration shall be conducted in English language

	• The arbitration will be carried out in accordance with the provisions of Indian Arbitration and Conciliation Act of 1996, or of any modifications or re-enactments thereof. • The arbitral award will be final and binding, subject to legal remedies available under the law. • Existence of any dispute or difference or initiation or continuance of arbitral proceedings shall not postpone or delay performance by Parties of their respective obligations under or pursuant to this Agreement. Further, this Agreement shall remain subsisting and operative during the arbitral proceedings and no payment due and payable to either Party shall be withheld except payment in dispute, if any. • This Agreement shall be governed by, construed and enforced in accordance with the prevailing laws of India.
	H) Recommended Presentation of Proposal Given below is the recommended format for submitting your proposal. The following headings with the required details are important. The financial Proposal addressing the elements mentioned under deliverables must be submitted by 10th August, 2020 in hard copy through by hand/courier/indian post. Incomplete applications will not be considered and only consultants for whom there is further interest will be contacted. **Proposals must include:** • A brief methodology on how you will approach and conduct the work. • Financial Proposal specifying expenses. • Letter of interest and availability specifying the available date to start and other details *Queries about the consultancy can be directed to the caastnau@gmail.com or jmpphtc@nau.in*

Details of Services/Materials required for ISO 22000: 2018 (Food Safety Management System) and ISO 9001: 2015 (Quality Management System)

Sr. No.	Services/Materials required for ISO 22000: 2018 (Food Safety Management System)	Comply (Yes/No)	Price per Unit (Rs.) Including Tax
1.0	**ISO 22000: 2018 Implementation consultation**		
1.1	Process Mapping/ Gap Analysis of the existing system		
1.2	Implementation of Requirements of ISO 22000: 2018 including following: • Context of organization • Interested parties and their expectations • Food safety policy • Food safety objectives • Roles and responsibilities • Defining and documenting risks and opportunities • Documented information • Control and evaluation of external providers • Operational planning • Pre-requisite programs (Cleaning schedules, Suitability of equipments, pest control system, waste disposal system,) • Traceability system • Emergency preparedness and response • Hazard analysis and assessment • Flow diagrams • Selection and categorization of control measures • Validation of control measures • Verification planning • Product recall/ withdrawal system • Management review		
1.3	**ISO 22000: 2018 Training to all the concerned personnel:** 1. Attendees shall receive certificates of participation		
1.4	**ISO 22000: 2018 Documentation: (Design & Finalization of Documentation System)** 1. Food Safety Manual 2. HACCP Manual (including Hazard Analysis, Risk assessment, Hazard Control Plans) 3. PRP, SSOPs and other Procedures 4. Formats and Exhibits etc.		
1.5	Internal Audit and Management Review: as per requirements of ISO 22000: 2018		
2.0	**Awareness Training (ISO 9001: 2015) of employees & training on documentation**		
2.1	**GAP analysis / process mapping**		
2.2	**Internal audits and management review**		
2.3	**Document Kit (Includes Quality Manual, Mandatory Procedures, Non-mandatory Procedures, Formats, Exhibits etc.)**		
2.4	**Risk & mitigation**		
3.0	**Other Charges (Visit and Auditing)**		
	Total		

Existing System of Department of Post Harvest Technology (Unit -1)

No of permanent employees / contractors involved in the R&D centre	Permanent Employees - 8 Contractual Employees - 35
No of permanent employees / contractors involved in the Pilot plant	
Total size of the R&D building along with no of floors in the building	R & D Building – GF- 5500 sq ft, FF-2000 Sqft
Products being manufactured in the Pilot plant for commercial purpose and its capacity	Dried Products, Pulp, Puree, Tomato Products, Beverages, Jams, Jellies, Candied Fruits etc.
Approximate size of the pilot plant	Pilot Plant 4 Nos. Each Having minimum 4000 sqft
No of shifts in which the Pilot plant is operating	As and When needed Mostly single shift.

Existing System of Banana Pseudostem Processing Unit (Unit -1a)

No of permanent employees / contractors involved in the R&D centre	Permanent Employees - 2 Contractual Employees - 25
No of permanent employees / contractors involved in the Pilot plant	
Total size of the R&D building along with no of floors in the building	R & D Building – GF- 10000 sq ft,
Products being manufactured in the Pilot plant for commercial purpose and its capacity	Banana Paper, Paper Products, Organic Liquid Fertilizer, Candy, Beverages.
Approximate size of the pilot plant	Pilot Plant 1 Nos. having minimum 10000 sqft
No of shifts in which the Pilot plant is operating	As and When needed Mostly single shift.

Existing System of Scientific Utilization of NTFP and MAPs (Unit-2)

No of permanent employees / contractors involved in the R&D centre	Permanent Employees - 3 Contractual Employees - 11
No of permanent employees / contractors involved in the Pilot plant	
Total size of the R&D building along with no of floors in the building	R & D Building – GF- 2000 sq ft,
Products being manufactured in the Pilot plant for commercial purpose and its capacity	Wooden Decoratives, Essential Oils, Tree based Oils, Honey.
Approximate size of the pilot plant	Pilot Plant 1 Nos. having minimum 1000 sqft
No of shifts in which the Pilot plant is operating	As and When needed Mostly single shift.

IMPORTANT Notes:

1. **Submit hard copy of duly filled and signed financial proposal along with self attested scanned certificates/testimonials/other relevant documents to "The Principal Investigator and Nodal Officer NAHEP-CAAST Sub-Project O/o Directorate of Research, University Bhavan, Navsari Agricultural University Eru Char Rasta, Navsari- 396450" on or before 10/08/2020.**
2. **Please mention "Consultancy Service of Providing ISO [ISO 22000:2018 (Food Safety Management System) and ISO 9001:2015 (Quality Management System)] Certification (NAU-CAAST)" on the top of the envelope.**