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Request for Proposal (RFP) for Consultancy Services: ISO 2200 Certification

Introduction

Pepepa is a EUR 20 million fund managed by Goodwell Investments on behalf of Oxfam Novib. The fund is proposed to invest in SMEs with high impact potential to support the growth of impact driven East African entrepreneurs. Pepepa focuses on innovative, early-growth stage companies that are increasing the involvement of female stakeholders, creating new jobs, facilitating living wages, and reducing greenhouse gas emissions.

The Smallholder Safety Net Upscaling Programme (SSNUP) is a 10-year programme funded by the Ministry of Foreign and European Affairs of Luxembourg (MFEA) as Lead Donor and supported by Lux-Development, the Swiss Agency for Development and Cooperation (SDC), and the Liechtensteinischer Entwicklungsdienst (LED).

The programme aims to address issues related to smallholders' resilience and food insecurity by increasing the amount of private capital in local agrifood systems. It relies on the knowledge, experience, and network of impact investors (asset managers) in agriculture to identify technical assistance (TA) needs of the aggregators in agri-food systems and implement TA projects to respond to those issues. The aggregators/beneficiary organisations are agri-SMEs, farmer organisations, or financial intermediaries that are current or future investees of the impact investors.

Gaea Foods Ltd has been approved for under this program to enhance its operations and support its network of farmers. This RFP is issued by Goodwell Investments, investors in Gaea Foods, to strengthen the certification processes of the company and thus make it more sustainable. We are seeking proposals from qualified consultants to assist in the area of ISO 22000 Certification.

Background

Gaea Foods is a pioneering female-founded and led business within Kenya's potato value chain. Founded in 1998, the company has evolved substantially from its origins as a sole proprietorship focused on trading ware potatoes to its current status as a leading potato processor with a vision for expansive growth. Gaea Foods directly sources potatoes from smallholder farmers, who often struggle with market access due to systems largely dependent on middlemen who may not ensure fair pricing. By incorporating direct linkages with farmers, Gaea Foods guarantees steady demand and allows for flexible pricing aligned with market conditions. This dedication to improving the livelihoods of smallholder farmers involves increasing their yields, reducing post-harvest losses, and ensuring reliable supply chains. Gaea Foods is now seeking qualified consultants to provide expertise and help implement the approved SSNUP (Smallholder Safety Net Upscaling Programme) project as discussed below.

Project Purpose and Goals

The SSNUP (Smallholder Safety Net Upscaling Programme) project, supported by ADA Microfinance, is designed to enhance the operations of Gaea Foods and support its network of smallholder farmers. Three key objectives of the project are:

1. **Strengthening the Safety Net of Smallholder Households:**
 - Ensure steady demand and fair pricing for the produce of smallholder farmers by reducing their reliance on middlemen. This will provide farmers with more stable and predictable income.
 - The project will include farmer training to promote product quality consistency and enhance technical know-how, leading to better yields and improved livelihoods.
2. **Strengthening Agricultural Value Chains:**
 - The project aims to optimize the potato value chain from seed provision to market delivery. This involves enhancing seed quality, agricultural practices, and market access to transform potato farming into a more robust economic driver, promising enhanced food security and increased GDP contribution.
3. **De-risking or Increasing Investments in the Agricultural Sector:**
 - The project will focus on strengthening the systems, structures, and capacity of Gaea Foods to ensure its continuity and resilience. By adopting robust practices and establishing strong organizational frameworks, the project will mitigate risks and enhance operational efficiency.

Gaea Foods seeks qualified consultants to assist in implementing the approved SSNUP project, providing expertise in ISO 22000 Certification. This assistance will help Gaea Foods achieve the project's goals, drive sustainable development in the agricultural sector, and support the livelihoods of smallholder farmers in Kenya.

Scope of Work: ISO 22000 Certification

Objective: Assist Gaea Foods in obtaining ISO 22000 certification to strengthen food safety management systems and expand market access in the HORECA (Hotel, Restaurant, and Catering) industry.

1. **Gap Analysis:**
 - Conduct a thorough gap analysis to assess current practices against ISO 22000 requirements.
 - Identify areas of improvement in processes and equipment to meet certification standards.
2. **Documentation and System Development:**
 - Develop and implement necessary documentation, procedures, and records required for ISO 22000 certification.
 - Establish robust food safety management systems aligned with ISO 22000 standards.
3. **Training and Capacity Building:**
 - Provide training to employees on food safety principles and practices required for ISO 22000 compliance.
 - Build internal capacity to sustain and continuously improve food safety management systems.
4. **Internal Audits and Pre-assessment:**

- Conduct internal audits to evaluate the effectiveness of implemented systems and procedures.
- Facilitate a pre-assessment to identify any gaps or non-conformities before formal certification.
- 5. Certification Process Support:
 - Assist in liaising with certification bodies and regulatory authorities for ISO 22000 certification.
 - Provide support during certification audits and assist in addressing any findings.

Deliverables: The consultancy period will involve a 6-month implementation plan, followed by a monitoring and evaluation plan to be tracked by management post implementation. The consultant will be required to provide an interim report mid-way through the consultancy and a final report at the end of the consultancy.

Selection Criteria

- Demonstrated experience in assisting organizations to achieve ISO 22000 certification, particularly in the food and beverage industry.
- Expertise in conducting gap analyses, developing documentation, and implementing food safety management systems compliant with ISO 22000 standards.
- Ability to provide effective training on food safety principles and practices, fostering internal capability for sustained compliance.
- Proven track record in conducting internal audits, facilitating pre-assessments, and supporting organizations through certification audits.
- Experience in guiding organizations through the certification process, including liaison with certification bodies and regulatory authorities.
- Strong track record of working with SMEs and smallholder farmers.

Submission Details

- Company profile
- Relevant experience and track record including list of similar companies worked with.
- Proposed methodology and Work plan.
- Team composition and CVs of key personnel.
- Financial proposal (including cost breakdown) and terms of payment.
- References from previous clients.

Submission Deadline

Proposals must be submitted no later than **11th October 2024** to anne@goodwell.nl and jennifer@goodwell.nl

Contact Information

For queries or further information, please contact:

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Conclusion

We look forward to receiving comprehensive proposals from qualified consultants who can contribute to the success of the programme and the enhancement of Gaea Foods' operations. Thank you for interest in partnering with us to support smallholder farmers and drive sustainable development.