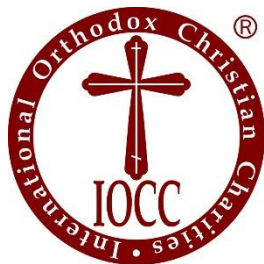


# Request for Expressions of Interest



18 June 2024

## Request for Expressions of Interest

**The Request for Expressions of Interest is not a Request for Proposals**, and the requested information should not involve a large amount of work from the Applicants. In particular, the drafting of a methodology or the identification and submission of documents for the Services should not be required at this stage.

## Expressions of Interest

Terms of Reference

# Food Safety Consultant

### Food Safety Consultant

With funding from the Agence Française de Développement (AFD), IOCC is intending to recruit a **food safety consultant** to work on capacitating local small and medium enterprises (SMEs) that provide food items to schools that are targeted by the project. The aim of the project is to feed students that attend the schools in the morning and afternoon shifts.

#### Duties and Responsibilities:

- Conduct a comprehensive assessment of the current food safety practices and compliance levels within the small and medium enterprises supplying foodstuff to schools targeted by the project.
- Develop tailored capacity-building materials on food safety principles, hygiene practices, sanitation, quality control measures, Standard Operating Procedures (SOPs), or any other related material.
- Deliver hands-on training sessions and workshops for dairy enterprise staff and management on implementing food safety standards and best practices.
- Provide technical guidance and support for the establishment of quality assurance systems and documentation procedures.
- Monitor and evaluate the effectiveness of the capacity-building initiatives, identifying areas for improvement and making necessary adjustments.
- Perform food safety inspections and monitor food safety conditions in small and medium enterprises (SMEs).
- Perform other relevant duties when required.

#### Deliverables:

- Assessment report outlining the current food safety status and gaps within the small and medium dairy enterprises.
- Customized training materials and resources developed for different target audiences.
- Training sessions conducted and documented, including attendance records and feedback received.
- Progress reports detailing the implementation of food safety measures and the impact on the participating enterprises.
- Final report summarizing the outcomes of the capacity building, lessons learned, and recommendations for sustained improvements.

#### Requirements and qualifications

- Degree in food science and management, food safety and quality management, food technology, microbiology, or any related field; M.Sc is an advantage.
- Copy of ISO certification or equivalent (Master's degree or other food safety related certification).

- Proven experience in food safety management systems within the dairy industry.
- Good knowledge of food safety standards and regulations, such as HACCP, ISO 22000, and Codex Alimentarius.
- Strong communication and training facilitation skills, with the ability to engage diverse stakeholders effectively.
- Experience in conducting assessments, developing training materials, and providing technical assistance to small and medium enterprises.
- Ability to work independently and collaboratively in a multicultural environment.
- The Applicant has at least one experience providing services in an area with a similar security risk, for which it shall provide proof of implementation of quality control consultancies.
- Ability to meet deadlines
- A minimum of 5 years' experience in the food safety/quality control field
- Fluency in written and spoken Arabic and English

**Duration and timeline:**

The consulting duration is **July 10, 2024** to **May 31, 2025**. The consultant is required to provide consulting services on the basis of 5-10 days for each enterprise involved in the project depending on the needs assessment. The total number of enterprises is 3-5. The maximum approximate number of working days is 50. Please note that this number might vary based on the project requirements.

**Submission of Expression of Interest Deadline: Wednesday 10<sup>th</sup> July 2024**

**Deadline for assuming tasks: May 31, 2025.**

To apply, qualified applicants should follow the link below:

<https://forms.gle/ij7XQCGRr7bmvBrb7>

No phone calls please. Bachelor's and/or Master's Degrees not submitted throughout the above link will not be considered. Only shortlisted candidates will be contacted and provided with an RFQ.

IOCC has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries and staff. Protection from Sexual Exploitation and Abuse (PSEA) is everyone's responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, always (both during working hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.

The International Orthodox Christian Charities ("IOCC") hereby invites Applicants to show their interest in delivering the services described above.

This Request for Expressions of Interest is open to: qualified candidates with food safety and quality control experience, specifically in the dairy industry, operating in Lebanon. Eligibility criteria to AFD financing are specified in sub-clause 1.3 of the "Procurement Guidelines for AFD-Financed Contracts in Foreign Countries", available online on AFD's website: <http://www.afd.fr>.

The Applicant shall submit only one application, either in its own name or as a member of a Joint Venture (JV). If an Applicant (including any JV member) submits or participates in more than one application, those applications shall be all rejected.

Among the submitted applications, IOCC will shortlist a maximum of six (6) Applicants, to whom the Request for Quotes to carry out the services shall be sent.

The Expressions of Interest must be submitted by email to [ioccleb@iocc.org](mailto:ioccleb@iocc.org) no later than to the address below no later than Wednesday 10<sup>th</sup> of July 2024 with a subject: RFQ # 01-1806/24

Name: \_\_\_\_\_ In the capacity of: \_\_\_\_\_

Duly empowered to sign in the name and on behalf of: \_\_\_\_\_

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

**Appendix to The Request for Expressions of Interest  
(To be submitted with the application, signed and unaltered)**

**Statement of Integrity, Eligibility and Environmental and Social Responsibility**

Reference of the bid or proposal RFQ 01-1806/24 (the "**Contract**")

To: International Orthodox Christian Charities (the "**Contracting Authority**")

1. We recognize and accept that *Agence Française de Développement* ("**AFD**") only finances projects of the Contracting Authority subject to its own conditions which are set out in the Financing Agreement which benefits directly or indirectly to the Contracting Authority. As a matter of consequence, no legal relationship exists between AFD and our company, our joint venture or our suppliers, contractors, subcontractors, consultants or subconsultants. The Contracting Authority retains exclusive responsibility for the preparation and implementation of the procurement process and performance of the contract. The Contracting Authority means the Purchaser, the Employer, the Client, as the case may be, for the procurement of goods, works, plants, consulting services or non-consulting services.
2. We hereby certify that neither we nor any other member of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations:
  - 2.1 Being bankrupt, wound up or ceasing our activities, having our activities administered by the courts, having entered into receivership, reorganization or being in any analogous situation arising from any similar procedure;
  - 2.2 Having been:
    - a) convicted, within the past five years by a court decision, which has the force of *res judicata* in the country where the Contract is implemented, of fraud, corruption or of any other offense committed during a procurement process or performance of a contract (in the event of such conviction, you may attach to this Statement of Integrity supporting information showing that this conviction is not relevant in the context of this Contract);
    - b) subject to an administrative sanction within the past five years by the European Union or by the competent authorities of the country where we are constituted, for fraud, corruption or for any other offense committed during a procurement process or performance of a contract (in the event of such sanction, you may attach to this Statement of Integrity supporting information showing that this sanction is not relevant in the context of this Contract);
    - c) convicted, within the past five years by a court decision, which has the force of *res judicata*, of fraud, corruption or of any other offense committed during the procurement process or performance of an AFD-financed contract;
  - 2.3 Being listed for financial sanctions by the United Nations, the European Union and/or France for the purposes of fight-against-terrorist financing or threat to international peace and security;

- 2.4 Having been subject within the past five years to a contract termination fully settled against us for significant or persistent failure to comply with our contractual obligations during contract performance, unless this termination was challenged, and dispute resolution is still pending or has not confirmed a full settlement against us;
  - 2.5 Not having fulfilled our fiscal obligations regarding payments of taxes in accordance with the legal provisions of either the country where we are constituted or the Contracting Authority's country.
  - 2.6 Being subject to an exclusion decision of the World Bank and being listed on the website <http://www.worldbank.org/debarr> (in the event of such exclusion, you may attach to this Statement of Integrity supporting information showing that this exclusion is not relevant in the context of this Contract);
  - 2.7 Having created false documents or committed misrepresentation in documentation requested by the Contracting Authority as part of the procurement process of this Contract.
3. We hereby certify that neither we, nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations of conflict of interest:
- 3.1 Being an affiliate controlled by the Contracting Authority or a shareholder controlling the Contracting Authority, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;
  - 3.2 Having a business or family relationship with a Contracting Authority's staff involved in the procurement process or the supervision of the resulting Contract, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;
  - 3.3 Being controlled by or controlling another bidder or consultant, or being under common control with another bidder or consultant, or receiving from or granting subsidies directly or indirectly to another bidder or consultant, having the same legal representative as another bidder or consultant, maintaining direct or indirect contacts with another bidder or consultant which allows us to have or give access to information contained in the respective applications, bids or proposals, influencing them or influencing decisions of the Contracting Authority;
  - 3.4 Being engaged in a consulting services activity, which, by its nature, may be in conflict with the assignments that we would carry out for the Contracting Authority;
  - 3.5 In the case of procurement of goods, works or plants:
    - a) Having prepared or having been associated with a consultant who prepared specifications, drawings, calculations and other documentation to be used in the procurement process of this Contract;
    - b) Having been recruited (or being proposed to be recruited) ourselves or any of our affiliates, to carry out works supervision or inspection for this Contract.
4. If we are a state-owned entity, and to compete in a procurement process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.
5. We undertake to bring to the attention of the Contracting Authority, which will inform AFD, any change in situation with regard to points 2 to 4 here above.
6. In the context of the procurement process and performance of the corresponding contract:
- 6.1 We have not and we will not engage in any dishonest conduct (act or omission) deliberately intended to deceive others, to intentionally conceal items, to violate or vitiate someone's consent, to make them circumvent legal or regulatory requirements and/or to violate their internal rules in order to obtain illegitimate profit;

- 6.2 We have not and we will not engage in any dishonest conduct (act or omission) contrary to our legal or regulatory obligations or our internal rules in order to obtain illegitimate profit;
- 6.3 We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to (i) any Person who holds a legislative, executive, administrative or judicial mandate within the State of the Contracting Authority regardless of whether that Person was nominated or elected, regardless of the permanent or temporary, paid or unpaid nature of the position and regardless of the hierarchical level the Person occupies, (ii) any other Person who performs a public function, including for a State institution or a State-owned company, or who provides a public service, or (iii) any other person defined as a Public Officer by the national laws of the Contracting Authority's country, an undue advantage of any kind, for himself or for another Person or entity, for such Public Officer to act or refrain from acting in his official capacity;
- 6.4 We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to any Person who occupies an executive position in a private sector entity or works for such an entity, regardless of the nature of his/her capacity, any undue advantage of any kind, for himself or another Person or entity for such Person to perform or refrain from performing any act in breach of its legal, contractual or professional obligations;
- 6.5 We have not and we will not engage in any practice likely to influence the contract award process to the detriment of the Contracting Authority and, in particular, in any anti-competitive practice having for object or for effect to prevent, restrict or distort competition, namely by limiting access to the market or the free exercise of competition by other undertakings;
- 6.6 Neither we nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants shall acquire or supply any equipment nor operate in any sectors under an embargo of the United Nations, the European Union or France;
- 6.7 We commit ourselves to comply with and ensure that all of our suppliers, contractors, subcontractors, consultants or subconsultants comply with international environmental and labor standards, consistent with laws and regulations applicable in the country of implementation of the Contract, including the fundamental conventions of the International Labor Organization (ILO) and international environmental treaties. Moreover, we shall implement environmental and social risks mitigation measures when specified in the environmental and social commitment plan (ESCP) provided by the Contracting Authority.
7. We, as well as members of our joint venture and our suppliers, contractors, subcontractors, consultants or subconsultants authorize AFD to inspect accounts, records and other documents relating to the procurement process and performance of the contract and to have them audited by auditors appointed by AFD.

Name: \_\_\_\_\_ In the capacity of: \_\_\_\_\_

Duly empowered to sign in the name and on behalf of<sup>1</sup>: \_\_\_\_\_

Signature: \_\_\_\_\_

Dated: \_\_\_\_\_

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<sup>1</sup> In case of joint venture, insert the name of the joint venture. The person who will sign the application, bid or proposal on behalf of the applicant, bidder or consultant shall attach a power of attorney from the applicant, bidder or consultant.