

Terms of Reference

Food Safety Expert

Position description	
Object	Food Safety Expert
Name	
Activity name	Ensuring safety and quality control of food products
Project background	<p>The Polish Center for International Aid (PCPM) with the funding from the Lebanon Humanitarian fund (LHF) is in the process of implementing a humanitarian project in Akkar area- Northern Lebanon. The project aims at enhancing food safety, shelter and wash conditions of the most vulnerable families in specific villages in Wadi Khaled, Sahel Akkar and Jord Qateh. This objective will be ensured through a multilayered multi-sectoral assistance program that prioritises vulnerable families with older persons and individuals with specific needs, chronic illnesses or facing protection issues.</p> <p>The project will assist 400 vulnerable families with provision of Dry food parcels for a period of six months, supplemented with fresh produce, WASH kits and shelter assistance.</p>
Geographical scope of the assignment	Selected villages in Wadi Khaled, Sahel Akkar and Jord Qateh in Akkar region Lebanon.
Key Responsibilities and Tasks	<p>The Expert will be responsible for ensuring safety and quality control of the dry and fresh food products (Fruits and vegetables, Meat and Dairy products) for distribution. The Expert will be involved in all stages of the project from selection of contractors to supporting safe delivery of products to beneficiaries. In particular, the Expert will be responsible for:</p> <ul style="list-style-type: none"> ● revising the PCPM food safety standards and distribution procedures; ● supporting the tendering process, which includes food sampling and testing food samples from potential suppliers, revision and amendments of food safety clauses in contracts, control of deliverables; ● reviewing and adapting the PCPM tools for inspecting potential food suppliers' facilities to the requirements of the project, and training project staff in these tools implementation; ● reviewing and adapting the PCPM food safety monitoring tools for the stages of warehousing, transportation and distribution to the requirements of the project, and training project staff in their implementation.

The Expert's tasks correspond to these responsibilities. The Expert will:

- Review PCPM food safety guidelines and monitoring tools and, if necessary, recommend amendments needed in regard to the project implemented. Make sure that the standards required for each of the food products to be distributed as well as its packaging, storage, and transportation are specified in line with the local regulations, relevant international good practices related to food distribution, and the Food Security and Agriculture Sector's requirements;
- Conduct a refreshment training for PCPM project staff on food safety based on the (amended) food safety guidelines and monitoring toolbox;
- Support the preliminary screening of dry and fresh food suppliers through:
 - reviewing the PCPM food safety & quality monitoring tools and, if needed, recommending improvements;
 - participating in screening visits of potential suppliers.
 - training for the contracted suppliers and monitoring of deliverables.
- Support the procurement process by:
 - recommending size and selection method of food samples to be supplied by the shortlisted bidders;
 - checking the samples' quality against the recommended food safety standards (see the first bullet point in this list);
- reporting the tests' results in the form of an evaluation report in coordination with the PCPM procurement specialist and Project Coordinator;
- Review the draft contracts with food suppliers to determine whether the food safety sections are correct and sufficient; recommend improvements if needed;
- Support PCPM in checking the quality of deliverables from the contractors (food suppliers) by leading the inspection and reporting its results;
- Prepare constructive feedback to local suppliers whose products have not met the required standard in order to capacitate them to deliver higher quality products to future buyers;
- Inspect the PCPM warehouse for dry food parcels in terms of food safety and, if needed, recommend improvements;
- Support PCPM in handling beneficiaries' complaints related to food products;
- Remain available for additional advice and support to PCPM throughout the project, including any other necessary tasks, within the time limit of the assignment.

Outputs / Deliverables	<p>As a part of support in procurement for food suppliers:</p> <p>Deliverable 1: Revised screening tools for potential suppliers and participation in monitoring visits to their production and storage facilities</p> <p>Deliverable 2: Testing and evaluation report on dry and fresh food samples</p> <p>Deliverable 3: Revised food safety section of the draft contract for dry and fresh food suppliers</p> <p>Deliverable 4: Open feedback session and written feedback to all bidders on food quality standards</p> <p>Deliverable 5: Training for the suppliers on food safety standards and practices, and on-site supervision</p> <p>A part of support in ensuring food safety during transportation, warehousing and distribution:</p> <p>Deliverable 6: Food safety inspection report from PCPM warehouse with recommendations</p> <p>Deliverable 7: Reviewed PCPM guideline and monitoring tools on sourcing for and distribution of food products</p> <p>Deliverable 8: Regular site monitoring visits for the distributions as well as the facilities of the suppliers (Dry and Fresh), including food safety inspection reports with recommendations</p> <p>Deliverable 9: Regular testing and evaluation reports for the distributed parcels (Dry and Fresh)</p> <p>Deliverable 10: Regular follow-up on the recommendations especially for the contracted suppliers making sure that all instructions are adhered to</p> <p>Deliverable 11: Documentation and reporting of the processes (complaints, feedbacks, tests etc)</p>
Period of the assignment	<p><i>A total of 36 working days over the period of 6 to 8 months.</i></p> <p><i>Frequent travels to the area of intervention are required.</i></p>
Coordination	<p>The Expert will directly cooperate with PCPM’s Project coordinator, focal points, monitoring team.</p> <p>All coordination between the Expert and other stakeholders (such as local community leaders or food suppliers) shall be arranged by PCPM.</p>
Minimum Qualifications	<p><u>Education and Professional Experience:</u></p> <ul style="list-style-type: none"> ● At least BA in food safety or another discipline directly concerned with food safety; ● A minimum of 5 years of work experience in the same field; ● At least 3 similar assignments in the last 2 years;

	<ul style="list-style-type: none"> ● Proficiency in English and Arabic. <p><u>Competencies:</u></p> <ul style="list-style-type: none"> ● Reliability: fulfilling obligations in a highly responsible manner; ● Excellent communication skills; ● Self-control and maintaining composure; ● Attention to details, and proper information management; ● Excellent communication skills, including advanced reporting skills; ● Tolerance and adaptability.
Application	<p>Interested experts are encouraged to submit their CV and financial offer specifying daily remuneration.</p> <p>All requested documents are to be sent to the following email address: lebanon.procurement@pcpm.org.pl the latest by the 26th of August 2024.</p> <p>Shortlisted candidates may be additionally asked to submit references.</p>