

Terms of Reference for Hiring of Full Time Consultant For Decentralized Food Fortification Units

1. Background of the Project

JEEViKA - Bihar Rural Livelihoods Promotion Society (BRLPS) is an autonomous body under the Rural Development Department, Govt. of Bihar has been designated as State Rural Livelihoods Mission under overall Framework of National Rural Livelihoods Mission to scale up the model of poverty alleviation through different interventions. Jeevika focuses on socio economic development of rural HHs through the formation of three tier structure of community based organizations of women (Self help group, Village organization and Cluster Level Federations) besides this activity based Producer collectives are also being formed. CLF has been designed to support the VO and SHG in their sustainability and Producer collectives for activity based enterprises.

The objective of the project behind set up of five units of food fortification plant is to make the fortified food available to the beneficiaries of ICDS project within the operational block and further to sell the product of Plant through multiple marketing channels so as to increase the availability of supplementary and therapeutic food for children and mothers and in turn earning a good profit to the plant for its sustainability. In this regard, we have reached to a position wherein ICDS is ready to sign MoU for supply of fortified food packets at their Aanganwadi centers. However, we are using a tested formula for production of "Wheatamix", but product has to be consumed by the children and mothers and also to build a level of confidence among the community and other prime stakeholders as well. In this regard we must take few important steps to assure quality and strengthen our process which will further assure us regarding the product safety

2. Geographical Coverage:

The project areas are Gaya (1 unit), Khagariya (2 units) and Muzaffarpur (2 units) Districts of Bihar.

- Gaya- Bodhgaya Block
- Khagariya- Khagariya sadar Block
- Muzaffarpur- Bochaha, Musahari Blocks

3. Objective of the assignment:

To ensure the quality produce of food fortification units in the project blocks and further ensuring the smooth functioning of food fortification plant as well as

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diversification the marketable product besides "Wheatamix" which will be distributed at Anganwadi and will also be distributed through various marketing channels.

4. Scope of work

The Project will be for one year thus, duration of consultancy will be for one year which may be further extended as per performance and requirement of Project. The contract can be cancelled by either party giving a notice period of one month. The task which may be performed in the aforementioned duration may be as:-

a. Development of modules

- i. Development of regulatory module (SOP) for DFFU
- ii. Support the district team in developing informative materials pertaining to "Wheatamix"

b. Capacity building

- i. Capacity building of DFFU employees/ cadres to manage plants and laboratory
- ii. Review of cadres and DFFU employees on regular interval.
- iii. Capacity building of DFFU employee/cadre/staffs on aspect of food safety and plant management.
- iv. Capacity building of the SHG women and Cadre for promotion and social marketing of Wheatamix.

c. Product diversification

- i. Ensure quality and safety of the product and ensuring regular sampling and lot verification as per designed sampling plan and specifications.
- ii. Ensure product diversification as per the market demand.
- iii. Ensure food production as per food safety standards and its proper packaging.

d. Business model development and social marketing

- i. Developing new marketable products and exploring the potential market
- ii. Proper packaging of product with the support of IIP and State team.
- iii. Distribution of "Wheatamix" to Aanganwadis in convergence with ICDS

e. Certification related compliances

- i. Work as Management Representative (MR) for management system certification and maintenance of certification
- ii. Support District team in timely audit and certification
- iii. Renewal of different license and certificate on time.

f. Liasoning with ICDS departments for smooth convergence and product distribution

- i. Liasoning with external stakeholder/ departments for supplying wheatamix.
- ii. Timely distribution of wheatamix to listed aanganwadis through identified cluster points
- iii. Handholding the parent CBOs in proper plant management.

g. Monitoring and ensuring BoR

- i. Maintenance of regulatory documentation

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5. Deliverables

- i. Establishing one laboratory at each DFFU for sample testing as per BIS, FSSAI and other necessary standard.
- ii. Developing minimum six marketable products/variants in one year tenure and exploring the potential market for selling it up.
- iii. Ensure the quality of product by ensuring FSMS at each level of production of Wheatamix by the end of one months of signing the contract.
- iv. Ensure quality and safety of the product and ensuring regular sampling and lot verification as per designed sampling plan and specifications.
- v. Work as Management Representative (MR) for management system certification and timely renewal of certification.
- vi. Maintenance of all the regulatory documentation at fortified food units within three month of joining.
- vii. Liasoning with external stakeholder/ departments and providing handholding support to parent CBOs for ensuring timely supply of Wheatamix to the stakeholders and receiving the payments after fulfilling the documentary requirements.
- viii. Monthly submission of report after validating the monthly progress report based on the profit /loss status of Plant.
- ix. Conducting monthly training/capacity building to plant staffs and workers on various aspects of plant functioning/ Marketing and business opportunity of Wheatamix/ product diversification and safety etc
- x. Support District team in quarterly audit and certification, handling the compliances of ISO (FSMS & QMS) certification as well filling up of mandatory formats/ registers (Cash book/ stock book/diesel log book/ finished product and supply status etc) by the concern plant staffs.

6. Field Work

Food technologist will work for DFFU and s/he will work for the aforementioned task. One Consultant will be selected and will be stationed at Gaya & support other units as and when required. S/He will be a full time consultant and will work for betterment of the Fortified food units in every possible aspect.

7. Qualification & Experience

At least PG or higher degree in food technology trade with experience of at least 7 years in food processing industry from reputed state or national level institutions.

8. Review committee to monitor consultants work

The Chief Executive Officer, BRLPS in association with State Project Manager-NF & PM-BD/NF shall be responsible for reviewing and monitoring the work of consultant.

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She/he may constitute a review committee to monitor the progress and interact with the consultant.

9. Reporting

Consultant will submit progress report and Invoice to SPM-NF/PM -BD/NF/Mgr-NF/DPM/ and will act on agreed recommendation mentioned in ToR. S/He will also submit advance work plan as well as the completion report to SPMU & DPCU every month.

10. Payments and Reimbursements

Consultant will work on full time basis and will be paid Rs. 45000/month under Category A3 of JEEViKA Consultant Policy. The Payment will be based on agreed deliverables as per monthly plan recommended and approved by concerned DPM. The Consultant will require travelling in districts of project eventually, so reimbursement of to & fro travel expenses upto 2nd AC, upto Rs. 750/day for use of local conveyance or personal vehicle for official purpose and stay upto limit prescribed for category II staff of BRLPS will be provided as outlined in JEEViKA Consultant Policy.

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