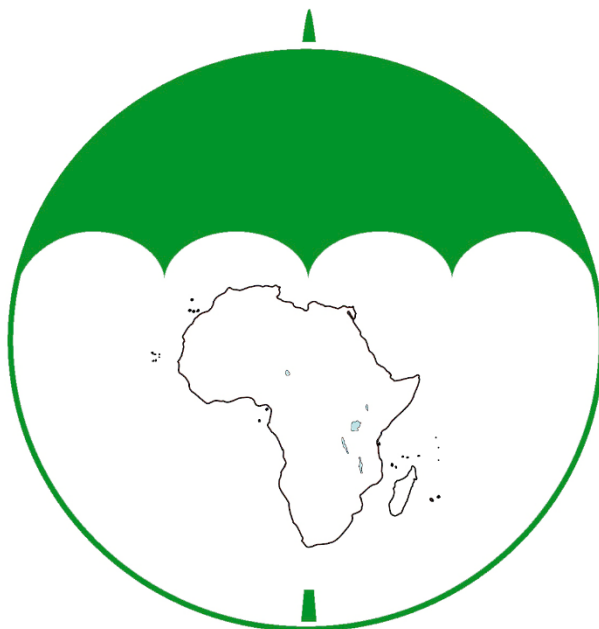


# Terms of Reference



<b>CONTRACTING ORGANIZATION</b>	<b>AFRICAN ORGANISATION FOR STANDARDISATION</b> P. O. Box 57363 - 00200, NAROBİ, KENYA 3rd Floor, International House, Mama Ngina Street Tel: +254 20 2224561/311608 E-mail: arso@arso-organ.org
<b>CONSULTANCY TERMS OF REFERENCE</b>	<b>DEVELOPMENT OF CERTIFICATION DOCUMENTS (I) CERTIFICATION MODULES/GUIDELINES, (II) CHECKLIST, (III) POLICIES AND INSTRUCTIONS</b>
<b>CONSULTANT</b>	
	<b>P. O. Box</b>
	<b>Tel:</b>
	<b>Email:</b>
	<b>Duration:</b>
	<b>Total Pay: Financial Proposal</b>

ARSO Central Secretariat  
Nairobi, Kenya  
September 2022

## Terms of Reference for Development of Certification Documents (i) Certification Modules/Guidelines, (ii) Checklist, (iii) Policies and Instructions

### 1. Background

Conformity assessment is the demonstration that specified requirements relating to a product, process, system, person or body are fulfilled (ISO/IEC 17000:2004, 2004). The subject field of conformity assessment includes activities such as testing, inspection and certification, as well as the accreditation of conformity assessment bodies.

Certification is the third-party attestation related to products, processes, systems or persons that fulfilment of specified requirements. Certification is preceded by the verification of the suitability, adequacy and effectiveness of selection and determination activities, and the results of these activities, with regard to fulfilment of specified requirements by an object of conformity assessment.

Certification schemes (CS) set voluntary standards and monitor their compliance (through independent auditors) to make agricultural production socially and environmentally sustainable and agricultural trade fairer for producers and workers (Dorr & Grote, 2009; Oya *et al.*, 2017). Although CS are mainly characterized by the description above, they can also be systems engaging in a wider range of activities in policy, advocacy, capacity building, and building markets and supply chains around the objectives of social sustainability. These standards matter for consumers, especially for ethical and safety-aware consumers. They are expected to contribute to a wide range of socio-economic and environmental outcomes, ultimately improving the wellbeing of farmers and agricultural workers, whether employed by corporate plantations or individual producers. They try to achieve these aims through a combination of standard-setting actions, capacity building and training different types of market interventions, such as guaranteed market outlets, price premium, and credit facilities among others, and the application of adequate labour standards.

### 2. Problem Statement

Certification systems play an important role in any market that is burdened with a high degree of information asymmetry and quality uncertainty. Producers and exporters of agricultural product in developing countries are increasingly required to demonstrate the safety and traceability of their produce up to the consumption stage.

Carrying out certification requires comprehensive understanding of the standards against which the certification is being conducted. More often, the interpretation of the standards is difficult and this calls for hiring consultants which increases the cost of certification. The producers should ideally be able to interpret the standards and conduct self-assessment to understand their preparedness instead of engaging in costly pre-assessment audits by consultants.

### 3 Rationale for Preparation Certification Documents

The certification documents shall comprise (i) Certification Modules/Guidelines, (ii) Checklist, (iii) Policies and Instructions developed in tandem to facilitate:

- (i) Understanding of the requirements of the standards in simplified language which can be used for training purposes as well as assisting clients understand clearly what the standards require in non-technical jargon. The certification guidelines are expected to

include illustrations and examples of the application of the standards and the actions of the auditors.

- (ii) Uniform checklists for carrying out audits and self-assessment to facilitate comparability of results and ranking of clients with respect to the certification tiers.
- (iii) Providing instructions to potential clients in a simplified form on what steps they can take in order to apply and get certification. The instructions constitute compression of the Certification Guidelines/Modules to a few pages which are easy to read by clients.

#### 4. Development of Certification Documents (i) Certification Modules/Guidelines, (ii) Certification Checklists, (iii) Policies and Instructions

(1) Develop the following categories of documents:

##### (A) Certification Modules/Guidelines

- (i) ARS CMG 02:2023, *Ecolabelling and sustainability certification guideline for wild capture fisheries*
- (ii) ARS CMG 06:2023, *Ecolabelling and sustainability certification guideline for aquaculture of tilapia*
- (iii) ARS CMG 07:2023, *Certification guideline for good agricultural practices for greenhouse vegetables*
- (iv) ARS CMG 08:2023, *Certification guideline for good agricultural practices for African indigenous vegetables*
- (v) ARS CMG 09:2023, *Certification guideline on code of hygienic practice and GMP for milk and milk products*
- (vi) ARS CMG 10:2023, *Milk value addition for farmers (yoghurt, cheese, ghee, butter, fermented milks etc) — Cottage industry certification guideline*
- (vii) ARS CMG 11:2023, *Ecolabelling and sustainability certification guideline for poultry meat production (poultry products quality assurance scheme)*
- (viii) ARS CMG 12:2023, *Ecolabelling and sustainability certification guideline for beef cattle production farms (sustainable beef and lamb assurance scheme)*
- (ix) ARS CMG 13:2023, *Ecolabelling and sustainability certification guideline for pig meat production (pig meat quality assurance scheme)*
- (x) ARS CMG 14:2023, *Certification guideline for good manufacturing practices (GMP) for small and medium-sized fish products processing establishments (including dried fish, smoked fish, fish sausages)*
- (xi) ARS CMG 15:2023, *Certification guideline for good agricultural practices in dairy production farms (sustainable dairy assurance scheme — Producer standard)*
- (xii) ARS CMG 16:2023, *Certification guideline for organic honey production, processing, labelling and marketing*
- (xiii) ARS CMG 17:2023, *Certification guideline for formulation and good manufacturing practices (GMP) of animal feeds*
- (xiv) ARS CMG 18:2023, *Ecolabelling and sustainability certification guideline for hay, silage and feedstuff production*
- (xv) ARS CMG 19:2023, *Ecolabelling and sustainability certification guideline for sheep production (sustainable beef and lamb assurance scheme)*

- (xvi) ARS CMG 20:2023, *Ecolabelling and sustainability certification guideline for egg production (Sustainable egg assurance scheme — Rearer, egg producer and packer standard)*
- (xvii) ARS CMG 21:2023, *Ecolabelling and sustainability certification guideline for meat goat production*
- (xviii) ARS CMG 22:2023, *Ecolabelling and sustainability certification guideline for dairy goat production*
- (xix) ARS CMG 23:2023, *Certification guideline for good aquacultural practices in freshwater aquatic animal production farms*
- (xx) ARS CMG 24:2023, *Ecolabelling and sustainability certification guideline for fish breeding and hatchery management (fish seed certification)*
- (xxi) ARS CMG 25:2023, *Ecolabelling and sustainability certification guideline for shrimps/prawns*
- (xxii) ARS CMG 26:2023, *Ecolabelling and sustainability certification guideline for tropical marine fin fish*
- (xxiii) ARS CMG 27:2023, *Ecolabelling and sustainability certification guideline for abalone*
- (xxiv) ARS CMG 28:2023, *Ecolabelling and sustainability certification guideline for seaweed*
- (xxv) ARS CMG 29:2023, *Ecolabelling and sustainability certification guideline for lobsters and crabs*
- (xxvi) ARS CMG 30:2023, *Ecolabelling and sustainability certification guideline for freshwater trout aquaculture*
- (xxvii) ARS CMG 31:2023, *Certification guideline for organic aquaculture*
- (xxviii) ARS CMG 32:2023, *Certification guideline for good agricultural practices in the production and handling of maize (corn) grains*
- (xxix) ARS CMG 33:2023, *Certification guideline for good agricultural practices in the production and handling of rice*
- (xxx) ARS CMG 34:2023, *Certification guideline for good agricultural practices in the production and handling of cassava*
- (xxxi) ARS CMG 35:2023, *Ecolabelling and sustainability certification guideline for coffee*
- (xxxii) ARS CMG 36:2023, *Ecolabelling and sustainability certification guideline for tea*
- (xxxiii) ARS CMG 37:2023, *Ecolabelling and sustainability certification guideline for banana*
- (xxxiv) ARS CMG 38:2023, *Ecolabelling and sustainability certification guideline for sugar*
- (xxxv) ARS CMG 39:2023, *Ecolabelling and sustainability certification guideline for oil palm*
- (xxxvi) ARS CMG 40:2023, *Ecolabelling and sustainability certification guideline for soya*
- (xxxvii) ARS CMG 41:2023, *Certification guideline for organic dairy production*
- (xxxviii) ARS CMG 42:2023, *Certification guideline for organic livestock production*
- (xxxix) ARS CMG 43:2023, *Certification guideline for organic and grass-finished beef cattle production*
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- (xlvii) ARS CMG 51:2023, *Certification guideline for organic tea production*
- (xlviii) ARS CMG 52:2023, *Certification guidelines for organic coffee production*

- (xlix) ARS CMG 53:2023, *Certification guideline on code of hygienic practice and GMP for meat processing facilities (dehydration, drying, smoking, etc)*
- (l) ARS CMG 54:2023, *Certification guideline for the production, processing, labelling and marketing of organically produced food*
- (li) ARS CMG 55:2023, *Certification guideline for organic production of fruits, nuts and vegetables*
- (lii) ARS CMG 56:2023, *Certification guideline for good manufacturing practices for processed fruit and vegetable products*
- (liii) ARS CMG 57:2023, *Ecolabelling and sustainability certification guideline for horticultural products*
- (liv) ARS CMG 58:2023, *Certification guideline for good manufacturing practices for small-scale processing facilities for fruits and vegetables*
- (lv) ARS CMG 59:2023, *Certification guideline for retail outlets and markets for fresh fruits and vegetables*
- (lvi) ARS CMG 60:2023, *Certification guideline for retail outlets and markets for meat and meat products*
- (lvii) ARS CMG 61:2023, *Certification guideline for retail outlets and markets for fish and fish products*
- (lviii) ARS CMG 62:2023, *Ecolabelling and sustainability certification guideline for beekeeping and beehive products*
- (lix) ARS CMG 63:2023, *Certification guideline for good aquacultural practices for sea cucumber/beche-de-mer production farms*
- (lx) ARS CMG 64:2023, *Certification guideline for good manufacturing practices (GMP) for small and medium-sized meat products processing establishments (including dried meat, smoked meat, meat sausages, meatballs, )*
- (lxi) ARS CMG 65:2023, *Certification guideline for good practices in operation of animal slaughter facilities*
- (lxii) ARS CMG 66:2023, *Certification guideline for organic garlic, leek and onion production*
- (lxiii) ARS CMG 67:2023, *Certification guideline for organic sweet potato production*
- (lxiv) ARS CMG 68:2023, *Certification guideline for good agricultural and wild collection practices of edible insects*
- (lxv) ARS CMG 69:2023, *Certification guideline for good manufacturing practices for processed edible insect products*
- (lxvi) ARS CMG 70:2023, *Certification guideline for organic vegetable farming in greenhouse*

## **(B) Certification Checklists**

- (i) ARS CCL 02:2023, *Ecolabelling and sustainability certification checklist for wild capture fisheries*
- (ii) ARS CCL 06:2023, *Ecolabelling and sustainability certification checklist for aquaculture — Tilapia*
- (iii) ARS CCL 07:2023, *Certification checklist for good agricultural practices for greenhouse vegetables*
- (iv) ARS CCL 08:2023, *Certification checklist for good agricultural practices for African indigenous vegetables*
- (v) ARS CCL 09:2023, *Certification checklist on code of hygienic practice and GMP for milk and milk products*

- (vi) ARS CCL 10:2023, *Milk value addition for farmers (yoghurt, cheese, ghee, butter, fermented milks etc) — Cottage industry certification checklist*
- (vii) ARS CCL 11:2023, *Ecolabelling and sustainability certification checklist for poultry meat production (poultry products quality assurance scheme)*
- (viii) ARS CCL 12:2023, *Ecolabelling and sustainability certification checklist for beef cattle production farms (sustainable beef and lamb assurance scheme)*
- (ix) ARS CCL 13:2023, *Ecolabelling and sustainability certification checklist for pig meat production (pig meat quality assurance scheme)*
- (x) ARS CCL 14:2023, *Certification checklist for good manufacturing practices (GMP) for small and medium-sized fish products processing establishments (including dried fish, smoked fish, fish sausages)*
- (xi) ARS CCL 15:2023, *Certification checklist for good agricultural practices in dairy production farms (sustainable dairy assurance scheme — Producer standard)*
- (xii) ARS CCL 16:2023, *Certification checklist for organic honey production, processing, labelling and marketing*
- (xiii) ARS CCL 17:2023, *Certification checklist for formulation and good manufacturing practices (GMP) of animal feeds*
- (xiv) ARS CCL 18:2023, *Ecolabelling and sustainability certification checklist for hay, silage and feedstuff production*
- (xv) ARS CCL 19:2023, *Ecolabelling and sustainability certification checklist for sheep production (sustainable beef and lamb assurance scheme)*
- (xvi) ARS CCL 20:2023, *Ecolabelling and sustainability certification checklist for egg production (Sustainable egg assurance scheme — Rearer, egg producer and packer standard)*
- (xvii) ARS CCL 21:2023, *Ecolabelling and sustainability certification checklist for meat goat production*
- (xviii) ARS CCL 22:2023, *Ecolabelling and sustainability certification checklist for dairy goat production*
- (xix) ARS CCL 23:2023, *Certification checklist for good aquacultural practices in freshwater aquatic animal production farms*
- (xx) ARS CCL 24:2023, *Ecolabelling and sustainability certification checklist for fish breeding and hatchery management (fish seed certification)*
- (xxi) ARS CCL 25:2023, *Ecolabelling and sustainability certification checklist for shrimps/prawns*
- (xxii) ARS CCL 26:2023, *Ecolabelling and sustainability certification checklist for tropical marine fin fish*
- (xxiii) ARS CCL 27:2023, *Ecolabelling and sustainability certification checklist for abalone*
- (xxiv) ARS CCL 28:2023, *Ecolabelling and sustainability certification checklist for seaweed*
- (xxv) ARS CCL 29:2023, *Ecolabelling and sustainability certification checklist for lobsters and crabs*
- (xxvi) ARS CCL 30:2023, *Ecolabelling and sustainability certification checklist for freshwater trout aquaculture*
- (xxvii) ARS CCL 31:2023, *Certification checklist for organic aquaculture*
- (xxviii) ARS CCL 32:2023, *Certification checklist for good agricultural practices in the production and handling of maize (corn) grains*
- (xxix) ARS CCL 33:2023, *Certification guideline for good agricultural practices in the production and handling of rice*
- (xxx) ARS CCL 34:2023, *Certification guideline for good agricultural practices in the production and handling of cassava*

- (xxxix) ARS CCL 35:2023, *Ecolabelling and sustainability certification checklist for coffee*
- (xxxviii) ARS CCL 36:2023, *Ecolabelling and sustainability certification checklist for tea*
- (xxxvii) ARS CCL 37:2023, *Ecolabelling and sustainability certification checklist for banana*
- (xxxvi) ARS CCL 38:2023, *Ecolabelling and sustainability certification checklist for sugar*
- (xxxv) ARS CCL 39:2023, *Ecolabelling and sustainability certification checklist for oil palm*
- (xxxiv) ARS CCL 40:2023, *Ecolabelling and sustainability certification checklist for soya*
- (xxxiii) ARS CCL 41:2023, *Certification checklist for organic dairy production (grass-based and seasonal dairying)*
- (xxxii) ARS CCL 42:2023, *Certification checklist for organic livestock production*
- (xxxi) ARS CCL 43:2023, *Certification checklist for organic and grass-finished beef cattle production*
- (xxviii) ARS CCL 44:2023, *Certification checklist for organic poultry production*
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- (xxiv) ARS CCL 47:2023, *Certification checklist for organic potato production and marketing*
- (xxiii) ARS CCL 48:2023, *Certification checklist for organic rice production*
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- (xvii) ARS CCL 54:2023, *Certification checklist for the production, processing, labelling and marketing of organically produced food*
- (xvi) ARS CCL 55:2023, *Certification checklist for organic production of fruits, nuts and vegetables*
- (xv) ARS CCL 56:2023, *Certification checklist for good manufacturing practices for processed fruit and vegetable products*
- (xiv) ARS CCL 57:2023, *Ecolabelling and sustainability certification checklist for horticultural products*
- (xiii) ARS CCL 58:2023, *Certification checklist for good manufacturing practices for small-scale processing facilities for fruits and vegetables*
- (xii) ARS CCL 59:2023, *Certification checklist for retail outlets and markets for fresh fruits and vegetables*
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- (x) ARS CCL 61:2023, *Certification checklist for retail outlets and markets for fish and fish products*
- (xxv) ARS CCL 62:2023, *Ecolabelling and sustainability certification checklist for beekeeping and beehive products*
- (xxiv) ARS CCL 63:2023, *Certification checklist for good aquacultural practices for sea cucumber/beche-de-mer production farms*
- (xxiii) ARS CCL 64:2023, *Certification checklist for good manufacturing practices (GMP) for small and medium-sized meat products processing establishments (including dried meat, smoked meat, meat sausages, meatballs, )*
- (xxii) ARS CCL 65:2023, *Certification checklist for good practices in operation of animal slaughter facilities*
- (xxi) ARS CCL 66:2023, *Certification checklist for organic garlic, leek and onion production*
- (xx) ARS CCL 67:2023, *Certification checklist for organic sweet potato production*

- (lxiv) ARS CCL 68:2023, *Certification checklist for good agricultural and wild collection practices of edible insects*
- (lxv) ARS CCL 69:2023, *Certification checklist for good manufacturing practices for processed edible insect products*
- (lxvi) ARS CCL 70:2023, *Certification checklist for organic vegetable farming in greenhouse*

**(C) Conformity Assessment Policies and Instructions**

- (i) ARS CAPI 01:2023, *Ecolabelling and sustainability certification instructions for agriculture*
- (ii) ARS CAPI 02:2023, *Ecolabelling and sustainability certification instructions for wild capture fisheries*
- (iii) ARS CAPI 03:2023, *Ecolabelling and sustainability certification instructions for forestry*
- (iv) ARS CAPI 04:2023, *Ecolabelling and sustainability certification instructions for tourism*
- (v) ARS CAPI 05:2023, *Ecolabelling and sustainability certification instructions for aquaculture — African catfish*
- (vi) ARS CAPI 06:2023, *Ecolabelling and sustainability certification instructions for aquaculture — Tilapia*
- (vii) ARS CAPI 07:2023, *Certification instructions for good agricultural practices for greenhouse vegetables*
- (viii) ARS CAPI 08:2023, *Certification instructions for good agricultural practices for African indigenous vegetables*
- (ix) ARS CAPI 09:2023, *Certification instructions on code of hygienic practice and GMP for milk and milk products*
- (x) ARS CAPI 10:2023, *Milk value addition for farmers (yoghurt, cheese, ghee, butter, fermented milks etc) — Cottage industry certification instructions*
- (xi) ARS CAPI 11:2023, *Ecolabelling and sustainability certification instructions for poultry meat production (poultry products quality assurance scheme)*
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- (xl) ARS CAPI 40:2023, *Ecolabelling and sustainability certification instructions for soya*
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- (xlii) ARS CAPI 42:2023, *Certification instructions for organic livestock production*
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- (liii) ARS CAPI 53:2023, *Certification instructions on code of hygienic practice and GMP for meat processing facilities (dehydration, drying, smoking, etc)*

- (liv) ARS CAPI 54:2023, *Certification instructions for the production, processing, labelling and marketing of organically produced food*
- (lv) ARS CAPI 55:2023, *Certification instructions for organic production of fruits, nuts and vegetables*
- (lvi) ARS CAPI 56:2023, *Certification instructions for good manufacturing practices for processed fruit and vegetable products*
- (lvii) ARS CAPI 57:2023, *Ecolabelling and sustainability certification instructions for horticultural products*
- (lviii) ARS CAPI 58:2023, *Certification instructions for good manufacturing practices for small-scale processing facilities for fruits and vegetables (canning, dehydration, drying, pickling, fermentation)*
- (lix) ARS CAPI 59:2023, *Certification instructions for retail outlets and markets for fresh fruits and vegetables*
- (lx) ARS CAPI 60:2023, *Certification instructions for retail outlets and markets for meat and meat products*
- (lxi) ARS CAPI 61:2023, *Certification instructions for retail outlets and markets for fish and fish products*
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- (lxiii) ARS CAPI 63:2023, *Certification instructions for good aquacultural practices for sea cucumber/beche-de-mer production farms*
- (lxiv) ARS CAPI 64:2023, *Certification instructions for good manufacturing practices (GMP) for small and medium-sized meat products processing establishments (including dried meat, smoked meat, meat sausages, meatballs, )*
- (lxv) ARS CAPI 65:2023, *Certification instructions for good practices in operation of animal slaughter facilities*
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- (lxvii) ARS CAPI 67:2023, *Certification instructions for organic sweet potato production*
- (lxviii) ARS CAPI 68:2023, *Certification instructions for good agricultural and wild collection practices of edible insects*
- (lxix) ARS CAPI 69:2023, *Certification instructions for good manufacturing practices for processed edible insect products*
- (lxx) ARS CAPI 70:2023, *Certification instructions for organic vegetable farming in greenhouse*

(2) The certification documents shall be developed as a set of three documents in order to avoid discrepancies. This means a consultant shall match the documents in the following order: (i) Certification Modules/Guidelines, (ii) Checklist, (iii) Policies and Instructions. For example, a consultant shall develop the following documents as one set.

- (i) ARS CMG 02:2023, *Ecolabelling and sustainability certification guideline for wild capture fisheries*
- (ii) ARS CCL 02:2023, *Ecolabelling and sustainability certification checklist for wild capture fisheries*
- (iii) ARS CAPI 02:2023, *Ecolabelling and sustainability certification instructions for wild capture fisheries*

- (3) The Certification Modules/Guidelines shall be the main document of the assignment which shall be well elaborated to ensure that every provision of the certification standards is addressed in the right context. Non-binding examples include the following guidelines which can be accessed through the links provided:
- ARS CMG 01:2014, *Ecolabelling and sustainability certification guideline for agriculture*
  - ARS CMG 03:2014, *Ecolabelling and sustainability certification guideline for forestry*
  - ARS CMG 04:2014, *Ecolabelling and sustainability certification guideline for tourism*
  - ARS CMG 05:2018, *Ecolabelling and sustainability certification guideline for aquaculture - African catfish*
- (4) The Certification Checklists are generally tabular documents which track the clauses of the standards with a view to establishing if the requirements are met. The checklists shall take into account the tiers of the ACAP model.
- (5) The Policies and Instructions shall provide simplified roadmaps to stakeholders to attain certification. These are condensed documents which enable clients and interested stakeholders to understand which scheme of certification is applicable to their operations and also serve as publicity materials for each certification scope.

## **5. Nature of the Outreach Materials**

The consultant shall prepare the Certification Documents (i) Certification Modules/Guidelines, (ii) Certification Checklists, (iii) Policies and Instructions with a view to practical implementation in the certification of the respective operations. There is no room for theoretical conjectures.

## **6. Implementation Methodology and Assignment Duration**

The total duration for the development of the Certification Documents (i) Certification Modules/Guidelines, (ii) Certification Checklists, (iii) Policies and Instructions shall be six (6) months.

- The documents shall be prepared as a three-set deliverable which shall demonstrate content consistency and smooth flow of the materials as well as better comprehension;
- The content shall be organized into logical components following the clauses of the target standards, the sequence of certification activities and the overall objective of attaining credible certification;
- The dos and don'ts shall be clearly illustrated visually to avoid any ambiguity; and
- Development of performative forms and report formats illustrating the outcomes of audits with a view to establishing the status of the certification audits and outcomes.

The consultancy shall be for a period of 6 months and the key deliverables are outlined below:

- Output 1: Inception report outlining the understanding of the task, issues to be addressed, methodology and sources of information; an annotated outline of the assignment (within 3 weeks after signing the contract)

- Output 2: Draft Certification Documents (i) Certification Modules/Guidelines, (ii) Certification Checklists, (iii) Policies and Instructions (by the end of month 3)
- Output 3: Final Certification Documents (i) Certification Modules/Guidelines, (ii) Certification Checklists, (iii) Policies and Instructions incorporating feedback from the validation workshop (by the end of month 6)
- Output 4: PowerPoint Presentations and other visual aids

## **8. Consultant Qualifications**

The consultants shall submit a CV and Statement of Exclusivity and Availability for the duration of the assignment and shall have the following:

- At least a Bachelor's degree or equivalent in Agriculture, Horticulture, Biology, Natural Sciences, Zoological Sciences, Entomology, Food Sciences, or related areas.
- Proven track record on the application of the requirements of ISO/IEC 17065:2012, which provides conformity assessment (i.e., requirements for bodies certifying products, processes and service);
- Minimum of 5 years of professional experience working in Certification of enterprises in Agriculture, Horticulture, Fisheries, Livestock, Poultry, Food Sciences, or related areas.
- Experience in developing guidelines and protocols for certification.
- Knowledgeable on the different GAP programmes being implemented worldwide, including the those implemented in African Union Member States.
- Skills and involvement in the development of practical and user-friendly training materials and tools for different target groups.
- Thorough understanding and good knowledge of information, education and communication (IEC) approaches, and training methods/tools suitable for non-native English speakers.
- Understanding of the African Continental Free Trade Area (AfCFTA) Agreement and its work on economic community building will be an added advantage.
- Good computer skills with adequate knowledge of multi-media presentation and dissemination of outputs and documentation
- A consultant shall be limited to select a maximum of Five (5) sets of certification documents.
- For this specific assignment fluency in English and/or French is required. Knowledge of the other is an asset.

The application shall be accompanied with a brief outline of the understanding of the consultant on the subject area.

## **9. Payment Schedules**

The total payment shall be paid in two instalments as follows:

40% upon delivery of Draft Compilation (by the end of month 3).

60% upon delivering the Final Compilation and PowerPoint Presentations at the end of six months.

Formal application shall be done latest by 3rd December 2022 **before 1200PM EAT**

Applications should be addressed to:

**Secretary General**

African Organisation for Standardisation (ARSO) Central Secretariat  
International House 3rd Floor  
P.O. Box 57363-00200 Nairobi-Kenya  
Tel. +254-20-2224561, +254-20-311608



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- Oya, C., Schaefer, F., Skalidou, D., McCosker, C., & Langer, L. (2017). Effects of Certification Schemes for Agricultural Production on Socio-Economic Outcomes in Low- and Middle-Income Countries: A Systematic Review. *Campbell Systematic Reviews*, 13(1), 1–346. <https://doi.org/10.4073/csr.2017.3>

