

Request for Proposal

Date: 28/07/2022

Subject: Instructor needed: PCQI training for Processors Staff in West Afr

Introduction: TechnoServe is an international nonprofit organization that helps people lift themselves out of poverty by harnessing the power of the private sector. Operating in almost 30 countries, we work with hardworking women and men in the developing world to build competitive farms, businesses, and industries. By linking people to information, capital, and markets, we have helped millions to create lasting prosperity for their families and communities.

General Requirements: The requirements for TechnoServe's anticipated purchase are listed below. An additional and more detailed Statement of Work is also attached.

A qualified instructor is needed to conduct a Preventive Controls Qualified Individuals (PCQI) training. This is needed for TechnoServe's Processors staff in Cote D'Ivoire, Ghana, and Nigeria. The training is needed in French and English. This preventive control is required for Human Food, with PCQI specifically required for companies that export to the USA.

Period of Performance: The period of performance of any contract resulting from this solicitation is anticipated to be between the start and end dates listed below. Proposals shall detail the estimated length of time required to accomplish all requirements, with detail on individual activity implementation dates, as referenced in the Scope of Work.

Start Date: 09/08/2022

End Date: 23/09/2022

Proposal Content Instructions: In addition to responding to the Statement of Work, all proposals must:

- Describe the qualifications, experience and capabilities of the firm in providing the type of services being requested by this RFP. Resumes or CVs of "key personnel" shall be submitted as an attachment.

- Include a contact name, email address, and telephone number to facilitate communication between TechnoServe and the submitting organization.
- A brief outline of the company and services offered, including:
 - Full legal name, jurisdiction of incorporation, and address of the company.
 - Full legal name and country of citizenry of company's President, Chief Executive Officer, and/or all other principal officers of the company.
- Year the business was established.

Proposals must contain a detailed cost breakdown with applicable taxes and other charges clearly identified (and be presented in conformity with any further instructions included in the Statement of Work).

To ensure consideration, all quotes must be submitted in the language, currency, and by the due date noted below:

Language: Anglais

Currency: USD

**Submission
Instructions:**

All proposals must be emailed to the address below with your proposal attached in one or more files (PDF preferred). You will receive an auto-confirmation upon receipt. To ensure the integrity of this procurement exercise, **DO NOT** email your proposal to any employee of TechnoServe or deliver your proposal in hard copy to a TechnoServe office. **Failing to strictly adhere to these instructions may make your proposal ineligible for consideration.**

Email: buy+US+P0012911@tns.org

Order of Events:

This solicitation exercise will be administered in accordance with the following dates (subject to change at TechnoServe's sole discretion):

Date	Event
01/08/2022	Last date that questions will be accepted. Note that questions and answers will be distributed to all interested parties, so questions should not disclose trade secrets, confidential information, or information that might give another vendor a competitive advantage. Questions should be emailed to: dlape@tns.org
02/08/2022	Date that answers to questions will be distributed to all.
03/08/2022	Last date that proposals will be accepted by TechnoServe.

Terms and Conditions:

- The Request for Proposal is not and shall not be considered an offer by TechnoServe.
- All responses must be received on or before the date and time indicated on the RFP. All late responses will be rejected.
- All unresponsive proposals will be rejected.
- All proposals will be considered binding offers. Prices proposed must be valid for the entire period provided by the respondent or required by the RFP.
- All awards will be subject to TechnoServe contractual terms and conditions and contingent on the availability of donor funding.
- TechnoServe reserves the right to accept or reject any proposal or cancel the solicitation process at any time, without assigning any reason, and shall have no liability to any vendors submitting proposals for such rejection or cancellation of the RFP.
- TechnoServe reserves the right to accept all or part of the proposal when awarding the purchase order/contract.
- All information provided by TechnoServe in this RFP is offered in good faith. Individual items are subject to change at any time and all bidders will be provided with notification of any changes. TechnoServe is not responsible or liable for any use of the information submitted by bidders or for any claims asserted therefrom.
- TechnoServe reserves the right to require any bidder to enter into a non-disclosure agreement.
- The bidders are solely obligated to pay for all costs, of any kind whatsoever, which may be incurred by bidder or any third parties, in connection with the Response. All Responses and supporting documentation shall become the property of TechnoServe, subject to claims of confidentiality in respect of the Response and supporting documentation, which have been clearly marked confidential by the bidder.
- Bidders are required to identify and disclose any actual or potential Conflict of Interest.

Criteria for Selection:

The evaluation of each response to this solicitation will be based on the requirements set out in the Criteria for Selection and according to the requirements in this RFP. At the sole discretion of TechnoServe, the responsive bidders may be selected for follow-up questions or to provide an oral presentation. TechnoServe reserves the right to award the contract to the organization whose proposal is deemed to be in the best interest of and most advantageous to TechnoServe. TechnoServe will not award a contract to any bidder where there is indication of a lack of business integrity. After TechnoServe receives proposals and written evaluations are completed, the selected bidder will be notified. Commitments made by the bidder after selection, and final demonstration will be considered. The following points will be assigned to the proposals for evaluation purposes.

Max Points	Criterion
30	Price, inclusive of all delivery fees and taxes
30	Experience and reputation of the firm (includ. reference check)
30	Technical approach (with distance learning functionality req.)
10	Payment terms (net 30 preferred)

The attached Statement of Work represents an integral part of this solicitation.

Exhibit 1: Scope of Work - PCQI Training (Preventive Controls Qualified Individuals)

Dates: 9th - 11th August, 2022 (French)

12th- 15th September 2022 (English)

Instructor : PCQI and BRC certified lead Instructor

Mode : Online

Justification of the training

According to the Food & Drug Administration, every food processing facility is required to have a Preventive Controls Qualified Individual (PCQI) on staff to manage their food safety preventive controls program. Advanced training is encouraged to provide individuals with the skills needed to successfully navigate the complicated process of developing, writing and maintaining a Food Safety Plan.

FSPCA-Preventive control for Human Food (PCQI required for companies that export to the USA)

Course outline

The Current Good Manufacturing Practice, Hazard Analysis, and Risk-based Preventive Controls for Human Food regulation (referred to as the Preventive Controls for Human Food regulation) is intended to ensure safe manufacturing/processing, packing and holding of food products for human consumption in the United States. The regulation requires that certain activities must be completed by a “preventive controls qualified individual”. This 3-day course (20 hours), developed by FSPCA, is the “standardized curriculum” recognized by FDA; and is designed and developed to help participants meet these PCQI requirements and achieve compliance. Upon successful completion of this course, all participants will receive an authorized FSPCA “Preventive Controls Qualified Individual” certificate issued by FSPCA.

Individuals CAN be recognized as a PCQI if they, through adequate job experience, can perform all the duties required of a PCQI. After all, years of working in the food processing industry and understanding proper food handling techniques, adequate holding temperatures and sanitation practices should be enough to handle the responsibilities of a PCQI without formal training.

But, while you may understand general food safety and be able to identify and control hazards, you may not know or fully understand all the latest regulations, recordkeeping needs and recall plan requirements that go along with maintaining your company’s Food Safety Plan. In other words, for most manufacturers, relying on experience is not always good enough. Gaining additional training develops stronger skills and allows for a competitive edge in the marketplace.

Instructor Qualifications

- The lead instructor must be PCQI and BRC certified
- The lead instructor must be able to conduct the training in English and French (on separate occasions)
- The lead instructor must be able to conduct the training virtually

Deliverables

- The instructor will need to provide the link for registration of the participants to the FSPCA website
- The instructor will need to provide all Course materials listed below
- The instructor will need to be present to conduct the 3 days course
- The instructor will liaise with TechnoServe staff prior to the event in preparation
- **The instructor will liaise with FSPCA to deliver PCQI training certificates to the participants**

Course Materials:

- Presentation
- Training Manual
- Group exercises,

Course Duration

- The course is for 3 days (20 hours).

Training will be conducted

- In English and French

Who will be Attending

Staff of cashew processing factories supported by Prosper Cashew (Ghana and Nigeria) namely:

- Technical and quality managers
- Supply Chain Manager
- Food Safety Manger

Benefits of PCQI Training

Formal PCQI training provides a variety of benefits including:

- Understanding the significance and details of Federal Regulations. Fully comprehending the significance of new food regulations is essential. This is a main topic covered in a PCQI course. This course highlights the value behind requirements including the need for a formal Food Safety Plan and recall plan, proper recordkeeping and other responsibilities of a PCQI. By discussing the significance behind each task, participants are made to understand that these regulations are not suggestions and are not negotiable.
- Learning from specially trained instructors. PCQI courses are taught by lead instructors who have gone through unique training to provide the most efficient transfer of knowledge possible. In order to become an instructor, they must attend the full PCQI course, meet training experience requirements and take additional lead instructor training designed specifically for teaching adult learners. Instructors also are given several sets of training exercises with detailed instructions for how to best administer them so that participants can get the most out of their training experience.
- Gaining in-depth knowledge about hazards and preventive controls. Training builds upon participants' foundational knowledge of Current Good Manufacturing Practices through understanding what hazards are, where they can be found, their likelihood of occurring and their severity. Four different preventive controls are then introduced, giving participants an opportunity to decide which of the four would best control the identified hazards. Verification and validation procedures are taught next so that PCQIs can identify whether the applied preventive controls are being properly implemented and are functioning as planned. Recall plans are included in the discussion, as their main intention is to prevent more people from getting sick than necessary in the event of a recall. Participants learn many strategies for developing a robust recall plan that will account for every affected product, such as outlining a list of all names and businesses to immediately contact in order to minimize the potential impact of a recall.
- Improving your recordkeeping abilities. Establishing effective recordkeeping procedures is just as important as understanding and establishing preventive controls. Much time in PCQI training is spent explaining how to effectively maintain records since they are vital to the construction and maintenance of a Food Safety Plan.
- Gaining experience through different exercises and activities. Hands-on training is provided to best encompass the types of tasks the PCQI will have to complete on the job. Through various training exercises, participants learn new tools in decision-making and strategic thinking, eventually combining all lessons learned to effectively complete their Food Safety Plan. Participants then report their findings to the rest of the class, which provides them with the opportunity to interact with other companies and learn from their experiences.
- Speeding up your auditing process. The curriculum taught in a PCQI course, which was developed by the Food Safety Preventive Controls Alliance (FSPCA), is the same no matter where you are in the country. Since all food processors, consultants, auditors and inspectors learn the same curriculum, audits can be completed much more smoothly. **Further, if the PCQI can present a certificate of course completion to the inspector at the**

beginning of an audit, the inspector will know they have learned all the information necessary to build a robust Food Safety Plan, without having to first go through a lengthy validation process.

- Receiving resources to help create your Food Safety Plan. Individuals are given several resources in training that can be used in the development of their Food Safety Plan. Sample worksheets, forms and templates are included, providing participants with the precise tools needed to outline their Food Safety Plan.

The benefits of investing in a PCQI course are clear. While it might be possible to develop, write and maintain your Food Safety Plan without taking the time to become formally trained, the process is made much easier and will be more effective for those who do.