

## Request for Proposal

### Consultancy: “Food Safety & Hygiene Training for Tuhka Enterprise Alalapadu”

Conservation International Suriname (CIS) is looking for a **consultant for a Food Safety & Hygiene training** for the **Tuhka Enterprise in Alalapadu**, for a period of 3 months.

Alalapadu is a Trio Indigenous village in the South of Suriname, close to the border of Brazil. The village is located along the Wiumi Creek, which flows into the Sipaliwini River and consists of approximately 140 inhabitants divided over 23 households (73 men and 67 women). On education, this village has a primary school up to the eighth grade, with approximately 42 school-age children. The village is mostly accessible by air transportation and takes approximately one-hour 45minutes of travel time. In Alalapadu, the inhabitants speak the Trio language. In this village, electricity is scarce and satellite Wi-Fi is present to connect with outsiders. There is no infrastructure and access to clean potable water, mobile network connection and supermarkets.

With the assistance of CIS, a sustainable livelihood project with a Non-Timber-Forest-Product (NTFP) was implemented in Alalapadu by creating possibilities to produce and assist in selling Brazil nuts (*Bertholletia excelsa*) products, such as: Tuhka oil and Tuhka roasted nuts, which generate more income for the community. CIS is continuously in the process of investing in the Indigenous people of Alalapadu to enhance their capacities to protect the forest and to safeguard the quality of the products being manufactured.

The objective of this consultancy is to provide Food Safety & Hygiene training in the production of the Tuhka Roasted Nuts for approximately 30 local employees and local nut collectors of the Tuhka Enterprise in Alalapadu. This training should result in improved hygiene and safety practices during the collection of Tuhka nuts and the production of Tuhka roasted nuts.

#### Timeline & Deliverables

#	Activity	Deliverables/reports	Due dates
1	Develop Workplan	Workplan containing (but not limited to): - A timeline - A training plan/program with clearly defined objectives and day to day activities - A training method to be used for the training	March 03, 2023
2	Develop training material ( <i>in Dutch</i> )	1. <u>Training manual</u> in Food Safety & Hygiene containing (but not limited to): - Concepts of hygiene - Understanding hygiene practices and how to practice - Hazard analysis and Critical Control Points - Hygiene in the factory: supply chain program, monitoring and prevention of pathogens, segregation of stations. - Production of the roasted nuts from beginning to end in compliance with hygiene standards. - Use and cleaning of equipment (and how to clean)  2. A test to see if participants understood the content of the training.  3. A design for certificates of completion	March 13, 2023
3	Conduct training in Alalapadu – field trip of 7 days (training day of 4 hours)	Short technical report with proof of training, including (but not limited to) -Outcomes of the training -Pictures and attendance lists	April 28, 2023
4	Develop Food Safety & Hygiene	Handbook containing the following with illustrations (but not limited to): - Steps to guide and help current and personnel of the enterprise on hygiene & safety practices	May 09, 2023

	Handbook ( <i>in Dutch</i> )	-Monitoring of the key performance indicators	
5	Compose Final Report	Final report, containing (but not limited to): - Final agenda of the training - Final training manual - Summary of the subjects - Key findings - Challenges of the consultancy and training - Next steps and recommendations for improvement/follow-up - A list of subjects on which trained personnel still need improvement	May 20, 2023

**Costs**  
 CIS is responsible for: charter flights to Alalapadu, lodging, Trio (oral and written) translation and printing.

- Requirements**  
 Applicant should meet the following requirements:
- A relevant Bachelor's degree or higher in Food Engineering/Processing and/or Agro-Processing and/or Agriculture;
  - A minimum of three (3) years' experience in NTFP's and/or food processing.
  - Experience in training local communities, especially community development enterprises in Suriname.
  - Experience in the cultural background, lifestyles and challenges of Indigenous communities.
  - Proven expertise in hygiene practices.
  - Good communication skills.
  - Dutch and English proficiency, both in speaking and writing.
  - Excellent knowledge of Sranan Tongo

- Selection Criteria**
- Overall quality of CV and Cover Letter – 3 pts
  - Education Requirement - 3 pts
  - Work Experience Requirement- 3 pts
  - Experience in NTFP's and/or food processing including the ability to effectively convey complex details or technical information - 3 pts
  - Experience with similar projects- 3 pts
  - Understanding of the challenges and cultural background of Indigenous communities - 3 pts
  - English and Dutch proficiency, both in speaking and writing - 3 pts
  - Highly familiar employing cultural awareness and sensitivity - 3 pts
  - Comprehensive technical proposal on how to conduct the training in Food Safety & Hygiene for the enterprise in Alalapadu – 3 pts
  - Detailed budget in accordance with the activities, deliverables, and timeline – 3 pts

**Interested?**  
 Applications should be sent, **in Dutch or English**, to [ci-suriname@conservation.org](mailto:ci-suriname@conservation.org) on or before February 14, 2023, by 4 PM. Please specify "Consultant Food Safety & Hygiene + Your Name" in the subject line. Applications should include:  
 A resume of the applicant providing detailed information on the requirements and criteria listed in the "requirements" and "selection criteria" sections of the RFP.

Questions and clarifications regarding the consultancy may be addressed no later than February 14, 2023, to the Senior Technical Coordinator; Mr. Shaniel Gena by e-mail: [sgena@conservation.org](mailto:sgena@conservation.org).