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## REQUEST FOR EXPRESSION OF INTEREST (REOI)

(CONSULTANCY SERVICES – INDIVIDUAL CONSULTANTS)  
**Consultant to guide the process of ISO 9001:2015 Certification**  
**Ref. No: ASAR/CONS/2021/00011**

### 1. Introduction.

The Association for Strengthening Agricultural Research in Eastern and Central Africa (ASARECA) is a sub-regional not-for-profit intergovernmental organization comprising of 14 member countries, namely Burundi, Cameroon, the Central African Republic, the Democratic Republic of Congo, Eritrea, Ethiopia, Kenya, Madagascar, Republic of the Congo, Rwanda, South Sudan, Sudan, Tanzania and Uganda. The organization brings together researchers from the national agricultural research, extension and education institutions, the private sector, and other strategic partners including Development partners to generate, share and promote Technologies, Innovations and Management Practices (TIMPs) and knowledge to solve common challenges facing agriculture in the sub-region. ASARECA is strategically positioned to perform higher level facilitative, supportive, coordination and advocacy roles to enhance sustainable agricultural transformation and economic growth in the Eastern and Central Africa (ECA) sub-region.

ASARECA alongside other ex-Pillar 4 Africa institutions comprising African Forum for Agricultural Advisory Services (AFAAS), Forum for Agricultural Research in Africa (FARA), CORAF, and Centre for Coordination of Agricultural Research and Development for Southern Africa (CCARDESA) are currently implementing the EU-funded and IFAD-managed Comprehensive Africa Agriculture Development Programme ex pillar IV (CAADP-XP4) project under the initiative, “Development Smart Innovation through Research in Agriculture” (DeSIRA). The project seeks, among other things, to strengthen the capacities of the organizations to support member countries to deliver on CAADP results through more systemic and effective partnerships and linkages and use of science, knowledge, and innovation for a climate-relevant transformation of agriculture and food systems.

Following the finalization of the continental consultations towards ISO certification for CAADP-XP4 consortium institutions, under the stewardship of the African Forum for Agricultural Advisory Services (AFAAS)<sup>1</sup>, ASARECA received a report; (i) the Roadmap for activities towards adoption of International Organization for Standardization (ISO) standards for consortium members under CAADP-XP4. This report was preceded by an overall Gap Analysis report provided by the same consultant. This provided an understanding of how the ISO standards [ISO 30401 Knowledge Management and ISO 27001 Information Security Management when implemented in the partner organizations would enable improvement in the capture, use and dissemination of knowledge for the benefit of these organizations. The report was structured to provide an initial understanding of the existing knowledge and information security practices in each organization. The Roadmap provides recommendations/ checklist for the implementation of knowledge and information security management systems in the consortium organizations premised on the ISO 30401:2018 and ISO/IEC 27001:2013 standards. Therefore, ASARECA would now like to start and proceed

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<sup>1</sup>Procurement. Ref. No. AFAAS/IFAD-EU/SVCS/2020/0021

into the full processes for the various ISO certifications that will place all institutional systems to international standards and ultimately acquire relevant ISO certifications.

## 2. Overall objective of the assignment

The **overall objective** of this consultancy is to hire services of a consultant to support **ASARECA to acquire ISO Certification (ISO 9001: 2015)**. This will include among other things introducing the quality management system in the organization; guide the preparation of Manuals, procedures and policies and documentation templates, and lead the organization to the Quality Management system (QMS) ISO certification

The **specific objectives** of this assignment are to:

1. Review ASARECA's operational manual (OM) to identify and flag out areas that require improvement.
2. Guide the process of appointment of the ISO 9001 2015 steering committee
3. Define scope of QMS to ISO 9001 2015;
4. Launch of the ISO 9001:2015 quality management system
5. Conduct the pre-Audit
6. Conduct the certification Audit

## 3. Scope of Work

In executing this assignment, the Consultant will undertake the following tasks:

1. Guide the process of (i) Management Representative appointment to drive quality management system (QMS), (ii) internal auditor to audit implementation and performance of system; (iii) Working Team Leaders and members to develop system and procedures, (iv) appointment of the steering committee chairman and its members.
2. Guide the process of defining scope of quality management system (QMS) to ISO 9001 2015.
3. Carry out quality management system (QMS) Planning for various activities (Training, Development and revision of system, manual, procedures, work instructions, records)
4. Working on the mandatory procedures, and training of internal auditors
3. Launch of QMS in the organization and Implementation
5. Guide the process of internal audit and management review
7. Pre-audit, Certification audit, and Award of certificate

## 4 Deliverables/Outputs

The key deliverables are:

1. Detailed **Inception Report**, clearly outlining the road map for the ISO 9001: 2015 certification with clear and realistic milestones and timelines, understanding of the assignment, methodology and approach and proposed timetable showing agreed dates of delivery of specified deliverables.
2. A process report describing findings from the review of documents and consultations and recommended actions
3. Completed documentation requirements for ISO 9001:2015.
4. Conducting of the pre-audit of the organization.
5. Guiding the process of ISO certification audit and award of certificate.

## 5 Expertise Required

The Consultant shall be expected to possess the following qualification and expertise:

1. Advanced university degree (Master's degree, MBA or equivalent) in relevant filed of work

2. Trained in ISO 9001, ISO 22000, ISO 14001, OHSAS 18001, ISO 27001, ISO 26000 and other relevant standards.
3. Should be a certified ISO auditor and approved by competent and reputable certification company.
4. At-least 10 years working experience in guiding the process of ISO certifications for various companies in Uganda and Africa.
5. Ability to continue with other standards after ISO 9001 certification.

#### **4. Selection Procedure**

The Consultant will be selected under Individual Consultant Selections (ICS) procedures, in accordance with the Public Procurement and Disposal of Public Assets Regulations, 2014. The selection will be based on the Consultants qualification, experience and capability to perform the assignment to be assessed as follows based on the criteria presented below:

- a) Academic qualification as per ToRs- 10%
- b) Proven working experience in strategy development for ISO certification -30%
- c) Proven experience in certification of organizations as per ToRs-30%
- d) Certified lead Auditor and approved by certification bodies such as Nemko among others-20%
- e) Evidence of ability to train users, manage documents, Communicate and Audit-10%

**The consultant will only be considered for the next level of the selection exercise having attained a total score of 80 points and above:**

#### **1. The payment Arrangements:**

Payment will be made in accordance to the following schedule:

1. 20% on approval of the Inception Report
2. 40% on Completion of document templates development (Procedures, Document Templates, Quality Policy, Quality Manual, and Scope).
3. 40% certification Audit Report and addressing of non-conformities

#### **2. Reporting**

The Consultant will report to the Interim Deputy Executive Director and will be supported by the Technical Communications Officer. The assignment is expected to last a maximum of **30** working days spread over **8 months**

Detailed Terms of Reference for the assignment can be accessed on ASARECA Website: [www.asareca.org](http://www.asareca.org)

**5. ASARECA** now invites eligible individual consultants to indicate their interest in providing the services. Interested consultants must provide information indicating that they are qualified to perform the services (academic qualification, description of similar assignments, and experience in similar conditions).

**6. Expressions of Interest** must be delivered to the address below by 11.00 am, of November 30<sup>th</sup> 2021 **Marked “Expression of Interest for Consultancy for guidance of the process of ISO 9001:2015 Certification”**

The Executive Director  
Attn: Procurement Consultant  
ASARECA  
Plot 5, Mpigi Road; P.O. Box 765 Entebbe, Uganda  
E-mail: [procurement@asareca.org](mailto:procurement@asareca.org)





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# TERMS OF REFERENCE

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