**ANNEX C to ToR**

**LOT 3.** **GLOBALG.A.P V6 SMART and GRASP implementation**

1. **Key Tasks and Activities**

To fulfil the General goal, the Contractor will seek to ensure the achievement of the following main objective at the level of the mentioned companies by the end of the contract:

* Engaging the companies in applying the principles of GLOBALG.A.P V6 SMART and GRASP, implementing and applying all the documented procedures, and submitting the application for Certificates GLOBALG.A.P V6 SMART and GRASP.
* Initial assessment of farms: An initial assessment of farms will be carried out to identify their level of compliance with the requirements of GLOBALG.A.P. V6 SMART and GRASP standards. This assessment will involve checking documentation, existing farming practices and working conditions.
* Corrective action planning and implementation: Based on the initial assessment, an action plan will be developed to address any identified non-conformities and to meet the requirements of the standards. This plan may include updating procedures, staff training and investment in infrastructure and equipment.
* Staff training: Staff involved in agricultural processes will be adequately trained on the requirements of GLOBALG.A.P V6 SMART and GRASP standards, including good agricultural practices, food safety, environmental protection and animal and farm worker welfare.
* Monitoring and recording of agricultural activities: Establish systems for monitoring and recording agricultural activities to ensure compliance with the requirements of the standards and to highlight any deviations or problems that may occur during production processes.
* Conduct Internal Audit: Conduct internal audit to assess ongoing compliance with the requirements of GLOBALG.A.P V6 SMART and GRASP standards.
* Implementation of corrective and preventive measures: Any non-compliance identified during audits is addressed by implementing appropriate corrective and preventive measures.

The Contractor must fulfil the following tasks:

1. **Process Initiation**

During this stage, the Contractor will launch the assistance activities in each company separately, including:

* to organize and to carry out the meetings for launching the assistance activity in every company separately;
* Identification and involve relevant stakeholders from different departments or areas within the company who will be impacted by the GLOBAL GAP V6 SMART ang GRASP implementation.
* to submit to and to agree with each company the Initial Audit Plan (GAP Analysis) for the regulatory framework, organization and operation of service provision processes. Identification areas of non-compliance, weaknesses, and opportunities for improvement;
* to send the lists of documents, questionnaires / forms to request all necessary information in order to fulfill the set tasks;
* to receive documents, questionnaires / forms filled in with all necessary information for fulfilling the set tasks;
* based on these initial data, the consultants of the Company will vary out the preliminary evaluation, necessary upon the initiation of assistance activities;
* to organize discussions and preliminary interviews with the representatives of beneficiary companies, to agree upon the stages and activities to be carried out, and to present all these to the working teams;
* develop a detailed implementation plan outlining the steps, timelines, and milestones for achieving GLOBAL G.A.P. V6 SMART and GRASP certification;
* identify potential risks and obstacles that may impact on the implementation process of the Good Agricultural Practice Guidelines;
* assess the training needs of employees in the implementation of the GLOBAL GAP V6 SMART and GRASP good agricultural practice guidelines. Develop training plan to provide the necessary knowledge and skills to employees at all levels;
* Review existing documentation, identify gaps and develop plans to update or create the necessary documents to align with GLOBAL GAP V6 SMART and GRASP requirements.
* Working Groups will be stablished in each company to fulfil the set tasks;
* In each of those companies a person will be appointed to be responsible for the implementation of the GLOBALG.A.P and GRASPas Project Coordinator.
1. **GAP Analysis. Initial Audit**

GAP Analysis in the GLOBALG.A.P and GRASP implementation project involves comparing existing practices, procedures and resources with the requirements of the standards and identifying discrepancies or gaps that need to be addressed to achieve compliance. The objectives to be achieved during the GAP Analysis are:

* Identification of standards requirements **-** the project team will identify and understand the actual working environment within the company through the specific requirements of GLOBALG.A.P. V6 SMART and GRASP standards.
* **Assessment of existing practices and processes -** review existing farming practices, work procedures and operational processes on farms or farm operations to determine the current level of compliance with the requirements of the standards;
* Existing practices and procedures will be compared with the requirements of GLOBALG.A.P. V6 SMART and GRASP standards to identify discrepancies and gaps;
* Non-conformities and areas where existing practices or procedures do not meet the requirements of the standards will be identified. These may include issues related to food safety, environmental protection, farm worker welfare, resource management and others;
* Non-conformities and areas for improvement will be prioritised according to their potential impact on compliance with the standard and on project objectives. Appropriate corrective and preventive actions will be established for each identified non-conformity;
* A detailed action plan will be developed that includes corrective and preventive actions necessary to address non-conformities and meet the requirements of the standards. The plan will include responsibilities, timelines for completion and resources required for implementation;
* Identification of critical points in activity flow, which may provoke delays, deficiencies, etc. and implicitly additional costs.

The result of this stage will be GAP Analysis report, developed for each company separately.

Documenting the results of the analysis, including identification of non-conformities, weaknesses and areas for improvement. Presenting findings and recommendations in a structured and clear report, highlighting differences between existing practices and GLOBAL G.A.P. V6 SMART and GRASP requirements and providing suggestions for corrective and improvement actions.

The structure of the initial audit reports will be coordinated with the EU4Moldova: Focal Regions Programme. The conclusions of the initial audit reports and the audit recommendations shall be endorsed by each company separately.

The Contractor will organize and carry out the meetings for presenting the results of the initial audit in each company.

1. **Design of GLOBAL G.A.P and GRASP standards**

During this stage, the Contractor will develop and suggest to beneficiary companies the projects for implementing the GLOBAL G.A.P and GRASP standard.

The projects will be development based on the conclusions and recommendations of the Initial results of the Gap Analysis.

For certification, the manufacturer must comply with 100% of the " Major Requirements " criteria and not less than 95% of the " Minor Requirements " criteria.

The "Recommendations" criteria are recommended requirements for now, but producers are encouraged to follow them as part of the household management process.-For a producer to be GLOBALG.A.P. SMART certified, they will need implement 190 requirements. These requirements are contained in 33 chapters of which 103 major requirements , 67 minor requirements and 20 recommended requirements.

* GLOBAL G.A.P and GRASP policy;
* Goal and scope of GLOBALG.A.P and GRASP;
* Action directions and specific measures for GLOBALG.A.P and GRASP assurance;
* Structure of GLOBALG.A.P and GRASP to be implemented in each company;
* Reference documentation (list of regulatory documents, instructions, etc.) to be amended, adjusted, completed and/or developed;
* Action Plan for carrying out the activities meant to implement the GLOBALG.A.P and GRASP;
* Necessary methods and means for meeting the management requirements defined in the standards of reference;
* Commitments of companies to implement the GLOBALG.A.P **V6 SMART** and GRASP.

The structure of project documentation shall be coordinated prior with the EU4Moldova: Focal Regions Programme.

The project documentation shall be approved according to the approval procedures in force by each company. In this respect, the Contractor will organize and carry out meetings to present the initial audit results in each company.

1. **Development of Documentation for GLOBAL G.A.P. V6 SMART and GRASP**

The development of documentation for the implementation of GLOBALG.A.P and GRASP standards is an essential step in the process of compliance with these agricultural standards. The documentation developed will provide the necessary framework and guidance to ensure compliance with the requirements of the standards and facilitate their implementation on farms or other agricultural operations.

The package of documents will cover, but will not limit itself to the following:

* GLOBALG.A.P and GRASP systems Manual - the central document containing information about the process of implementing GLOBALG.A.P and GRASP standards within the organisation. It includes the objectives, purpose, structure and policies on food quality and safety;
* Operational procedures will describe the specific procedures to be followed to ensure compliance with the requirements of the standards. These will include procedures for crop management, plant treatment, quality control and food safety;
* Work instructions will provide specific details on how to carry out certain agricultural activities or processes as required by the standards. They may include instructions for pesticide application, harvesting of agricultural products or personal and equipment hygiene;
* Tracking and record sheets - will be used to record and monitor farming activities and practices in accordance with the requirements of the standards and will include pesticide use tracking sheets, records of storage and transport temperatures, or records of inspections and audits;
* Risk assessment forms will be used to assess and manage the risks associated with different agricultural activities, these will include assessing food contamination risks, plant welfare risks or environmental impact risks, etc.;
* Policies and procedures for managing company processes, managing and maintaining documentation and records associated with the implementation of standards;
* Draft Instructions/process description;
* Risk policy;
* Internal audit procedures and documented GLOBALG.A.P and GRASP Systems;
* Other documents of GLOBALG.A.P and GRASP Systems.

The structure of documentation for the GLOBALG.A.P and GRASP implementation be coordinated with the EU4Moldova: Focal Regions Programme and will be tailored to the specific needs of the organisation and will reflect specific practices and processes on the farm or other agricultural operations.

The package of documents regarding the implementation of the GLOBALG.A.P and GRASP systems shall be approved according to the approval procedures in force, by each beneficiary. In this respect, the Contractor will organize and carry out meetings to present the package of documents regarding the implementation of the GLOBALG.A.P and GRASP systems in each company.

1. **Implementation of GLOBALG.A.P and GRASP Systems**

During this stage, the practical implementation of GLOBALG.A.P and GRASP systems shall be implemented under the guidance of the consultants of the Contractor.

After conducting an initial assessment of existing agricultural and social practices and identifying gaps and needs for improvement, the objectives and implementation plan will be established, including milestones, timelines and resources.

The implementation process will involve the consultant team and the dedicated implementation team which will include members from different departments with expertise in various aspects of agriculture and social responsibility.

In a practical way, this stage will cover the following activities:

* Training and awareness raising of staff by organising training sessions for agricultural staff and other relevant employees to familiarise them with GLOBALG.A.P and GRASP requirements.
* Create an organisational culture that promotes compliance and social responsibility.
* Evaluate and update practices and processes, review and update farming procedures to ensure compliance with GLOBALG.A.P Good Agricultural Practice requirements. Implement improvement measures to address non-conformities identified in the initial assessment.
* Implementation of GRASP requirements, Integration of social practices and social responsibility measures in agricultural operations. Ensuring respect for employee rights, promoting safe working conditions and ensuring a positive relationship with the local community.
* Develop and implement the necessary documentation to evidence compliance with GLOBALG.A.P and GRASP standards. Maintain appropriate records to document farming practices, control measures and other relevant issues.
* Internal audits and preparation for certification. Conduct regular internal audits to assess compliance with standards and identify opportunities for improvement. Preparing for external certification audits, including preparing documentation and staff to ensure successful passage of audits.
* Implement a continuous improvement process based on feedback received, audit results and changes in industry and legislation. Promote a culture of excellence to maintain GLOBALG.A.P and GRASP standards.

6. **Internal audits and management review and Initiating the certification procedure**

Internal audit and management review of the GLOBAL G.A.P and GRASP system are essential steps in ensuring compliance and continuous improvement of agricultural and social practices.

**Internal audit:**

* Audit planning: the objectives, purpose and criteria of the audit will be established. Identify the audit team and resources required;
* Conducting the audit: The audit will be carried out according to the established plan, investigating agricultural and social practices according to GLOBALG.A.P and GRASP requirements.
* Identification of non-conformities: non-conformities, weaknesses and opportunities for improvement against standards will be identified and documented.
* Issuing the audit report: The audit report will be issued highlighting the findings, recommendations and proposed corrective actions.

**Management review:**

* Collection of relevant data and information about GLOBALG.A.P and GRASP system performance, including internal audit results, customer feedback, production data and other performance indicators.
* Performance assessment by analysing the collected data and information to assess system performance and compliance with standards.
* Identify strengths and weaknesses, identify where the system is performing well and areas where improvements are needed.
* Determine corrective and preventive actions, propose and implement corrective and preventive actions to address identified non-conformances and continuously improve the system.
* Monitoring and reporting progress by implementing corrective and preventive actions and monitoring progress towards improvements.
* Continuous improvement: findings and recommendations from the internal audit report will be used to identify opportunities for continuous improvement of the food safety management system.

The structure of the Internal Audit and Management Review Reports shall be coordinated with the EU4Moldova: Focal Regions Programme.

The Reports on identified incompliances and Reports of final recommendations to eliminate the incompliances and improve certain processes for them to comply with the requirements of ISO standards shall be approved according to the approval procedures in force by each beneficiary.

During this stage, the Contractor will inform and recommend practical modalities and steps to be followed in the certification procedure by a certification body. At the same time, the Contractor will establish the modalities of assistance in negotiating and signing the certification contract and assistance at the certification audit stage (if agreed with the beneficiary companies).

The Contractor will submit a Report describing the contributions provided in guiding the companies regarding the certification procedure by a certification body and assistance in negotiating the certification conditions and provided support.

7. **Finalizing Activities**

The Contractor will summarize all implemented activities and obtained results and will submit a final Activity Report, describing, as well, the contribution provided in implementing activities, obtained results, lessons learned, good practices and recommendations for the Programme.

1. **Key deliverables and indicative timeframe**

The Company shall deliver to EU4Moldova: Focal Regions Programme the following Deliverables, in accordance with the schedule set forth in Section below.

| **Deliverables** | **Expected Period** |
| --- | --- |
| **Deliverable 1: Progress Report 1. Initiating the Process**The Contractor shall submit the Progress Report including:* The GAP Analysis Plan endorsed by each company separately;
* List of received documentation necessary to carry out the Initial Audit.
 | **4 weeks since the contract signature** |
| **Deliverable 2: Progress Report 2. GAP Analysis Report. Initial Audit**The Contractor shall carry out the GAP Analysis, present the Report of the GAP Analysis, submit the Progress Report on these activities and attaches: * Initial GAP Analysis organization, regulatory framework and service provision processed in each company, separately;
* Meetings Agenda for presenting the results of GAP Analysis and Lists of participants;
* Information materials used during the meetings for presenting the results of GAP Analysis (word version and .ppts, photo, video records);
* Decisions for endorsing the GAP Analysis by each company, separately.

The Company shall submit the draft reports and presentations to the Programme for review and approval prior to the events.  | **2 months since submission of Deliverable 1** |
| **Deliverable 3: Progress Report 3, Design of GLOBALG.A.P V6 and GRASP Systems**The Contractor shall submit the Progress Report including:* Projects for implementing the GLOBALG.A.P and GRASP in each company, according to the requirements of Terms of Reference;
* Meetings Agendas to present the projects for implementation and Lists of participants;
* Information materials used during the meetings to present the implementation projects for GLOBALG.A.P and GRASP Systems (word versions and PPPs);
* Decisions for endorsing the projects for implementing the GLOBALG.A.P and GRASP by each company separately;
* Commitment of the company to implement the GLOBALG.A.P and GRASP.

The draft documents will be completed in Romanian, presented in electronic version and endorsed by the Programme prior to submission to companies. | **1 month since submission of Deliverable 2** |
| **Deliverable 4: Progress Report 4. Development of the Documentation of GLOBALG.A.P V6 and GRASP System**The Contractor shall develop the packages of documents for implementing the GLOBALG.A.P and GRASP Systems in each company, according to the Terms of Reference and present the Progress Report including the following that shall be attached: * Packages of documents for implementing the GLOBALG.A.P and GRASP Systems, according to the list of documents and Terms of Reference requirements;
* Agenda of meetings for presenting the projects to implement the GLOBALG.A.P and GRASP Systems;
* Information materials used during the meetings to present the packages of documents for implementing the GLOBALG.A.P and GRASP Systems (word version and PPPs);
* Decisions to approve the packages of documents to implement the GLOBALG.A.P and GRASP Systems by each company separately.
 | **2 months since submission of Deliverable 3** |
| **Deliverable 5: Progress Report 5. Implementation of Designed GLOBALG.A.P and GRASP Systems**The Progress Report shall include the description of contributions provided in the process of Implementing the requirements of designed management systems. The following shall be annexed under the Report: * Internal audit reports for identifying incompliances or emerged implementation problems;
* Agendas of workshops/ trainings sessions and Lists of participants;
* Confirmation photo, video and audio materials;
* Results of workshops /training sessions;
* Information materials (word versions and PPPs) used during the workshops / meetings;
* Decisions to endorse the Reports on implemented requirements of designed GLOBALG.A.P and GRASP Systems, separately by each company.
 | **3 months since submission of Deliverable 4** |
| **Deliverable 6: Progress Report 6. Internal audits and management review and initiating the certification procedure for GLOBALG.A.P and GRASP Certificates** The Progress Report will include the description of performed internal audits of the GLOBALG.A.P and GRASP Systems for identifying the compliance of organization, regulatory framework and processes in the companies with documented systems, and the following annexes:* Reports of identified incompliances;
* Management Review Report
* Reports of final recommendations on elimination of incompliances and improvement of certain processes to be compliant with the requirements of ISO standard;
* Agendas of workshops and Lists of participants;
* Confirmation photo and video materials;
* Information materials used during the workshops;
* Decisions for approving the Report of identified incompliances and Report with final recommendations for each company;
* Description of information activities and assistance for initiating certification procedures by the certification body.
 | **2 months since the submission of Deliverable 5** |
| **Deliverable 7: Final report. Finalization of Activities**The Contractor shall submit a Final report, presenting the results of the consultancy, containing an executive summary, a detailed outline of actions and achieved results with lessons learned, good practices and recommendations for the Programme. The Final Report will include the revised documents and annexes with all deliverables produced under this assignment. | **1 week since submission of Deliverable 6** |

**Note:** *The indicated tentative timeframe has been estimated as being sufficient/feasible for the envisaged volume of work to be completed successfully and is proposed as a guideline for the duration of the assignment. It cannot be and will not be used as a single criterion for contract/assignment fulfillment. The submission of envisaged deliverables approved by EU4Moldova: Focal Regions Programme will be the only criterion regarding the activity fulfilment by the Contractor and its eligibility for payment.*