



TERMS OF REFERENCE

SERVICE PACKAGE

Organic certification according to international standards for the plantations and processing facilities of BariaChocolate Company

PROJECT "CIRCULAR ECONOMY COCOA: From Bean to Bar"

GENERAL INFORMATION

HELVETAS is an independent development organization based in Switzerland with affiliated organizations in Germany and the United States. Helvetas has been active in Vietnam since 1994, working in various areas typically Agriculture, Biodiversity Conservation, Forestry, Eco-Tourism, and Rural Economy.

Under the SWITCH-Asia programme of the European Union, Helvetas is undertaking the Project "Circular Economy Cocoa: From Bean to Bar" with the main objective to develop circular economy solutions in cocoa and other agri-food sectors, leading to equitable economic growth decoupled from harmful environmental impacts. The Project has been being implemented since 2022 in 6-7 cacao provinces in the Central Highlands and the Mekong Delta of Vietnam.

Vung Tau Hi-tech Agriculture Co., Ltd. (BariaChocolate) - a project partner - was established in 2016 with the main activities of cocoa production, processing and consumption of chocolate products. With a planting area of over 10 hectares that has been certified by Vietnamese organic standards, the company is trying to develop a production and processing chain that meets international organic standards USDA, EU and JAS.

Helvetas has completed the consultation and training support for BariaChocolate on the practices needed to meet international organic standards. Currently, we are looking for 01 service provider qualified to carry out organic assessment and certification according to EU, USDA or equivalent standards for BariaChocolate's plantations and processing facilities in Ba Ria – Vung Tau province, Vietnam.

OBJECTIVES & CONTENT OF THE ACTIVITY

The main goal of the activity is to support BariaChocolate to obtain EU, USDA or equivalent international organic certification for the growing area and factory in Ba Ria – Vung Tau, contributing to increasing the value of products through exploiting the international organic product market, while minimizing adverse impacts on the environment through organic farming practices.

IMPLEMENTING LOCATION

BariaChocolate's cocoa raw material area and chocolate processing facilities in Vietnam, particularly:

- Address of plantations: Tan Long Village, Kim Long Commune, Chau Duc District, Ba Ria – Vung Tau Province.
 - Type of review: Independent farm.
 - Expected area: 10ha
- Address of the processing facilities: BariaChocolate Factory, Ba Ria Vung Tau College of Technology, 3/2 Street, Ward 11, Ho Chi Minh City, Vung Tau.
 - Product Type: Chocolate

SCOPE OF WORK

Certification organizations are required to perform the following tasks:

- Certification assessment: Carry out an official assessment of the cocoa growing area in Chau Duc district and BariaChocolate's processing facility in Vung Tau City (Ba Ria – Vung Tau province) according to international organic standards EU, USDA or equivalents.
- Certification: Provide the necessary certification documents (EU, USDA, or equivalents) after completing the audit and ensure compliance with organic standards.

Note: Helvetas will pay the expert's wages, while BariaChocolate is responsible for the costs of certification and management fees.

REQUIREMENTS FOR SERVICE PROVIDERS

- Having a legal business license in the field of organic certification and relevant legal documents from state management agencies or prestigious domestic and international organizations.
- At least 05 years of continuous experience in providing organic certification services according to USDA-NOP, EU-Organic and other equivalent standards.
- At least 10 successful assessment and certification projects have been implemented for enterprises in the agricultural sector, including raw material areas and processing facilities according to international organic standards EU, USDA and equivalent.
- Experience working with international projects or non-governmental organizations (NGOs) in the field of organic certification is an advantage.
- There are at least 03 official consultants (signing long-term contracts with the organization) specializing in organic certification, with at least 5 years of experience in the field of international organic assessment and certification. Professionals need to have in-depth training certificates in EU, USDA and equivalent organic standards.
- At least 02 experts in the team must have experience in conducting field surveys and assessments in cocoa growing areas or similar industrial plants.
- Have a transparent history of operation and have not had any litigation or legal disputes related to certification services within the past 05 years. There is no backlog of contracts that have not been completed due to the subjective fault of the supplier, no tax debt or violation of the law.

ESTIMATED DELIVERY TIME & PRODUCTS

Activity	Required Products	Estimated time
Negotiation and signing of the contract		End of October 2024
Assessment of growing regions and processing plants	Surveys and assessments in planting areas and factories	November & December 2024
Certification	International organic standard certification documents and all related documents enclosed with 01 final report in English and Vietnamese.	Within February 2025

Contract Liquidation		It is expected to be the end of February 2025.
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APPLICATION SUBMISSION

Interested candidates should submit proposals including Company Profile and Quotations to the email address diep.dinh@helvetas.org and helvetas.vietnam@helvetas.org before 17:00 on October 21, 2024.