



RWANDA BUREAU OF STANDARDS
OFFICE RWANDAIS DE NORMALISATION

REQUEST FOR EXPRESSION OF INTEREST No.

RECRUITMENT OF AN INDIVIDUAL CONSULTANT FOR TRAINING RWANDA BUREAU OF STANDARDS STAFF ON FOOD SAFETY MANAGEMENT STANDARDS

EU FUNDS FOR EXPORT PROMOTION ASSISTANCE

The Rwanda Bureau of Standards has received support from the European Union (EU) for the purpose of export Standards promotion. It is for this reason that the Bureau wishes to recruit an individual consultant to train its staff on Food Safety Management Standards which also include HACCP system.

A. Purpose of the Consultancy

Rwanda Bureau of Standards (RBS) is required by law to enforce, develop capacity of food producers and provide Certification Services by Certifying products and Food Processing Units' Systems against Food Safety Standards. This is for the purpose of building confidence among the food products consumers that such products are safe. This facilitates both local and international trade. To be able to deliver such services, there is a need for capacity development for the staff who will be involved in delivering these services.

B. Objectives of the Consultancy

The objectives of this consultancy include;

1. Capacity development of RBS Inspectors in food safety management.
2. Serve as training of trainers in food safety management.
3. Capacity development of food safety and HACCP auditors for Certification purposes.

C. Specific tasks

The consultant shall carry out the following specific duties:

1. Carry out presentations and lectures on food safety management system and HACCP.
2. Provide CD ROMs and relevant information as references in training subjects.
3. Supervise and guide all practical sessions involved in food safety management course.

4. Supervise and guide the preparation of required forms for food safety inspection, training, auditing and certification.
5. Supervise and guide in the auditing of the HACCP systems and the entire Food Safety Management Systems of some of the Food industries in Rwanda.
6. Prepare teaching exercises and selected topics for the trainees
7. Prepare, give and supervise exams to the trainees.
8. Prepare and issue certificates of attendance to the trainees.
9. Prepare and give reports to the Director General

D. Scope of Work and Reporting

The training is intended to cover the following areas of Food Safety:

1. ISO 22000:2005, its implementation and enforcement procedures in the food industry sector
2. Auditing Food Safety Management Systems in Food Industries against ISO 22000:2005 Standards
3. Food safety policies, regulations and laws
4. Food Hazards, their detection and prevention systems
5. Food Biotechnology and related hazards
6. Food Safety Risk Analysis
7. HACCP principles and practices
8. All field practices related to auditing Food Safety Management Systems
9. Practical study tours to food industries
10. SPS Standards, measures and agreements

E. Timing, Duration and Management arrangement

The Consultant will work under the management and supervision of Rwanda Bureau of Standards. RBS will provide the training facilities. The Consultancy will take a period of one month and he/she will be expected to start work immediately after signing the contract.

G. Qualifications of the Consultant

- The individual Consultant should be a practicing Consultant in Food Safety Management Systems (FSMS)
- The individual should have worked with a busy food factory that has Certified Food Safety Management and HACCP Systems
- He/She should have carried out the same consultancy to at least 5 Companies
- The individual Consultant must possess at minimum a Bachelor's of Science Degree from a recognized University in any of the following fields: Food Science and Technology, Chemistry, Quality Management Systems
- He/She should possess Professional experience of more than 10 years
- He/she should be proficient in English. Working knowledge in French is an added advantage.

H. EXPECTED RESULTS

At the end of the training below are the expected results:

1. Trainees should be able to understand all the topics covered.
2. Trainees should be able to train others (Trained as trainers).
3. Trainees should be able to develop and design required forms for food safety inspection, training, auditing and certification.
4. Trainees should be able to carry out auditing of the HACCP systems and the entire Food Safety Management Systems in Food industries.
5. Trainees should be able to design certification schemes

Rwanda Bureau of Standards now invites an **eligible individual consultant** to indicate their interest in providing the above mentioned services. Interested Consultant must provide information indicating that they are qualified to perform the services (brochures, appropriate skills among staff etc). The electronic version is also accepted for this stage (expression interest) only.

An individual Consultant will be selected in accordance with the procedures set out in Rwandan Tendering procedures.

Expressions of interest must be delivered to the address below not later than 31st July 2008.

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