

TERM OF REFERENCE

FOR THE SELECTION OF MONGOLIAN TRAINING SERVICE PROVIDER FOR ENVIRONMENTAL LABELLING AND ESG ASSESSMENT

Background

Caritas Czech Republic in Mongolia is implementing the "Switching on the Green Economy" project, funded by the European Union's Switch Asia program, in Mongolia from 2022 to 2025, along with 3 project partners: People in Need INGO, Mongolian Sustainable Finance Association, and Development Solutions NGO. The goal is to encourage a gradual shift to a low-carbon, resource-efficient circular economy, and expedite poverty reduction in Mongolia. Within this project, the EU's "farm-to-fork" strategy's best practices in the form of eco-labeling and green certification will be introduced in selected sub-sectors of food and beverages.

In line with the project activities, the project team seeks a mongolian training service provider experienced in audit, verification, and validation through independent certification programs. The selected service provider will support the selection process of international training service provider, the organization of international training in Eco-labeling certification and ESG assessment, conduct general audit training (Үнэлгээ хийх арга зүйн сургалт), training on ISO 17029, ISO 14021 and coach auditors, verifiers, implementers on verification of ESG assessment and ISO14024 Environmental labels and declarations of total 20 MSMEs.

The selected training provider will support implementation of 1) Environmental labels and declarations standard for the food product and 2) sustainability management Environment, Social Governance (ESG) reporting standard to verify sustainability management and environmental declarations adopted by agri-food micro, small, and medium enterprises (MSMEs).

The total duration will be 70 working days for all deliverables.

Elaboration:

1. In terms of ISO 14024 Environmental labels and declarations, the project seeks to provide eco-labels for food products on the following eight topics. However, the training service provider must focus on all topics covered by ISO 14021 and ISO 14024.
 - 1.1. Recycled content
 - 1.2. Compostable
 - 1.3. Degradable
 - 1.4. Reduced energy consumption
 - 1.5. Reduced resource use

- 1.6. Reduced water consumption
- 1.7. Reusable and refillable
- 1.8. Waste reduction.

For successful implementation, the government agency will be the scheme owner, overseeing third-party verification bodies accredited to ISO 17029.

2. For the ESG assessment, MSFA will lead the development and implementation of the standards and manage verifiers for second-party verification. The current ESG assessment for food and beverage MSMEs references international and local standards, including ISO 14020 series of standards, WBA, ESRS, SASB, GRI, Malaysian simplified ESG disclosure guidance, UN Global Compact, and MSFA's ESG reporting guidelines.

Deliverables

	Deliverables	Working days
1	Provide support the entire procurement process of international training service provider	10
2	Translate training materials such as templates, presentation and exam papers received from the international training provider prior the training and provide the Mongolian version of materials before training sessions	10
3	Develop and provide training materials in Mongolian, including templates, presentations, and all materials that will be used during the training program led by Mongolian training provider /Module 4: General auditor training, Module 5: ISO 17029 training for verification/ validation and Module 6: ISO 14021/	5
4	Develop and conduct in person Module 4: General auditor training, Module 5: ISO 17029 training for verification/ validation and Module 6: ISO 14021 in Mongolian, tailored to specific standards and differentiated for auditors, verifiers, and implementers (approximately 70 participants) including 1 day exam (7 day in person training and 1 day of exam) Organise written exams, including the preparation writing of exam questions, answer sheets, and trainees evaluation reports;	8

	* Should provide certificates for participants who pass the exam and participation certificates for all attendees.	
5	Provide oral and written translation for international training program (Module 1: Lead auditor course; Module 2: Implementation course – ISO 14024 Type I, Module 3: ESG training) to specific standards and differentiated for auditors, verifiers, and implementers (approximately 70 participants) including preparation of exam materials in Mongolian and conducting exam	15
6	Support general assessment and onsite audit by providing oral and written translation for 8 MSMEs during 10-day field assessment conducted by international service provider for practical learning at client's premises following 3-4 months of implementation period; If MSME meets respective Ecolabelling and ESG standards criteria (1) environmental label by the international organization, (2) mongolian environmental label created within the framework of the project and (3) ESG certificate will be provided	10
7	Coach and mentor local auditors in the field during general assessment and the onsite audit (according to Ecolabelling and ESG standards), perform witness assessment for 12 MSMEs at client's premises following 3-4 months of implementation period; If MSME meets respective Ecolabelling and ESG standards criteria (1) mongolian environmental label created within the scope of the project and (2) ESG certificate will be provided.	12

The training provider must have at least 1 professional trainer who meets the following qualifications:

- Verbal and written professional English and Mongolian skills (required);
- A minimum of 6-8 years' experience in environmental and food safety management system, ESG (environment, social, and governance), environmental performance and

product environmental performance measurement, environmental aspect and impact evaluation of eco-labelling (required);

- Master's degree in environmental management, sustainability or a related field (required);
- Experience in mentoring or communicating complex ideas with clarity(required);
- An adaptable outlook that is agile and ready to solve problems (required);
- Experience in consultancy and onsite auditing is required, experience in onsite witness assessment for onsite auditors is preferable;
- Experience in audit team leading, witness assessment for audit team members, audit program management, lead auditor training and coaching, including experience in conducting Environmental management system (ISO 14001) and Food safety management system (ISO 22000) auditing is required;
- Experience in translating for international trainers and delivering in-class and on-site training courses for SMEs in Mongolian language and prepare lead auditors/auditors according to Internationally recognized training programs (required);
- Advantage to those who have worked on securing ISO 17021, ISO 17029 and ISO 17065 accreditation for the certification/ verification bodies (conformity assessment bodies); and can provide training on ISO 17029, and ISO 14021;

Selection criteria weighting

Offers will be evaluated based on the following criteria:

1. **Technical Evaluation** (Maximum weight: 70%)
2. **Financial Evaluation** (Maximum weight: 30%)

Offers must achieve a minimum of 7.5 points in the technical evaluation or 35% of the weighted criteria to be considered for the financial evaluation.

[1] Technical Evaluation Criteria	Percentage	Score
Qualifications of organization		3
Qualifications of trainer		2
Technical evaluation: Professional experience		
3.1. Work experience of organization in relative fields		2
3.2. Previous proven experience of trainer		3

Additional technical evaluation: Proposal		
4.1. Methodology including PPT with trainer's notes, student handouts, teacher handbooks, reading materials, case studies, workshop tools/ Approach and Work schedule and planning for deliverables, assignment, and inputs		5
[1] Total Technical Evaluation Criteria	70%	15
[2] Financial evaluation	30%	Based on price ranking

Request for clarifications

Clarifications may be requested no later than 3 (three) days before the submission deadline only by email: mandkhai.demberel@caritas.cz and ccr.mongolia.office@caritas.cz.

How to apply

Interested international training providers should submit the following documents to mandkhai.demberel@caritas.cz and ccr.mongolia.office@caritas.cz by 5 pm (UTC), October 18, 2024. The email subject should be "SOGE_International training_your company name".

1. Proposal including methodology and approach,detailed financial budget, timeline, and work plan (in English). For technical evaluation, include:
 - PPT with trainer's notes,
 - Student handouts,
 - Teacher handbooks,
 - Reading materials, case studies, and workshop tools;
2. Company profile and proof of registration;
3. Curriculum vitae of team members;
4. Links or attachments to similar works such as training curricula, reports, studies, and publications;
5. Two reference letters from at least previous two clients within the last three years.