

Terms of Reference

2 TRAININGS on DAIRY FARMING AND MILK PROCESSING (yogurts)

Democratic People's Republic of Korea

2 successive trainings / 7-10 days each (20 days maximum in total)

Sector	Food security, Goat rearing, Milk processing
Implementing organization	Première Urgence Internationale (PUI)
Project titles	Support Milk production to improve Children's Protein Intake Capitalization in animal food production knowledge
Beneficiary	Provincial University of Agriculture, Livestock and veterinary studies department and four farms in South Hwanghae province
Donor	European Commission (DEVCO)
Main objective of the consultancy	Provide 2 technical training sessions (approx. one week each) to 20 professors of Agricultural University and 20 farm technicians , on goat milk production and processing

I. Context

1. Presentation of Première Urgence Internationale

Première Urgence Internationale is a non-profit, non-political, non-religious international NGO that is currently carrying out more than 200 projects a year in 21 countries, supporting more than 4 million people. 2,650 local workers, 145 foreign workers and 80 head office employees implement projects in food security, health, nutrition, infrastructure rehabilitation, water, sanitation and economic recovery.

2. General context

The DPRK remains one of the most isolated countries in the world, especially since international sanctions have been strengthened in response to its nuclear program. Despite the lack of information, we know that a large part of the population lives in precarious conditions. According to the latest “needs and priorities” report published by the United Nations, it is estimated that 10.5 million¹ people are undernourished in the country, representing more than 42% of the population. The majority of children under 5 as well as 50% of pregnant and lactating women suffer from nutritional deficiencies, leading to high rates of malnutrition.

See Annex 3, 4 and 5 for further explanation about projects' context

3. PUI in DPRK

Area of intervention: since 2012, PUI has been concentrating its activities in the South Hwanghae Province. It has a population of approximately 2.37 million inhabitants, among which 1.26 million are farmers. The Province spreads over an area of 7000 km² and includes coastal areas, low land valleys, alluvial plains essentially devoted to paddy and corn fields, and towards the East, terraces, low hills and mountain slopes. With favorable natural and geographical conditions, agriculture is the main industry of the South Hwanghae Province. In spite of these advantageous conditions, the living standards of the farmers in the South Hwanghae Province are not higher than in other provinces.



Echoes from the field

The current situation on the 4 farms supported by PUI has gotten worse after 2017's drought: this winter, the children's daily intake has been only composed with rice, supplemented with kimtchi (fermented cabbage) or soya paste once a week.

Our values



- Humanity
- Neutrality & Impartiality
- Adaptation
- Transparency
- Cooperation/partnership
- Involvement, dialogue and initiative
- Testimony

¹ FAOSTAT 2015.

PUI's intervention is twofold:

1) Within the farms

Support program >> direct impact on milk production and its distribution to 3 400 children from 0 to 7 years, beneficiaries of the project

... with a specific objective *“to contribute to improve children’s nutritional status and households’ resilience, through the reinforcement of goat rearing practices at community and households level, in South Hwanghae Province”*.

PUI chose to focus on each succeeding link in the goat yoghurt supply chain for nurseries and kindergarten. In order to achieve tangible result, all aspects of the production and consumption cycle should thus be worked upon, from fodder production to feed the herd, to yogurt utilization by the children and households. Trainings will be done with recently given dairy processing equipment (see picture above).



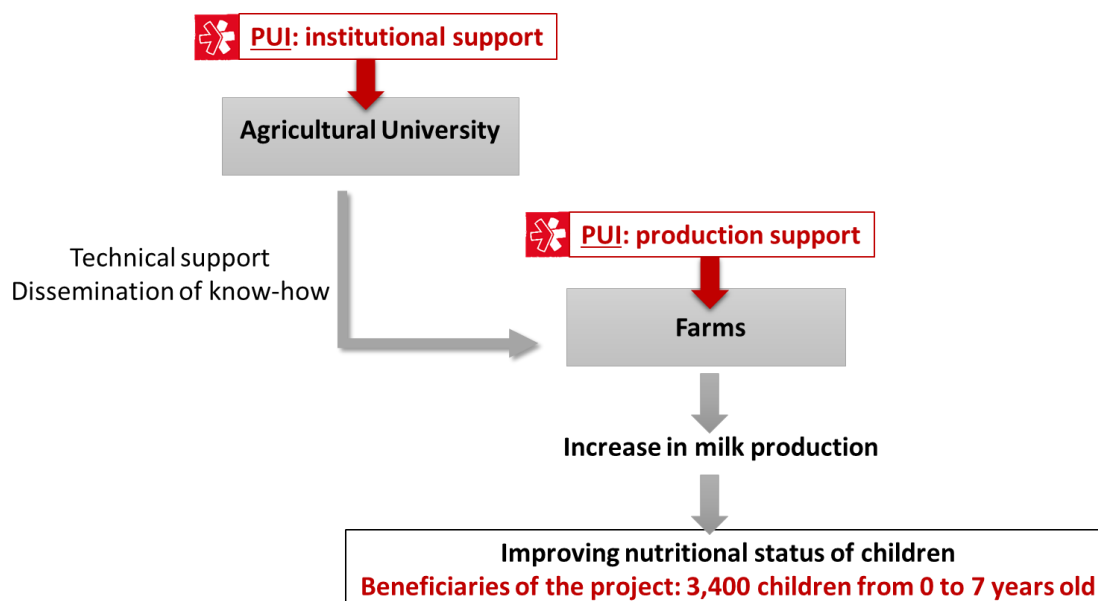
2) Within the university

Cooperation program >> indirect impact on milk production through training of future farm managers and provincial agricultural policy makers

... with a specific objective *“to strengthen the technical and institutional capacities of the Provincial Agricultural University of Haeju enabling it to play a significant part in the improvement of food security and agriculture development in South Hwanghae Province”*.

Because of isolation and a lack of financial resources, the breeding department of Haeju University has received little updates since the 1990s.

However, the dissemination of best practices is closely related to the University level of education. Students are trained to become farm managers and People’s Committee executives, so they will be in charge of livestock production, rural development and agricultural policy making. In addition, the University acts as a technical advisory toward Provincial Authorities concerning every policy implemented at the Province’s scale.



II. Objective of the requested service

1. Training subjects

PUI plans to collaborate with a non-Korean institution or consultant specialized in professional training / milk production and processing. The elected candidate will provide technical support to PUI and **ensure two training sessions on milk production and processing.**



The trainings will focus on the production of lactic ferments and yogurts in the frame of extensive goat farming. More precisely, the international expert will have to address milk processing optimization, taking into account the production quality, appropriate hygiene standards and adaptation to the local context and field realities.

The trainings will closely follow the construction of dairies by PUI and the supply of specific dairy processing equipment to the four state farms and to Haeju University pedagogical farm. The equipment provided will ensure simple pasteurization, skimming, and lactic transformation necessary for yoghurt production.

The content of the training courses may be modified according to the needs identified on the field and according to the concerted opinions of the expert and the technical managers of the projects.

2. Adaptation to two levels of audience

The two training sessions will be realized **successively** and given to the two different beneficiaries of PUI's projects:

1) Agricultural technicians from four farms of South Hwanghae Province

⇒ **Functional, practical know-how**

Concrete practical technical trainings must be given to approximatively 20 members of the breeding brigades from the four farms of the project. Some farm executives may also attend the training. The objective will be to improve the technical skills of the workers, which will have an immediate impact upon production and enhance best practices sharing.

Themes to be addressed (examples): know-how concerning the production of lactic ferments, milking methods, good hygienic practices throughout the production chain, processing stages (pasteurization, skimming, fermentation, incubation), factors influencing yogurt quality, other processed products can be quickly evoked (cheese, butter, cream, whey), conservation of products, use and maintenance of the equipment.

2) The professors of Haeju Agricultural University

⇒ **High academic standards**

High-level training will be provided to 20 professors and researchers of Haeju University. The objective will be to strengthen the level of technical and scientific knowledge of the teaching team and give the professors an update about the state of play of international studies.

Topics to be addressed (examples): lactic fermentation process, lactic acid bacteria, chemical composition of milk, good hygiene practices, different types of dairy products, monitoring of milk quality and production, conservation of transformed

products, equipment use and maintenance, international research & development recent development, innovations, etc.

The two sessions will last one week approximatively, depending on the consultant's schedule and conditions.

The candidate will thus have to be able to **adapt their speech to two different levels of understanding and skills.**

For the record, these two sessions are part of a wider training program, which also includes trainings by local Korean experts/ two other international trainings for both professors and farmers, and the participation to a Study Tour in Europe for the professors.

This mission will be the subject of a report, subjected to evaluation.

3. Expected output

During the training missions in DPRK, the consultant will provide several outputs:

- 2 training sessions (including training plans and materials) with session reports;
- 3 technical factsheets related to training topics and adapted to the audience;
- 1 list of international technical references on goat farming and fodder production;
- Final report.

These outputs will be submitted to:

- The coordination team of the project (PUI's Head of Project);
- The beneficiary (Agricultural University of South Hwanghae Province and 4 farm managers).

PUI can make internal and external use of the consultant's productions related to this project. Reports or other publications may be used in reports to donors and for capitalization purposes by Korean partners.

III. Provisions concerning the service to be delivered

1. Composition of the service provider's team

The service provider may include in the project the human resources that they consider most relevant to the success of the project. Nevertheless, for practical and financial reasons, the missions in the DPRK should be carried out by only one person.

The service offer should detail the qualities of the consultant involved and their working time on the project. In addition to strong technical skills and practical experience, and given the context and skills of the beneficiaries, team members should demonstrate excellent interpersonal skills. Particular attention will also be given to pedagogical skills.

2. Support provided by PUI

For the trainings in DPRK, PUI will:

- Get Permits and visas authorization for trainers travelling to the DPRK (but not their costs to be paid in their embassy in charge);
- Get and cover the cost for Round-trip economy class plane tickets for the Beijing-Pyongyang trip (the trainer will include plane tickets from his residency to Beijing in the financial proposition);
- Provide support for the written translation in Korean of some training materials and documents (if sent in advance);
- Provide oral translation in English during training missions in the DPRK;
- Pay the *per diem* for the stay in the DPRK, which, among other things, allows to pay for food;
- Provide accommodation in the apartment rented by PUI in Pyongyang and at the hotel in Haeju;
- Ensure local transportation for the service provider in DPRK.

The service provider will have to bring their own computer. The basic stationery will be provided by PUI.

3. Technical proposal and work plan

The candidate is required to propose two training programs, including how the trainings will be organized, conducted and delivered, and a first schedule draft.

Technical proposals must not exceed 10 pages in length, including CVs. Other material deemed to be relevant to the proposal may be attached as annexes.

4. Financial proposal of the service provider

The candidate will present a financial proposal which will include at minima the following points:

- Daily rates/allowances (unit cost and totals) for the service provider;
- Insurance coverage (sickness, disability, death, repatriation) for consultants visiting the DPRK;
- Round-trip airfare between the service provider's country and Beijing, visa, transportation in country of origin, etc.;
- Photocopies of training materials;
- Other (to be specified).

Payment will be made by bank transfer. The tenderer must provide at the time of the signature of the contract the bank details of an account registered in the European Union.

IV. Terms and conditions for tender submission and selection of the service provider

1. Contact information

Service providers are invited to express their interest and send their offer before May 25th, 2018. During the constitution of their proposal files, the tenderers may send questions and enquiries to

PUI's Project Manager in the DPRK: Amélie GUIOT-ZIMMERMANN, kor.agropm@premiere-urgence.org, with the Asia Program Officer at PUI headquarters in cc: Clément Chappe, cchappe@premiere-urgence.org.

The project document (including the logical framework) as submitted to the donor is available on demand.

2. Procedure

Tenderers are invited to comply with all the procedures described below. Tenders who do not meet the required terms and conditions could be automatically rejected.

- **Language:** proposals must be written in English or French, including annexes and descriptive documents;
- **Currency:** all prices must be in Euro, VAT and other taxes should be specified where applicable;
- **Presentation of the tender:** the tender must be presented in three distinct parts: (i) the presentation of the tendering organization or consultant, its partners and references, (ii) the technical proposal, (iii) the financial proposal.

3. Eligible organisations (indicative/non-restrictive list)

The following institutions and bodies shall be eligible, either alone or in partnership:

- Specialized consultants,
- Higher Education establishment / Universities in Agronomy or Veterinarian studies,
- Agronomic research and training centers,
- Training centers for professors in agronomy and livestock sciences,
- Specialized consultant organizations,
- Any other institution with the capacities to implement the activities specified in Part II.

4. Award criteria (indicative/non-restrictive list)

The service provider will be selected jointly by PUI and the South-Hwanghae Agricultural University. Particular attention will be paid to:

- The quality and precision of the technical proposal and its relevance towards: the local agricultural context, the objectives of the project and the target audience;
- The experience of the consultant in organizing similar training missions (supporting documents should be submitted);
- Human resources involved in the project and their experience;
- The overall amount and details of the financial offer.

V. GENERALS CONDITIONS OF ELIGIBILITY AND EXCLUSION

1. Fraud, Corruption, collusive and coercive practices

PU-AMI may reject any proposal, offer or terminate the contract if it is determined that the tenderer has been engaged in one or several practices listed below:

- Corrupt practice is defined as is the offering, giving, receiving or soliciting, directly or indirectly, of anything of value to influence improperly the activities of the Contracting Authority;
- Fraudulent practice is any act or omission, including a misrepresentation, that knowingly or recklessly misleads, or attempts to mislead, the Contracting Authority to obtain a financial or other benefit or to avoid an obligation;
- Collusive practice is an undisclosed arrangement between two or more tenderers or candidates designed to artificially alter the results of the tender procedure to obtain a financial or any other benefit;
- Coercive practice is impairing or harming, or threatening to impair or harm, directly or indirectly, any participant in the tender process to influence improperly its activities.

2. Protection of children and social rights

Première Urgence Internationale, as expressed in its Charter and internal regulations, fully complies with the International Convention on the Rights of Children and would like to draw the attention of its potential suppliers by stipulating that a child must be protected from all work that could complicate their school attendance, or have bad effects on their health, growth, as well as their social development.

It is clearly stated to the selected supplier that children under 14 are not allowed to work for the implementation of the present contract.

3. Ineligibility and exclusion criteria

Candidates, tenderers, or applicants will be excluded from participation in procurement procedures if:

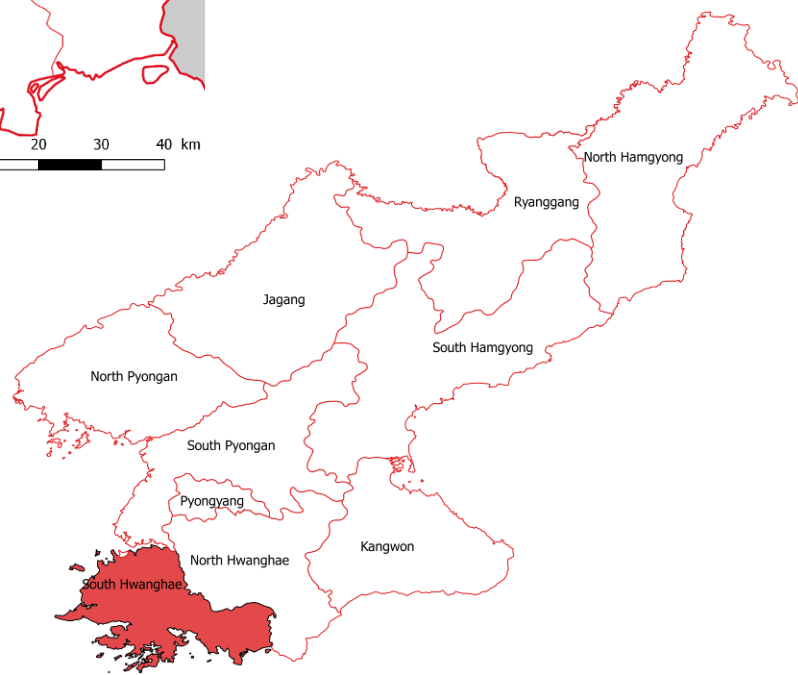
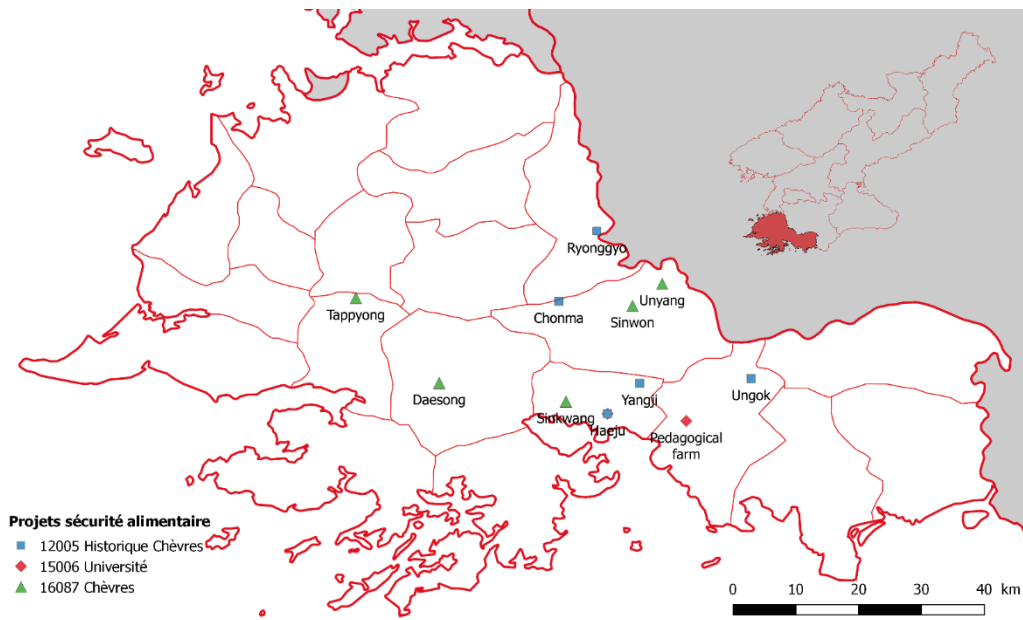
- They are bankrupt or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities, are the subject of proceedings concerning those matters, or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations;
- They have been convicted of an offence concerning their professional conduct by a judgment which has the force of res judicata; (i.e. against which no appeal is possible);
- They have been guilty of grave professional misconduct proven by any means which the Contracting Authority can justify;
- They have not fulfilled obligations relating to the payment of social security contributions or the payment of taxes in accordance with the legal provisions of the country in which they are established or with those of the country of the Contracting Authority or those of the country where the contract is to be performed;
- They have been the subject of a judgment which has the force of res judicata for fraud, corruption, involvement in a criminal organization or any other illegal activity detrimental to the donor countries' financial interests;
- They are currently subject to an administrative penalty.

Contracts may not be awarded to candidates, applicants or tenderers who, during the procurement procedure:

- are subject to a conflict of interest;
- are guilty of misrepresentation in supplying the information required by the Contracting Party.

Tenderers must certify by any appropriate means that they are not in one of the situations listed above.

Annex 1. Maps of the project



Annex 2: provisional work plan of PUI's two projects

Both projects are funded by DEVCO for 35 and 44 months in total.

Action plan 2018																
Activity	2018															
	O	N	D	J	F	M	A	M	J	J	A	S	O	N	D	
Training																
Local trainings Professors																
International trainings Professors					Fodder					Milk			Genetics			
Study Tour Professors																
Local trainings Farmers																
International trainings Farmers					Fodder					Milk						

For the record, the service provided is part of a broader training (several international courses, local trainings and a study trip to France for the University professors).

Annex 3. Context of the project

Agricultural production in DPRK is limited by:

- **Weather conditions and hydric stress:** the winter is long and cold (up to -20°C), but some winter crops are possible such as barley or wheat. Rainfall, although abundant, is not evenly spread throughout the year. Most of the rainfall (60%) occurs during the rainy season which takes place from July to September. In the past years, the DPRK has suffered from multiple high scale disasters such as flooding (2012, 2013, 2015, 2016) and drought (2015) leading to important losses in agricultural production.
- **A mountainous landscape:** 80% of the DPRK is composed of mountainous terrain. Aside from the coastal plains in the East, the presence of mountains drastically reduces the cultivable areas. It is estimated that only 21.8%² of the surface can be used for agricultural purposes (in comparison, this number is around 52.5% in France, which has a similar population density).
- **The geopolitical isolation:** The isolation of the DPRK on the international scene reduces its capacity to import key agricultural equipment and input (fertilizer, fuel, seeds...), as well as it reduces its access to new knowledge and expertise on production techniques. Agriculture is thus still very much manual, and soil fertility replenishment is becoming more and more of a problem due to over-exploitation.

The DPRK does not seem able to produce enough food to satisfy the needs of its population, and it thus remains dependent on imports and international aid. Malnutrition remains a very sensitive topic for the authorities, and key indicators are therefore difficult to measure. A joint FAO/WFP mission on food security in 2012 estimated that around 39% of households are food insecure, while notably pointing out the deficit in proteins, lipids and micronutrients.

- ⇒ To answer these needs, PUI has implemented, since 2007, a series of projects aiming at improving the intake of calorific nutriment, particularly proteins for children in schools, through goat and soya milk production.

Organization within the farms

Agriculture in the DPRK is characterized by a collective production, with strictly hierarchical decision making processes, and rigid strategic planning. The cooperative “farms” depend on the “People’s Committee” decisions concerning land and resource attribution. Within these farms, workers are grouped in “units” and “brigades”. Each brigade is specialized and responsible for one specific type of resource. A typical farm would be composed of 6 or 7 cereal brigades (producing rice, maize, wheat, barley), 1 livestock brigade (pigs, poultry, goats, cattle), 1 gardening brigade, 1 arboricultural brigade, and various support brigades (machinery, infrastructure, etc.).

Part of the production is collected by the State based on quota targets to feed the urban population, and the farms keep the rest to be either distributed or sold to local markets.

Aside from the collective production, each household can use a small portion of land of around 100 square meters for private production (which represents 1% of the cultivated surface).

² FAOSTAT 2014.

Annex 4. Goat rearing in DPRK

Use of arable land is first reserved to cereal production, but agricultural policies also recently promoted small ruminants, particularly goats (less competition with human food than pigs, better valorization of pasture, and possible use of low-quality fodder compared to cattle).

Therefore, livestock activities (pigs, goats, poultry, rabbits and draft cattle mainly) exist in most collective farms under three types of responsibility:

- **The herds of the livestock brigade:** managed by the specialized brigade to supply the schools and other brigades with products of animal origin (meat, milk, eggs, etc.).
- **The herds of the other production brigades:** the other production brigades (cereals, arboriculture, market gardeners, etc.) have to ensure their own feeding and the feeding of their nursery in products of animal origin, so they also have their own herd.
- **Private herds:** families have the right to keep some animals and to consume their production. The elderly or young people in the household take the animals to graze.

However, these livestock activities remain small and not very productive because too few resources are allocated, in particular for nutrition purposes. Ruminant farming practiced in the DPRK is an extensive livestock farming, using little or no food or veterinary inputs.

Goat races are local breeds. The strategy of genetic selection is unclear, there is little or no separation of herds, and all animals are raised for meat and for milk. Some Saanen and Alpine goats produced in the national breeding centers have been distributed to the 4 farms assisted by PUI.

Milk production is still a developing technique. Due to the lack of technical means and expertise in agro-food processes, milk isn't very much valued for nutrition, but rather used as food complement for other livestock (pigs).

On the basis of this observation, and after several projects to develop goat rearing at the farm level (see map in Annex 1), one of the main constraints identified by PUI in DPRK for the development of the livestock sector is the lack of technical skills and practical know-how. This is coupled with deficiencies in the local education system, which is not able to provide and disseminate knowledge and practices.

Two main factors can explain this current situation:

- Livestock production has deeply suffered with the decline of the North Korean economy. During the 90s, most of the goats stocks have been decimated to compensate for food shortage, resulting in a loss of traditional know-hows in goat breeding.
- More importantly, the isolation of the country, and of each Province inside the country, has then limited the dissemination of updated knowledge and practices to provincial areas as well as exchanges between national and international stakeholders.

Annex 5. Description of the Agricultural University of Haeju

Located in Haeju (South Hwanghae province), the Agricultural University was created in 1960. It is divided in 6 departments (cereals, fruits, livestock, machinery, water, management). 1800 students are studying through a training program of 4 years and a half, supervised by 180 teachers.

Every year, 400 students graduate and are appointed to local institutions or farms. About 15% of them join technical departments of local People's Committees when 70% join farms as executives. The rest of the students, usually the best, have the opportunity to join the research units of the University.

Students follow a training program of 4 years and a half, of which 40% are practical studies or internships. Those practical lessons are taught by teachers and technicians in the Practical Farm of the University: a specific farm dedicated to training only, with no production objectives, but the products are used for the school cafeteria.

The project will specifically support the Livestock Department of the University, its 22 professors and 350 students. In this department, 70 students are receiving theoretical and practical lessons on wide programs including fodder production, all kinds of animal's livestock management, veterinary services and animal food processing.

Material resources of the livestock department are limited. It has 10 computers (including 5 outdated ones), a laboratory with 6 microscopes, very few analytical instruments, an autoclave dating back to the 70s, one still and various small self-made equipment. The practical farm has an old poultry production facility, a herd of goats / sheep, a rice huller and a forage grinder to make corn stems. It is currently building a new goat shed.

Annex A: Tender submission file

Tender reference: **KOR/15006/11**

1. CONTRACTING AUTHORITY: PREMIERE URGENCE INTERNATIONALE

2. TENDERER

2.1 Tenderer :

Name:

[.....]

Nationality:

[.....]

Legal

structure:

[.....]

Registration

Number:

[.....]

Year

of

registration:

[.....]

Website:

[.....]

2.2 Representative:

Name:

[.....]

Position:

[.....]

Address:

[.....]

Phone number:

[.....]

E-mail:

[.....]

2.3 Sub-contractor (if applicable) :

Name:

[.....]

Nationality:

[.....]

3. DECLARATION BY THE TENDERER

In reply to your letter of invitation to tender for the aforementioned contract, we, the undersigned, hereby declare that:

1. We have examined and accepted in its entirety the contents of the tender dossier referenced above. We accept in full, without reservation or restriction, all its provisions.

2. We propose to supply the goods and services, in accordance with the terms mentioned in the tendering file and according to the conditions and deadlines indicated, without reserve or restriction, and in accordance with the legislation of the country.
3. The price of our offer is:
 [.....] (in numbers),
 [.....] (in letters).
4. This offer remains valid for a period of [.....] months, starting from the submission date.
5. We submit this offer on our behalf. We confirm that we are not bidding in another form for the same contract.
6. We undertake to comply with the ethical clauses described in the General Provisions of the tendering file and declare that we are not in any of the situations prohibiting us from participating in the award of the contract. We certify that we are not in a conflict of interest with any other candidate or participant in the tendering procedure
7. We will immediately notify the Contracting Authority of any change in the above circumstances. We acknowledge and agree that any inaccurate or incomplete information may result in our exclusion from this solicitation.
8. We take note that the Contracting Authority is not obliged to pursue this call to tender and that it reserves itself the right to cancel the award of the contract, in accordance with the conditions described in the application form. No liability to us shall be incumbent on the contracting authority in doing so.

Place:

[.....]

Date:

[.....]

Representative name:

[.....]

Signature and stamp:

Annex B: Financial offer template

This annex is an example of an adequate financial offer for this project and serves as a reminder of the potential costs to be included. Tenderers are permitted to add costs and lines if necessary.

Bidders are requested to attach to their bid an official letter of financial offer with their own letterhead and which will include the total amount of the performance, signature and stamp.

Please note that, as specified in the terms of reference, PUI will support certain costs directly. Therefore, the costs that should not be included in the financial offer are as follows:

- Flights from Beijing to Pyongyang (and return)
- Per diem (for catering)
- Translation costs
- Housing in DPRK
- Local transport in the DPRK

It is estimated that the training will be done in 2 separate sessions requiring approximatively 2 weeks in the DPRK.

Example of financial offer

Tender reference: KOR/15006/11

Name of tenderer: [.....]

N°	Details of offered services	Quantity	Unit	Unit Price	Total price	Justification
	Trainings in DPRK					
1	Preparation of training material					
2	Expert technique (mission)					X days of mission
3	Midterm and final report	1				
4	Photocopy	1	Lumpsum			
5	Transport (in host country)	1				
6	Flights (host country to Beijing)	1	w. return			
7	Insurance	1				
8	Visas	1	Unit			
9	Others					
					
	Total				XXXX	

Offer validity: [.....]

Place: [.....]

Date: [.....]

Name of representative: [.....]

Signature and stamp: