**ITC’S PROGRAMME ON IMPLEMENTING FOOD SAFETY AND QUALITY MANAGEMENT: GHP, HACCP & ISO 9001**

**EXPRESSION OF INTEREST: BENEFICIARY ENTERPRISES**

The International Trade Centre (ITC) is the joint agency of the World Trade Organization and the United Nations. Its aim is for businesses in developing countries to become more competitive in global markets, speeding economic development and contributing to the achievement of the United Nations Post-2015 Development Agenda. ITC's mission is to foster sustainable economic development and contribute to achieving the United Nations Post-2015 Development Agenda in developing countries and transition economies through trade and international business development.

ITC’s food safety quality management initiative assists small and medium sized enterprises (SMEs) food producers in developing countries comply with national, regional and international quality and food safety requirements in order to enable them to export and/or expand their products to new markets. ITC assists SMEs implement Good Hygienic Practices (GHP), becoming compliant with the food safety systems according to Codex Hazard Analysis and Critical Control Points (HACCP) or to ISO 9001 requirements.

As part of this initiative, ITC trains local Food Safety and Quality Management Experts who are trained in workshops and on-the-job and overseen by an international experts while building the capacities of enterprises to comply with quality and food safety requirements.

Implementing HACCP and/or GHP will bring internal benefits such as reduced risk of manufacturing and selling unsafe products for human consumption and reduced risk of accidental contamination, which will in turn generate greater consumer confidence in the products made by the enterprise. Secondly, it will bring the benefit of being in compliance with requirements of certain export markets since many countries have adopted or are likely to adopt HACCP in their food regulations as mandatory requirements. This will boost local and global demand for agro-processed products from these enterprises and accelerate national economic growth and development on a sustainable basis.

Implementing an ISO 9001 quality management system will help you assess the overall context of your enterprise to define who is affected by your work and what they expect from you. This will enable you to clearly state your objectives and identify new business opportunities, put your customers first, making sure you consistently meet their needs and enhance their satisfaction. This can lead to repeat customers, new clients and increased business for your organization. A quality management system also allows you to work in a more efficient way as all your processes will be aligned and understood by everyone in the enterprise. This increases productivity and efficiency, bringing internal costs down. Thus your enterprise becomes more competitive.

We hereby invite enterprises wishing to benefit from this initiative and receive technical assistance in the area of food safety and quality management to apply using the attached form.

The selected enterprises and their designated staff will receive practical training and assistance over a period of at least one year. They will be guided by International and national experts as well as local youth food safety and quality management experts being trained and qualified by ITC.

***Selection Criteria:***

Applicants must meet the following selection criteria to qualify for support:

1. Willingness to improve quality management and/or food safety compliance in order to expand sales on domestic, regional and/or international markets.
2. Willingness to implement the recommendations for compliance with ISO 9001/HACCP/GHP requirements, including potentially having the financial means to upgrade the infrastructure if required (unless related grants or loans can be secured).
3. Having competent and committed personnel to implement GHP/HACCP/ISO 9001 requirements and maintain required records.

**In order to benefit from the above mentioned support, the *Enterprise* commits to the following:**

1. Aspire to export/further develop its sales/exports of its products on domestic/regional/international markets and by doing so creating employment opportunities for youth;
2. To actively and fully engage in all support activities being made available to it during the full period of the Programme;
3. Make relevant information about the company available in a timely manner to the ITC Programme team in order to facilitate the implementation of GHP/HACCP/ISO 9001 and host the visits of the Programme team;
4. Designate a focal point for the Programme who will be the first point of contact and liaison between the Programme team and the Enterprise and can act as the GHP/HACCP/ISO 9001 team leader/coordinator. This should preferably be a person who understands quality management / food safety issues and who will also attend the training which is organized by ITC or as a minimum, one who understands the operations and activities of the enterprise;
5. Make available relevant managers and staff who will be directly involved in the implementation of GHP/HACCP/ISO 9001 and who will also attend the in-house training that will be conducted at the Enterprise by the local experts;
6. Openly receive ITC Programme experts on its premises and facilitate the access of these experts to all production facilities in order to undertake gap analyses and related assessments and verifications;
7. Make relevant personnel available during visits by the Programme team and strictly adhere to the set/agreed timelines for visits;
8. Implement agreed action plans and recommendations for compliance with GHP/HACCP/ISO 9001 requirements within the agreed timelines, including the upgrading of infrastructure and equipment if required;
9. Promptly address all issues which require action in order to obtain GHP/HACCP/ISO 9001 certification;
10. Maintain and keep up-to-date all required documents and records;
11. Make available relevant staff to participate in training sessions (classroom training and on site) and ensure they complete assigned tasks such as the preparation of documentation for GHP/HACCP/ISO 9001 and conduct relevant internal verifications. Otherwise undertake all activities within its control in order to ensure compliance requirements;
12. Openly share all issues and concerns as soon as these occur in order to seek solutions and overcome obstacles in a timely manner;
13. Share its experience related to obtaining GHP/HACCP/ISO 9001 certification;
14. Immediately inform the Institution in case of any changes that may have a negative effect of the implementation of GHP/HACCP/ISO 9001.

*Failure to comply with any of the above or overall insufficient progress may lead to the exclusion of the Enterprise from the support Programme. In such a case, the Enterprise will be informed in writing.*

**The selected Enterprise will benefit from the direct assistance of the support Programme as follows:**

1. Youth experts overseen by international and national experts will be assigned to each Enterprise in order to assist with the implementation of GHP/HACCP/ISO 9001.
2. A series of visits will be undertaken to the Enterprise during the programme duration. These visits will include visit on the implementation of the closures of the gaps, the finalisation of relevant documents as well as an internal audit.
3. Practical training on quality management food safety and GHP/HACCP/ISO9 9001 implementation.
4. A gap analysis of the Enterprise and the development of a road map for GHP/HACCP/ISO 9001 implementation.
5. Guidance related to the development of action plans and the preparation of all documentation required to obtaining GHP/HACCP/ISO 9001 certification.
6. In case of HACCP, support to conducting a hazard analysis and the determination of critical control points in the Enterprise.
7. Conduct of an internal GHP/HACCP/ISO 9001 audit.

***Application Process***

Interested enterprises are invited to complete the attached Application Form and return it to the address below no later than the closing date.

The selection of enterprises will be made by ITC in two stages. Successful enterprises will be contacted by ITC and may be requested to be available for an interview on a date to be confirmed.

For the *Enterprise*:

…………………………………………

*Name:*

*Title:*

*Date:*

**Application Form**

**Enterprises wishing to benefit from ITC support in order to implement ISO 9001, HACCP and/or GHP**

***To be sent to: please complete***

|  |  |
| --- | --- |
| **Registered Name of Enterprise:** |  |
| **Owner/CEO:***)* | **Name:**  **Title/position:**  **e-mail:** |
| **Contact Person:** | **Name:**  **Title/Position:**  **Tel number:**  **e-mail:** |

**Main products/services offered**:

**Main market segments served**:

**Year of establishment**:

**Total number of staff**:

**Growth plans including potential youth employment**:

**Quality related/food safety related challenges**:

**We are interested in the following certifications (please indicate order of priority in case of more than one certification)**:

GHP: \_\_\_\_

HACCP: \_\_\_\_

ISO 9001:\_\_\_

**Reasons for seeking certification**:

**Link to YEP project, YEP youth trainers, (if applicable) and any other relevant information**:

*I hereby certify that the above and attached is true and accurate.*

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(Signature of CEO/ Managing Director/General Manager)

Name in full: …………………………

Title/Position: …………………………

Place and Date: ....................................