

43

World Bank financed Assam Agribusiness and Rural Transformation Project (APART)
Operational Project Implementation Unit (OPIU): Directorate of Dairy Development, Assam

Khanapara, Guwahati-22

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Terms of Reference (ToR) for Engagement of a Firm/Consultant for NABL Accreditation of Milk Testing Laboratory, Khanapara under APART

(A) Background & Objectives of the Project:

1. The Government of Assam (GoA) through Government of India (GoI) has received a loan from the World Bank for the Assam Agribusiness and Rural Transformation Project (APART). Assam Rural Infrastructure and Agricultural Services (ARIAS) Society is the apex coordinating and monitoring agency for APART while the **Directorate of Dairy Development, Assam** is one of the implementing agencies in the project. For this purpose, an Operational Project Implementation Unit (OPIU) has been set up at the **Directorate of Dairy Development (DDD), Assam**. OPIU-DDD shall be responsible for implementation of the activities in the informal dairy value chain under APART. The Director, Dairy Development now intends to engage the services of Firm/Consultant for NABL Accreditation of Milk Testing Laboratory, Khanapara under APART.
2. The Project Development Objective of APART is to “add value and improve resilience of selected Agri value chains focusing on smallholder farmers and agro-entrepreneurs in targeted districts of Assam”.
3. To achieve the project objective, among other activities, APART has signed an agreement with International Livestock Research Institute (ILRI) for technical assistance for livestock (dairy & piggery sub-component). The activities under the dairy sub-component shall be implemented by Directorate of Dairy Development. The broad areas of ILRI –APART collaboration for (informal) dairy value chain include (i) facilitating transformation of informal dairy sector (ii) building capacity on lab technologies for milk safety and quality assurance under FSSA and (iii) improving productivity.

(B) Objectives of the assignment & scope:

About Milk Testing Laboratory, Khanapara:

The Milk Testing Laboratory, Khanapara was established in the year 2012 under the erstwhile World Bank aided project AACP. Currently, the Milk Testing laboratory is being utilized for capacity building of officials and technicians, quality testing of milk from Dairy Cooperative Societies, Assessment of Human Health Risk Study and other related activities under the World Bank aided project, APART. Presently, the existing laboratory is rendering services in testing of physical and chemical properties of milk. Since for its sustainability, it is imperative in making a move for placing the facility in the lines of requirement of accreditation bodies like NABL, the Accreditation of Milk Testing Laboratory, Khanapara is planned.

Objective of the Assignment:

Accreditation of existing Testing Laboratory from National Accreditation Board for Testing & Calibration laboratories (NABL) in the lines of ISO/IEC:17025-2017 laboratory management system.

Scope of the Assignment:


1. The Consultant (consultancy service provider) shall act as facilitator in development and approval of documentation suitable to Milk Testing Laboratory for its implementation and meeting requirements of ISO/IEC 17025:2017.
2. Study existing Laboratory infrastructure and recommendation of changes requirement accordingly. Conduct total GAP analysis as per the requirement of Accreditation body specific criteria.
3. Provide external training (4 Day online) on ISO 17025:2017 in compliance to the NABL requirement to concerned officers and the cost of the training shall be borne by the consultant.
4. Providing awareness to our officers & chemists on ISO/IEC 17025:2017 in the form of workshop/seminar/in-house training in fulfilling the overall process of system development, implementation in line with NABL.
5. Preparation of Quality Manuals, Management System Procedures (MSP), Formats and Registers. The consultant shall implement the Quality Management system, Document & Record control.
6. Verification of Personnel, Environment conditions and Equipment. The consultant shall facilitate for calibration of all the instruments in the laboratory including measurements of uncertainty etc. as per NABL requirement.
7. Verification of Handling of samples, Test methods, method validation, Test finding registers and Reporting of Results. The consultant shall assure the quality of Test Results.
8. Implementation for Corrective and preventive action.
9. Internal Audit, Management Review meeting and preparation of minutes.
10. Submission of Quality Manual to NABL for adequacy by Lead Assessor.
11. Submission of application for accreditation to NABL.
12. Facilitation in participation in inter laboratory comparison
13. Closure of Non-conformance by Assessor.
14. Consultant shall be present at the time of pre Assessment Audit and final Audit by accreditation body and guide for closing the observations given by accreditation body. Also guide for submission of any corrective action to NABL.
15. Any other jobs relevant for obtaining NABL accreditation.

(C) Period of Engagement & Payment Schedule:

- a. The Consultant is intended to be engaged for a period of 9 Months or till the receipt of NABL Accreditation Certificate.
- b. Deliverables will be the basis of payment as set forth in Para B of this ToR.
- c. Payment shall be made on completion of all the deliverables. No advance payment will be made.

(D) Logistic Arrangements: All transportation costs and administrative costs related to Consultant Representative during their visit such as Accommodation, Lodging and Boarding including travel of the concerned person for the execution of the assignment are to be borne by the Consultant.


Director

 Dairy Development, Assam