

## TERMS OF REFERENCE FOR THE SELECTION OF AN INTERNATIONAL TRAINING SERVICE PROVIDER FOR ENVIRONMENTAL LABELLING AND ESG ASSESSMENT

### Background

Caritas Czech Republic in Mongolia implements 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 NGO (MFSA), and Development Solutions NGO. The goal is to encourage a gradual shift to a low-carbon, resource-efficient circular economy in Mongolia. Within the project, the EU's "farm-to-fork" strategy's best practices in eco-labelling and green certification are introduced in selected sub-sectors of food and beverages.

In line with the project activities, the project team seeks an international training service provider experienced in audit, verification, and validation through independent certification programs such as the EU Ecolabel and other sustainability-related standards and labels. The provider should also have expertise in training on topics such as the ISO 14020 standards and ESG issues, including water, energy, waste, greenhouse gas (GHG), and sustainability management.

The selected training provider will support the development and implementation of 1) **product/process based environmental labelling scheme** and 2) a **production-based Environment, Social Governance (ESG) assessment** to verify circular economic actions adopted by agri-food micro, small, and medium enterprises (MSMEs). Additionally, the provider will train local verifiers to audit businesses aligned with the new environmental labelling scheme in Mongolia. The total working time will be 29 working days including 10 working days of in-country time required for the tailored training service

#### ***Elaboration:***

1. For the product and process based environmental labelling, the project seeks approval for ISO 14024 to MNS ISO 14024, focusing on the following 8 topics:
  - 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.

## Qualifications of the Training Service Provider:

- A minimum of 10 years of experience in ISO standards (specifically ISO 14021 and ISO14024) audit and certification, and sustainability (ESG) standards;
- Specialized focus on training services related to topics such as GHG emission, PEF standards, environmental labelling, water management, sustainability management;
- Proven experience in training developing countries on similar environmental labeling schemes;
- Proven experience in conformity assessment of verification and validation (ISO 17029) within the agriculture, food, and beverage sectors.

### **The training provider must have at least one professional trainer who meets the following qualifications:**

- Proficiency in verbal and written professional English;
- A minimum of 6-8 years of experience in environmental and food safety management systems, including environmental aspects and impact evaluation;
- A Master's degree in environmental management, food safety management, or a related field;
- Demonstrable experience working cross-culturally is preferred;
- Experience in mentoring or clearly communicating complex ideas;
- An adaptable, problem-solving outlook;
- Experience in consultancy and onsite auditing is required; experience in onsite witness assessment for auditors is preferred;
- Experience in overseeing environmental labeling program implementation and lead auditor training, including ISO 14001, ISO 14020 series, and related standards;
- Experience with auditing businesses for compliance with environmental standards including but not limited to the latest versions of ISO 22000, ISO 14001, ISO 14020 series, EU Ecolabel, and green labels;

- Comprehensive knowledge of verification/validation operations for ISO 14065, ISO 14066, ISO 14020, ISO 14021, ISO 14024, ISO 14025, and ISO 14030 according to ISO 17029, ISO 14065, and other assurance standards;
- Experience working with ISEAL or GEN member companies and their verification systems is an advantage. The trainer is preferred to be willing to cooperate with project team members and develop training materials that align with the mentioned standards and the Mongolian National Environmental Labelling Schemes developed under the SOGE project.

## Deliverables

|   | Deliverables   | Working days |
|---|--|--------------|
| 1 | Develop and provide training materials in English, including templates, presentations, and all materials that will be used during the training program (excluding ISO standard documents)  | 4            |
| 2 | Deliver online training program in English, tailored to specific standards and differentiated for auditors, verifiers, and implementers (approximately 70 participants) including 1 day exam<br>Organise written exams, including the preparation writing of exam questions, answer sheets, and trainees evaluation reports;<br>The certification must needs to be aligned with ISO 14024.<br><b>* Should provide Internationally Accredited Lead Auditor or Lead Verifier certificates (Personnel certification under ISO 17024) for participants who pass the exam and participation certificates for all attendees.</b> | 15           |
| 3 | Conduct 10-day onsite audit for practical learning at client’s premises after 3-4 months of implementation period; based on audit results environmental label to be provided   | 10           |

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

- Proficiency in verbal and written professional English skills (required);

- A minimum of 6-8 years of experience in ESG (environment, social, and governance), environmental and food safety management systems, environmental performance measurement for organizations and products, and environmental aspect and impact assessment (required);
- A Master's degree in environmental management, sustainability, or a related field (required);
- Demonstrable experience working cross-culturally (preferable);
- Experience in mentoring or clearly communicating complex ideas;
- An adaptable, problem-solving outlook (preferable);
- Experience in consultancy and onsite auditing (required), experience in onsite witness assessment for auditors is preferable;
- Experience in conducting ESG and sustainability assurance activities, including remote documentation review, onsite audits, and audit program management. Advantageous if experienced with ISO 14019, GRI, SASB, TCFD, TNFD, and other internationally recognized sustainability standards (required);
- Preferable if the trainer has teaching and verification experience in EUDR, CSDDD, CSRD, GHG Protocol, climate change risk management, living wage calculation, forced labor risk management, and other key ESG topics;
- Advantage to have experience securing accreditation for the conformity assessment bodies in sustainability assurance;
- Advantageous if the trainer has worked with ISEAL member companies and their verification systems. Willingness to cooperate with project team members and develop training materials that align with the above mentioned standards, the Mongolian National Green and ESG Taxonomies, and the schemes as well as the schemes developed under the SOGE project.

## 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                      |
| <b>[1] Total Technical Evaluation Criteria</b>  | 70%        | 15                     |
| <b>[2] Financial evaluation</b>   | 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](mailto:mandkhai.demberel@caritas.cz)

## How to apply

Interested international training providers should submit the following documents to [mandkhai.demberel@caritas.cz](mailto:mandkhai.demberel@caritas.cz) by 5 pm (UTC), September 30, 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.