

## **Terms of Reference for Baseline Survey & Mapping of Food Business units in Karnataka State under Food Safety and Standards Act 2006**

### **PREAMBLE:**

The Government of India with an objective to ensure 'Safe Food' in and across the country has revised, reviewed and upgraded the Prevention of Food Adulteration Act, 1954 and Rules 1955 to Food Safety & Standards Act 2006. Under this Food Safety Standard Authority of India has been established as the National Statutory Body for laying down science based standards for articles of food and regulating manufacturing, processing, distribution, sale and import of food so as to ensure safe and wholesome food for human consumption.

Health being a State subject the respective States were directed to comply to FSSA 2006 & upgrade their existing organization to FSSAI Food Safety Norms. Complying to this Government of Karnataka has set up the Commissionerate of Food Safety as per the Government Order No: HFW 31 FPR 2011, Bangalore dated: 03-02-2011.

Initially the Commissioner of Health & Family Welfare and AYUSH Services Government of Karnataka has been bestowed the responsibility of Food Safety Commissioner in Karnataka.

The Food Inspectors in the Department of Health & Family Welfare are notified & appointed as Food Safety Officers under the control of Designated Officers in their respective districts. At the State level there are posts of Deputy Director & Joint Director with Joint Food Safety Commissioner, under the Food Safety Commissioner. Additional District Magistrates of the Districts are notified as Adjudicating Officers of their respective districts. Also 8 Food Analysts are notified for the State and Divisional Food Laboratories. This addresses the formation of the organization for the Food Safety in Karnataka.

The next challenge is to identify Food Business Operators (FBO's) with the above organizing structure it is a humongous challenge to identify all the FBO's in the State & map them. Hence it would be more appropriate to procure the services of external suitable agencies for the baseline survey & mapping of Food Business Units.

### **Objectives:**

1. Identification, Registration & Licensing of all the Food establishments in the eight Corporation areas of Karnataka.
2. To supervise, monitor & facilitate Registration and License of all Food establishments in the eight Corporation areas of Karnataka.
3. For mapping and documentation of all Food establishments in the selected eight Corporation areas of Karnataka.
4. The 8 corporations of Karnataka indicated are :-

SI No	Name of the corporation
1	Bruhat Bangalore Mahanagara Palike
2	Mysore Mahanagar Palike
3	Mangalore Mahanagar Palike
4	Hubli-Dharwad Mahanagara Palike
5	Davangere Mahanagara Palike
6	Belgaum Mahanagara Palike
7	Bellary Mahanagara Palike
8	Gulbarga Mahanagara Palike

### **Scope of Activities:**

1. Develop the questionnaire and submit to Food Safety Commissioner for approval. After approval, field test the questionnaire. Report the field test to the Commissioner. Review, revise the questionnaire and after approval, use for Baseline Survey.
2. To identify and locate all the Food establishments however big or small manufacturing, storing, distributing or selling the smallest or the largest quantity of the food or its appendages in Mahanagara Palikes.
3. To categorize and classify the Food Business units.
4. To identify and document the levels of Food Safety norms to which the Food Business units adhere.
5. To locate the food business units on the map, GIS mapping.
6. To motivate all the identified FBOs to register or apply for licensing, as the case may be.

### **Expected qualification of consultancy firm:**

1. Significant track record of having successfully done surveys in the past 10 years.
2. A minimum annual turnover of Rs. 2 crore in any one year during the last 3 years.
3. Should be a registered entity under Trust Act/Society Act/Company Act/LLP Act.

### **Key Personnel:**

1. **Team Leader:** a) A University Masters Degree, preferably in Economics/Statistics/Sociology/ Social works. b) A minimum of 5 year of experience in conducting survey, preferably in at least 1 large scale survey, for eg. in a population of 20 lakhs. c) Fluency in writing and communication, in English, Hindi, Kannada, and preferably also with communication skill of other South Indian languages.
2. **Field Coordinator** a) A University Bachelor Degree b) A minimum of 3 year of experience in any field of conducting survey, preferably in at least 1 large scale survey, for eg. in a population of 20 lakhs. c) Fluency in writing and communication, in English,

Hindi, Kannada, and preferably also with communication skill of other South Indian languages.

3. **Field Researcher:** a) A University Bachelor Degree b) Fluency in writing and communication, in English, Hindi, Kannada, and preferably also with communication skill of other South Indian languages.
4. **Data Manager:** a) A University Bachelor Degree, with relevant certified computer knowledge and skill b) Minimum of 2 years of experience in relevant field c) Fluency in writing and communication, in English, Hindi, Kannada, and preferably also with communication skill of other South Indian languages.
5. **GIS Expert:** a) A University Bachelor Degree, with relevant certified knowledge of mapping, eg: mapinfo/arcinfo, etc. b) Minimum of 2 years of experience in relevant field c) Fluency in writing and communication in English, Hindi, Kannada, preferably also with communication skill in other South Indian languages.
6. Any other relevant expert may be taken.

**Deliverables:**

1. Performance bank guarantee - At the commencement of the activity.
2. Inception report should include methodology of survey, survey checklist, formats, GIS software for mapping and location - At the commencement of the activity.
3. Monthly submission of reports on the survey, mapping and challenges faced, if any.
4. Draft Final report presentation to the review committee - End of 4<sup>th</sup> month.
5. Final report for acceptance.
6. Final report - 5 sets of hardcopy, 5 sets of soft copies in pen drive or hard disk and the GIS map.

**Period:** 16 weeks (4 months).

**Payment schedule:**

- |             |   |                                     |
|-------------|---|-------------------------------------|
| <b>i.</b>   | Submission of Inception Report, along with all the instruments of survey:   | 10% of the contract value.          |
| <b>ii.</b>  | Survey completion report of the 7 City Corporations, other than BBMP, 5% for each City Corporation:   | total of 35% of the contract value. |
| <b>iii.</b> | Survey completion report of the BBMP:   | 20% of the contract value.          |
| <b>iv.</b>  | On completion of registration or issue of License, of more than 90% of the surveyed FBOs of the 8 City Corporations, by the end of 8 weeks or 2 months after signing the contract, which-ever is earlier: | 20% of the contract value.          |
| <b>v.</b>   | On acceptance of the submitted final report:  | 15% of the contract value.          |

**Validation of the reported data:**

The jurisdictional Food Safety Officers of the concerned districts/BBMP zones will verify, validate and certify at least 05% of the survey FBOs by the consultancy firm.

**Review Committee:**

1. The Food Safety Commissioner -Chairman
2. Project Administrator, KHSDRP or his representative – Co-Chairman
3. Joint Director (FSSA), Public Health Institute, Bangalore- Member
4. Deputy Director (Admin), Public Health Institute, Bangalore- Member Secretary
5. CFO, KHSDRP, Bangalore- Member

**Facilities provided by the client:**

1. Identity to the personnel engaged in the baseline survey of FBO.
2. Food Safety Officers in their respective areas will support the field activity.

**Method of Selection:**

Agency will be selected in accordance with *Quality and Cost Based Selection (QCBS) procedures set out in the World Bank's Guidelines*

**Termination clause:**

In case of termination of this agreement / contract the Client or the Consultant will have to give a month's prior notice. The Decision of Project Administrator, KHSDRP in all matters concerned to the services of will be final.

GOVERNMENT OF KARNATAKA  
**KARNATAKA HEALTH SYSTEM DEVELOPMENT & REFORM PROJECT  
(KHSDRP)**

1<sup>st</sup> Floor, Public Health Institute Building, Sheshadri Road, Bangalore 560001  
Ph: 080-22246024 Fax: 080-22277389, E-mail: [pakhsdrp@gmail.com](mailto:pakhsdrp@gmail.com)/[ddsicfkhsdrp@gmail.com](mailto:ddsicfkhsdrp@gmail.com)  

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No: HFW/KHSDRP/SICF-M&E/BSY&M/08/13-14      Credit No: 5161 IN      Date: 22.02.2014

**Invites**

**Expression of Interest for Baseline Survey & Mapping of Food Business units in Karnataka State under Food Safety and Standards Act 2006**

1. Government of Karnataka (GOK) through Government of India has received a Credit from the International Development Association (IDA) towards Karnataka Health System Development and Reform Project and intends to apply part of the proceeds of this Credit to payments under the contract for hiring of Baseline Survey & Mapping of Food Business units in Karnataka State under Food Safety and Standards Act 2006 KHSDRP, GoK.
2. The scope of the services would include the following activities which will be taken by the consultant:
  - a) Develop the questionnaire and submit to Food Safety Commissioner for approval. After approval, field test the questionnaire. Report the field test to the Commissioner. Review, revise the questionnaire and after approval, use for Baseline Survey.
  - b) To identify and locate all the Food establishments however big or small manufacturing, storing, distributing or selling the smallest or the largest quantity of the food or its appendages in Mahanagara Palikes.
  - c) To categorize and classify the Food Business units.
  - d) To identify and document the levels of Food Safety norms to which the Food Business units adhere.
  - e) To locate the food business units on the map, GIS mapping.
  - f) To motivate the identified food business units to register or apply for license
  - g) And any other related activity detailed in the ToR.
3. The Project Administrator, KHSDRP now invites agencies fulfilling the following criteria to apply with necessary documents;
  - a) Significant track record of having successfully done surveys in the past 10 years.
  - b) A minimum annual turnover of Rs. 2 crore in any one year during the last 3 years.
  - c) Should be a registered entity under Trust Act/Society Act/Company Act/LLP Act.
4. Interested Consultants must provide the complete information justifying that they are qualified to perform the Services: This may include brochures, description of similar assignments performed, and details of experience in relevant field and availability of

skills among staff, financial details such as annual financial turnover during 3 years with relevant details, etc.

5. Agency will be selected in accordance with *Quality and Cost Based Selection (QCBS) procedures set out in the World Bank's "Guidelines: Selection and employment of consultants under IBRD Loans and IDA credits and grants by World Bank Borrowers- January 2011."* The guidelines are available at [www.worldbank.org/procure](http://www.worldbank.org/procure).
6. Interested Agencies may obtain further information by contacting KHSDRP through Telephone: **080-22210248** / Mobile No: **9449843404**. Terms of Reference for the assignment are available in the web [www.karhfw.gov.in/KHSDRP](http://www.karhfw.gov.in/KHSDRP).
7. The firms shall upload their Expression of Interest for **Baseline Survey & Mapping of Food Business units in Karnataka State under Food Safety and Standards Act 2006** along with all the supporting information as stated in para 4 on or before **11.03.2014** of 1700 hrs in e-portal only i.e. [www.eproc.karnataka.gov.in](http://www.eproc.karnataka.gov.in).

**Address:**

Office of the Project Administrator,  
KHSDRP, PHI Building,  
Sheshadri Road, Bangalore -560001

Sd/-  
**Project Administrator,**  
**KHSDRP**

