

TERMS OF REFERENCE

TECHNICAL SUPPORT WITH CORPORATE POLICY DEVELOPMENT FOR ANTIMICROBIAL STEWARDSHIP IN FOOD PRODUCING ANIMALS

A. PROJECT BACKGROUND AND OBJECTIVES

IFC's Manufacturing, Agribusiness and Services (MAS) Department covers sectors which cater to basic human needs such as food, shelter, jobs, and health and education. They play a critical role in providing goods and services to consumers, creating jobs, contributing to government revenue and stimulating growth through SMEs.

IFC's priorities in MAS are: (i) increasing access to goods and services, with a particular focus on frontier countries and regions; (ii) building top sector expertise to make IFC the preferred partner for key clients; (iii) supporting local companies while improving their transparency, efficiency and sustainability; (iv) catalyzing foreign investment; and (v) developing client, sector and country- level solutions which can be scaled and replicated with a special focus on climate change.

IFC MAS Advisory Services support companies that promote good agricultural practices that benefit smallholder farmers and value chain solutions involving small and medium size enterprises. The Sustainable Protein Advisory Platform is working with IFC clients to promote best practice and improve efficiency, integrate farmers in competitive supply chains and improve their operations and reduce the environmental footprint of animal protein production.

IFC Agribusiness Advisory Services is looking for a **strong technical consultant to roll out the *Antimicrobial Stewardship Program template*** developed as part of the IFC Guidelines: "*Corporate Policy Development for Antimicrobial Stewardship in Food Producing Animals*" which will require Consultants with the following language skills: **French, Spanish, Portuguese, Vietnamese and Chinese**. The IFC is looking for Consultants to cover each of the linguistic skills required.

B. SCOPE OF WORK

Implementing the Tool

The Guidelines document "*Corporate Policy Development for Antimicrobial Stewardship in Food Producing Animals*" and AMS Program template has already been finalized and is ready to be rolled out with IFC's animal protein portfolio clients globally.

Step 1.0) Prior to commencing the work with clients, the AMS technical guide, AMS corporate template, training documents and feedback questionnaire have already been prepared in English and the local language. The consultant is required to proofread and correct the local language version of the AMS corporate template and the training materials (this step is only completed once, not for each client).

For each client these are the steps:

Step 1.1) The Consultant will first **present the AMS Program document** to the client during an online workshop including the objectives and rationale, development, implementation, and monitoring. The modalities of the implementation will be discussed with the client.

Step 1.2) Once the client’s interest has been confirmed the Consultant will prepare and present to the client a suggested work plan for the implementation of the AMS program. The Consultant will travel to the client’s site and **develop the AMS Program document** and document feedback on the ease of use/ability to tailor the template effectively for each business, including:

- i) Corporate Statement
- ii) Government Legislation and Programs
- iii) Current Usage Baseline and Target Use
- iv) Program development and implementation
- v) Reporting and Monitoring
- vi) Governance and Program Development

Step 1.3) During the on-site client visit, the Consultant will conduct a **1-day training** for all levels of staff involved in implementing the AMS Program. The staff to be trained include, but will not be limited to:

- Head Veterinarian
- Operations Manager
- Section/Farm Managers
- Procurement & Distribution

Step 1.4) Once the AMS Program document has been developed the Consultant will follow up with the client over the next 3 months to seek **feedback on how the Program is being implemented**, by all levels of staff in the business. The Consultant will fill in the questionnaire which covers program implementation, reporting and monitoring to track progress, as well as qualitative feedback on ease of use of the template.

C. ASSIGNMENT DURATION AND DELIVERABLES/SPECIFIC OUTPUTS EXPECTED FROM CONSULTANT

The Consultant reports directly to the TL.

Step	Deliverable	Deliverable Detail	Days
1.0	Proofread and correct translated materials to support this TOR	Proofread and correct the local language AMS Corporate guide, Corporate template and training documents. Proofread and correct the translated feedback questionnaire to be filled in by the business during implementation.	1*

		Translate into English and include in the final report to IFC all relevant client documents.	
1.1	Online workshop (2 workshops)	Online workshop to present the tool and agree on the modalities of the logistics of the client visit to develop the AMS Program document (2 hours per client). 0.5 day delivery and 0.5 day online follow ups prior to visit.	1
1.2, 1.3, 1.4	Site visit and follow up	Site visit to co-develop the AMS Program document and gather feedback on ease of development / applicability (max 3 days in person per client). 1 day visiting business, 1 day training, 1 day on site document preparation. Plus 1 day of remote work to gather feedback. 1 day translation of all final documents (Corporate Policy and feedback form) into English.	5
Total			6 days per client 1 day translation (one off)

*once per client i.e. for each client 6 days; with an additional 1 day to translate materials (one-off).

There will be a review and sign off of each Step by the TL before moving to the next Step.

The scope of work will commence upon signing the IFC contract.

The following are the specific deliverables:

Timeline

Step	Deliverable	Deadline
1.0	Proofreading local language AMS guide, AMS corporate template, training materials and the feedback questionnaire	1 week after contract signed
1.1	Online client workshop: introduce the AMS Program tool (1 workshop per client)	2 weeks after contract signed

1.2	AMS Corporate Program document (1 per client) in local language and in English	4 weeks after contract signed
1.4	Completed feedback form in local language and in English	6 weeks after contract signed

Deliverables are considered completed once they have been signed off by the TL.

This assignment involves travel to IFC client site. The costs of the travel will be first approved by the TL and, once approved, will be covered by IFC.

D. SELECTION CRITERIA

The Consultant to be hired should meet the following criteria:

- A Consultant with at least 10 years of relevant industry experience advising private companies on their veterinary services including on AMS Program development and implementation;
- Experience managing veterinary services in-house for animal protein producers;
- Knowledge of veterinary management services and food safety management systems;
- Knowledge of emerging markets and developing countries;
- Bachelors' Degree in Veterinary Medicine & Surgery or similar field;
- Experience working with IFC (desired but not essential)
- Fluent in written and spoken English and fluent in one of the required languages (written and spoken): French, Spanish, Portuguese, Vietnamese and Chinese (one essential; more than one desired)