



HELVETAS
VIETNAM



CRED
Center for Rural Economy Development



TERMS OF REFERENCE

UEBT CERTIFICATION ASSESSMENT TO VIEN MINH COMPANY LIMITED

Within

**Project of “Upscaling of Ethical BioTrade Initiatives within phyto- pharmaceutical
industry in Vietnam”**

Backgrounds

The Project of **“Upscaling of Ethical BioTrade Initiatives within phyto-pharmaceutical industry in Vietnam”** (referred to as BioTrade EU) has been launched since April 2016 and will end by September 2020. The project is funded by European Union, implemented by Helvetas Vietnam and the Center for Rural Economy Development (CRED).

The Scaling up of Ethical BioTrade initiatives within phyto-pharmaceutical sector in Vietnam which aims to upscale the sustainable Ethical BioTrade business model to the Natural Ingredient (NI) sector of Vietnam while improving processing at the source, increasing the energy efficiency of value chains.

One of the project's core contents is to support farmers and businesses to strengthen and develop the product value chains in accordance to Ethical BioTrade Standard (EBT). The main expected results include:

- Over 5,000 farmers/collectors increase revenues as actors of EBT compliant value chains;
- 32 value chains of Natural Ingredient being in the process to become fully EBT certified;
- Supply of EBT certified products to SMEs increase annually by 20 % from year 2017 onwards with the positive side effect of substituting current NI imports;
- 50% of products of SMEs are fully EBT compliant by the end of the project;
- Consumers will be aware of the EBT business model and gradually change their consumer behavior. This will increase the demand for EBT products by 50% from 2016 to 2019;
- Reduction of 10,176 tons of CO2 emission and 400 tons of material loss has been achieved.

Aiming to encourage companies that cultivate, wild collect and use natural resources and respect and comply internationally recognized standard.

Union for Ethical BioTrade (UEBT) is a membership based non-profit organization which promotes and supports companies working in natural ingredient sectors to take up sustainable sourcing activities in accordance to Ethical BioTrade Standard. UEBT member companies are supported to adapt their natural ingredient sourcing management system and their sourcing activities to the requirements of Ethical BioTrade Standard.

Vien Minh is a company which promoting brands from Cajeput oils for herbal medicines and personal cares. Vien Minh products are mainly sold in domestic markets. Vien Minh prioritized supply chain is Cajeput (*Malaleuca leucadendra var cajuputi*) and it is currently being organic certified.

In order to achieve the project's objectives, Vien Minh and its prioritized natural ingredient supply chain should be assessed and audited to identify the non conformities in accordance to Ethical BioTrade standard then being supported to develop work plan for becoming UEBT trading members. Therefore, the project is looking for an agency to provide the natural ingredients pre-assessment and UEBT membership audit services for Vien Minh.

Objectives

The following objectives are set for the assignment:

- Assessment of Vien Minh natural ingredients sourcing management system;
- Audit the natural ingredient production and prioritized supply chain of Vien Minh;
- UEBT membership for Vien Minh is granted.

Scope of Work

Subject	Production Size	Number of farmers	Location	Standard
Vien Minh management			Ha Noi	Ethical BioTrade Standard and UEBT membership protocol
Cajeput (<i>Malaleuca leucadendra var cajuputi</i>) supply chain	74 ha	64 farmers	Thach Ha, Ha Tinh Province	

Deliverables

Deliverables of this activity are expected as follow:

- Audit plan for Vien Minh and Cajeput supply chain
- Prioritized supply chain pre-assessment and membership audit report
- Vien Minh work plan in accordance to Ethical BioTrade Standard
- UEBT membership for Vien Minh

Qualification Required

The agency should meet the following requirements:

- Agency must be accredited to audit UEBT membership schemes (UEBT) mentioned in the **Scope of Work**;
- Auditors and other personnel involved in the audit process shall be qualified in line with the accreditation standard for which the agency is accredited;
- Knowledge of Ethical BioTrade Standard is a must;

Activities

- Application
- Service contract signing
- Review related document
- Field auditing mission
- Correction of non-conformities recommended by the auditor
- Approvement of Workplan
- Membership being granted
- Liquidation of contract

Suggested Time Schedule

- The assignment will be carried out from August 01, 2020 to August 25, 2020 (including: negotiation and signing of contract, audit on field, report writing, workplan development and approval, membership granted and liquidation of contract)

Location

- Ha Noi
- Ha Tinh province

Budget

Interested candidates should send quotation and application to helvetas@helvetas.org and cred@cred.org.vn by August 7th, 2020.