
Terms of Reference



Expert consultant to support Rikolto in Vietnam on SRP Verification for the Rice programme in Dong Thap Province, Vietnam

1. Context

Rikolto is an international NGO with over 50 years of experience partnering with farmer organisations and food chain actors in Africa, Asia, Europe and Latin America. Rikolto runs programmes in 18 countries worldwide through 5 regional offices. Rikolto envisions a world with production and consumption systems that allow poverty and hunger to be eradicated and that do not burden our planet more than it can bear. Since 2017, Rikolto has engaged in the rice sector of nine countries: Vietnam, Indonesia, the Democratic Republic of Congo, Tanzania, Uganda, Benin, Burkina Faso, Mali, and Senegal. Rikolto has been coaching farmers to change their practices in line with low-carbon and sustainable rice production practices, including Alternate Wetting and Drying (AWD), following the Sustainable Rice Production (SRP) Standard, and promoting market linkages by connecting rice producers with market actors. In the area of enabling environment, through collaboration with other stakeholders, Rikolto promotes public and private stakeholders to adopt policies, programmes, and initiatives that promote a more sustainable and inclusively governed rice sector.

The Sustainable Rice Platform (SRP) Standard for Sustainable Rice Cultivation is the world's first voluntary sustainability standard for rice. Drawing on the experiences of other agri-food sustainability initiatives, the SRP Standard was developed over a two-year period with broad stakeholder participation. Recently farmers' livelihood has been unstable due to the impacts of the market and natural conditions such as climate change, floods, and drought. The SRP Standard is a stable practice which could generate higher income for farmers and a friendly environment by reducing the application of fertilizer and pesticides, henceforth generate fewer negative impacts on the environment, reducing risks, and being suitable for most farmers in MKD.

Since 2018, farmers in Dong Thap province have been implementing and gaining experience with the model supported by Rikolto. Rikolto is now planning to support SRP (Sustainable Rice Platform) certification for two cooperatives and is currently seeking consulting services to assist farmer organisations in implementing SRP verification.

2. Objective

The main objective of the consulting package is to support Dong Thap rice farmer organisations on SRP standard verification. The following specific objectives are:

1. The farmer organisations and the third-party service provider offering rice milling, packaging, and storage services possess the knowledge and skills necessary to operate under the SRP Verification Scheme.
2. Support the farmer organisations and the third-party service provider in obtaining SRP verification from a Verification Body, covering their raw material areas and associated products.

3. Scope of work

Location: Dong Thap Province (including two rice farmer cooperatives with a raw material cultivation area of approximately 200 hectares, one rice mill owned by a cooperative, and a third-party service provider offering rice milling, packaging, and storage services).

The scope of work includes, but is not limited to, the following tasks (see details in the table in the next chapter):

- Training for farmers and cooperatives on SRP standards requirements, SRP IMS and self-assessment for SRP standard;
- Support cooperatives and miller to review and establish internal management system (IMS); develop documents and train related skills to operate self-assessment;
- Provide training to the rice miller on SRP custody of chains (CoC); develop documents and train related skills to operate the internal management system;
- Assist in documents for factory form, procedures, production, processing, storage, farm plans and regulations related to SRP verification requirements;
- Provide specific guidance on compliance practices on farms, processing and storage facilities;
- Guidance on registration procedures with verification bodies (VBs);
- Support during verification audit and following up and instruction for corrective action(s) (if any).

4. Main activities, deliverables and schedule

#	Key activities	Expect results	Estimated time (Days)
1	Baseline survey and risk assessment for two cooperatives and a third-party service provider offering rice milling, packaging, and storage services	Provide quality summary findings on the current practices and situation of farmer organisations; identify key risks at the cooperatives and field levels to address and improve to meet the SRP's IMS and Assurance Scheme requirements.	6
2	Baseline survey reports		3
3	Training material preparations		6
4	Training on the SRP Standard, IMS, and self-assessment skills for the cooperatives and the third-party service provider	Cooperatives, millers, service provider will be training on related topics to meet the SRP standard verification requirement	8
5	Farmer training focused on SRP requirements and a consensus-based discussion on the group management plan for SRP implementation		16
6	Review the documents required and support to improve (give feedback, technical assistance) to meet the requirements (on the IMS and Assurance Scheme)	Set of required documents by the standard will be ready for third party audit	10

7	Instruct and support cooperatives/miller's IMS team on IMS self-assessment based SRP checklist	Self-assessments results/report will be submitted to cooperatives and project officers	17
8	Preparing document for factory, form, procedures and map of factory	Documents required by the standard for factory will be prepared and ready for verification audit.	6
9	Conduct Trial audit preparing for official audit	Trial audit report	12
10	Follow up and instruction corrective action	Follow up and report corrective action(s) have been done	5
11	Support the external audit by VB	Connect VB, support the external audit by VB	12
12	Error troubleshooting training (if applicable)	The issue has been resolved	6
13	Final report on the verification process	The report thoroughly presents the evaluation process, key lessons learned, and recommendations regarding the implementation of SRP certification in collaboration with relevant stakeholders	7
	Total (days)		114

5. Requirements

- At least 5 years of experience on consultations of different strict world standards in the field of agriculture (e.g. Global GAP, Organic), food safety (ISO 22000, FSSC 22000, BRC), and other sustainable programs;
- Familiar with the SRP tools (Standard, Performance Indicators, IMS, Assurance Scheme, CoC)
- Having successfully consulted (verified) for at least 01 SRP verification case;
- Having SRP Authorized trainer;
- SRP Authorized training provider will be an advance.

6. Application

Applications (company profile, lead consultant CVs, cover letter and a detailed budget plan and implementation roadmap) should be emailed before June 20, 2025 to: vietnam@rikolto.org

Only qualified candidates (firms) will be invited for an interview.