

REQUEST FOR LOCAL CONSULTANCY/EXPERTISE SERVICES

Local Expert on Data Management on official controls with Albanian National Food Authority

Employer: CBS Creative Business Solutions (on behalf of The Food Safety Project)
Location: Tirana
Type: Part-Time
Expected Duration: 20 working days
Reference number: 5.2.1

The Creative Business Solution intends to hire Local Consultancy Service on behalf of the Food Safety Project for which this Request for Consultancy is issued.

CBS invites Albanian Consultancy Providers/Experts to express their interest for the following Services: '*Expert on Data Management on official controls with Albanian National Food Authority*'.

More details on the services are provided in the below Terms of Reference (TOR).

Interested applicants should submit a brief cover letter, profile of the Company/CV of Applicant at info@thefoodsafetyproject.eu by November 20th, 2020, no later than 15:00hrs.

Please do not forget to include '*Data Management on official controls with Albanian National Food Authority*' in the subject line.

**We will appreciate if you do not request acknowledgement of received submissions.
CBS/The Project will contact only the candidates pre-selected.**

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External Actions of the European Union – 2018/403-625. ‘Support to food safety, veterinary and phytosanitary standards’
 (‘The Food Safety Project’)

TERMS OF REFERENCE for

Data Management on official controls with Albanian National Food Authority.

1. BACKGROUND

1.1 Partner country

Republic of Albania

1.2 Contracting Authority

The contracting authority for this technical assistance mission is the Food Safety Authority of Ireland.

1.3 Key Institutions

The following institutions, agencies and entities are relevant in relation to this assignment:

- National Food Safety Authority (NFA / AKU) at national and regional level, including the Border Crossing Points under its control and the NFA laboratories.
- Customs

1.4 Related programmes and other donor activities

The consultant will seek to identify and work closely with other national and donor-funded projects that are active, or have recently be active, in the area of data management within the food safety, veterinary and phytosanitary fields.

2. DESCRIPTION OF THE ASSIGNMENT

2.1 Background

A Consortium of agencies, led by the Food Safety Authority of Ireland, in cooperation with the Irish Department of Agriculture, Food and the Marine, the Finnish Food Authority and Creative Business Solutions (CBS) Albania, is implementing an EU-funded grant project to strengthen the food safety, veterinary and phytosanitary capacity in Albania.

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This four-year project is working in close cooperation with both the MoARD and the NFA. The contracting authority for the overall project is the EU Delegation.

➤ **Overall objective of the Project:**

‘To contribute to the increased protection of human, animal and plant health at every stage of the food production process through the establishment of institutional and administrative capacities in-line with the overall public administration reform agenda’.

➤ **Specific objectives of the Project relevant to this mission**

Three Specific Objectives of the project are:

Specific Objective 1: *‘To assist the restructuring of the relevant administrative structures and ensure the building of appropriate capacities to implement policy measures and achieve strategic objectives in line with general public administration reform’.*

Specific Objective 2: *‘To raise public awareness ensuring that consumers are adequately informed about their choices, roles, responsibilities, and increasingly demand safe and high-quality food products’.*

Specific Objective 3: *‘To help develop the necessary legal and institutional framework and design and to help implement the required policy measures to ensure the progress toward strategic objectives in the field of food safety, veterinary and phytosanitary standards’.*

➤ **Project Results**

Result 1.1: *The skills of a reorganised and adequately staffed administration established in line with the public administration reform agenda have been increased.*

Result 1.2 *The administrative capacity to adopt, integrate and implement the EU acquis and standards in the food safety, veterinary and phytosanitary fields is ensured, in an inclusive and evidence-based manner*

Result 2.1 *Awareness of consumers and active participation consumer-related organisations are improved in policy and legislative development*

Result 2.2 *The safety and quality of marketed food is improved due notably to the increased role of consumers*

Result 3.1 *The legal and institutional framework related to the EU acquis for food safety and veterinary and phytosanitary standards is in place*

Result 3.2 *Appropriate EU acquis and standards related policy measures are designed and efficiently implemented and monitored, in consultation with stakeholders and civil society.*

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This short-term technical assistance mission relates primarily to activities in support of Result 1.2.

- *Result 1.2: The administrative capacity to adopt, integrate and implement the EU acquis and standards in the food safety, veterinary and phytosanitary fields is ensured, in an inclusive and evidence-based manner.*

In particular the consultant will be required to focus on the area of official control data management with NFA review and make recommendations on NFA data gathering, management and analysis system. In particular, the following areas will be focused on for this mission;

- **Data Collection using excel:**
 - Within NFA a significant amount of data on official controls is collected and available in excel format. Examples of these excel files will be provided to the consultant on Day 1 of the mission. The consultant is required to review and strengthen these excel data templates for improved data management.
 - The FSP are currently working with NFA to collect additional data from food business operators for the purpose of risk profiling of food business and ultimately determine the appropriate levels of official controls required per business. This data is currently being collected using excel. The consultant will be required to assist NFA and the food safety project with modelling of NFA data collated during 2020 for the purpose of risk profiling of Albanian foodbusinesses.
- **Electronic Information Management Systems within NFA:**
 - Within NFA, an electronic information system, the AKU-net system, was previously a functioning system for the collection of data on official controls of food businesses within Albania. This operated over the period 2010-2018. Since 2018 a new platform, the e-Inspectorate platform, was introduced and is operational for all government agencies conducting official inspections across Albania. The E-Inspectorate system offers a more limited range of data capture and analysis functions. Therefore, the AKU-net system is seen as an important repository of official control data captured up to 2018, but its value is being lost as all new official control data is now being uploaded to the e-Inspectorate Platform. The inability of the e-Inspectorate platform to operate in offline mode is an issue for NFA. The consultant is requested to review these systems and provide recommendations for an effective information management system for NFA. The integration of electronic information systems between NFA and other government agencies is important and must be considered by the consultant, in particular the integration of data collections systems for official sampling and analysis between NFA and ISUV.

2.2 Requested services

1. Review of existing data management (data generation and collection, storage and processing, analysis, interpretation, reporting and dissemination) within NFA with respect to;

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- Official controls / Regulation of imports of food, feed, live animals and plant and plant health products into Albania through Durres border control point.
 - Accessibility to and use of Customs data to support official controls at import
 - Official controls/ regulation of businesses based in Albania under NFA supervision (food businesses, feed businesses, agricultural inputs etc), including the previous AKU net and existing E-Inspectorate system and the possibilities of integration of these electronic datasystems.
2. Make recommendations on short terms solutions to strengthening data management within NFA using Microsoft excel. List these recommendations in order of highest priority
 3. Make recommendations on short terms solutions to strengthening data management within NFA using other software applications not currently used by NFA. List these recommendations in order of highest priority.
 4. Make recommendations on long terms solutions to strengthening data management within NFA. List these recommendations in order of highest priority.
 5. Conduct training needs assessment of key NFA staff members (head office and regional offices) in the area of data management including in particular:
 - The use of excel for optimisation of data collection and analysis (e.g. use of master sheets, valid values, pivot tables, graphs)
 - Extraction of information from excel into suitable reporting formats
 - The use of other software applications not currently used by NFA and recommended by consultant (e.g. business objects for data analysis and reporting)
 - Quality control within data management

In support of the mission, a number of background documents will be provided. The Consultant should use these documents to support this mission. These will include:

- GAP analysis of current NFA data collection points with those which are internationally recommended for a robust national import control system.
- Outline of the current EU import control model which NFA will adopt.
- Data Management Systems within the main Albanian institution involved in official control regulation of food, feed, animal health and welfare and plant health.
- Summary of Data points required by NFA for risk profiling of food businesses in Albania

2.3 Deliverables

Over the 20 working days (Monday-Friday), the mission deliverables are:

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1. Review of existing data management (data collection, storage, analysis, interpretation, reporting and dissemination) within NFA with respect to:
 - Regulation of imports of food, feed, live animals and plant and plant health products into Albania through Durres border control point.
 - Accessibility to and use of Customs data to support official controls at import.
 - Regulation of businesses based in Albania under NFA supervision (food businesses, feed businesses, farms, agricultural input etc).

1. Recommendations on applying risk profiling data into a risk modelling methodology.
2. Recommendations on short terms solutions to strengthening data management within NFA using Microsoft excel.
3. Recommendations on short terms solutions to strengthening data management within NFA using other software applications not currently used by NFA.
4. Recommendations on long term solutions to strengthening data management within NFA.
5. Identification of training needs of key NFA regional and head office staff members in the area of data management including in particular:
 - The use of excel for optimisation of data collection and analysis (e.g. use of master sheets, valid values, pivot tables, graphs)
 - Extraction of information from excel into suitable reporting formats
 - The use of other software applications not currently used by NFA and recommended by consultant
 - Quality control within data management

3. LOCATION AND DURATION

3.1 Period of the Assignment

The assignment will take place in Albania between November and December 2020.

3.2 Location(s) of assignment:

The assignment will take place in Tirana and regional offices of NFA and Customs at locations of Border Inspection Posts, as required.

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4. REPORTING

4.1 Content

As described under deliverables.

4.2 Language

English.

4.3 Submission/comments timing

Draft mission report to be presented within 5 working days of the conclusion of the mission according to the project template provided.



ReportingTemplate.docx

4.4 Number of report(s) copies

One copy of the report and all associated annexes in electronic format to be delivered by email to the Project Administrator and International Food Safety Management Specialist. Responsibility for circulation of the final report amongst the project partners will rest with the FSAI.

About Food Safety Authority of Ireland (www.fsai.ie)

The Food Safety Authority of Ireland (FSAI) was established under the Food Safety Authority of Ireland Act, 1998. This Act was enacted in July 1998 and came into effect on 1st January 1999. The principal function of the Food Safety Authority of Ireland is to protect consumers by leading a collaborative food safety community to continuously raise food standards and create a culture of excellence. The Authority is a statutory, independent and science-based body, dedicated to protecting public health and consumer interests in the area of food safety and hygiene. It comes under the aegis of the Minister for Health.

About Finnish Food Authority (formerly known as EVIRA) <https://www.ruokavirasto.fi/en/about-us/>

The Finnish Food Authority works for the good of humans, animals and plants, supports the vitality of the agricultural sector, and develops and maintains information systems. The Authority operates under the Ministry of Agriculture and Forestry, and its head office is located in Seinäjoki.

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Authority employs almost one thousand experts and professionals in 20 locations. The Authority operates under the Ministry of Agriculture and Forestry.

About CBS (www.cbs.al)

Creative Business Solutions (CBS) is a business consulting and project implementation organization. It implements development projects in Albania with a spill-over effect in the Western Balkans. CBS has established expertise in Agriculture, Access to Finance, Technology, Green Energy and Tourism etc. It employs more than 35 professionals through a head-office in Tirana and four local branches covering all geographic areas of Albania. CBS partners with international donors including USAID, Sweden, EU, and other international partners.

The Food Safety Project/CBS recruits on and equal opportunities basis.

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