**Annex 1**

**Required Qualifications of the Resource Person(s)**

Individual or institutional resource person(s) applying for the Development of Demonstration Companies (DMP) Project on Enhancing Productivity for Halal Certification in Lao PDR should meet the followings qualifications:

**1. Educational Background**

1. Minimum of a bachelor’s degree in engineering, industrial management, food science, agriculture, or a related field.
2. Advanced degrees (Master’s or PhD) in relevant disciplines will be considered an advantage.
3. Completion of specialized courses or certifications in halal standards, food safety, and quality management systems (e.g., ISO 9001, HACCP) is crucial.

2. **Professional Experience**

1. At least 10 years of experience in the food manufacturing or agriculture industry, with a focus on productivity enhancement, food safety, and halal certification consultancy and training.
2. Comprehensive knowledge of the halal certification process, including standards set by halal certification organizations and/or international halal certification bodies.
3. Familiarity with halal compliance in food is essential, as well as experience in implementing halal standards in manufacturing processes.
4. Experience working in ASEAN countries and understanding regional trade dynamics will be beneficial in navigating the halal market potential.
5. Experience in conducting training sessions for stakeholders, including business owners, production staff, and regulatory bodies, on halal practices and productivity enhancement techniques.
6. Prior experience with demonstration projects or similar initiatives that promote best practices in productivity and sustainability.

3. **Technical Expertise**

1. In-depth knowledge of productivity tools and methodologies, including but not limited to lean manufacturing, 5S, kaizen, total productive maintenance (TPM), and value stream mapping.
2. Strong understanding of halal certification standards and procedures, with the ability to integrate productivity improvements in meeting compliance requirements.
3. In-depth knowledge of food safety management systems, quality control, and sustainability practices in the food and agriculture sector.

4. **Project Management Skills**

1. Demonstrated ability to manage multi-stakeholder projects, including planning, execution, monitoring, and reporting.
2. Experience in developing and conducting training programs and workshops aimed at building capacity in productivity enhancement and halal certification.
3. Strong analytical and problem-solving skills, with the ability to tailor solutions to specific industry challenges.

5. **Communication and Interpersonal Skills**

1. Excellent verbal and written communication skills, with the ability to convey technical information in a clear, concise manner.
2. Strong interpersonal skills to engage effectively with various stakeholders, including industry representatives, government officials, and team members.
3. Proven ability to work in cross-cultural settings and adapt communication styles accordingly.

**Annex 2**

**Cover Letter Format (Submitted on Letterhead of Institutional Bidders)**

To

In-country Program Division

Asian Productivity Organization

1-24-1 Hongo, Bunkyo-ku, Tokyo 113-0033

**Subject line: Development of Demonstration Companies (DMP) Project on Enhancing Productivity for Halal Certification in Lao PDR**

Dear Program Officer:

1. We, the undersigned, having carefully examined the Request for Proposal (RFP) document for the Development of Demonstration Companies (DMP) Project on Enhancing Productivity for Halal Certification in Lao PDR, propose to provide the required services in full conformity with the RFP document.

2. We have read all the provisions of the RFP document and confirm that they are acceptable to us.

3. We further declare that additional conditions, variations, and/or deviations, if any, found in our proposal shall not be put into effect.

4. We agree to abide by the terms in this proposal, consisting of this letter, the approach and methodology, the financial proposal, and all other documents for submission of proposals as stipulated in the RFP document and modifications resulting from work order negotiations, and it shall remain binding upon us and may be accepted by you at any time within a maximum of 90 days of the date of submission of the proposal.

5. Until the formal final work order is prepared and executed between us, this proposal, together with your written acceptance of it and your notification of awarding the project, shall constitute a binding work order between us.

6. We declare that all the information and statements in this proposal are true and accept that any misrepresentation or misinterpretation contained in it may lead to our disqualification from consideration.

7. We understand that you are not bound to accept any proposal you receive, nor to give a reason for rejection of any proposal, and that you will not bear any expenses incurred by us in preparing and submitting this proposal.

Yours sincerely,

<Signature>

**Name**

**Date:** dd mm 2024

**Designation**

**Annex 3**

**Organizational Details**

|  |  |
| --- | --- |
| **Details of the Organization** | |
| Name of Organization |  |
| Date of Incorporation/Establishment |  |
| Date of Commencement of Business |  |
| Address of Registered Office |  |
| Address for Correspondence |  |
| Areas of Expertise Related to This Project |  |
| Name of Contact Person |  |
| Mobile Phone Number of Contact Person |  |
| Email Address of Contact Person |  |

**Note: For individual bidders, the information can be modified as necessary**

**Annex 4**

**Experience in Similar Projects**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Project Details** | | | | |
| S. No. | Project client | Project details | Year project was undertaken | List of supporting documents or samples enclosed |
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