



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

TERMS OF REFERENCE (TOR)

GQSP Colombia /220527

COSMOS STANDARD CERTIFICATION PROVIDER FOR NATURAL COSMETICS

1. Background Information

The United Nations Industrial Development Organization (UNIDO) is the specialized agency of the United Nations that promotes Inclusive and Sustainable Industrial Development (ISID) for poverty reduction, inclusive globalization and environmental sustainability. The mandate of UNIDO is to promote and accelerate inclusive and sustainable industrial development in developing countries and economies in transition. UNIDO's vision is a world where economic development is sustainable and economic progress is equitable.

One of the projects implemented by UNIDO is the Quality Programme for the Chemical Value Chain- GQSP Colombia funded by the Secretary of State for Economic Affairs of the Swiss Confederation (SECO), the Ministry of Commerce, Industry and Tourism of Colombia and Colombia Productiva.

The main objective of the project is to promote the integration of Colombia in the regional and multilateral trade systems, through the strengthening of the National Quality Subsystem within the framework of the priorities of ten (10) industrial groups that integrate the chemical value chain, and also to increase and improve the capacities of SMEs to meet technical requirements, international quality standards, private and sustainability standards, necessary for trade facilitation.

To learn more about UNIDO go to www.unido.org, to learn more about the Quality Programme for the Chemical Value Chain- GQSP Colombia visit <https://gqspcolombia.org/>.

2. Background Information Relevant to the Required Services

Within the project interventions, it is foreseen the strengthening of natural cosmetics MSMEs through technical support and training activities provided by GQSP Colombia experts. The support seeks to improve their compliance with the implementation of Cosmos standard requirements.

UNIDO Project SAP ID 180283

Terms of Reference may be modified prior to the closing date of the tender provided that the changes are published and all potential bidders that acknowledged their interest to participate in the bidding were notified. Bidders are therefore encouraged to submit their questions at the very latest one week prior to the closing date of the tender.

Cosmos standards stimulate processes for sustainable production and consumption. The organic and natural cosmetics sector is using some simple rules governed by the principles of prevention and safety at all levels of the value chain, from production of raw materials to the distribution of finished products. These rules are:

- promoting the use of products from organic agriculture, and respecting biodiversity
- using natural resources responsibly, and respecting the environment
- using processing and manufacturing processes that are clean and respectful of human health and the environment
- integrating and developing the concept of "Green Chemistry".

The output 2.3 of the GQSP Colombia logical framework covers this purpose:

The GQSP Colombia Programme has been technically accompanying two (2) cosmetics manufacturing companies in the adoption of Cosmos standard, through the implementation of a work plan and specialized advisory services in each of them. Finally, the aim is for the beneficiary MSMEs to achieve certification of this international standard, so that once the entire implementation process is completed, they can be recognized in the national and international market for the quality and sustainability of their processes and products through a recognized conformity assessment process.

3. Scope of Required Services

The objective is to contract the Cosmos standard certification process for two (2) MSMEs, on the agreed plan and timings, beneficiaries of the GQSP Programme for the implementation of the standard.

The contractor is required to implement, and manage the certification process, through an audit that allows the companies to have the certificate of natural cosmetics, under the Cosmos Standard.

This requires an evaluation of the conformity that under the scope and product chosen by each company to be certified, must include at least: an initial documentary review, an on-site audit with qualified personnel, a closing of the possible non-conformities and the final decision of certification..

At the end of the certification process defined with the certifying entity, the beneficiary companies of the GQSP Colombia are expected to obtain a certificate of compliance with Cosmos standard, valid for at least 1 year.

4. Deliverables and General Time Schedule

All activities/deliverables shall be finalized and all stated payment supporting documents shall be submitted to UNIDO no later than three (3) months from the date when the contract is signed by

the contractor. Estimated time frame for activities to be delivered is June 2022– 31st August 2022. Timeline for below specific activities will be defined between UNIDO and the contractor.

Following **activities/deliverables** are expected from the contractor (please note that payment is subject to timely delivery and satisfaction compliance of the following deliverables):

Activities	Expected Results/ Deliverables
Cosmos Certification Process Methodology	<ul style="list-style-type: none"> - Certification process with established times. - Methodology with process times - Resume of auditors in Cosmos standard
Certification audit of the beneficiary companies of the GQSP Colombia Programme under the Cosmos standard.	<p>PHASE 1. Documentary audit</p> <ul style="list-style-type: none"> - Information to be requested to the companies prior to the on-site visit. - Report with action plans per company to close non-conformities, feasibility conclusions prior to the awarding visit. <p>PHASE 2: Awarding visit in each company in Colombia</p> <ul style="list-style-type: none"> - Audit plan according to the process of the certifying entity. - Certification decision of the companies. - Main audit findings per company - Act of memory of the visit
Certification of companies complying with Cosmos standard.	<ul style="list-style-type: none"> - A certificate of compliance with the Cosmos standard by company. - Audit reports by company, with objective, methodology used, strengths and weaknesses, results (critical, major and minor non-conformities) by chapter of the standard, conclusions, suggestions for improvement and % of compliance with the standard. Two copies of this report are required, one for the beneficiary company and one for UNIDO. For language requirements see section 5.

All request documents should be provided to the UNIDO Project Management Unit (PMU) in electronic copy.

The electronic copy can be provided via e-mail, if the nature and size of the files make it possible. Otherwise, the electronic copy should be provided through cloud storage application as per UNIDO’s suggestion.

5. Language Requirements

Personnel assigned to audit, meetings, requirements gathering stages, among other interactions with the participating technical teams should be fluent in Spanish. In case of foreign bidder, is possible to include a traductor in the process.

Reports and documents related to the deliverables should be prepared in Spanish.

6. Location

For foreign bidders without a registered office in Colombia, in addition to the mentioned required experience (in section 8), the bidder must take into account the Colombian time zone and the official Spanish language to carry out audits, workshops and interactions with the participating technical teams of companies and UNIDO.

7. Payment Terms

The timeline and payment terms based on the deliverables, as well as documents requested for each payment to be processed, are presented in the following table:

No.	Deliverables	Documents required for a payment to be processed	Expected completion	Payment
1.	Schedule work plan with UNIDO	<ul style="list-style-type: none">- Counter-signed contract- Invoice- Completed Bank Information Form- Work plan and timeline- Information to be requested to the beneficiaries	2 weeks after contract signature	20%
2.	Development of Cosmos Certification process.	<ul style="list-style-type: none">- Invoice- Certification decision of the companies- Audit reports by company- Certificate of compliance with the Cosmos standard by company.	According to approved schedule	80%

Payments will be payable within 30 days upon receipt and acceptance of deliverable and invoice (electronic version) indicating the contract number and instalment requested.

8. Qualification Requirements

Following are qualification requirements for bidder's offer to be considered:

- The bidder should provide a certified copy of their Certificate of Incorporation or other documents setting forth the legal basis of the company and therefore proving a legal capacity to enter into a contract.¹ If the entity is going to use a third party, also must include your legal documentation.
- The proposal must be submitted in Spanish or English.
- The Technical Proposal must include:
 - ✓ Specify the objective
 - ✓ Certification methodology with its activities calendar indicating number of days by activity
 - ✓ The curriculum vitae (CV) of the auditor assigned to attend this COSMOS certification project. The CV must demonstrate direct experience and formation on COSMOS auditing and the cosmetic value chain; and include a chart indicating the company and product name audited under COSMOS Standard, at least, 1 year ago
 - ✓ A chart demonstrating the direct experience of at least 2 years of the bidder in COSMOS certification for cosmetics final products, specifying the client's name, the COSMOS product name, the current certification status and the year of the initial COSMOS certification. Experience with UN reports or similar entities will be considered as an advantage.
 - ✓ As attachments, the following documents:
 - Certificate of accreditation or international recognition for conformity assessment of the Cosmos Standard for Colombia's scope (or to be in process).
 - Curriculum vitae of the assigned auditor
 - Client's written references mentioned into the chart experiences

If the bidder is going to performance the contracted service through a third a third party, the technical proposal must include detailed information and documentation about the experience of the third party and the scope of the activities to be developed and the legal, economical and technical relationship between the bidder and the third party. Must be clear who is authorized, according to the COSMOS accreditation, to sign any legal documents.

¹ For Colombian companies: Commercial Registration and current legal representation (no more than 30 days) and RUT.

- For the economic proposal, the bidder must consider the characteristics and location of the companies (the proposal must discriminate travel costs by audit), as well as the scope of certification of each of them, which have been specified in Annex 1. The inclusion of discounts for economies of scale, additional activities and/or deliverables shall be considered as an added value to the submitted proposal. The economic proposal must be signed by the legal representative of the bidder.
- It is mandatory to attach a certificate of accreditation or international recognition for conformity assessment of the Cosmos Standard.

The selection of the bidder to conduct the service will be based on a comprehensive study of the experience, the technical and the financial proposal.

Note: The proposed audit team must not have any direct or indirect relationship with the GQSP Colombia program, in order to avoid any conflict of interest.

9. Evaluation criteria

The bidder should meet following evaluation criteria:

Technical criteria:

Technical evaluation criteria	Description
Technical proposal	The bidder should submit a technical proposal in compliance with the Terms of Reference , as well as detailed descriptions of sub-activities.
Experience	At least 2 years of experience (in Colombia or other countries) in certification of Cosmos standard companies. Demonstrate at least 1 year of experience in COSMOS certification in cosmetic final products. Auditors must have experience in cosmos audits and knowledge of the cosmetics value chain
Commercial proposal	The bidder should submit a commercial proposal that includes a value for each certification process and total of all contract. the proposal must discriminate travel costs . Economy of scale pricing approach will be taken as value-added in the bidder selection.

10. Commercial criteria

Bidders should note that only technically compliant offers/proposals should be further considered for commercial evaluation.

The financial offer should contain all costs involved to perform the required services specified in these Terms of Reference.

The bidder should submit a financial offer in Euros, Colombian bidders can submit their offer in Colombian Pesos. Bidders must have an account in the currency in which they provide their financial offer.

Offers received in different currency than the one indicated will be converted to Euros currency at the United Nations Rate of exchange prevailing on the date of the bid closing and the resulting currency price will be used for price comparison and in the contract.

11. Submission of offers

Bidder's offer should be submitted per email addressed to info@ggspcolombia.org and c.camargogomez@unido.org **by 21st June 2022.**

The terms set forth in this ToR and in UNIDO General Conditions of Contract, will form a part of any contract should UNIDO accept bidder's offer.

Any requests for clarifications, additional information, etc., relating to this Terms of Reference must be addressed to info@ggspcolombia.org and c.camargogomez@unido.org. If such requests are addressed to others or if additional information is obtained from others, it may lead to disqualification of the offer.

- **UNIDO General Terms and Conditions of Contract (Annex A)**

The contract shall be awarded to the qualified bidder whose Technical Proposal has been found substantively responsive and whose Commercial Proposal is the lowest cost to UNIDO.

ANNEX 1. Characteristics of the companies and scope of certification.

Criteria	Company A	Company B
Location	Bogota, Cundinamarca, Colombia	Medellin, Antioquia, Colombia
Product for COSMOS certification	Lipstick	Moisturizing oil
Category of the product	Personal care	Personal care
Expectant market	Colombia and EU	Colombia, USA, EU and South Korea
Brief description of the Company	It is a family company dedicated to the manufacture (own and for third party) of personal care and cosmetic products with more than 14 years in the national market. Currently, the company has 10 employees and INVIMA's authorization.	It is a family company established as a laboratory for the development, production, and marketing of cosmetic products since 2007. Currently, the company produces its own brands and for third parties. The company had participated in different beauty fairs in USA, Italy, Perú and Colombia. Its current market is Colombia. The company has 7 employees and INVIMA's authorization.
Sales Volume in USD	191,000	40,000

Note:

Complete information of each company like legal name, address, email's contact and contact's people will be provided to the contractor after selection and procurement process.