

Scheme for Empanelment of Experts for content development and Training of regulatory staff working with FSSAI in State/UTs

FSSAI is looking forward to identify and shortlist/empanel reputed consultants (either as an organization or individual) who may be asked to undertake the following:

- a. Development of technical content for the regulatory staff working in the states/UTs with FSSAI.
- b. Providing training to the regulatory staff at national and regional level.

1. Objective

The objective of this document is to provide indicative information about the scope and objective of this activity. The detailed terms and conditions will be provided to only shortlisted consultants (herein referred as “Applicants”) as per the selection parameters provided in this scheme.

2. Critical Information

Applicants are advised to study this scheme document carefully before submitting their proposals in response to the Notice. Submission of a proposal in response to this notice shall be deemed to have been done after careful study and examination of this document with full understanding of its terms, conditions and implications.

3. Eligibility Criteria

Applicants with relevant background from Academic/Research/Professional bodies/Industry Associations/Freelancers/consultancy firms/others having expertise in the following field are eligible to apply provided they possess experience in:

- (a) Food Safety Act, 2006 and FSS Regulation, 2011;
- (b) Principles of food processing
- (c) Novel development in food
- (d) Food Science and nutrition
- (e) Functional foods, nutraceuticals, dietetic products and other similar products
- (f) Risk assessment and analysis, food recall and surveillance
- (e) Food laboratories, techniques of sampling
- (f) Labelling, claims/ advertisement;
- (i) Case studies related to FSS Regulation, 2011
- (j) Global perspective on food safety: international laws
- (k) Any other relevant experience

3.1 Individual consultants/professionals should meet following requirements:

3.1.1 Education and professional qualifications: Minimum Post Graduation level and skill set for technical or professional services for which FSSAI requires services of external experts/consultants.

3.1.2 No Objection Certificate (NoC) from current employer/organization.

3.1.3 The consultant should have experience of more than 3 years in the relevant field of expertise.

3.2 The organization interested should have been in existence for a period of at least 1 year on the date of the application. In case of organization, the expert who would be handling the project would need to be identified in advance by the organization.

4. Conditions of Engagement

5.1 The expert from the empaneled list should be available to attend the meetings held at FSSAI with reference to content development, and should also be able to travel to the training sites, as a trainer. The professional selected for inclusion in the panel will also be informed of their selection.

5.2 At the time of assignment of a particular work, the professional will be provided with work order specifying the duties required to be performed; the number of working days required and the remuneration to be paid.

5. Commercial terms and Conditions

5.1 The empaneled experts/professional may be required to work across various locations pan India depending on the training calendar.

5.3 For travel to training locations other than headquarters (outstation/project sites); he will be entitled to reimbursement of travel expenses from his/her place of residence, on submission of actual bills.

6. Application Procedure

Interested candidates can forward their application in a duly filled in Application form (Form 1) on email ID training@fssai.gov.in. In case of any query, please contact on **011-23213759**.

7.2 Supporting Proof and documents

7.2.1 Documents supporting individual consultant's work experience, list of such projects executed, in details.

7.2.2 Self attested copy of documents supporting educational and professional qualifications and experience.

8. Evaluation of Applications

8.1 The screening of the application against this scheme shall be conducted on a periodical basis (quarterly) for empanelment as per the terms and conditions of the scheme, by a standing committee.

8.2 The specific engagement and its tenure will depend on the requirements of the project and mutual discussion and agreement at the time of assignment of work.

8.3 The first set of evaluation will be done by **7th July 2016**.

9. Intellectual Property Rights

The copyright of all content/project/proposal/concept created during the contractual period with FSSAI shall be owned by FSSAI and should not be utilized anywhere else and/or for any other work/organization without the explicit written permission of FSSAI. However, FSSAI will have no right on IP possessed by the expert before his empanelment with FSSAI or for a work which he will do outside FSSAI even during the empanelment period provided there should not be conflict of interest.

10. Conflict of interest.

The prospective consultants/experts who are engaged to prepare project documents or are engaged for more than a month would be required to give an undertaking that neither any conflict of interest exists on their part nor will they engage in any activity in future for a year which may result in conflict of interest. FSSAI may terminate the short term engagement of experts/consultant in whole or in part, if it deems such termination necessary to avoid the appearance of a conflict of interest. Further, FSSAI would retain the right to terminate the contract at any point of time without assigning any reason thereof.

11.Right to Terminate the Process

11.1 FSSAI may terminate the scheme procedure at any time without assigning any reason.

FSSAI does not guarantee/makes no commitments, express or implied, that experts/professionals once they have been empaneled would get the assignment for the work.

11.2 This scheme does not constitute an offer by FSSAI.

**Call for Expression of Interest for Experts for Content development/dissemination
through training in the Food Safety and Standards Authority of India**

Applicant should complete all parts of the form.

(1) Surname: Middle Name: First Name:

(2) Address for correspondence (With Pin Code & State): (FSSAI should be informed of any address change)

Telephone Number:

Mobile Phone Number:

E-mail id:

Alternative Email id:

(3) Date of birth: ___/___/____ (Day / Month / Year)

(4) Gender: Male Female

(5) Nationality:

(6) Languages known proficiently:

English Hindi Others (specify)

(7) Applying for :

(i) Content Development

(ii) Training

(iii) Both

(8) Field(s) of expertise

Field	Main Area or Expertise in Subjects	Additional information
Expertise 1		
Expertise 2		
Expertise 3		

(8) Educational Qualifications (Starting from Bachelor's Degree)

Examination Passed	Year of Passing	Name of University	Subject	% of Marks

(9) Other Academic Achievement(s):

(10) Current and Past Affiliation(s) (with details)

- a. Govt.:
- b. Academic:
- c. Private/ Industry:
- d. NGO/ Cooperative:
- e. Any other:

(11) Employment record: State only the activities most relevant to the content development for which application is being submitted starting with your most recent occupation (Starting with the latest).

Position held	Name of the Organization	Duration	
		From	To

(13) Relevant experience: Give details of competence in the following fields with task accomplished and projects completed/ under way (Needs to be supported by relevant documents)

1.	Details of Research/Teaching/Training experience (Starting with latest)	
2.	List of relevant publications (With details)	
3.	List training in Food Safety and health related matter (Provide all details)	
4.	List of Technical Reports prepared & submitted	
5.	Knowledge & Skills in NABL, ISO, FSMS and other such training subjects	
6.	Any other	