

1. BACKGROUND INFORMATION

1.1 Beneficiary country

TURKEY

1.2. Contracting Authority

Central Finance and Contracts Unit (CFCU). Ankara, Turkey

1.3. Relevant country background

The European Council, at its December 1999 meeting in Helsinki, confirmed that Turkey is a candidate state destined to join the Union on the basis of the same criteria as applied to the other candidate states. A precondition of membership is that candidate countries must align their national laws, rules and procedures, with those of the European Union (EU) in order to give effect to the entire body of EU law contained in the *acquis communautaire*. This process, the so-called *Approximation Process*, requires not only that all relevant EU requirements are fully transposed into national legislation (legal transposition), but also that appropriate institutional structures with sufficient budgets are established in order to administer the national legislation and that the necessary controls and penalties are put in place to ensure full compliance with the laws.

Despite the rapid developments of OA (Organic Agriculture) in EU and other countries, the overall rate of growth in Turkey has been relatively slow. For MARA (Ministry of Agriculture and Rural Affairs) to properly fulfill its leading role as the competent authority, there is an urgent need to strengthen itself nationwide, in order to be able to effectively implement the organic legislation and to update it as necessary, including adjusting it to future developments of the EU Regulation.

1.4. Current state of affairs in the relevant sector

In Turkey, agriculture still plays an important role in economy. Contribution of different sectors in Gross National Product (GDP) (in 2004) were as follows: Service sector 65.0 %, Industry 23.9 %, and agriculture 11.1 %. It plays a significant role in terms of employment with a share of, 36 % in 2001 and 33.8% in 2003. The share of agricultural labour force in the total labour force is 14.32 % and the agricultural GDP per agricultural labour force is 1384 US dollars (2003 figures). The productivity is rather low in agriculture due to several reasons as the instability of the markets, small farm-size, higher losses occurring at harvest and post-harvest stages, low-technology use, lower level of education and awareness among farmers, and lack of efficiency in extension service. Despite all this, the advantages could be named as wide range of climatic and topographic conditions enabling off and on season production, rich genetic resources and a developed agriculture based industry (e.g. food, textiles).

The demand for organic products is increasing all over the world since it helps to conserve the environment due to less intensive use of land, and promotes sustainable use of natural resources through the emphasis put on on-farm resources and mixed farming. The development of Turkish organic agriculture both for the domestic and export markets will improve traceability and safety in Turkish products and will exert an impact on conventional production, as well. Organic agriculture (OA) started in Turkey in 1984-85, with the demand coming from the EU countries, due to increased market for organic food and non-food products. Since then, export-oriented organic production developed in Turkey, as contracted farming, mainly of dried fruits, nuts, legumes, cereals and medicinal and aromatic plants.

However the industry is also affected by the fluctuations in agricultural production. Many of

the large scale companies are working on contract bases and dictate the rules of production (e.g. EUREPGAP, Organic, Biodynamic) according to their specifications and provide the necessary inputs as technical consultancy, fertilizers or pesticides themselves.

The Turkish regulation on organic plant production was put into force in 1994 and the MARA is the competent authority. In July 2002, the national regulation on organic agriculture was revised to include also animal production and aquaculture. Since August 2003, a unit composed of 15 staff members at the Alternative Agricultural Production Techniques Department (AAPT)/Directorate General of Agricultural Production and Development is responsible for organic agriculture. Besides this unit, the Organic Agriculture Committee, that has members from various general directorates of MARA and is led by the head of the AAPT Department, is the decision-making body on issues related to organic agriculture. The current structure at MARA also includes one advisory committees on organic agriculture: the National Organic Agriculture Orientation Committee is composed of representatives from related governmental and non-governmental organizations. This committee, that is the advisory committee entrusted to discuss related national strategies, action plan and it carries out works related to indicating project proposals for organic agriculture and determining research subjects. Some of the technical staff working in the 81 provincial directorates of agriculture of Turkey are assigned with duties on organic agriculture activities. "Organic Farming Law" was approved by Turkish parliament on 3 December 2004. The other legislation is -Regulation on Essentials and Implementation of Organic Farming' which was approved by the Minister of Agriculture on 10 June 2005. Organic farming has been implemented according to these two legislations in Turkey.

Organic inspection and certification is carried out by private agencies authorized by MARA. Out of nine authorized inspection and certification bodies, six are representatives of European agencies, and three are Turkish agencies, though the later are not accredited according to EN 45011. According to 2004 figures of MARA, 174 different organic food and non-food commodities are produced on 12.806 farms with a total area of 209.573 hectares that are inspected and certified according to the Turkish regulation. MARA decided to consult the private sector - including companies, NGOs and universities because of their experience. For this purpose, 6 workshops were held between January and March 2004 to seek views; results and recommendations from the 1200 persons who attended these workshops have been used to formulate this project proposal as well as in the National Strategy and Action Plan on Organic Agriculture, which first draft is currently on the MARA website and its final version under revision.

The immediate target to further promote organic agriculture is to align the related Turkish legislation to the EC Reg. 2091/92, to train concerned staff and to establish an efficient data collection and communication system. Despite the historic success of the Turkish private sector in organic agriculture, MARA now needs to increase its human resource capacity in order to set up an efficient governance and extension system to accompany the rapid development of organic agriculture in Turkey.

1.5. Related programmes and other donor activities

1.5.1. TR 0203.06: Support for Turkey's alignment to the EU acquis in the phytosanitary field.

The project aims to support MARA *in* order to facilitate the legislative process and to improve the administrative capacity of aligning the Turkish phytosanitary sector to EU rules and practices. The laboratories strengthened under the project is expected to be used during controls and supervision of organic farming activities.

1.5.2. The NIEDA project "Support for Food Inspection Services in Turkey" (DG1A-D/MEDTQ/01-96) aims at improving food inspection to EU standards mainly by the following 9,250,000£ of laboratory equipment (Europeaid/ 114708/C/SV/TR) that will be supplied to 15

Provincial Food Control laboratories belonging to the MARA.

1.5.3. The Project for Restructuring and Strengthening of the Food Safety and Control System in Turkey planned to be submitted for 2004 National Programme, include, among other activities for food safety and control, construction and establishment of a National Food Reference Laboratory (NFRL). This project will lead to the accreditation of NFRL and increase the performance and credibility of laboratory testing.

1.5.4. Project on Preparation for the Implementation of EU Common Agricultural Policy (CAP), planned to be submitted for 2004 National Programme, particularly Project 2, includes elaboration of Turkish Rural Development Plan in line with Council Regulation No.1257/99 and envisages identification and elaboration of specific eligibility criteria for agri-environmental measures among where organic farming is the most regarded agri-environment measure in many Member States.

1.5.5. Framework Contract, 2002/12340, Support to the Turkish Authorities in Charge of Legislative Alignment to The Acquis in the Phytosanitary and Seeds Sectors, financed from EU-Turkey Administrative Cooperation Fund resources. Advances in the legislation on phytosanitary will help to have an easier transition to organic farming.

1.5.6. Extension of Organic Agriculture Project financed from National Budget: Activities carried out by MARA through the national funds on the ongoing "Extension of Organic Agriculture" focuses on training and research that will support the planned activities of this project.

2. CONTRACT OBJECTIVES & EXPECTED RESULTS

2.1. Overall objectives

The overall objective of the project is to enhance *the* sustainable development of Organic agriculture and related sectors in accordance with the EU *acquis* by stimulating, promoting, supervising and controlling the production and processing of organic food and non-food products in Turkey,

2.2. Purpose

The purposes of this contract are to assist the beneficiary with the following

- Alignment of the Turkish Organic Agriculture Legislation with the EU Legislation
- Strengthening the capacity of the MARA as regards to supervision, control, promotion and extension on organic farming in line with the EU practices
- Implementation of an efficient inspection and certification system in accordance with EU requirements
- Collection and dissemination of organic farming information to farmers and thus contribute to food quality and environmental protection.

2.3. Results to be achieved by the Consultant

- Current Turkish legislation on agriculture is assessed, gaps are identified and an action plan for alignment is developed,
- The institutional capacity of the MARA as regards to the promotion, supervision and control of organic production and processing of organic food and non-food products in line with EU practices are strengthened,
- Inspection and Certification system in accordance with EU requirements and adjustment of certifying units are implemented.
- Pilot projects are implemented in 5 areas on selected topics including the establishment of management and monitoring structures of the implementation,

training and development of methodological approach and participatory extension curricula on Organic farmers field schools, with a view to further replication in other sites and regions,

- Organic farming information to farmers and contribution to food quality and environmental protection are collected and disseminated as well as a communication strategy is developed.

3. ASSUMPTIONS & RISKS

3.1. Assumptions underlying the project intervention

- Stakeholders continue to support TARA efforts for the promotion of Organic Agriculture,
- General economic environment continues to facilitate development of Organic Farming,
- Farmers show interest in learning new technologies,
- Demand for Organic Products from the EU remains at high level
- TURKAK internationally accredited
- 2 Turkish certification companies meets accreditation criteria
- increased entrepreneurship towards establishing certification companies

3.2. Risks

Inappropriate institutional reform at MARA due to intra governmental pressures
General economic conditions in Turkey and the export markets for Organic products deteriorate

4. SCOPE OF THE WORK

4.1. General

4.1.1. Project Description

The matters to be considered in *the project* are presented under 3 three headings, namely: legislation, institutional aspects and pilot projects:

A. Legislation

The national regulation (24 December 1994/22145), which basically comply with EU Regulation 2092/91 was extensively amended and replaced, in 2002, by the Regulation on the Principles and Application of Organic Agriculture (July 2002/24812). The new regulation reflects the changes and additions that had been made to the EU Regulation at the time of its adoption. On the other hand, in accordance with Article 11 paragraph 1(a) of Regulation 2092/91, Turkey has prepared and submitted a file to *the* EU, applying *for* third country status in June 1995 for the first followed by an updated application in 2003. While the existing Turkish regulation is generally in line with EU legislation but requires incorporation of latest amendments, it lacks a clear legal basis, as it was originally developed in the absence of legislative act governing organic agriculture. A framework law is being developed and it has been adopted by the Turkish Parliament on 3 December 2004. The framework law will provide MARA with the necessary authority to amend and update organic agriculture regulations, as needed, in order to timely respond to future institutional, technical or scientific changes in the sector, as well as to adapt to future amendments to the EU Regulation. The framework law will also provide for penalties and sanctions, which are not spelled out in the current regulation. The regulation for the application of the implementation, fundamentals and rules of organic agriculture was published on the 10th of June, 2005 and it is already in force.

B-Institutional aspects

MARA is responsible for policy development, initiation of legislative proposals and overall management of the organic system. A preliminary assessment of institutional capacity carried out in 2002, particularly with regard to supervision of inspection and certification bodies clearly indicated the need of increasing substantially the number and training of them. The MARA staff need to be fully informed about existing regulations and standards and their enforcement and well prepared to respond the requirements of other complementary issues which foresee a strong link with regard to quality and safety of food, such as Hazard Analysis at Critical Control Points (HACCP) or EUREPGAP. It is MARA's intention to provide the entrepreneurs with necessary information on how 1C companies can satisfy the requirements laid down in the conditions of standard EN 17025. Therefore, trained MARA staff is expected to provide necessary information on the principles of quality assurance to the EN 17025 standard in order to guide and promote inspection of companies (IC). This trained staff also will take part in the inspection of companies with regard to whether they comply with the authorization criteria which is currently taken on the basis of the accreditation.

Currently, data related to organic agriculture is collected by MARA through certification bodies that are obliged, by legislation, to submit regular reports to provincial directorates and organic Agriculture Committee. The reports should contain information on the farmers, area used for organic production, information regarding inspections and any other information related with certification. This data is based on production of raw matter and does not deal with any other information on organic agriculture. Data collection is partly handled by the State Statistics Institute and the Undersecretariat for Foreign Trade (namely on exportation). Therefore MARA needs to establish a network system dealing with the whole chain (production to consumption) of organic agriculture by cooperating with all related institutions. In this case, Central team at MARA (HQ) will facilitate the information collection and make it available to all stakeholders.

The project foresees the strengthening of MARA at 3 institutional levels. Below are given some information about these and an identification of their institutional requirements:

Central team at VARA in Ankara (HQ): the Alternative Agricultural Production Techniques Department and the Organic Agriculture Committee (OAC) representing relevant general directorates. MARA at HQ was re-structured in August 2003 it employs a wider group on OA, with new task descriptions. The staff at HQ are newly involved in GA therefore have to be trained in legislative issues and the enforcement systems in order to lead OA in Turkey and execute in conformity to EU on day to day basis. Knowledge on policies and means to stimulate conversion of farms to OA is lacking at MARA headquarters. Also there is a need for raising awareness and improving the capacity with a view to the interaction of organic farming with rural development policy in EU. MARA HQ needs to improve knowledge on the current status as well as potentials of the OA sector in Turkey and thus develop sustainable policies in this field. It also needs a communication strategy and action plan for increasing the organic production.

Provincial units of MARA: Since 1996 MARA in close cooperation with Non-governmental organization (NGOs) and local universities is conducting several trainings on OA mainly focusing on general and basic principles of OA. Several trainings were directed at MARA HQ staff only. According to the new restructuring, organic teams were established in each of the 81 provinces. In follow up of the earlier trainings more advanced training including more in-depth knowledge on specific topics on OA needs to be handled. A large majority of these will be involved in extension activities. Knowledge and experience with participatory extension methods is lacking and is deemed very important and conducive for realizing successful OA implementation. The OA teams at the provincial units are expected to be composed of staff that need experience in data collection, rules and regulations, agronomic and technical aspects, and control procedures in OA and on producers unions or farmers cooperatives unions. Strong focus will be given to train extension officers in the concept of Farmer Field Schools. The pilot projects are the instrument to provide

practical training on this aspect.

Regional and/or thematic agricultural research institutions (RTI): MARA holds approximately 40 Regional Thematic Institutes in Turkey. The core activity of these institutes is to provide technical information for MARA's extension activities through applied technical research. A number of research projects focus on a crop or on optimization of a technique e.g. soil fertility. With the existing infrastructure in place at the RTIs, a selective number - 10 institutes - will have to engage in developing technical information and demonstrations on OA in relation to the prevailing agro-ecological system or on specific organic products. 'They should perform as 'knowledge centers' at regional or thematic level. The expertise of the RTI staff from the 10 centers will need to be strengthened and will have to join in trainings with officers from the PUs on relevant topics related to OA. Next to this the centers will also be involved in guiding and supporting the pilot projects that will provide practical extension training for the extension officers from both Provincial Organic Unit (POU) and RTIs.

C-Pilot Projects

The extension service of MARA within the pilot project areas will be the main focus since experience in extension within MARA for the OA staff on participatory approaches is limited, and there are no facilities in place for MARA officials to practice these methods in the field. The pilot character of this extension approach will in the long term not only help the OA programme within MARA but can prove useful for application in conventional agriculture as well. Developing and implementing pilot projects is regarded very important in terms of supporting the extension services on OA in order to provide sustainability. Therefore Project foresees implementation of pilot projects. The RTIs will be used in this project as supportive organizations of 5 pilot projects that will aim at experimenting with farmer field schools. The pilot projects will *hold* 2 farm sites in an actual village setting in the field of activity of at least 1 RTI. At the pilot sites, provincial and regional extension officers will be trained on a participatory approach of training on OA.

4.1.2. Geographical area to be covered

The project will cover the whole of Turkey.

4.1.3. Target groups

The *staff* working at the MARA in:

- Alternative Agricultural Production Techniques Department (DG Agricultural Production and Development)
- Committee on Organic Agriculture
- Research Institutes (Regional and Thematic Institutes) at DG Agricultural Research
- Provincial Directorates of Agriculture

4.2. Specific activities

A. Legislation Related Activities

- Assessment of current Turkish legislation on organic agriculture (gap analysis)
- Development of proposals for the necessary amendments or For the elaboration of new legislation for alignment with EU legislation (Regulation 2092/191) and their effective implementation
- Prepare a comparison table of the Turkish versus EU legislation (English version of Turkish legislation is available)
- Report on comparison of the Turkish versus EU legislation
- Identification of a set of the actions necessary, including administrative and legislative instruments, to support organic agriculture policies and increase the organic production (such as incentives to be provided to farmers)

- Prepare a report on actions necessary to support and increase organic agriculture

B. Institutional Re-organisation and Training

1. Review and clarification of the mandates, roles and responsibilities of various ministerial departments and inter-agency committees involved with organic agriculture (in particular related to executive functions);
2. Prepare a report on all the current mandates, roles and responsibilities of various ministerial departments and committees
3. Assistance in the establishment of an appropriate advisory and decision-making institutional mechanism for organic agriculture;
4. Assistance in training of the all mandated bodies on re-organization of organic agriculture policy implementation (with a particular attention to the head of organic units);
 - 4.1. Preparation of curricula and programmes for (30) central MARA officers on: organic concepts; legislation and control; safety and quality of organic food and non-food products; extension methods and tools; support mechanisms for conversion; on-farm processing and marketing; and alternative farming systems
 - 4.2. Preparation curricula for provincial (320) and regional (50) MARA officers on: organic concepts; legislation and control; training-of-trainers; Farmers-Field-Schools; distance-learning; farmers' organizations and cooperatives; organizational aspects; project development;
 - 4.3. Production of training materials in line with the curricula and programmes prepared.
 - 4.3.1 Five handbooks on major OA topics in place for MARA and farmer community.
 - 4.3.2 Training methodology and curricula on organic agriculture for 5 agro-ecological areas available at MARA
 - 4.4. Determining the qualifications of a team composed of 20 staff who will become trainers
 - 4.5. Training of the team (training of trainers) on the basis of curricula developed
5. Assistance in the establishment of a network of learning centers on organic agriculture, including national research institutes (dealing with olives, cotton, animal breeding and health, aquaculture, plant protection, on-farm processing, greenhouse, field crops, medicinal and aromatic plants and beekeeping),
6. Prepare a report on learning centers' network

C. Control and Supervision of Inspection and Certification Units

- i. Review of organic agriculture and organic production standards with regard the list of allowed inputs as well as inspection, certification and accreditation requirements,
2. Assistance in the harmonisation of testing methods, control procedures, supervision and accreditation together with efficient co-operation between all actors involved in the inspection system,
3. Identification of a set of actions necessary for increasing the number of certification bodies in Turkey (including incentives),
4. Prepare a report on the Turkish inspection, certification and accreditation system.
5. Organization of a on-the job training programme for about 40 staff (20 trainers and 20 staff from regional units) in member states on implementation of certification, supervision, data management and accreditation aspects (for one week),
6. Training of MARA staff on the effective supervision of the certification companies (training of about 20 trainers),
7. Development of tools to strengthen the internal audit system for organic inspection and certification;
8. Development of a detailed plan and inspection manual to be used for the supervision of the certification bodies by MARA
9. Prepare guidelines for a step-by-step plan towards the creation of internationally accredited Turkish organic certification bodies,
10. Production of materials developed (plans, manuals, guides).

D. Pilot projects

1. Analysis of the current situation in 5 pilot areas through the meetings with the participation of all stakeholders (MARA, farmers, NGOs, Research Institutes),
2. Writing up a report on the current situation with baseline data in each of the five pilot project sites (including recommendations for the future work on organic agriculture),
3. Planning of 5 pilot projects and development of, in participation with local stakeholders and relevant research institutes, a detailed work plan for each of the 5 pilot projects to implemented in:
 - Adana: conversion of intensive horticulture production in wetland ecosystems;
 - Duzce: enterprise diversification through organic production and on-farm processing;
 - Erzurum: organic beekeeping and harvesting in the wild in forest and mountain ecosystems;
 - izmir: organic greenhouse cultivations;
 - Kutahya: rainfed organic grain production in semi-arid ecosystems;

in order to develop replicable models for the regions which are similar to the above mentioned ecosystems with special focus on a specific activity in OA.

4. Assistance in establishment of management and monitoring structures for implementation;
5. Training of MARA and Research Institutes staff, that will take part in implementation, on management of project in accordance with work plan,
6. Assistance in the implementation of pilot projects and their supervision,
7. Development of a consolidated methodological approach and extension curricula (the training-of-trainers' curricula) on Organic farmers-Field-Schools adapted to each of the 5 pilot areas as well as research centers which will become knowledge centers on specific organic practices,
8. Production of training materials.

E. Information Management and Communication:

1. Identification of information needs of different stakeholders (MARA, certification bodies, producers etc.),
2. Development of an attractive and regularly updated MARA website (in both Turkish and English languages) on Organic Agriculture meeting the information requirements of all stakeholders and including the information elaborated as a result of the activities conducted above (such as up-to-date Turkish legislation; inspection manuals for MARA staff and harmonized rules for certification bodies; name and contact information of authorized certification bodies and their addresses; guidelines for certification bodies; results of pilot projects for guiding farmers; and any other material that is for the use of farmers community),
3. Development of a communication strategy on organic agriculture targeting producers of organic products,
4. Training of 100 staff on data and information collection, and database management. (1 personnel from each 81 province directorate of MARA and 19 personnel from MARA),
5. Identification of the criteria for the systematic collection of data on organic agriculture production
6. Definition of a codification system and database for the traceability of organic agriculture commodities.
7. Design, development, testing and installation of the appropriate database which will be provided by a supply project of MARA (both database software and hardware).

4.3. Project Management

4.3.1 Contracting Authority

The Central Finance and Contracts Unit (CFCU) will be the Contracting Authority for this project. The CFCU will be responsible for tendering, contracting, administration, accounting and payments of this project.

4.3.2. Management structure of MARA

The Beneficiary of this project is the MARA. The project management unit will be the Alternative Agricultural Production Techniques (AAPT) Department functioning under the General Directorate Agricultural Production and Development (DGAP). The Beneficiary Institution will appoint a Project Coordinator to assist and follow the project development. Project Coordinator will be responsible for the technical issues and coordination of activities and target groups within MARA and be in direct contact with the Contracting Authority.

The AAPT Department will be the general body that will develop the overall strategies and plans in consultation with Organic Agriculture Committee OAC for the OA. As being the Head of AAPT, he will chair weekly to monthly meetings take place among a team of 15 staff. He will directly report to the Director General for DGAP who is the final authority in taking decisions on legislation proposals, any necessary action for effective implementation of project, signing official letters and approving the reports. (APPENDIX 1).

4.3.3. Steering Committee

A Steering Committee (SC) will be established by the MARA, consisting of representatives from Under-secretariat of State Planning Organization (SPO), Ministry of Environment and Forestry Representatives from other related institutions may join the SC if necessary with the approval of MARA. Representatives of the EC-Delegation (ECD) and the Central Finance and Contracts Unit (CFCU) will participate as observers The SC will. meet regularly (to be planned in the Inception Report and upon initiative of the Consultant). The SC will meet to discuss the progress of the project, verify the achievement of the outputs and mandatory results timely and discuss actions to be undertaken in the following months of the project. The Project Steering Committee will also discuss the draft of the reports submitted to it and recommend corrections.

The representative of MARA-DGAP- Head of Department of Alternative Agricultural Production Techniques will chair the SC. The consultant and the National Coordinator will inform the SC regarding the ongoing studies.

The responsibility for the organization of the Project Steering Committee meeting lies with the Beneficiary.

4.3.4. Consultant

The long term Key Experts will be responsible for:

- Overall project coordination
- Project activities;
- Taking the secretariat work of the regular Steering Committee meetings.
- Mobilizing and supervising other long, short and medium term experts.
- Forming the Technical Assistance (TA) Team who will provide technical assistance in accordance with the consultants offer and with these terms of reference.
- Executing administrative issues (i.e. signing reports, side letters, etc.)
- Designing a work plan for the implementation of the programme.
- Organizing the preparation of all strategic project documentation (reports, training manuals, plan etc) prepared by key and other experts.
- Ensuring continuity of implementation through technical assistance
- Planning and coordinating outputs of assessments and sector and regional analysis
- Organizing and provision of required activities (trainings activities, etc.)
- Ensuring professional and timely implementation of the activities, deliver of reports and other outputs as defined in this ToR.
- Provision of travel, subsistence, translation, interpretation

- Implementation of pilot projects
- Provision of all relevant legal and background documents to be used in this project.
- Consult relevant studies and MARA and members of *Organic* Agricultural Committee and National Organic Agriculture Orientation Committee to evaluate the current chain of command and mandates, roles and responsibilities of various ministerial departments and committees and draft the state of art in Turkish organic farming

5.0 LOGISTICS AND TIMING

5.1. Location

The location of the operational base for the project will be Ankara/Turkey. The other locations may include Adana, Duzce, Izmir, 'Erzurum and Kutahya where pilot projects will be established and other provinces where activities are carried out at provincial or regional/thematic levels.

5.2. Commencement date & Period of execution

The date for commencing performance shall not be later than 15 days after the signature of the contract by both parties and shall be determined by an administrative order issued by the Contracting Authority. The intended period of execution of the contract will be 15 months from this date with the implementation schedule as specified in Appendix 2 of the specific activities (see article 4.2 for details of Specific Activities);

6.0 REQUIREMENTS

6.1. Personnel

CVs must be provided in the standard EU format for each of the key experts which can be found in Annex IV of Tender Dossier.

The Consultant shall provide adequate staff (in terms of expertise and time allocation), as well as any necessary equipment in order to complete efficiently all the activities required under the scope of work and to finally achieve the specific and overall objectives of the *project*.

All project personnel will be present in Turkey for the duration of their assignment. Exceptions have to be authorized by the beneficiary.

Civil servants and other agents of the public administration of the beneficiary country, regardless of their administrative situation, can not be recruited as experts to work in this contract except with the exception of staff of universities which are not directly involved in this project. *Where the staff of a university is employed*, the Consultant will have to demonstrate that they are exclusively available for the contract at the periods when their precise inputs are delivered.

The total inputs for non-key are given indicatively for the purpose of this contract. The Consultant should take into account the total given working days when preparing their financial offers.

The fee rates for all experts including local experts must cover all the administrative costs of employing the relevant experts, such as relocation and repatriation expenses [including flights to and from the beneficiary country/domestic residence upon mobilization and demobilizations, accommodation, expatriation allowances, leave, medical insurance and other employment benefits accorded to the experts by the Consultant.

For the sake of clarity, the bidders should take into account the following information, when

preparing their offers and submitting financial reports:

Working days: for long;-term experts, travel days from/to Europe/base of operations are not considered working days.

For short-term experts, travel -days from/to Europe/ to base of operation can only be considered working days if meetings/ work take place on the same day.

For missions in Turkey, travel days are considered working days for all experts.

Fee rates must include all travel costs for international as well as local experts to and from their base of operation.

6.1.1. Key experts

The required number of man days for each expert are as follows:

	KEY EXPERTS	DURATION (Working days)
	<i>Long; terms international key experts</i>	
1	Team Leader (Senior Institutional expert)	295
2	Senior legal expert	115
3	Senior expert for design and supervision pilot project implementation	155
4	<i>Non-Key Experts on several disciplines</i>	464

All experts who have a crucial role in implementing the contract are referred to as key experts. The profiles of the key experts for this contract are as follows:

Key expert 1: Team Leader (Senior Institutional arrangement expert)

Qualifications and skills

- University graduate in agriculture, economy, business administration, law or related fields
- English proficiency is essential; knowledge of Turkish is an asset.
- Full computer literacy.
- Experience in managing a team composed of international and local specialists.
- Excellent communication and leadership skills as a team leader

General professional experience

- Minimum 10 years of experience in agriculture sector, economy, business administration, law or related fields.
- Previous experience and knowledge of EU Commissions PRAG Manual of Procedures is an asset.
- Minimum 2 years of international experience on senior managerial level
- Knowledge on EU legislation on agriculture
- Experience in training
- Experience in administration, programme planning, monitoring and reporting;
- Experience in Project Cycle Management.

Specific professional experience

- Minimum 5 years of experience in organic agriculture policy in EU or EU accession

countries;

Key expert 2: Senior legal expert

Qualifications and Skills

- University degree in law
- Fluent in written and spoken English
- Full computer literacy,

General professional experience

- Minimum 5 years of experience in analysis of EU legislation

Specific professional experience

- Knowledge on the Turkish regulations related to organic agriculture.
- Minimum 5 years of experience in EU legislation on organic agriculture

Key expert 3: Senior expert for design and supervision of pilot project implementation

Qualifications and skills

- University graduate in agriculture or ecological science or related Fields
- Fluency in written and spoken English
- Knowledge of Turkish is an asset.
- Training skills
- Full computer literacy.
- High planning, organizational and networking skills

General professional experience

- Minimum 5 years of experience in planning and implementation of project
- and/or programmes relating to the development organic agriculture Knowledge of farmers-Field-schools and distance-learning methods
- International experience in project coordination, development and implementation
- International experience in training

Specific professional experience

- Knowledge of organic agriculture techniques and methods,
- Experience in one of the EU accession countries or in any member state countries on organic agriculture *projects*.
- Minimum 2 years of experience on training in the field of organic agriculture

All costs relating to the provision of international experts (including travel to/ from the beneficiary country and subsistence once there must be included in the fee rates. All running costs e.g. telephone bills, rental of vehicles, etc., must be included within the fees of the experts. No separate provisions should be made.

6.1.2 Non-Key Experts

Non-key experts are required on several other disciplines such as on accreditation, organic farming techniques, organic standard development, organic certification system, auditing, quality assurance, for development of the database system and its installation and training and expertise in "Turkish Legislation".

CVs for experts other than the key experts are not examined prior to the signature of the contract. They should not be included in tenders.

The Consultant shall select and hire other experts as required according to the profiles identified in the Organisation & Methodology and Terms of Reference. These profiles must indicate whether they are to be regarded as long-term/short-term and

senior/junior so that it is clear which fee rate in the budget breakdown will apply to each profile. All experts must be independent and free from conflicts of interest in the responsibilities accorded to them.

The selection procedures used by the Consultant to select these other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience. The findings of the selection process shall be recorded. The selection of experts shall be subject to approval by the Contracting Authority.

Note that civil servants and other staff of the public administration of the beneficiary country cannot be recruited as experts, unless prior written approval has been obtained from the European Commission.

6.1.3. Support staff & backstopping

Additional support staff including secretaries, translators will be provided by the Consultant. All costs related to provision of such staff are deemed to be included as an integral part of the fees of the other staff mentioned above.

6.2. Office accommodation

Office accommodation including office furniture of an adequate space (1 or 2 room) for experts working on this project is to be provided by the beneficiary.

6.3. Facilities to be provided by the Consultant

The Consultant shall be responsible for his own office equipment and vehicles if necessary. The Consultant shall provide and maintain all other office facilities, transportation, accommodation etc. that s/he may require for the performance of the contract.

In particular the Consultant shall provide:

- technical experts suitable to implement the tasks defined for each of the programme component in accordance with the present terms of reference,
- an adequate management of organizational support to the experts,
- the necessary equipment deemed necessary to enable the experts to efficiently fulfill their duties,
- the necessary working permits for the international experts.

The Consultant must transfer funds as necessary to support its activities under the contract and to ensure that its employees are paid regularly and in a timely fashion.

The Consultant shall ensure that experts are adequately supported and equipped. In particular it shall ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. The experts will be required to bring their own computers/lap tops. Eventual communication (international phone calls), interpretation during the conduct of the expert's assignment (including simultaneous translation, photocopy, etc.) and transportation costs to and from Turkey shall be included in the fee rates of the expert.

If the Consultant is a consortium, the arrangements should allow for the maximum flexibility in project implementation. Arrangements offering each consortium partner a fixed percentage of the work to be undertaken under the contract should be avoided.

6.4. Equipment

No equipment is to be purchased on behalf of the Beneficiary country as part of this service contract or transferred to the Beneficiary country at the end of this contract.

Any equipment necessary to make the experts operational will remain as the property of the Consultant, the costs of which must be included in the *fee rates* of the experts.

6.5. Incidental expenditure

The Provision for incidental expenditure covers the eligible incidental expenditure incurred under this contract. It cannot be used for costs, which should be covered by the Consultant as part of its fee rates, as defined in Section 6.3 of this Terms of Reference. Its use is governed by the provisions in the General Conditions and the notes in Annex V of the contract.

Incidental expenditure covers: travel costs and subsistence allowance of the experts for missions from the base of operations in the country of assignment.

The provision for incidental expenditure is EUR 40,000. This amount must be included without modification in the Budget breakdown.

Any subsistence allowances to be paid for missions undertaken as part of this contract from the base of operations in the beneficiary country must not exceed the per diem rates published on the Web site http://europa.eu.int/comm./europeaid/index_en.htm at the start of each such mission.

All costs relating to the provision of experts (including travel to/from the beneficiary country and subsistence once there, apart from missions specified in these terms of reference) must be included in the fee rates.

All other costs such as study tours, translation, printing/duplication of materials, visibility costs should be included under the fees of the experts.

All running costs e.g., telephone bills, rental of vehicles, etc., must also be included within the fees of the experts.

6.6. Expenditure verification

The Provision for expenditure verification relates to the fees of the auditor who has been charged with the expenditure verification of this contract in order to proceed with the payment of pre-financing installments if any and/or interim payments if any.

The provision for expenditure verification is EUR 4,000. This amount must be included without modification in the Budget breakdown.

This provision cannot be decreased but can be increased.

7. REPORTS

7.1. Reporting requirements

7.1.1 Inception Report (IR)

Within the one month after the commencement date, the consultant will prepare and submit for approval an IR, outlining the general approach, methodology and timetable for preparation and implementation of all activities funded under the project service contract. The IR will include a work plan for the first six months' activities and estimated expenditure and a detailed Work Plan for the next six months.

7.1.2 Progress Reports (PR)

Quarterly Progress Reports will describe in detail both technical progress and the financial situation of the programme. Following approval of the SC these reports will be delivered in four (4) copies (3 English and 1 Turkish) to the Contracting Authority for formal approval and copied to the EC Delegation. The Quarterly Progress Reports will compare in detail actual progress with the agreed work programmes (WP) and suggest revisions of these plans, if necessary. They will also identify any problems or issues that have arisen or which are foreseen *and suggest* how *these* should be resolved.

Payments will be executed on a 6(six) monthly basis following the approval of the progress reports. The progress reports must be provided along with the corresponding invoice. The financial report and an expenditure verification report defined in Article 28 of the General Conditions will be submitted every six months during the period of execution of the contract.

The due date for the each progress report should be 13 days after the end of the reporting period. Unspent balances and unfinished activities should be transferred to next WP period. Progress Reports should include a detailed work plan for the following period of the project.

All supporting documents (Reports, publications, audio and visual materials, photographs, meeting notes, agendas, agreements, contracts, etc.) produced in the previous three months will be annexed to each respective PR.

7.1.3. Ad Hoc Reports should be submitted by the Consultant at any time when there is a request of information on the implementation of the project or when a significant problem arises during the implementation of the programme which could affect the final outcome or may require modification of the work plan.

7.1.4. Final Report

A draft final report must be submitted at least one month before the end of the period of execution of the contract.

The Final Report must be prepared and submitted for approval to Beneficiary and the Contracting Authority within 30 days after the end of the period of execution of the project. It will compare the work carried out with that envisaged in the Inception Report and will include an evaluation section highlighting the lessons learnt from the project.

The final report must be accompanied by the final invoice, the financial report and an expenditure verification report. The updated and separate financial report must contain details of the time inputs of the experts and of the incidental expenditure.

7.1.5. Special Reports and other deliverables

The Consultant shall provide a list of special reports and other such submittals such as handbooks, manuals and guidelines for use by the targeted beneficiaries of this project in its technical offer. The final list of such special reports and other submittals will be proposed by the Consultant during the inception phase of the contract and be agreed with the Contracting Authority/Beneficiary.

Besides, special reports and other submittals may be requested by either the MARA or the Contracting Authority on specific issues arising during contract implementation.

A draft standard format for *project* repasts has been developed by the EC Europeaid Office with a related handbook, and can be downloaded from the following web page:

http://europea.eu.int/comm/europeaid/evaluation/methods/PCM_Train_Handbook_EN-March2002.pdf

7.1.6 Reporting Timetable

Reports	Institutions which reports will be given	Frequency	Number of the copies
Inception Report	MARA-(DGAP) and CFCU, ECD	1st month of the implementations period	1 copy in Turkish(for MARA) + 3 copies in English (1 for MARA and 1 for CFCU and 1 for ECD)
Progress Report	MARA-(DGAP) and CFCU, ECD	Every 3 month of the implementations period.	1 copy in Tiirkish(for MARA) + 3 copies in English (I for MARA I for CFCU and I for ECD)
Final Report	MARA - (DGAP) and CFCU. ECD	16th month of the implementations period.	1 copy Turkish + 6 copies English (3 copies for MARA, 2 copies CFCU and 1 for ECD)

7.2. Submission & approval of reports

All the above reports/outputs should be prepared initially in English and then translated in Turkish language both in hard copy and in electronic version (readable by a Microsoft Office application). The final report will be submitted 1 copy in Turkish to MARA and 6 copies in English as follows: i) 3 copies to MARA- General Directorate of Agricultural Production and Development ii) 2 copies to CFCU, iii) 1 copy to the EC Delegation in Ankara.

All reports must be submitted to the Contracting Authority, MARA and EC Delegation at the same time within 15 days following the end of each reporting period. Progress Reports should include a detailed work plan for the following period of the project. All progress reports must be submitted as one copy in Turkish, three copies in English. Following revision of the draft reports by the MARA, the Contracting Authority and the EC Delegation, they have to be approved by the MARA and the CFCU. Approved reports will be sent to the ECD for information. If no comments are received from the MARA within the three weeks after submission of the draft, the last version may be deemed as final by the CFCU and the ECD.

8. MONITORING AND EVALUATION

8.1. Definition of indicators

The project will be monitored through the periodic progress reports and achieved results against the work programme by application of following indicators:

- Number and content of amendments in the Turkish regulation on organic agriculture
- Legislation alignment completed by 2006
- Turkish organic standards meet international requirements and national

- conditions by 2006
- Means to support organic agriculture policies integrated in organic legislation by end of 2006
- A National Organic Agriculture Advisory Committee established and functioning by 2006
- 200 farmers have received training in Organic Farmers-Field-Schools by the 2nd half of 2007
- Reports or position papers drafting the current situation as foreseen in the activities
- Training *team of 20 staff* identified and trained as trainers
- 370 MARA staff trained on features of organic agriculture, legislation, inspection, data collection and management and supported by other implementation tools (manuals, handbooks) by the 2nd half of 2007
- Number of training tools developed
- Number of visitors on the TIARA/Organic webs ite
- Updating of the collected data
- A database and network between MARA HQ, provincial directorates and certification bodies established and fully functional by 2007
- Overall increase in the number of farms and surface area converting to organic farming system
- Number of products in the organic list
- Number of local inspection and certification bodies
- Confidence of Turkish and Foreign consumers to Turkish organic products

8.2. Special requirements

None

9. VISIBILITY

Any publication by the Consultant, in whatever form and by whatever medium, including the Internet, shall carry the following or a similar warning: "This document has been produced with the financial assistance of the European Community". In addition, the back cover of any such publications by the Consultant should also contain the following disclaimer: "The contents of this publication is the sole responsibility of -name of the author/consultant/implementing partner- and can in no way be taken to reflect the views of the European Union".

A publicity and visibility plan must be developed by the Consultant during the inception phase and be incorporated into the Inception Report, and its implementation shall be reported upon in a specific section in the Interim and Final Progress Reports.

The copyright of all the outputs produced within the context of this contract will be the property of the European Commission and of the Beneficiary. The Consultant shall not use any of the outputs produced via this contract for commercial private and/or any other purposes.

The Consultant shall take all necessary measures to publicise the fact that the European Commission has financed the project in accordance with the EU Visibility Guidelines for External Actions (the guidelines can be downloaded from http://europa.eu.int/comm/europeaid/visability/index_en.htm). These guidelines have been drawn up to ensure that projects that are wholly or partially funded by the European Union (EU) visibly acknowledge the support of the EU. *They cover* the written and visual identity of the EII and are to be used in briefings, newsletters, press conferences, presentations, invitations, signs, commemorative plaques and all other items used to highlight EU participation.

The use of these guidelines is compulsory for all Consultants and/or implementing partners under contracts and financing agreements which explicitly refer to them, whether signed by the European Commission or by any other Contracting Authority. Their use is recommended for all other Consultants and/or implementing partners in fulfilling the visibility requirements of actions funded by the EU. In all cases the provisions of specific contracts and financing agreements prevail.

Publicity and Visibility Plans to be developed by the Consultant will be incorporated into the annual work plans the costs of the visibility actions should be covered under incidental expenditure budget.

10. COPYRIGHT

The copyright of all the outputs produced within the context of this contract will be the property of the Contracting Authority and of the Beneficiary. The Consultant shall not use any of the outputs produced via this contract for commercial, private and/or any other purposes.