**QUALITY CONTROL PLAN**

***This QC Plan is designed mainly guide for the inspection and acceptance of all the deliverables that will be contracted for under the tender number:* Krt0035 Expansion of certified seed supply networks, market-led seeds promotions and seed subsidies for small holder farmers in South Kordofan State.**

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| **PR #:Krt 541** | **Tender #: Krt0035** |
| **PR Description**: Seed company to expand seed supply networks to South Kordofan State, carry out seed sales promotions and sell seeds to small holder farmers at a discounted price |

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| ***This QC Plan details the procedures to inspect and determine the acceptability of the deliverables for this assignment.***  |
| Essential Specifications and Testing Requirements**Deliverable 1: Development of a rural seed supply nework, Retail points, sales promotion around retail points, van sales on market days centered around retail businesses**

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| **Parameter** | **Target Value** | **Margin of Error** (Absolute or Relative)  | **Testing Method** | **Performed / Reviewed by:**  |
| Selection of suitable seed sellers/retail points. The company should ensure that agents are selected from scattered villages within the locality so that the seeds are easily accessible to farmers.The company should identify villages where they intend to have agents and the selection criteria and submit the list to the SAFE team for approval. A schedule of the selection process should be submitted to the SAFE team who will make randomized checks, make observations and write monitoring reports. The company will write a report to detail the criteria, process, achievements and key learnings. | 20 retailers/ agents | Absolute | Document review of the report and physical verification | QC Team |
| Carrying out seed sales promotions around each retail point. The company should mobilize people in the areas to be served by the seed sales points to attend seeds promotions carried out by the company and sales agents. The company should submit to Mercy Corps SAFE team a schedule of the seeds sales promotions and the promotional messages for prior approval. SAFE program staff will randomly sample and attend some sales promotions, discuss observations with the companies and write monitoring reports. The company will write a report to detail the planning, process, achievements and key learnings. | 20 sales promotions | Absolute | Document review of the report and physical verification | QC Team |
| Van sales on market days centered around each retail business. The company is identify market days in the area and go with the nearest agent to carry out seeds sales in the markets. The company should submit to Mercy Corps SAFE team a schedule of the van sales and the promotional messages for prior approval. SAFE program staff will randomly sample and attend some van sales, discuss observations with the companies and write monitoring reports. The company will write a report to detail the planning, process, achievements and key learnings. | 20 sales promotions | Absolute | Document review of the report and physical verification | QC Team |
| Number of demo plots divided into 4 for the 4 crop types and size measurement of plots. The design must be approved by the program team. This must be included in the milestone report with particulars size, crops planted, practices demonstrated, hwow they were used for famer training, estimated impact and suggestions for future similar activities | 20 demonstration gardens | Absolute numbers but design is relative | Document review of the report and physical verification | QC Team |
| Radio talk shows on the benefits of certified seeds. Talking points have to be agreed upon by the program team, the speakers have to be agreed to by the program team and farmers have to be mobilized in advance to listen. This must be included in the milestone report with particulars such as frequency, content, estimated impact and suggestions for future similar activities | 2 radio talk shows of at least 1 hour each | Absolute | Document review of the report and voice recording | QC Team |
| Radio adverts promoting the company, its seed sales networks and products. The program team must approve the advert content prior to airing. This must be included in the milestone report with particulars such as frequency, content, estimated impact and suggestions for future similar activities | 20 adverts |  | Voice recording and  | QC Team |

**Deliverable 2: IEC materials for each retail points (A3 size)**

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| **Parameter** | **Target Value** | **Margin of Error** (Absolute or Relative) | **Testing Method** | **Performed / Reviewed by:**  |
| The IEC materials/Posters should show the basic agronomic practices for growing Sesame, groundnuts, sorghum and vegetables. Information of 2 crops on 1 poster and so 2 different for all the 4 crop types. They must show practices such as land preparation, planting, spacing, pest/weed/disease control, harvesting and post-harvest handling. The dummies of the IEC materials/posters must be approved by the SAFE team before it is printed. A pair of the 2 different posters should be delivered to each seed retailer | 40 pieces | Absolute | Document review of poster and physical verification of existence in some retail points | QC Team |

**Deliverable 3: Training of retailers/ agents**

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| **Parameter** | **Target Value** | **Margin of Error** (Absolute or Relative) | **Testing Method** | **Performed / Reviewed by:**  |
| The company should train all the retailers/ agents: This training should include sales business practices (such as business skills, record keeping, demand estimation, reordering levels) as well as recommended seed handling practices (seed storage, seed store recommendations, certification require for seed sales).The company should submit the details of the training plan for approval to the SAFE program before proceeding. The training schedule should be shared with the SAFE program who will make improptu visits, make observations, discuss any variations with the company and write monitoring reports. The company will write a report of the training indicating the plan, process, achievements and recommendations | 20 retailers | Absolute | Document review of the report and physical verification | QC Team |

**Deliverable 4: Sale of subsidized seeds**

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| **Parameter** | **Target Value** | **Margin of Error** (Absolute or Relative) | **Testing Method** | **Performed / Reviewed by:**  |
| Certified Sesame Seeds to be sold to farmers by seed companies at a discounted price during seed sales promotions. The seeds must have been tested and certified by the government seed certification agency.Mercy Corps staff will identify farmers to be recipients, issue vouchers to them, supervise the seed sales, countersign on all lists to certify that seeds were received. The company to send a seed sales report with countersigned lists and redeemed vouchers. | 6,250 kg | Relative. The quantity is not fixed since farmers will make a choice of which quantity and which of these seed options to buy on the day of the sales promotion  | Document review of sales registration records, voucher count and physical verification. | QC Team/ procurement team |
| Certified groundnuts Seeds to be sold to farmers by seed companies at a discounted price during seed sales promotions. The seeds must have been tested and certified by the government seed certification agency.Mercy Corps staff will identify farmers to be recipients, issue vouchers to them, supervise the seed sales, countersign on all lists to certify that seeds were received. The company to send a seed sales report with countersigned lists and redeemed vouchers. | 65,000 kg | Relative. The quantity is not fixed since farmers will make a choice of which quantity and which of these seed options to buy on the day of the sales promotion  | Document review of sales registration records, voucher count and physical verification. | QC Team/ procurement team |
| Certified Sorghum Seeds to be sold to farmers by seed companies at a discounted price during seed sales promotions. The seeds must have been tested and certified by the government seed certification agency.Mercy Corps staff will identify farmers to be recipients, issue vouchers to them, supervise the seed sales, countersign on all lists to certify that seeds were received. The company to send a seed sales report with countersigned lists and redeemed vouchers. | 7,500 kg | Relative. The quantity is not fixed since farmers will make a choice of which quantity and which of these seed options to buy on the day of the sales promotion  | Document review of sales registration records, voucher count and physical verification. | QC Team/ procurement team |
| Certified vegetable Seeds to be sold to farmers by seed companies at a discounted price during seed sales promotions. The seeds must have been tested and certified by the government seed certification agency.Mercy Corps staff will identify farmers to be recipients, issue vouchers to them, supervise the seed sales, countersign on all lists to certify that seeds were received. The company to send a seed sales report with countersigned lists and redeemed vouchers. | 500 kg | Relative. The quantity is not fixed since farmers will make a choice of which quantity and which of these seed options to buy on the day of the sales promotion  | Document review of sales registration records, voucher count and physical verification. | QC Team/ procurement team |

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| Contract Testing RequirementsThe program manager and the program team will ensure every deliverable is met accroding to prescribe standards through monitoring and prior-approvals of items like plans, designs and messages. For the seeds, the program manager and team will verify that the seeds were certified by the competent authorized agency. * For products, 2% of the consignment received per agro-dealer will be inspected. This inspection will occur for every shipment/order delivered to the agro-dealers. For the order to be considered as non-conforming, a minimum of 5% of the seed packages must be lacking in quality as compared to certification standards, damage as a from poor transportation, handling and storage.
* For Services, program teams will continuously review and monitor the training to the agents vis-à-vis the various services they are expected to render to ensure conformity to the agreed scope of work and contract. The extension activities provided by the seed retailers/sales agents to farmers is an embedded service not paid for by Mercy Corps so the company cannot be held liable for it but will be informed to correct it if the cause is due to improper training to the agents.
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| Non-ConformanceThe quality control team, will provide collective feedback on a product. If the product does not meet required standards, the quality control committee will provide two rounds of feedback on any product that does not meet the required standards. On the third round of feedback, the quality control committee will inform the service provider that their deliverable does not meet the required standards, and that they are at risk of losing payment for that deliverables. If the issues are still not corrected, the QC committee will meet with the Operations Manager and SAFE program director and other relevant stakeholders to determine which portion of payment will be withheld, and make a recommendation. The SAFE program (consortium) director will be responsible for communicating to the lead firm about modified payments due to incompletion/poor completion of deliverables.  |