

# **PREPARATION OF DATABASE OF FOOD SAFETY INSTITUTION**

## **(WHO project number INO FOS 001 : EC-1/P-1)**

### **1. INTRODUCTION**

The first step to strengthen a National Food Safety Program is to assess food safety infrastructure and problems at national level to prepare a country profile (WHO 1996). This assessment includes identifying major problems of control and prevention of foodborne diseases (FBD), such as a review of health and socioeconomic issues related to FBD and the identification of the functions of all sectors involved with food safety, the strength and weakness of the food safety program. Unfortunately, Indonesia does not have a comprehensive country profile describing food safety infrastructure and problems.

A national database of food safety institutions should be prepared to obtain a country profile. Examples of areas where data should be collected are (i) government organizations which describe department responsible for food safety, coordination between departments, responsible and functions; (ii) private institutions which directly or indirectly involved with food safety programs; (iii) human resources and training requirements such as staff numbers and qualifications of personnel involved in food safety and evaluation of staff training programs; (iv) extension and advisory services including organization and implementation of government extension and advisory services to the food sector, nongovernmental organization involvement, trade association, education and research institutes; (v) public education and participation including government and food sector initiatives on dissemination of information on food safety and prevention of FBD and participation of consumer groups.

The information collected in the database should cover institutions according risk analysis activities as suggested in the integrated food safety system (IFSS) proposed by the National Agency for Drug and Food Control (Badan POM) in cooperation with AGAL (Australian Government Analytical Laboratories).

### **2. PROJECT OBJECTIVE**

The aim of this project is to obtain a database with details research, training, promotion and food control of the institutes engaged in food safety program

### **3. EXPECTED OUTCOME**

- Database of food safety institutions in Indonesia
- Directory of institutions which directly or indirectly involved with food safety programs

### **4. CHALLENGE AND JUSTIFICATION**

It is difficult to strengthen a national food safety program, if the country profile on food safety infrastructure and problems is not available. A national database of food safety institutions should be prepared to obtain important parts of the country profile.

## 5. EVALUATION AND FOLLOW UP

The design of the questionnaires and software will be continuously evaluated during the preparation to pinpoint the important issue in order to be improved for further action.

## 6. METHODOLOGY

- Consultation meetings for discussions of project plan, project management, composition of database
- Workshop to define composition of database
- National consultant to prepare database
- Interpretation of database
- Final report

## 7. TIME SCHEDULE

ACTIVITIES	2004												2005		
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3
1 Preparation of project															
2 Consultation meetings															
3 Workshop to define composition of database															
4 Survey															
5 Interpretation of database															
6 Preparation of directory															
7 Monitoring															
8 Evaluation															
9 Final report															

## 8. BUDGET

1. Workshop to define composition of database (LCS) (WHO Project No. INO FOS 001 : EC-1/P-1/A-1)	Rp 25,190,000
2 National consultant to prepare database (APW) (WHO Project No. INO FOS 001 : EC-1/P-1/A-2)	Rp 50,000,000
3. Three Follow-up meetings to review programs (LCS) (WHO Project No. INO FOS 001 : EC-1/P-1/A-3)	Rp 25,200,000

**Total : Rp 100,390,000**

**1. Workshop to define composition of database (LCS)  
(WHO Project No. INO FOS 001 : EC-1/P-1/A-1)**

**Rp 25,190,000**

Venue : Jakarta  
Time frame : April 2004

**1.1. Preparation of workshop**

**Rp 7,300,000**

a. Secretariat support	: 7 persons x 4 days x Rp 150,000	: Rp 4,200,000
b. Communication	:	: Rp 500,000
c. Stationeries	:	: Rp 1,000,000
d. Photocopy	:	: Rp 1,000,000
e. Computer rental	: 4 days x Rp 150,000	: Rp 600,000

**1.2. Workshop to define composition of database**

**Rp 17,890,000**

a. Honorarium of Speakers	: 4 persons x 1 day x Rp 500,000	: Rp 2,000,000
b. Honorarium of Moderator	: 1 persons x 1 day x Rp 500,000	: Rp 500,000
c. Perdiem for local participants (45 persons)	: 45 persons x 1 day x Rp 150,000	: Rp 6,750,000
Perdiem for provincial participants (5 persons)	: 5 persons x 1 day x Rp 300,000	: Rp 1,500,000
d. Workshop kit	: 62 persons x 1 day x Rp 15,000	: Rp 930,000
e. Certificates	: 62 persons x 1 day x Rp 5,000	: Rp 310,000
f. Room rental	:	: Rp 500,000
g. Secretariat support	: 7 persons x 1 day x Rp 150,000	: Rp 1,050,000
h. Photocopy	:	: Rp 1,000,000
i. Stationeries	:	: Rp 1,000,000
j. Communication	:	: Rp 500,000
k. Documentation	:	: Rp 500,000
l. Computer rental (For workshop and making report)	: 2 day x Rp 150,000	: Rp 300,000
m. Reporting (perdiem for local secretariat)	: 7 persons x 1 day x Rp 150,000	: Rp 1,050,000

2. National consultant to prepare database (APW)  
(WHO Project No. INO FOS 001 : EC-1/P-1/A-2)

Rp 50,000,000

## **TERM OF REFERENCE**

### **NATIONAL CONSULTANT FOR PREPARATION OF DATABASE OF FOOD SAFETY INSTITUTION (WHO project number INO FOS 001 : EC-1/P-1/A-2)**

#### **I. INTRODUCTION**

- The first step to strengthen a National Food Safety Program is to assess food safety infrastructure and problems at national level to prepare a country profile (WHO, 1996).
- National consultant would develop such a national database of food safety institutions to obtain a country profile.
- The composition of database would be finalized through conducting a workshop.

#### **II. OBJECTIVE**

To obtain a database with details research, training, promotion and food control of the institutes engaged in food safety program.

#### **III. OUTPUT**

- Database of food safety institutions in Indonesia
- Directory of institutions which directly or indirectly involved with food safety programs

#### **IV. TIME FRAME**

March - July 2004

#### **V. TASKS OF THE NATIONAL CONSULTANT**

- Briefing from NADFC and WHO on the assignments and reporting obligation.
- Design questionnaire, pre test of survey (*validity test*), conduct survey, collate and analysis of database
- Preparation of software for food safety institution mapping
- Participate in all relevant discussion meetings, consultation and teamwork discussion as a resource person.
- Preparation of final report in English for the completion of the assignment.

#### **VI. QUALIFICATIONS**

1. - Possessing university degree on statistic
  - Have a good experience in preparing database
  - Have a good experience in designing software
  - Possessing at least 10 years involvement of survey activities
2. - Possessing university degree on food technology/food safety
  - Have a good experience in food safety program
  - Possessing at least 10 years involvement of food safety activities

## VII. DETAILED ESTIMATE

**National consultant to prepare database (APW)  
(WHO Project No. INO FOS 001 : EC-1/P-1/A-2)**

**Rp 50,000,000**

Duration : 5 months (March - July 2004)  
Consultancy fees : Rp 5,000,000 /month

Consultants : 2 persons x 5 months x Rp 5,000,000 :

**Rp 50,000,000**

## VII. CURRICULUM VITAE (Attached)

**3. Three Follow-up meetings to review programs (LCS)  
(WHO Project No. INO FOS 001 : EC-1/P-1/A-3)**

**Rp 25,200,000**

Venue : NADFC meeting room, Jakarta  
Time frame : April 2004

**3.1. Preparation of meeting**

**Rp 7,950,000**

a. Secretariat support	:	5 persons x 1 days x 3 times x Rp	150,000	:	Rp 2,250,000
b. Communication	:	3 times x Rp	400,000	:	Rp 1,200,000
c. Stationeries	:	3 times x Rp	500,000	:	Rp 1,500,000
d. Photocopy	:	3 times x Rp	1,000,000	:	Rp 3,000,000

**3.2. Meetings to review programs**

**Rp 17,250,000**

a. Facilitators	:	3 persons x 1 day x 3 times x Rp	500,000	:	Rp 4,500,000
b. Perdiem	:	15 persons x 1 day x 3 times x Rp	150,000	:	Rp 6,750,000
c. Secretariat support	:	5 persons x 1 day x 3 times x Rp	150,000	:	Rp 2,250,000
d. Documentation	:	3 times x Rp	500,000	:	Rp 1,500,000
e. Reporting (perdiem for local secretariat)	:	5 persons x 1 day x 3 times x Rp	150,000	:	Rp 2,250,000