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Bhutan Livestock Development Corporation Limited
Corporate Head Office
Thimphu: Bhutan
"Inspiring the growth of livestock entrepreneurs"



ANNEXURE B

TERMS OF REFERENCE

Department of Processing & Value Addition

Raw Material to Finished Product

1. Overview

The Department of Processing & Value Addition converts raw meat received from the Department of Production & Aggregation (chicken, pork, and fish) into a wide range of value-added products at the Thimphu processing plant, before transferring finished goods to the Department of Marketing & Sales for onward sale.

2. Roles and Responsibilities

2.1 Raw Material Intake

- Receive raw chicken, pork, and fish stock from the Department of Production & Aggregation.
- Record the specific material type received within each species, for example Whole Chicken, Chicken Cuts, Chicken Feet, Gizzard, and Liver for chicken; Whole Carcass, Pork Cuts, Phangu, Kangchung, Lungs, Liver, Heart, and Intestine for pork, with provision to register further material types as they arise.

2.2 Processing and Value Addition

- Convert raw stock into value-added products according to the approved product catalogue.
- Record each processing run as a batch: the quantity of raw material put into that batch, and every product it simultaneously yields, reflecting that a single batch of raw material (for example, whole chickens) produces multiple distinct outputs (Breast, Drumstick, Wings, and others) at once, rather than treating each output as if it consumed raw material independently.
- Maintain and expand the approved product catalogue, with provision to introduce new products as required.

2.3 Product Portfolio

The Department maintains an approved catalogue of value-added products (Pricing Committee approved), organized by category:

- Chicken Products (15 items), including Breast, Drumstick, Wings, Leg (Boneless), Whole Chicken, Chicken Curry Cut, Chicken Feet, Chicken Frankfurter, Chicken Local Sausage, Chicken Mince, Chicken Fermented Sausage, Chicken Hot Dog, Smoked Breast, Smoked Chicken, and Dog Food.
- Trout Products (2 items), Trout Ungutted, Trout Guttled.
- Pork Products (23 items), including Pork Belly, Ham, Bacon, Ribs, Pork Chops, Pork Frankfurter, Pork Local Sausage, Pork Local Juma, Pork Hot Dog, Kangchung, Pork Tenderloin,

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Loin, Pork Bones, Pork Bratwurst, Pork Vienna, Whole Phangu, Local Frozen Pork, Fermented Pork Sausage, Pork Mince, Sikkam, Semi Cooked Phangu, Pork Curry Cut, and Pork Baynzom.

Each product carries an approved Unit of Measure (UOM), either variable weight (KG) or a fixed pack size (e.g. 450g, 500g, 800g), as set by the Pricing Committee.

2.4 Yield Planning

- Maintain species-specific yield and pricing models (Chicken, Pork, and Trout) to project output, revenue, and profitability for a given quantity of raw material, supporting production planning ahead of actual processing.
- Maintain a dated, auditable log of revisions to standard yield ratios and prices as they are updated.

2.5 Reporting

- Report total raw material processed by species on a weekly, monthly, and all-time basis.
- Provide historical reporting for any past month, broken down by week and by species, to support production review and planning.

2.6 Transfer to Marketing & Sales

- Transfer all processed and value-added products to the Department of Marketing & Sales for onward sale, with the corresponding finished-goods stock updated automatically on both sides.