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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 Production & Aggregation

Sourcing, Warehousing, Farmer Relationships & Supply

1. Overview

The Department of Production & Aggregation is responsible for sourcing raw livestock products from farmers and BLDCL's own production farms, aggregating and storing them across a Dzongkhag-wide warehouse network, maintaining farmer relationships, and ensuring supply to the market and mandated institutions. Thimphu serves as the sole processing and value-addition hub within this supply chain.

2. Roles and Responsibilities

2.1 Sourcing of Raw Materials

- Procure carcassed broiler, carcassed piggery (pork), and eggs from Contract Farmers (under agreed terms) and Non-Contract Farmers (open/spot sourcing), capturing farmer name, location, product, quantity, and price at the point of purchase.
- Manage production and output from BLDCL's own production farms:
 - Thimphu, Piggery fattening
 - Gelephu, Layer (egg production)
 - Samdrupjongkhar, Piggery fattening, dairy, layer, fishery
 - Haa, Trout farming

2.2 Farmer Relationship Management

- Maintain a Farmer Directory recording, per farmer: contact information, Dzongkhag/GPS location, contract status, a quality score, and a delivery-reliability score.
- Track each farmer's production history and cumulative sourcing value automatically from transaction records.
- Track outstanding payments owed to each farmer, reconciled automatically against Accounts & Finance's Payment to Farmers records.
- Provide ranked farmer performance views (e.g. top farmers by product and by value/quantity supplied) to support sourcing and engagement decisions.

2.3 Aggregation and Warehousing

- Operate and maintain warehouses across the Dzongkhag network, Thimphu, Samtse, Dagana, Tsirang, Wangdue Phodrang, Samdrup Jongkhar, Sarpang, Phuentsholing, and BLDCL's Central Warehouse, with capacity to add further warehouses as operations expand.

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- Track warehouse stock separately by species (Chicken, Pork, Fish/Trout, Dairy, Egg) and by processing form (Raw, Blast-Frozen, Value-Added), rather than as a single undifferentiated total.
- Coordinate inter-warehouse transfers to balance stock levels and meet regional demand.

2.4 Hand-off to Processing & Value Addition

- Route the majority of sourced meat to the Department of Processing & Value Addition for processing and value addition, recording the species and quantity sent from each warehouse.
- Distribute unprocessed product onward in raw or blast-frozen form where processing is not required.

2.5 Market and Institutional Supply

- Supply raw meat and other products to the open market, either from warehouse stock or directly sourced from farmers when responding to live market demand, recording the buyer, price, and payment status (Paid/Pending) for each dispatch.
- Each Dzongkhag warehouse supplies institutions (schools, Gyelsung, hospitals, and others) only within its own Dzongkhag jurisdiction; no cross-Dzongkhag institutional supply.
- Product supplied to institutions is raw or blast-frozen only; value-added (processed) products are not part of institutional supply.
- Payments recorded against market and institutional dispatches settle automatically as receivables in Accounts & Finance.

2.6 Direct Supply to Marketing & Sales

- Eggs are supplied directly to the Department of Marketing & Sales from the relevant Dzongkhag warehouse, bypassing the Department of Processing & Value Addition entirely, consistent with the fact that eggs require no carcassing or value addition.

2.7 Supply Chain Coordination

- Balance sourcing, storage, hand-off, and distribution activities to ensure consistent availability across contract farmer, non-contract farmer, own-farm, market, and institutional channels.
- Monitor warehouse stock levels for early warning of shortage, and coordinate replenishment accordingly.