



Call for Expression of Interest (EOI)

11th European Development Fund (EDF)

"Support to CARIFORUM States in furthering the implementation of their Economic Partnership Agreement (EPA) commitments and in meaningfully reaping the benefits of the Agreement"

SANITARY AND PHYTOSANITARY MEASURES (SPS) PROJECT

TITLE OF THE EOI: STRENGTHENING THE AGRICULTURAL HEALTH AND FOOD SAFETY POLICY FRAMEWORK IN THE CARIBBEAN	
Date of this EOI: September 14, 2020	Closing Date for Receipt of EOI: October 09, 2020
EOI Reference: CaRC/BB/SPS-EOI/C1-01/20	
DESCRIPTION OF THE ACTION	
<p>The Inter-American Institute for Cooperation on Agriculture, IICA has been the specialized international agency for agriculture of the Inter-American System for more than 70 years, and its mission is to <i>"encourage, promote and support our Member States in their efforts to achieve agricultural development and rural well-being through international technical cooperation of excellence"</i>.</p> <p>The Caribbean Agricultural Health and Food Safety Agency (CAHFSA) seeks to enhance regional development in agricultural health and food safety through the application of SPS Measures that meets the expectation of all stakeholders and contribute to the welfare of Caribbean citizens. CAHFSA is mandated to perform a coordinating and organizing role for the establishment of an effective and efficient regional sanitary and phytosanitary (SPS) regime and to execute on behalf of Member States such SPS actions and activities that can be more effectively and efficiently executed through a regional mechanism.</p> <p>The 11th European Development Fund (EDF) Programme titled <i>"Support to CARIFORUM States in furthering the implementation of their Economic Partnership Agreement (EPA) commitments and in meaningfully reaping the benefits of the Agreement"</i> seeks to contribute to the integration of the Caribbean Forum of the ACP Group of States into the World Economy. The Sanitary and Phytosanitary (SPS) Measures Project is one component of the 11th EDF Programme and aims to further increase compliance by CARIFORUM States with international SPS measures, standards and procedures to increase international and regional market access. The current SPS Action is focused on: i) strengthening the SPS regulatory environment in CARIFORUM Countries; ii) improving</p>	

public and private sector capacity to comply with SPS measures, standards, and procedures; and iii) strengthening SPS capacity in the fisheries sector.

IICA as the implementing agency for the 11th EDF Sanitary and Phytosanitary (SPS) Measures Project and the CAHFSA, a collaborator under the Project, are seeking to strengthen the Agricultural Health and Food Safety (AHFS) Policy Framework in the Caribbean in order to have a more coherent, coordinated and focused approach to address AHFS issues.

Within the above context, IICA in collaboration with CAHFSA is seeking to hire a suitable professional to develop a Regional AHFS Policy and Action Plan and a National AHFS Policy Framework for CARIFORUM countries.

The main tasks/activities are as follows:

- i. Hold an initial briefing meeting (virtual) with the 11th EDF SPS Project Management Team and CAHFSA on the objective, activities, approach, expected outputs and any other issues related to the execution of the Consultancy that require clarification.
- ii. Within **five (5) days** of the briefing meeting with the 11th EDF SPS Project Management Team and CAHFSA, prepare an Inception Report which outlines the methodology, activities, and schedule for completion of the key activities.
- iii. Collect baseline information required for the execution of the activity. This should include in part, the conduct of a comprehensive desk review, conduct of a survey inclusive of public and private sectors, conduct consultations with relevant SPS national and regional stakeholders and hosting of meetings with the members of the Agricultural Health Food Safety System (AHFSS) Thematic Group.
- iv. Based on the information collected, conduct a situational analysis on AHFS in the Region. Once completed, the draft Situational Analysis should be presented to the AHFS Cluster for feedback to inform the revision and finalization of the Analysis.
- v. Prepare a consultation-ready draft Regional Policy and Action Plan for implementation of the policy. The document should include but not be limited to:
 - a. Background and Justification (including underpinning principles, values and philosophies)
 - b. Policy objectives and outcomes
 - c. Strategies to achieve each objective
 - d. Specific actions to be taken (important to include Public Private Sector Partnerships (PPPs) and specific supporting arrangements required)
 - e. Monitoring and Evaluation Plan, including a Logic Model and Indicator Framework.

- vi. Prepare a national AHFS Policy Framework that can be used by countries to develop or improve their current national AHFS Policy and associated action plans pursuant to the proposed Regional Policy and Action Plan. Each section of the framework should provide annotations that can be used to guide countries on the specific information that should be included, especially guidelines for identifying priority outcomes, objectives, strategies and actions to be taken, as well as the required supporting operational arrangements in respect of the legal, administrative and technical components of the framework. In addition, the framework should provide a quick check list which can be used by countries that have existing policies to assess their current policy and to identify specific areas for improvement. The annotated framework should include but not be limited to:
 - a. Background and Justification (including underpinning principles, values and philosophies)
 - b. Policy objectives and outcomes
 - c. Strategies to achieve each objective
 - d. Specific actions to be taken
 - e. Specific supporting operational arrangements (legal, administrative, technical)
 - f. Monitoring and Evaluation Plan, including a Logic Model and Indicator Framework
- vii. Disseminate the consultation -ready draft Policy and Action Plan and the draft National Policy Framework for review by regional and national stakeholders and based on feedback revise where necessary. Interactions with stakeholders should be undertaken virtually.
- viii. Facilitate a regional (virtual) workshop in collaboration with the IICA and CAHFSA to validate the Regional AHFS Policy and Action Plan and the National Policy Framework. At the completion of the meeting, revise the Regional AHFS Policy and Action Plan and National AHFS Policy Framework.
- ix. Produce revised Regional AHFS Policy and Action Plan and National AHFS Policy Framework for approval by the relevant regional ministerial bodies.
- x. Use the finalised Regional AHFS Policy and Action Plan to prepare a Policy Brief which can be used to sensitise technical directorate and Senior political officials.
- xi. Prepare and submit Progress and Final Reports of the consultancy

The main deliverables are:

- i. Situational Analysis on AHFS in the Caribbean
- ii. Consultation-ready draft and final versions of Regional AHFS Policy and Action Plan

- iii. Regional AHFS Policy Brief
- iv. Draft and final versions of National AHFS Policy Framework
- v. Inception Report
- vi. Progress Report
- vii. Final Report

The action should be conducted over five months: November 2020 - March, 2021.

SPECIFIC REQUIREMENTS/INFORMATION

1. Proposals must be written in Standard English and consist of a technical proposal and a financial proposal.
2. The Technical Proposal should provide the following information:
 - a. A description of the firm's/company's/consortium experience on comparable assignments
 - b. At least three client references, with information regarding similar services must be provided along with contact information (name, telephone numbers and e-mail addresses).
 - c. A detailed description of work plan/schedule for performing the assignment
 - d. Recent CVs of principal/key staff members
 - e. A detailed description of the proposed methodology.
3. The Financial Proposal should list all costs associated with the assignment. It would be helpful if these costs are broken down by activity.
4. In the case of a Firm/Company, proof of Legal status must be submitted.
 - a. Articles of incorporation
5. The following contact information must be provided:
 - a. Legal Name of Company/Individual(s)
 - b. Company's Authorised Representative(s) (Name/Title) (in the case of a Firm)
 - c. Full address
 - d. Telephone and Fax numbers
 - e. Skype Address
 - f. Email address
 - g. Website
 - h. Number of technical persons in the company
6. The cost of preparing and submitting the proposal is not reimbursable as a direct cost of the assignment.
7. IICA is not bound to accept any of the proposals submitted.

IICA's policy requires that respondents provide professional, objective, impartial advice and at all times, hold IICA's interests paramount without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Respondents shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of IICA.

EVALUATION AND SUBMISSION OF PROPOSALS

Evaluation

Proposals shall be evaluated taking into consideration, but not limited to, the requirements listed below:

- i. Specific experience in guiding and managing Policy development in the Caribbean (minimum of three assignments).
- ii. Demonstrated knowledge of Agricultural Health and Food Safety, SPS Measures.
- iii. Familiarity with the SPS agenda internationally as well as in CARIFORUM countries.
- iv. The firm/company/consortium's approach and methodology for implementing the project.
- v. Experience in carrying out consultancy assignments for the EU or other equivalent international development partners would be an advantage.

Submission

- vi. The completed proposal must be submitted by end of business **October 09, 2020 at 4:00 PM Eastern Caribbean Time**. Proposals should be submitted electronically as **three (3)** separate files to:

sps.project@iica.int AND info@cahfsa.org

- vii. The files submitted should include: a) the technical bid; b) the financial bid; and c) the legal documents (only applicable for Firms/Companies).
- viii. The email subject line should indicate the Number of the EOI and the name of the Firm/Company/Consortium Leader.