

**CLARIFICATIONS**  
**Consultancy on the Development of**  
**Business Facilitation Mechanisms in CARICOM**

We have reviewed the proposal for the “**Consultancy on the Development of Business Facilitation Mechanisms in CARICOM**” and request the following clarifications:

**1. Description of the Assignment (Page 16, paragraph 3)**

With reference to page 16, paragraph 3, please clarify whether “the industry level” refers to the agricultural industry or the transportation industry.

**Response:** “Industry level” refers to the agricultural/agribusiness sector.

**2. Inception Meeting (page 17)**

a. Will the cost of travel for the Team Leader to the Inception Meeting be borne by the Contracting Authority?

**Response:** Provision was made for a virtual inception meeting.

b. Should the team desire to have all the named Experts present at the Inception Meeting, can this be facilitated?

**Response:** Please see response to question 2(a) above.

c. Will the Contracting Authority bear the cost (travel, accommodations, training material) of the Regional Validation Workshop identified in 4.2 Specific Work, item 2?

**Response:** Please refer to Section 4.3.3 of the Terms of Reference which indicates that the “The cost of the experts’ participation in workshops is included in the Consultant’s contract.” Other costs related to participants’ attending workshops will be borne by the Contracting Authority.

**3. ER1 (page 17)**

a. Prior to the commencement of the consultancy, will CARICOM ask the Departments of Customs, Statistics and Trade, of the various Member States, to supply requisite trade data and tariff electronically for the study? Experience has shown that there are often delays in acquiring information from various countries. Further, there is often some resistance when obtaining data from Trinidad and Tobago, Jamaica and St. Lucia and we would wish to have you do everything within your power to avoid that situation for this study. Delays in acquiring this empirical data normally result in a delay in the ability to generate the required output. Additionally, little is known about Haiti’s ability to provide the requisite information.

**Response:** The Secretariat will provide all trade data available to it through its Regional Statistics programme. This information does not, at this time, include data for Haiti. While the Secretariat will make all efforts to facilitate access to information directly from Member States, this is subject to limitations and the responsibility for accessing such data remains that of the consultant.

- b. Please clarify precisely what is meant by “Map the institutional steps...” in ER1.7. Is the Secretariat requesting a process flow for the importation of agricultural products?

**Response:** The consultant will be required to clearly set out, for each Member State, the processes entailed in importing agricultural products. The exact format for the provision of such information would be proposed by the consultant and the final format agreed to with the Secretariat

**4. ER2 (page 18)**

- a. Will the repository of studies which have been completed previously be made available to the consultants? If so, can those studies be made available in electronic format?

**Response:** All available relevant studies will be made available to the consultant. It is most likely that all the relevant studies are already in electronic format.

**5. ER5 (page 19)**

- a. It would appear that the formulation and development of effective dockside operational procedures required by ER5.2 is by itself a separate study which could require seven months for completion, if serious treatment is to be given to the assignment. There are at least six different scenarios to consider and address:
- i. dockside operational procedures for the major agro producing states (Belize, Guyana, Suriname);
  - ii. dockside operational procedures for the major agro manufacturing states (Jamaica, Trinidad and Tobago);
  - iii. dockside operational procedures for the smaller states having relatively high volumes agricultural export (Dominica, Grenada, Saint Lucia, St. Vincent and the Grenadines);
  - iv. dockside operational procedures for smaller states having low or no exports (St. Kitts and Nevis, Montserrat);
  - v. dockside operational procedures for countries having high volumes of imports of agro products (Antigua and Barbuda, Barbados and the Bahamas);
  - vi. dockside operational procedures for Haiti.

In this regard, the Consultants request that the Contracting Authority indicates specifically what is required as output for this item.

**Response:** All available relevant studies will be made available to the consultant. It is most likely that all the relevant studies are already in electronic format.

- b. In ER5.3, the Contracting Authority requests that the Consultants “Develop regulatory operations by developing shipping policies for small fleet vessels and for the enhancement of safety and security procedures.” Please clarify that, as output to this item, the Contracting Authority requires a set of shipping policies for small fleet vessels and NOT operational procedures for small fleet vessels.

**Response:** The Contracting Authority requires the development of a regional policy framework aimed at promoting the efficient operation of the small vessel fleet with respect to the transportation of regional agricultural products and not the drafting of operational procedures for the small vessel fleet.

## 6. ER6 (page 19)

- a. In order to properly complete output ER6.2, three (Trade Expert, Transportation Expert, IT Expert) of the four Experts must attend the workshop. Will the Contracting Authority bear the cost of attendance of these three experts at the workshop?

**Response:** The bid document already states that the cost entailed by the consultant in attending the workshop is part of the fee so the consultant must also provide for the attendance of these additional experts or ensure that they can participate by virtual means

- b. It is the opinion of the consultants that the timeframe for the consultancy will not allow the completion of the following sequence of activities, given that each activity is dependent on its predecessor”
- i. Facilitating the workshop
  - ii. Developing a roadmap
  - iii. Examining existing agricultural systems for suitability
  - iv. Building an IT platform
  - v. Developing/customizing applications
  - vi. Piloting the IT solution

Would the Contracting Authority re-consider and make amendments to either the extent of the scope of works or the duration of the consultancy. As it is the cost of completing ER6 in its entirety could easily equal the total cost of the consultancy.

**Response:** The TORs accurately reflect the requirements of the Contracting Authority.

## 7. Key Experts (page 21)

- a. Please clarify whether the post graduate degree for Key Expert 2 – Trade/Customs Expert should be in “international trade, economics OR customs” rather than “international trade, economics AND customs.”

**Response:** The requirements have been amended. Please see below the related corrigendum.

Admittedly, it may be difficult to find someone whose academic training meets all those requirements.

Suggested revision “**Post graduate degree in international trade, trade policy, economics, or customs, or any other relevant discipline**”

- b. For all Experts, please clarify whether an equivalent degree with certifiable experience will satisfy the degree qualifications.

**Response:** Please note provision is made in the ToRs equivalent ( through the use of the related) qualifications. Experience in field will also be considered.

## Corrigendum # 1

**Title: Consultancy on the Development of Business Facilitation Mechanisms in CARICOM**

**Contract reference no.: 10<sup>th</sup> EDF/APP/SER/05/2016**

26 February, 2016

**The following alterations and/ or corrections are made to the Terms of Reference:**

**The former text:**

**Key expert 2: Trade/Customs Expert**

**Qualifications and skills:**

- Post graduate degree in international trade, economics, and customs with special emphasis/training in trade policy/economics.
- Business development and value chain development qualifications would be an asset.
- Excellent written oral communication skills in English.

**General Professional Experience:**

- in trade policy formulation and/or analysis including expertise in trade policy issues related regional integration arrangements as well as the Caribbean Community Common Market

**Shall be replaced with:**

**Key expert 2: Trade/Customs Expert**

**Qualifications and skills:**

**Post graduate degree in international trade, trade policy, economics, or customs, or any other relevant discipline**

- Business development and value chain development qualifications would be an asset.
- Excellent written oral communication skills in English.

**General Professional Experience:**

- in trade policy formulation and/or analysis including expertise in trade policy issues related regional integration arrangements as well as the Caribbean Community Common Market