



## **CARIBBEAN AGRICULTURAL HEALTH AND FOOD SAFETY AGENCY**

### **CONSULTANCY SERVICES FOR DEVELOPMENT OF GUIDELINES TO FACILITATE INTRA-REGIONAL TRADE IN SELECTED PLANT AND ANIMAL PRODUCTS**

#### **REQUEST FOR EXPRESSIONS OF INTEREST**

The Caribbean Agricultural Health and Food Safety Agency has received financing from the Caribbean Development Bank (CDB) in an amount equivalent to US\$147,000 towards the cost of developing guidelines to facilitate intra-regional trade in selected plant and animal products and intends to apply a portion of the proceeds of this financing to eligible payments under a contract for which this invitation is issued. Payments by CDB will be made only at the request of CAHFSA and upon approval by CDB and will be subject in all respects to the terms and conditions of the Financing Agreement. The Financing Agreement prohibits withdrawal from the financing account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of CDB, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than CAHFSA shall derive any rights from the Financing Agreement or have any claim to the proceeds of the Financing.

CAHFSA, the Executing Agency, now wishes to procure consultancy services for the development of guidelines for intra-regional trade in selected animal and plant products.

The objective of the consultancy is the development of guidelines for intra-regional trade in animal and plant products which will enhance the framework for intra-regional trade in agricultural commodities among Borrowing Member Countries (BMCs). Specifically, the assignment involves the development of regional commodity-specific sanitary and phytosanitary guidelines for five (5) animal and fourteen (14) plant products. The duration of the assignment is expected to be for nine (9) months.

Further details can be found in the attached Terms of Reference.

CAHFSA now invites interested eligible consulting firms to submit Expressions of Interest for the provision of these consultancy services.

Consultants shall be eligible to participate if:

- (a) in the case of a body corporate, it is legally incorporated or otherwise organised in an eligible country, has its principal place of business in an eligible country and is more than 50 per cent beneficially owned by citizen(s) and/or *bona fide* resident(s) of eligible country(ies) or by a body(ies) corporate meeting these requirements;
- (b) in the case of unincorporated firms, the persons are citizens or *bona fide* residents of an eligible country; and
- (c) in all cases, the consultant has no arrangement and undertakes not to make any arrangements, whereby any substantial part of the net profits or other tangible benefits of the contract will accrue or be paid to a person, not a citizen or *bona fide* resident of an eligible country.

Eligible countries are member countries of CDB<sup>1</sup>

The attention of interested Consultants is drawn to paragraph 5.15 and 5.17 of Procurement Procedures for Projects Financed by CDB (2019), (available [here](#)) setting forth CDB's policy on conflict of interest for the selection of consultants.

In the assessment of submissions, consideration will be given to technical competence, qualifications and experience, local and regional experience on similar assignments, financial capability and existing commitments. Key Experts will not be evaluated at the short-listing stage.

All information must be submitted in English. Further information may be obtained from the first address below between 9:00 am and 5:00 pm (GMT - 3.00) Monday to Friday.

One electronic copy of the Expressions of Interest must be received at the first address below no later than 5:00 pm local time, 21 October 2020 and one electronic copy must be sent simultaneously to CDB at the second address below. The email containing each submission should include the name and address of the applicant and shall be clearly marked **“Expression of Interest – Consultancy Services for developing guidelines to facilitate intra-regional trade in selected plant and animal products – CAHFSA.”**

The selection method for the award of the consultancy shall be Quality and Cost Based Selection (QCBS). Therefore, following the assessment of submissions, firms shall be assessed and compared, and the best qualified and experienced firm shall be selected. Only the selected firm shall be asked to submit a combined technical and financial proposal and, if such proposal is responsive and acceptable, be invited to negotiate a contract to undertake

---

<sup>1</sup> Occasionally contracts may be financed out of special programs that would further expand or restrict eligibility to a particular group of member countries. When this is the case, it should be mentioned in this paragraph.

the assignment. CAHFSA reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. It will not be bound to assign any reason for not short-listing any applicant and will not defray any costs incurred by any applicant in the preparation and submission of Expressions of Interest.

<b><u>Address 1</u></b> Chief Executive Officer Caribbean Agricultural Health and Food Safety Agency Letitia Vriesdelaan 10, Paramaribo, Suriname, S.A. Phone: (597) 470517 Email: <a href="mailto:info@cahfsa.org">info@cahfsa.org</a>	<b><u>Address 2</u></b> The Procurement Officer Caribbean Development Bank P.O. Box 408, Wildey, St. Michael Barbados, BB11000 Tel: (246) 539-1609 Fax: (246) 426-7269 Email: <a href="mailto:procurement@caribank.org">procurement@caribank.org</a>
---	---

## **TERMS OF REFERENCE**

### **CONSULTANCY SERVICES FOR THE DEVELOPMENT OF GUIDELINES TO FACILITATE INTRA-REGIONAL TRADE IN SELECTED PLANT AND ANIMAL PRODUCTS**

#### **1. BACKGROUND**

1.01 Agricultural trade, particularly intra-regional trade, can play a significant role in achieving food and nutrition security in BMCs. Notwithstanding long-standing historical ties and trading relationships, agricultural trade between BMCs remains at relatively low levels and, as a result, the Region is highly dependent on extra-regional imports to meet its food and nutrition requirements. A CDB/Food and Agricultural Organization (FAO) Study, ‘The State of Agriculture in the Caribbean’ (CDB/FAO 2018) revealed that CARICOM Member States are dependent on extra-regional imports for an estimated 60% of their food and nutrition needs - for some countries that figure is as high as 80%. The primary source market is the United States of America (USA), which accounts for approximately 40% of the Region’s food imports.

1.02 Major regional supermarket chains and hotels are responsible for the bulk of food imports from extra-regional sources. Their involvement in intra-regional trade is limited. According to CDB/FAO (2018) small and medium regional traders, particularly women-owned enterprises, dominate the inter-island import/export trade in agriculture products. In several BMCs, women engage as “higglers” (intermediaries), buying directly from farmers and reselling mainly to low end informal/local markets in country or overseas. This activity contributes valuably to the livelihood and enhanced standard of living of rural farmers and agro-processors across BMCs. However, the volumes traded are minuscule when measured against the region’s overall food consumption and extra-regional imports.

1.03 The CDB/FAO (2018) study also revealed that intra-regional trade in agricultural products is constrained due to several factors, including, the absence of clear guidelines and protocols for the movement of plant and animal products. The lack of clear guidelines and protocols affects all actors engaged in intra-regional trade (small and medium-sized traders and major supermarket chains) and restricts BMCs ability to take advantage of opportunities presented by the CARICOM Single Market and Economy (CSME).

1.04 The economic shock and possible disruption to traditional food supply chains caused by the onset of the COVID-19 pandemic have elevated the importance of increasing regional food supply and intra-regional trade. COVID-19 related travel restrictions, the scaling-down of airline services, worker sickness in the USA, and the disruption of the hospitality/tourism sector have affected both USA and BMC food supply chains. In the USA, the impact is reflected in the scaling-back of operations/closure of farms and food processing plants, leading to supermarket shortages and price increases. Meanwhile, the leading BMC agricultural producers (Jamaica, Belize, Guyana, Suriname and Saint Vincent and the Grenadines) are reporting on average 25% excess supply, while several BMCs remain at risk from possible global food chain disruption.

1.05 Having regard to the above, the Council for Trade and Economic Development (COTED) on Agriculture of CARICOM, launched an initiative (COVID-19 Road Map for Food Security) to address existing constraints to intra-regional trade and to rapidly implement a mitigation plan to hedge the potential impact that COVID-19 is likely to have on the Region’s agri-food sector.

1.06 This initiative builds on previous interventions including the recently concluded 10th European Development Fund (EDF) Sanitary and Phytosanitary (SPS) programme. The programme sought to facilitate CARIFORUM States<sup>2</sup> to gain and improve market access by complying with international SPS measures and to help CARIFORUM states develop their own regionally harmonised SPS measures. Among other things, the programme facilitated the development of draft model legislation for animal and plant health and food safety and supported the improvement of regional regulatory and industry capacity to meet the SPS requirements for international trade. Other elements of the 10<sup>th</sup> EDF programme supported the development of draft protocols on the safe movement of plant and animal germplasm within CARICOM and investigations

---

<sup>2</sup> CARICOM and the Dominican Republic.

into key constraints including; non-tariff measures and transportation and logistics, in an effort to enhance the regional framework for trade in agricultural commodities.

1.07 The 11<sup>th</sup> EDF SPS programme will build on the results of the 10<sup>th</sup> EDF programme. Importantly, CDB has also supported BMCs through the Standby Facility<sup>3</sup> to address SPS issues at the national level. Specifically, human resource capacity building and strengthening of national regulatory systems are currently in train in six BMCs (Jamaica, St Kitts and Nevis, Dominica, Saint Lucia, St Vincent and the Grenadines and Grenada).

1.08 The COTED COVID-19 Road Map covers issues including primary production, national/regional market access, the efficiency of trading systems, food safety and regional/national pest and diseases management. The initiative advocates for the preparation of national operational plans that prioritise the food and nutrition security needs of CARICOM member states from the short, medium and long-term perspective. This includes the identification of a list of produce of importance that member states may wish to import from within the Region.

1.09 In addition to the above, at the 31st Regular Intersessional Meeting of Heads, held in Barbados in February 2020, the Caribbean Private Sector Organisation (CPSO)<sup>4</sup> presented a proposal to assist in achieving by 2025, a 25% reduction of the annual regional food import bill of USD4 billion by increasing regional production and processing and intra-regional trade of agri-food products. CPSO highlighted that a significant impediment to achieving this objective is the absence of clear regional guidelines and protocols for trade in agriculture commodities - related to SPS standards and food safety. COTED has mandated that the CARICOM Secretariat with support of CAHFSA (description outlined in Appendix 4) assume lead responsibility for addressing SPS related constraints.

## **2. OBJECTIVE**

2.01 The main objective of the consultancy is the development of guidelines for intra-regional trade in animal and plant products which will enhance the framework for intra-regional trade in agricultural commodities among BMCs.

## **3. SCOPE OF SERVICE**

3.01 The consultancy will focus on the priority commodities identified by Member States and CPSO. The list includes products identified as critical to Regional food and nutrition security as outlined in the CARICOM Regional Food and Nutrition Security Policy and Action Plan. It also includes products usually available for intra-regional trade and those currently in surplus due to reduced demand from tourism related markets (hotels, restaurants and other establishments) and lastly products with high market value and potential for import substitution as identified by the CPSO. Production and trade in these commodities span the gamut of regional actors, including small scale farmers and traders/higglers and large commercial enterprises. See the list below:

### **Animal Products**

1. Eggs
2. Sheep and Goat Meat
3. Dairy Products
4. Beef
5. Honey

### **Plant Products**

1. Banana and Plantain
2. Onions and Escallions
3. Crucifers (Broccoli, Cauliflower, Lettuce, Cabbage, Pak choi)
4. Cucurbits (Cucumber, Watermelon, Pumpkin, Squash)

---

<sup>3</sup> CARIFORUM-European Union (EU) Economic Partnership Agreement (EPA) and the CSME, Standby Facility.

<sup>4</sup> CPSO - Non-profit Company with five categories of membership (Large Companies, Medium Companies, Medium, Small and Micro Enterprises and Institutional Members).

5. Legumes (Peas and Beans)
6. Spices (Ginger and Turmeric)
7. Solanaceous crops (Tomatoes, Peppers, Eggplant)
8. Taro (Dasheen) and Eddo
9. Yam
10. Cassava
11. White Potatoes
12. Sweet Potatoes
13. Pineapple
14. Corn

3.02 The Consultant shall be responsible for:

- (a) Definition of (preparation of a list and relevant details)<sup>5</sup> of key pests and diseases of economic and/or quarantine importance, associated with the prioritised commodities/specific commodities of importance for intra-regional trade.
- (b) Reviewing the current framework for the import and export of the list of priority commodities (to be validated by the Member States), analysing its adequacy, identifying the main institution and key stakeholders (disaggregated by sex), and identifying knowledge gaps to be addressed.
- (c) Developing guidelines and protocols for identified commodities and make recommendations for their use and associated operational guidelines for competent authorities facilitating trade.
- (d) Identification of resources/tasks (inclusive of roles and responsibilities) to be undertaken by both the exporting and importing country/party, and/or regional agency (e.g. CAHFSA, CARICOM Secretariat) to ensure the effective implementation of those guidelines.
- (e) Recommending a framework for the timely resolution of disputes arising between MS/trading partners.
- (f) Providing the requisite support to CAHFSA in presenting the guidelines/protocols to COTED Agriculture.

3.03 The Consultant will be required to undertake all the activities necessary to accomplish the stated objectives of the Project. This will be done under the general direction of CAHFSA with support from a regional Technical Advisory Committee (TAC)<sup>6</sup>. The main tasks/activities of the Consultant include but are not limited to the following:

- (a) Review all relevant, available documentation of pests and disease associated with the specific commodities.
- (b) Consult with all relevant technical experts at the national and regional level regarding regional pest and disease occurrence, monitoring and surveillance and management.
- (c) Review all national and regional documentation on conditions for the import and export of the specified commodities.
- (d) Consult with all relevant technical experts at the national and regional level regarding conditions for trade in specified commodities.
- (e) Review CAHFSA's procedure for preparation of regional SPS standards, guidelines, protocols and technical regulations (Annex 1).
- (f) Review global best practices for preparation of SPS guidelines and extrapolate for preparation of regional guidelines.
- (g) Conduct four regional validation sessions with the relevant stakeholders - CAHFSA will advise on the membership and modality for engagement, with specific considerations for the participation of women, and relevant national experts with the view to augmenting and finalising draft commodity specific guidelines.

<sup>5</sup> Geographical distribution, presence or absence within the region and regulatory status (Priority, A1 or A2 pest/disease)

<sup>6</sup> Committee of regional agency experts that provides technical support to CAHFSA on SPS related activities and deliverables from consultants - CARICOM Secretariat, FAO, Caribbean Plant Health Directors (CPHD) Forum, CARICOM Chief Veterinary Officers (CCVOs).

- (h) In collaboration with CAHFSA, present outputs of the consultancy to relevant regional authorities via two virtual meetings.
- (i) Support CAHFSA in the development of a publication/information and communication material for targeted distribution to all MS and relevant regional stakeholders.

#### **4. REPORTING REQUIREMENTS**

4.01 The Consultant will be required to submit the following reports:

- (a) Inception Report - Work plan including the methodology and the approach to be adopted. Detailed timeline for project activities, a format for reports and a preliminary list of secondary data sources. The report should be submitted within one week of the commencement of the assignment.
- (b) Progress Report - Update on assignment including the completed draft of the guidelines on 30% of the selected plant and animal products to be submitted mid-term of the contractual period<sup>7</sup>, draft lists of pests and diseases and draft review of the framework for the import and export. This will be submitted 16 weeks after commencement of the assignment.
- (c) Draft Final Report - Document including all major outputs (framework for the import and export of the specified commodities, lists of pests and diseases and SPS guidelines) and associated methodologies used to deliver the outputs. The report should also contain lessons learned and recommendations<sup>8</sup> for follow-up actions. The report will follow the validation exercise and will be reviewed by the TAC, the CDB and technical specialist through a peer review process. The draft final report will be submitted 35 weeks after commencement of the assignment. Comments by the TAC and CDB will be provided within two week of receipt of the report.
- (d) Final Report - A final report incorporating comments by the TAC and CDB will be submitted within two weeks of receipt of comments.

4.02 All reports and supporting documents should be produced in Microsoft Word and submitted electronically to the CEO of CAHFSA.

#### **5. IMPLEMENTATION ARRANGEMENTS**

5.01 The consultant will work under the guidance of the Project Coordinator - CAHFSA as it pertains to the execution and logistics of the assignment. Since travel is restricted at the moment, work will be done virtually.

#### **6. QUALIFICATIONS AND EXPERIENCE**

6.01 The Consultancy Firm should have:

- (a) No less than five years' overall consulting experience, with specific experience in SPS guidelines, standards and protocols, international/regional trade, in qualitative and quantitative data analysis and experience in preparing technical and analytical reports.
- (b) Successfully completed at least one similar assignment.
- (c) Key experts as outlined at 6.03.

6.02 Key experts should have at least a Master's Degree and ten (10) years of relevant professional experience. In addition, the Team Leader should have at least five (5) years' experience leading multidisciplinary teams involved in similar type interventions.

- (a) More specific details as it relates to qualifications and experience are as follows:
  - (i) Solid, proven professional experience in the analysis of policies, strategies, approaches of regional plant, animal and agri-food systems.

<sup>7</sup> A prioritised list will be provided by CAHFSA.

<sup>8</sup> Inclusive of resource gaps (human and financial) and infrastructure requirements.

- (ii) Proven experience in the design, implementation and monitoring of plant and animal health and food safety systems.
  - (iii) Proven professional experience in planning/advisory functions in programs/projects dealing with the regional import/export trade in plant and animal products.
  - (iv) Experience in and knowledge of the principle and practice of implementing emergency response systems.
  - (v) Proven experience in the development of manuals, protocols and guidelines.
- (b) Other technical competencies include:
  - (i) Proficiency in report writing.
  - (ii) Excellent analytical skills.
  - (iii) Experience in executing gender-responsive and participatory stakeholder consultation.
  - (iv) Gender analysis of policies and programmes.
  - (v) Excellent oral and written skills.

#### 6.03 Key Experts Required

- (a) Crop Protection /Plant Health Specialist - Team Leader.
- (b) Veterinary/Livestock Development Specialist.
- (c) Agri-food Safety Specialist.