

TERMS OF REFERENCE

Technical Assistance to Coordinate the implementation of the CARIFORUM-UK EPA

1. BACKGROUND INFORMATION	2
1.1. Beneficiary country	2
1.2. Contracting Authority	2
1.3. Country background	2
1.4. Strategic Approach to Implementation (Key actions required)	2
2. OBJECTIVE, PURPOSE & EXPECTED RESULTS	3
2.1. Overall objective.....	3
2.2. Purpose	3
2.3. Results to be achieved by the Project Coordinator	3
3. ASSUMPTIONS & RISKS	3
3.1. Assumptions underlying the Consultancy	3
3.2. Risks	3
4. SCOPE OF THE WORK.....	3
4.1. General.....	3
4.2. Specific work.....	4
4.3. Project Management	5
5. LOGISTICS AND TIMING	5
5.1. Location	5
5.2. Start date & Period of implementation of tasks	5
6. REQUIREMENTS	6
6.1. Qualifications and Experience	6
6.2. Office accommodation.....	6
7. REPORTS	6
7.1. Reporting requirements	6
7.2. Submission and approval of reports	7
8. MONITORING AND EVALUATION.....	6
8.1. Definition of indicators.....	6

1. BACKGROUND INFORMATION

1.1. Beneficiary country

The Caribbean Forum of the Organisation of African, Caribbean and Pacific States (CARIFORUM).

1.2. Contracting Authority

The Caribbean Community (CARICOM).

1.3. Country background

CARIFORUM is comprised of the following States: Antigua and Barbuda, The Bahamas, Barbados, Belize, Cuba, Dominica, The Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St. Kitts and Nevis, Saint Lucia, St. Vincent and the Grenadines, Suriname and Trinidad and Tobago.

The CARIFORUM-UK EPA between CARIFORUM States and the United Kingdom (UK) is currently being provisionally applied by the Parties. The Agreement covers provisions not only on trade in goods, but also trade in services and provisions on competition, innovation and intellectual property, transparency in public procurement and trade and sustainable development. Development cooperation is an integral part of the Agreement and areas for cooperation are set out in the Agreement.

The specific objectives of the EPA are to:

- Contribute to the reduction and eventual eradication of poverty;
- Promote regional integration, economic cooperation and good governance, enabling an effective, predictable and transparent regulatory framework for trade and investment;
- Promote the gradual integration of the CARIFORUM States into the world economy;
- Improve the CARIFORUM States' capacity in trade policy and trade related issues;
- Support the conditions for increasing investment and private sector initiative and enhancing supply capacity, competitiveness and economic growth in the CARIFORUM region; and
- Strengthen the existing relations between the Parties based on solidarity and mutual interest; enhancing commercial and economic relations; reinforcing, broadening and deepening cooperation in all areas relevant to trade and investment.

The CARIFORUM Directorate serves as the Secretariat of CARIFORUM. Among others, it coordinates the implementation and operation of the CARIFORUM-UK EPA.

1.4. Strategic Approach to Implementation (Key actions required)

CARIFORUM States are committed to full implementation in the CARIFORUM -UK EPA, both in terms of honouring their obligations and taking advantage of the market access and development cooperation opportunities created by the Agreement. In that regard, CARIFORUM needs to establish and operationalize the mechanisms to ensure its full participation in the CARIFORUM -UK EPA.

The approach to the selection of activities is underpinned by the need to undertake foundational work required to establish and operate the relevant mechanisms to ensure CARIFORUM's full

Technical Assistance to coordinate the implementation of the CARIFORUM-UK EPA

participation in the CARIFORUM-UK EPA. The EPA basic joint operational mechanisms of the EPA, which the Parties began provisionally applying in 2021, do not currently. The CARIFORUM Directorate is responsible for coordinating key actions such as providing advice to CARIFORUM States, preparing technical documentation for CARIFORUM and to assist States to successfully implement the CARIFORUM-UK EPA. The Office of the Director General however has capacity constraints. Capacity constraints also exist at the national level.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1. Overall objective

The overall objective of the consultancy is to support the institutional capacity of the CARIFORUM Directorate to effectively support CARIFORUM States in implementing the CARIFORUM-UK EPA.

2.2. Purpose

The proposed technical assistance has been designed to advance the coordination of the implementation and operation of the CARIFORUM-UK EPA during 2023.

2.3. Results to be achieved by the Project Coordinator

The primary responsibility of the Project Coordinator is to give technical and administrative support to the CARIFORUM Directorate to ensure the Results set out in the Workplan for the CARIFORUM-UK EPA Technical Coordinator Support Programme Project. (The Project) are achieved.

3. ASSUMPTIONS & RISKS

3.1. Assumptions underlying the Consultancy

The assumption underlying this consultancy is that the CARIFORUM Directorate will remain tasked with the responsibility of coordinating the implementation and operation of the CARIFORUM-UK EPA. It is also assumed that both CARIFORUM and the UK remain committed to both the implementation of the Agreement, and its effective operation in ensuring market presence.

3.2. Risks

- Unavailability of a suitable Project Coordinator at the required time.
- Scheduling challenges: Given the number of countries that are party to the CARIFORUM-UK EPA it may be difficult to coordinate all the activities in the Workplan and in the timeframe set out in the Logical Framework Matrix for the Project.
- Member engagement: Whilst the Project Coordinator will strengthen the capacity of the CARIFORUM Directorate to coordinate the implementation of the EPA, CARIFORUM States will continue to have capacity constraints to engage on the CARIFORUM-UK EPA.
- The CARIFORUM-UK EPA is a comprehensive Agreement and all the technical skills required to undertake the activities in the Workplan may not reside in one individual.

4. SCOPE OF THE WORK

4.1. General

4.1.1. Description of the assignment

The consultancy will focus on supporting the capacity of the CARIFORUM Directorate to coordinate the implementation of the CARIFORUM-UK EPA. CARIFORUM and the UK are traditional partners in a range of areas including global issues, trade related matters and development cooperation. The Workplan for the Project sets out activities to be undertaken for the coordination of the initial implementation of CARIFORUM-UK EPA during 2023. This is to be largely achieved through the services of the Project Coordinator.

4.1.2. Geographical area to be covered

The following CARIFORUM States: Antigua and Barbuda, The Bahamas, Belize, Barbados, Dominica, the Dominican Republic, Grenada, Guyana, Haiti, Jamaica, Saint Lucia, St. Kitts and Nevis, St. Vincent and the Grenadines, Suriname and Trinidad and Tobago.

4.1.3. Target groups

CARIFORUM States and the UK and its Overseas Territories (OTs) in the Caribbean are major stakeholders in the implementation of the consultancy. The direct beneficiaries are, *inter alia*, the CARIFORUM Directorate and technical departments of national ministries in CARIFORUM States, including National Units responsible for implementing the CARIFORUM-UK EPA. Other beneficiaries will be Joint Institutions of the CARIFORUM-UK EPA, such as the Joint Council and the Trade and Development Committee. Indirect beneficiaries of this consultancy are the United Kingdom and CARIFORUM States and more generally their citizens.

4.2. Specific work

The Project Coordinator will be responsible for coordinating the execution of the activities for Results 1, 2, 3 and 4 of the Work Plan.

Specific duties and responsibilities of the Project Coordinator will include, but not be limited to:

- (a) Undertaking the Workplan activities for Results 1, 2, 3 and 4 in keeping with the Logical Framework Matrix for the Project;
- (b) Updating, in consultation with CARIFORUM States, the Workplan on priority areas (outlined in the Junior Lodge Study) for support and implementation;
- (c) Coordinating the logistics of and facilitating EPA related meetings and meetings of the joint CARIFORUM-UK EPA Institutions, in particular the First Meeting of the Joint CARIFORUM-UK Council and the Second Meeting of the CARIFORUM-UK Trade and Development Committee, and CARIFORUM meetings preparatory thereto;
- (d) Developing a proposal for UK support to CARIFORUM States for CARIFORUM-UK EPA implementation and to the CARIFORUM Directorate to coordinate the implementation of the Agreement;
- (e) Preparing and reviewing technical documents related to the consultancy;

- (f) Under the direction of the Director General, CARIFORUM, liaising with CARICOM Secretariat Units such as Finance, Procurement and Legal on the technical, administrative and financial aspects of the Project;
 - (g) Preparing and submitting reports referred to in paragraph 7.1 to the Director General, CARIFORUM;
 - (h) Preparing drafts of the following Project Reports:
 - a. Quarterly updates for reporting via email or a call, on progress of activities agreed or conducted and any expected results;
 - b. An Interim Project Progress Report six months after commencement of the consultancy, including beneficiary feedback survey results; and
 - c. Final project report no later than 20 December 2023, using an agreed reporting format and documenting activities and aligned with the relevant parts of the log-frame; and highlighting any key themes, sustainability and lessons learned;
- and
- (i) Executing any other tasks reasonably assigned by the Director General, CARIFORUM, to facilitate the successful completion of the Project.

4.3. Project Management

4.3.1. Responsible body

The CARIFORUM Directorate will be the Project Manager for the Consultancy.

4.3.2. Management structure

The Director General, CARIFORUM will manage the consultancy and the Project and will be supported by the Senior Project Officer, CARIFORUM, in their day-to-day administration.

4.3.3. Facilities to be provided by the Contracting Authority and/or other parties

The Contracting Authority will provide access to relevant information which it has at its disposal which is required by this consultancy.

5. LOGISTICS AND TIMING

5.1. Location

The operational base for this consultancy is Georgetown, Guyana. The Project Coordinator may opt to work from his/her home country and participate in consultations, meetings and negotiation from his/her home country as necessary. The Project Coordinator will, however, be required to travel to the CARICOM Secretariat for at least two two-day meetings with the CARIFORUM Directorate. Costs associated with the Project Coordinator's travel for such meetings will be financed by the Project. The Project Coordinator may be required to travel to CARIFORUM States. In such instances, the costs associated with such travel will be financed by the organisers of the meetings.

5.2. Start date & Period of implementation of tasks

The intended start date is February 2023, and the period of implementation will end on 31 December 2023.

6. REQUIREMENTS

6.1. Qualifications and Experience

Expert in International Trade

Qualifications and skills

- (i) Minimum of a Masters Degree in International Trade, Trade Policy, Economics, Business Studies, International Relations or or a closely related field.

General professional experience and skills

- (i) At least seven (7) years of working experience in the field of international trade, trade policy, business or international trade law working on external trade matters at a senior or policy level in a Ministry of a CARIFORUM State and/or in a regional, sub-regional or international organisation.

Specific professional experience

- (i) Sound knowledge of trade policy.
- (ii) In-depth knowledge and understanding of the CARIFORUM-UK EPA, including the institutional framework.
- (iii) Experience in the interpretation and analysis of trade agreements and identification of issues related to the specific interests of developing countries, particularly in the area of services.

Experience in trade negotiations and implementing trade agreements will be an asset.

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

6.2. Office accommodation

Office accommodation for the Project Coordinator at the operational base for this consultancy will be provided by the Contracting Authority for the visits to the CARICOM Secretariat for the meetings referred to in paragraph 5.1.

7. REPORTS

7.1. Reporting requirements

The Project Coordinator will submit the following reports in English:

- an Inception Report within four weeks of the signing of the contract and a revised implementation schedule, including a detailed work plan;
- quarterly Progress Reports for the duration of the assignment; and
- the Final Report within one month following the submission of the last quarterly Progress Report.

7.2. Submission and approval of reports

The reports must be submitted to the Project Manager identified in the contract. The Project Manager is responsible for approving the reports.

The Project Manager will provide comments to the Project Coordinator within seven (7) days of receiving the reports.

8. MONITORING AND EVALUATION

8.1. Definition of indicators

At the level of the contract, of which these TOR forms an integral part, the reports shall be the basis on which the performance is monitored and evaluated. Their timely delivery and quality will be monitored closely by the CARIFORUM Directorate.

The following criteria shall be used to assess the performance of the Project Coordinator:

- **Quality of output documents:** The quality of output documents shall be judged by their clarity and the depth to which they comprehensively cover the subject.
- **Format:** These reports shall be completed in the standard formats used by the CARICOM Secretariat.
- **Meeting of deadlines** for outputs.

8.1.1. Special requirements

None foreseen.