



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:	
SUPPORT TO CARIFORUM COUNTRIES TO IMPROVE LABORATORY TESTING CAPACITY FOR THE FISHERIES AND AQUACULTURE SECTOR	
Date of this EOI: December 14, 2020	Closing Date for Receipt of EOI: January 08, 2021
EOI Reference: CaRC/BB/SPS-EOI/C3-03/20	
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 “encourage, promote and support our Member States in their efforts to achieve agricultural development and rural well-being through international technical cooperation of excellence”.</p> <p>The Caribbean Regional Fisheries Mechanism (CRFM) provides Regional cooperation in managing marine fisheries and aquaculture resources in CARIFORUM countries. The CRFM promotes and facilitates the responsible utilization of the Region’s fisheries and other aquatic resources for the economic and social benefits of the current and future population of the region.</p> <p>The specific objective of the 11th EDF Sanitary and Phytosanitary (SPS) Measures Project is to increase compliance by CRIFORUM Countries with international SPS measures, standards and procedures to increase international and regional market access. The Project is valued at 1.25 Million Euros and has three areas of focus: I) furthering the development of the SPS regulatory environment in CARIFORUM Countries; II) strengthening public and private sector capacity to comply with SPS measures, standards, and procedures; and III) strengthening SPS capacity in the fisheries sector.</p> <p>The fisheries focal area has three main activities: (i) development of an implementation plan to strengthen the regional coordination framework for the fisheries sector; (ii) building the food safety capacity for the fisheries sector; and (iii) strengthening the laboratory testing capacity for the fisheries sector.</p>	

IICA as the implementing agency for the 11th EDF Sanitary and Phytosanitary (SPS) Measures Project and the Caribbean Regional Fisheries Mechanism (CRFM), a Partner under the Project are seeking to strengthen the national and/or regional regulatory and industry capacity related to health and food safety in fisheries and aquaculture to meet the SPS requirements of international trade in areas such as inspection, import/ export certification, diagnostics, risk assessment, surveillance, reporting.

This assignment (activity iii of the fisheries component) will provide support to CARIFORUM States with support to improve laboratory testing capacity for the fisheries and aquaculture sector. The consultancy includes training, technical guidance and provision of equipment to two laboratories in the areas of environmental monitoring and residue testing. Ultimately this activity will contribute to preparing countries to meet testing requirements for regional and international trade.

The main tasks/activities are as follows:

- i. **Hold an initial briefing meeting** (virtual) with the 11th EDF SPS Project Management Team and CRFM Secretariat 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 CRFM Secretariat, prepare an **Inception Report** which outlines the methodology, activities, and schedule for completion of the key activities.
- iii. **Identify two (2) target laboratories** by first reviewing a study conducted under the 10th EDF SPS Project which focused, in part, on determining the capacity and capability of laboratories to conduct tests relating to environmental and residue monitoring. Based on the review of the study, develop and utilise a rapid assessment tool to evaluate the laboratories included in the study to determine the level of adoption of the recommendations outlined in the study. The information collected should be used to identify laboratories to be targeted for technical assistance, based on proposed criteria.
- iv. **Provision of Technical Assistance in Environmental and Residue Testing.** Conduct a needs analysis, as part of the rapid assessment, to determine specific areas to improve the capacity of the laboratory to conduct the requisite environmental monitoring and residue testing and design and implement a technical assistance plan for each laboratory.
- v. **Procurement of laboratory equipment and delivery of training in monitoring and testing activities.** Based on the evaluation undertaken, identify and facilitate the procurement of the equipment identified to strengthen the capacity of the target laboratories to improve their monitoring and testing capabilities. The Consultant will also provide training in the use of the procured equipment.

- vi. **Monitoring and Impact Assessment.** Develop monitoring and impact assessment tool for use by the selected laboratories after the project. For the duration of the consultancy, post procurement and training and prior to consultancy end-date to the extent possible, utilise the tool to monitor the impact of the training and technical assistance and the use of the equipment provided to laboratories in performing tests to improve trade of fisheries products.
- vii. **Reporting.** Prepare Technical Consultancy Reports as required (to be determined during the Inception meeting), including but not limited to the Final Technical Report.

The main deliverables expected are:

- viii. Inception report, including initial briefing meeting report and agreed work plan outlining the methodology, activities, and schedule for completion of the key activities.
- ix. Two laboratories for strengthening environmental monitoring and residue testing, to be selected using a structured/rapid assessment tool
- x. Technical Assistance Plan for target laboratories (training, technical guidance and equipment, monitoring and impact assessment tool)
- xi. Procurement of equipment and training of 2-4 laboratory experts to conduct monitoring and testing activities
- xii. Training report in the use of equipment for the targeted laboratories
- xiii. Monitoring and impact assessment tool developed and applied (post procurement and training and prior to consultancy end-date) to determine the impact of the technical assistance provided
- xiv. Final Technical report to include report on the strengthening of laboratories, technical assistance plan, report on procurement (including delivery) of equipment, training report, related documents and reports as applicable

The action should be conducted over eleven months: April 2021 - February 2022.

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, broken down by activity. The financial proposal should be presented in United States Dollars.
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 OF PROPOSALS, RECEIPT AND SUBMISSION

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

- i. Experience working with agriculture / fisheries health and food safety and / trade in agriculture and food products.
- ii. Demonstrated knowledge, including management and monitoring, of environmental monitoring programme / guidelines for sanitary standards, food hygiene, and food safety.
- iii. Experience in training delivery for agriculture / fisheries health and food safety equipment for agriculture and food products (*minimum 4 assignments*).
- iv. Familiarity with the SPS agenda in CARICOM / CARIFORUM and internationally.
- v. Experience in procurement of agriculture / fisheries health and food safety equipment (*minimum 3 assignments*).
- vi. Demonstrated ability to run tenders, evaluate bids and make recommendations, based on commercial and technical factors.
- vii. Proven report-writing, communication and facilitation skills.
- viii. The firm/company/consortium's approach and methodology for implementing the project.
- ix. Experience in carrying out consultancy assignments for the EU or other equivalent international development partners would be an advantage.

Submission

- The completed proposal must be submitted by end of business **January 08, 2021 at 4:00 PM Eastern Caribbean Time**. Proposals should be submitted electronically; one email message with **three (3)** file attachments:

sps.project@iica.int AND secretariat@crfm.int

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