



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 REGIONAL COORDINATION FRAMEWORK FOR FISHERIES SECTOR	
Date of this EOI: July 20, 2020	Closing Date for Receipt of EOI: August 20, 2020
EOI Reference: CaRC/BB/SPS-EOI/C3-01/20	
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 “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>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 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.</p> <p>This assignment will provide support to CARIFORUM States and the CRFM to strengthen regional coordination framework for health and food safety requirements of fisheries and aquaculture (inland, marine) products. This will also ensure safe food standards for fisheries products in the region, while meeting the requirements of the region's trading partners worldwide.</p>	

The main deliverables expected are:

- Stakeholder and institutional analysis in respect of national SPS governance frameworks and to take into account the region's broader interests.
- Documented stakeholder linkages for health and food safety related to fisheries and aquaculture.
- A roadmap/plan for implementation of regional coordination framework for health and food safety related to fisheries and aquaculture.

The main tasks/activities are as follows:

- Conduct a briefing meeting with CRFM and IICA to agree upon operational modalities and protocols, as well as to discuss the consultancy work plan/schedule.
- Review the current status of regional coordination mechanism within the Fisheries sector
- Conduct stakeholder and institutional analysis in respect of national SPS governance frameworks and to consider the region's broader interests.
- Document existing stakeholder linkages.
- Refine stakeholder linkages based on review of current status.
- Consider refined stakeholder linkages as inputs into roadmap.
- Undertake country consultative processes to interface with the Competent Authority/organizations related to SPS, Fisheries Departments, Legal Departments and other relevant stakeholder organizations.
- Develop roadmap (which should include systems and processes, and sustainable financing considerations) to implement regional coordination of fisheries and aquaculture subsector.
- Prepare draft and final versions of a final technical consultancy report, to include a final stakeholder analysis, Plan/roadmap for regional coordination of implementation of health and food safety guidelines for fisheries and aquaculture subsector; report of validation processes and documents).

The action should be conducted over seven months: September 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.

SUBMISSION, RECEIPT, AND EVALUATION OF PROPOSALS

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

- i. Specific experience in the process of elaboration and implementation of standards and conformity assessment procedures for agriculture / fisheries health and food safety (minimum 3 major assignments).
- ii. Experience in developing and implementing monitoring programmes / plans (minimum 2 assignments).

- iii. Demonstrated knowledge of sanitary standards, food hygiene, and food safety.
- iv. Familiarity with the SPS agenda internationally as well as in CARIFORUM countries.
- v. The firm/company/consortium's approach and methodology for implementing the project.
- vi. Experience in carrying out consultancy assignments for the EU or other equivalent international development partners would be an advantage.

EVALUATION OF PROPOSALS, RECEIPT AND SUBMISSION

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

- vii. Specific experience in the process of elaboration and implementation of standards and conformity assessment procedures for agriculture / fisheries health and food safety (minimum 3 major assignments).
- viii. Experience in developing and implementing monitoring programmes / plans (minimum two (2) assignments).
- ix. Demonstrated knowledge of sanitary standards, food hygiene, and food safety.
- x. Familiarity with the SPS agenda internationally as well as in CARIFORUM countries.
- xi. The firm/company/consortium's approach and methodology for implementing the project.
- xii. 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 **August 20, 2020 at 4:00 PM Eastern Caribbean Time**. Proposals are to be submitted electronically as **three (3)** separate files to:

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.