



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: December 14, 2020	Closing Date for Receipt of EOI: January 8, 2021
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>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 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.

This Consultancy assignment seeks support CARIFORUM States by strengthening the regional coordination framework for health and food safety requirements of fisheries and aquaculture (inland, marine) products. also Improved coordination of SPS Controls will ensure safe food standards for fisheries products in the region and contribute towards meeting the requirements of the region's trading partners worldwide.

The main tasks/activities are as follows:

- i. Hold an initial briefing meeting (virtual) with the 11th EDF SPS Project Management Team (including representatives from IICA and CRFM) 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, prepare and Inception Report which outlines the methodology, activities, and schedule for completion of the key activities.
- iii. Assess the status of regional coordination with the Fisheries sector by conducting a stakeholder and institutional analysis. This assessment should provide information on existing stakeholder linkages including, but not limited to, i) identifying all potential stakeholders according to their relationship to the fisheries sector, ii) prioritizing stakeholders by, behaviours, and relationship to the regional coordination of SPS management, and iii) identifying possible lines of action for improving both the specific content of an overall SPS governance/coordination framework and its implementation in the context of the fisheries sector. Consider refined stakeholder linkages as inputs into roadmap, as discussed in task v.
- iv. Undertake country consultative processes (including, but not limited to webinars, one-on-one discussions, telephone calls, conference calls, focus groups, surveys, as appropriate/practicable) to interface with the competent authority/organizations related to SPS, Fisheries Departments, Legal Departments and other relevant stakeholder organizations (e.g. fishers' organisations, trade {national/regional/foreign}/consumer organisations, bureaux of standards, etc.). These consultations will inform the development of a roadmap and will be conducted across CARIFORUM Countries, i.e. Antigua and Barbuda, Barbados, The Bahamas, Belize, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St. Kitts and Nevis, Saint Lucia, St. Vincent and the Grenadines, Suriname, and Trinidad and Tobago.

- v. Based on an analysis of the stakeholder consultations, develop a fisheries SPS coordination Plan/Roadmap (which should include systems and processes at national and regional levels with appropriate interlinkages, roles and responsibilities of the institutions and stakeholder groups concerned including suitable forms of PPPs, initial piloting arrangements and activities, and sustainable financing considerations) to implement regional coordination of Sanitary and Phytosanitary (SPS) Measures/ health and food safety guidelines for the fisheries and aquaculture subsector. To the extent practicable and as appropriate, the consultant would wish to interface with, inform and/or be informed by the other consultancies within this project.
- vi. Prepare draft and final versions of a final technical consultancy report, to include a final stakeholder and institutional analysis, consultation reports, plan/roadmap for regional coordination of implementation of health and food safety guidelines for fisheries and aquaculture subsector, and validation processes and related documents.

The deliverables are:

- i. Inception report, including initial briefing meeting report and agreed work plan outlining the methodology, activities, and schedule for completion of the key activities.
- ii. Stakeholder and institutional analysis in respect of national SPS governance frameworks and to take into account the region’s broader interests.
- iii. Report on stakeholder linkages for health and food safety related to fisheries and aquaculture.
- iv. Report on consultative process undertaken during the course of the consultancy
- v. A roadmap/plan for implementation of regional coordination framework for health and food safety related to fisheries and aquaculture.
- vi. Report on validation processes undertaken
- vii. Final technical report

The consultancy should be conducted over a period of seven months: March 2021 - October, 2021.

Travel: Please note it is not anticipated that any travel will be prudent during the consultancy; therefore, specific activities requiring an “in-person” approach will be conducted virtually or with the use of a national consultant.

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. 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 supporting and/or facilitating SPS management (minimum 3 assignments). Stated experience in fisheries SPS governance would also be desirable
- iii. Experience in developing and implementing monitoring programmes / plans (minimum two (2) assignments).
- iv. Demonstrated knowledge of sanitary standards, food hygiene, and food safety.
- v. Familiarity with the SPS agenda internationally as well as in CARIFORUM countries.
- vi. The firm/company/consortium's approach and methodology for implementing the project.
- vii. 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 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.
- Feedback on the outcome of the Call will be provided by the end of March 2021.