



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:	
TECHNICAL ASSISTANCE TO BUILD FOOD SAFETY CAPACITY FOR THE FISHERIES SECTOR	
Date of this EOI: July 20, 2020	Closing Date for Receipt of EOI: August 20, 2020
EOI Reference: CaRC/BB/SPS-EOI/C3-02/20	
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/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.</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:

- Private sector entities to pilot implementation of guidelines selected (*minimum of 2*).
- Technical assistance provided to selected private sector entities to implement food safety guidelines.
- Implementation of guidelines by selected entities monitored.
- Mini documentaries on successful implementation of food safety guidelines in private sector companies developed and disseminated (*at least 1*).

The main tasks/activities are as follows:

- a. Conduct a briefing meeting with CRFM and IICA to agree upon operational modalities and protocols, as well as consultancy work plan/schedule.
- b. Finalise selection criteria and subsequently select in-country private sector entities that require and would substantively benefit from capacity building in support of implementing food safety guidelines developed by 10th EDF SPS project, in collaboration with/guided by the CRFM Secretariat.
- c. Facilitate/host capacity building activities at the national level (in at least 2 countries) to promote SPS compliance; in keeping with guidelines identified in the roadmap, through improved food safety capacity for the fisheries sector
- d. Identify, develop and/or formalise/institute protocols and approaches for selected private sector entities to better implement health and food safety requirements/guidelines, including as identified by the roadmap.
- e. Monitor implementation of guidelines, pursuant to/consistent with road map, taking into account the capacity building and other technical assistance provided to the individual/selected entities up until the end-date of the consultancy.
- f. Develop (at least two) mini documentaries on successful implementation of food safety guidelines in private sector companies.
- g. Prepare draft and final versions of a final technical consultancy report, to include a to include 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 eleven months: October 2020 - August, 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.

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 capacity building for the implementation of health and food safety guidelines. Experience in the fisheries sector will be an asset.
- iii. Experience in developing and implementing monitoring programmes / plans (minimum two (2) assignments).
- iv. Experience in the development and dissemination of communications and visibility products; in particular (mini) documentaries.
- v. Demonstrated knowledge of sanitary standards, food hygiene, and food safety.
- vi. Familiarity with the SPS agenda internationally as well as in CARIFORUM countries.
- vii. The firm/company/consortium's approach and methodology for implementing the project.
- viii. 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 should 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.