



**10th EDF Sanitary and Phytosanitary Measures (SPS) Project
Support to the Caribbean forum of ACP States in the implementation of Commitments
Undertaken under the Economic Partnership Agreement (EPA):
Sanitary and Phytosanitary Measures**

Call for Expression of Interest (EOI)

REVISED

Title of the Call for Expression of Interest (EOI):
**Technical support to promote the adoption of comprehensive model legislation,
protocols, guidelines for health and food safety related to fisheries and aquaculture in
CARIFORUM States**

Date of this EOI: April 22, 2016	Closing Date for Receipt of EOI: May 6, 2016
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EOI Reference: CaRC/BB/SPS-EOILG01/16

DESCRIPTION OF THE ACTION

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*”.

IICA as the implementing agency for the 10th EDF Sanitary and Phytosanitary (SPS) Measures Project and the Caribbean Regional Fisheries Mechanism (CRFM), a Partner under the Project are seeking a qualified and experienced company/firm/consortium to continue strengthening national and regional SPS systems for establishing a fully comprehensive legislative framework for health and food safety in the fisheries sector.

This assignment will facilitate continued development of a model legal and regulatory framework for agricultural health and food safety for the fisheries sector, particularly focusing on development of an expanded Model Fisheries SPS Act, expanded Model Fisheries SPS Regulations, and instructions/guidelines and explanatory notes for national consistent with to international best practice principles, guidelines and standards.

The models and customized/ amended instruments should:

1. reflect the situation of CARIFORUM countries;
2. promote a harmonized approach for fisheries and aquaculture;
3. be applicable to harvesting, handling, production, processing, storage, transportation, marketing and trade (import and export) of fish and fish products intended for human consumption; and
4. comply with international market requirements.



The assignment will also require the development of supporting materials (technical brief(s), justification papers, PowerPoint Presentation(s)) to facilitate national and regional consultation and feedback on the expanded model framework and instruments proposed, information/ knowledge products for building public awareness and support for SPS programme activities, and an impact assessment tool.

The present assignment will build on the products that were developed and validated under previous related fisheries under a previous activity for the SPS programme, i.e. a Model Export Act and its associated Model Regulations, as well as protocols, guidelines, and a Caribbean Fisheries Regional SPS Framework “Green Paper”.

1. The main tasks/activities are as follows:

- a. Conduct inception activities and prepare an inception report
- b. Undertake a review of relevant literature
- c. Develop zero, revised and final drafts of expanded model legislation (Expanded Model Fisheries SPS Act and Expanded Model Regulations) and drafting instructions/ guidelines and explanatory notes. The expanded model legislation should take into account new developments in SPS, the situation of CARIFORUM states, the Caribbean Community Common Fisheries Policy (CCCFP) and other relevant CARICOM/ CARIFORUM initiatives.
- d. Prepare materials to support national consultation activities for the zero draft of the expanded model legislation and national-level promulgation of related model regulatory instruments developed in 2015.
- e. Prepare materials to support regional consultation activities in respect of the revised expanded model legislation.
- f. Deliver a special CRFM/CARIFORUM regional consultation to facilitate consideration, validation, and finalization of the revised expanded model legislation
- g. Prepare an impact assessment tool for CRFM use in follow up work.
- h. Prepare information/ knowledge products for use in CRFM communication and visibility work.
- i. Prepare monthly technical activity progress reports.
- j. Prepare draft and final versions of a final technical report, to include a report of the regional consultation, and also the specific technical products (inception report, Terms of Reference, expanded Model Act and expanded Model Regulations and drafting instructions/ guidelines and explanatory notes, national and regional consultation materials and documents, impact assessment tool, information/ knowledge products).

The action should be conducted over eight months and must be completed by December 2016.

SPECIFIC REQUIREMENTS for PROPOSAL SUBMISSION

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 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.
8. 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

1. Proposals shall be evaluated taking into consideration, but not limited to, the requirements listed below:
 - i. The firm/company/consortium's proven expertise in drafting - fisheries law, ocean law, international law of the sea, maritime law, or any other related field.
 - ii. Proven experience in developing regulatory framework for SPS systems internationally.
 - iii. General experience and understanding of regulatory systems in CARIFORUM countries.
 - iv. The firm/company/consortium's approach and methodology for implementing the project.
 - v. Experience in carrying out consultancy assignments for the EU or other equivalent international development partners would be an advantage.

The completed proposal must be submitted to: the Representative, IICA Delegation in Barbados on **May 6, 2016 at 4:00 PM Eastern Caribbean Time** at the address below. Proposals submitted after this date will not be evaluated.

Address:

Inter-American Institute for Cooperation on Agriculture (IICA)
Delegation in Barbados
3rd Floor, Baobab Tower
Warrens, St. Michael
BB22026, Barbados
Telephone: (246) 271-9210/11/12

Proposals are to be submitted in separate sealed envelopes containing, respectively: a) the technical bid; b) the financial bid; and c) the legal documents (only applicable for Firms/Companies). All envelopes must be sealed and bear the name of the Firm/Company/Consortium Leader, Title and Number of EOI and the contents of the envelope.

*Note: An electronic copy (PDF Format on CD or Flash Drive)
of the proposal should also be submitted in the envelope*

NOTE: Inquiries pertaining to this solicitation are to be directed to the attention of: SPS Project Manager, sps.project@iica.int and include the EOI reference.