

TERMS OF REFERENCE

FOR

Technical support to develop national and regional environmental monitoring programmes related to SPS for fishery and aquaculture products in CARIFORUM States

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1. BACKGROUND INFORMATION

1.1 Beneficiary

The direct beneficiaries for the implementation of this assignment are the CARIFORUM countries¹.

1.2 Contracting Authority

CRFM Secretariat
Princess Margaret Drive
Belize City
Belize C.A.
Tel: 501-223-4443
Fax: 501-223-4446
Email: secretariat@crfm.int
Website: <http://www.crfm.int>

1.3 Background

The Forum of the Caribbean Group of African, Caribbean and Pacific (ACP) States (CARIFORUM) is the body that comprises Caribbean ACP States for the purpose of promoting and coordinating policy dialogue, cooperation and regional integration, mainly within the framework of the Cotonou Agreement between the ACP and the European Union, and also the CARIFORUM-European Community Economic Partnership Agreement (EPA). The region occupies a total area of 510,713 km² and comprises 4 large island states, 8 small island states and 3 mainland states, all with a total population of 28 million (2014); 89% lives in Dominican Republic, Haiti, Jamaica, and Trinidad and Tobago. The countries are positioned around the Caribbean Sea with USA to the north, the Atlantic Ocean to the east, Central and South America to the west and south, respectively. The countries are predominantly small economies, depending mostly on agriculture and tourism, and are susceptible to natural disasters. Although there are many similarities in the grouping around culture and history, their geography may be very different and the present-day social and economic indicators such as population, per capita income, life expectancy etc., vary enormously so much so that a distinction is drawn in membership identifying less developed countries (LDCs) for special treatment. The combined GDP of the CARIFORUM region in 2013 was approximately US\$136.54 billion, with the Dominican Republic accounting for 45% of the total GDP²

The fisheries sector is important for CARIFORUM States as it provides employment, contributes to food security and export earnings. The marine capture sector is characterized as largely artisanal / small-scale multi-gear fishery, where fishers utilize small boats and limited gear technology (fish traps, cast nets, and hook and line) to catch spiny lobster (Jamaica, The

¹ CARIFORUM members includes Antigua and Barbuda, The Bahamas, Barbados, Belize, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St. Kitts and Nevis, Saint Lucia, St. Vincent and the Grenadines, Suriname, and Trinidad and Tobago. The group also allows observer status for British and Dutch Overseas Territories and Countries (OCT) and French Overseas Departments (DOMs) in the Caribbean (<http://www.caricom.org/>).

² World Bank. www.worldbank.org.

Bahamas), conch (Jamaica, The Bahamas, Belize, Dominica Republic), shrimp (Guyana, Suriname, Trinidad and Tobago), and finfish (all countries). The aquaculture sector in the region varies from experimental and small-scale for oyster (Jamaica and Belize) and sea moss (Antigua and Barbuda, Barbados, Dominica, Saint Lucia) to large scale shrimp and tilapia production (Jamaica, Belize, Dominica Republic). Direct employment in marine fisheries and aquaculture is an estimated 121,218 persons, with suppliers of goods and services and other indirect service 354,712 persons³. Total marine fish production is an estimated 181,653 MT (2012). Fish harvested are sold mainly on the domestic market while industrial catches are processed (limited to freezing and packaging) and exported. The total earnings from marine capture fisheries and aquaculture export was over USD 191 million in 2012⁴.

Regional cooperation in managing marine fisheries and aquaculture resources in CARIFORUM countries is promoted through CARICOM / CRFM. In February 2002, CARICOM established the Caribbean Regional Fisheries Mechanism (CRFM) to promote and facilitate 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 region⁵. All CARIFORUM States, with the exception of the Dominican Republic are members of the CRFM. However, in October 2008, the CRFM and the Government of Dominican Republic signed a Memorandum of Understanding to facilitate cooperation to ensure the sustainable development, utilization conservation and management of the fish stocks -and associated ecosystems occurring within the Caribbean Sea and adjacent areas, through, *inter alia*, the effective and efficient development and implementation of programmes, projects and activities in these areas. The CRFM has a close, on-going relationship with the Dominican Republic in fisheries.

The objectives of the CRFM are: (a) the efficient management and sustainable development of marine and other aquatic resources within the jurisdiction of Member States; (b) the promotion and establishment of cooperative arrangements among interested States for the efficient management of shared, straddling or highly migratory marine and other aquatic resources; and (a) the provision of technical advisory and consultative services to fisheries divisions of Member States in the development, management and -Conservation of their marine and other aquatic resources.

The recently approved Caribbean Community Common Fisheries Policy⁶ includes several provisions addressing Sanitary and Phytosanitary (SPS) issues in fisheries, including 3 of the 9 objectives (Art 4.3(b) (g) and (i)), and Article 18 on Marketing and Trade). In order to address SPS issues in marine fisheries and aquaculture, a plan is outlined in the CRFM's Strategic Plan⁷ and Biennial work plan⁸, which represents a consensus of Member States priorities, under Strategic Objective C: Sustainable Management and Use of Fisheries Resources. The overall aim of the SPS plan is to reduce post-harvest loss, improve the quality of fish and fisheries

³ Masters, 2014. CRFM Statistics and Information Report 2012 and <http://www.codopesca.gob.do/>

⁴ Masters, 2014. and Produccion pesquera para el periodo 2008 - 2011, por grupos explotados, en MT (<http://www.codopesca.2ob.do/>)

⁵ CRFM, 2002 Agreement Establishing the Caribbean Regional Fisheries Mechanism

⁶ CRFM, 2011. Agreement Establishing the Caribbean Community Common Fisheries Policy (www.crfm.int). It was confirmed at the 51st Special COTED Meeting (October 2014) that the CCCFP represents the approved policy of the Community and should be applied as far as possible.

⁷ CRFM, 2013. 2nd Draft CRFM Strategic Plan (2013 - 2021). CRFM Administrative Report. 39pp.

⁸ CRFM, 2014. CRFM Biennial Work Plan and Budget, 1 April 2014 to 31 March 2016. CRFM Administrative Report. 24 pp.

products, and improve infrastructure for marketing and trade of fish and fisheries products to meet domestic needs and international standards.

1.4 Current situation in the sector

The World Trade Organization (WTO) Agreement on the application of the SPS Agreement to protect human, animal and plant life and health, encourages countries to adopt measures on the basis of international standards, guidelines and recommendations. International trade laws such as the TBT and SPS Agreement⁹ adopts SPS standards which protect public health while facilitating regional and international trade. As such, WTO Member States¹⁰ are obligated to apply international standards, guidelines, and recommendations when trading agricultural products (including fish and fish products)¹¹. CARICOM / CARIFORUM makes similar requirements of Member States. The Revised Treaty of Chaguaramas¹² requires the establishment (Article 57, Section 1k) and the harmonization of laws and administrative practices in respect of SPS measures (Article 72, Section 2e).

Currently, the standard of fish handling practices / quality control systems varies among CARIFORUM countries. Most fishers operate from small open fiberglass / wooden vessels and land catches at landing sites with inadequate infrastructure. The sectors face a number of SPS challenges¹³:

- vessels - maintaining ambient temperature, gutting fish, cleaning vessels
- Landing sites - water and ice supply, chill storage facility, gutting fish on the beach or jetty
- Transportation - no ice, open transportation
- Retail market - general conditions unsatisfactory
- Process establishment - some needs to be compliant (HACCP, EU Directive 91/493/EEC, WHO Guidelines)
- Environmental health management
- Testing Laboratory - capacity in some countries limited

Inadequate health controls for fishery products in CARIFORUM countries can or has resulted in restrictions on access to the European and other international markets¹⁴. Hence, countries are working to improve sanitary standards including the formation of competent authorities, improved legislation, and implementation of strict sanitary guidelines and monitoring systems. The region exports fishery products to markets with high food standards such as the EU, USA, Canada and Japan. These trading partners require countries to implement monitoring programmes for the presence of veterinary medicines, pesticides, and environmental contaminants in food and animal origin; for example, EU (Directive 91/67/EEC, 96/23/EC),

⁹ Agreement of Technical Barrier to Trade

¹⁰ WTO Member States include all CARIFORUM countries except The Bahamas (an Observer).

¹¹ Agreement on the Application of Sanitary and Phytosanitary measures, Article 2, section 3

¹² CARICOM, 2002. Revised Treaty of Chaguaramas Establishing the Caribbean Community including The CARICOM Single Market and Economy. 288p.

¹³ OECS, 2003. Technical Assistance Inputs to Enhance Sanitary Standards and Capacity in the Supply Chain for Marine Products for Human Consumption in the Eastern Caribbean States. 162p.

¹⁴ Vanthuyne, 2002. Strategy and project proposal for an integrated CARICOM / CARIFORUM Programme to enhance the regional institutional capacity to expand the trade in fishery products, locally, regionally, and internationally.

USA (US Food Safety Modernization Act), and other international directives (WTO-SPS, CITES). Monitoring programme is aimed at increasing the safety of both local and imported food supplies, and considers all levels of the food system such as field investigation, processing facilities, inspection and port entry checks, and an effective laboratory system.

Basic monitoring programmes have been established in a number of CARIFORUM countries by the relevant competent authorities in collaboration with official laboratories. They are set up to conduct accidental contamination and residue monitoring in accordance to Council Directive 91/67 EEC. Competent authorities and Aquaculture farms in Suriname, Jamaica, and Belize monitor the residues of drugs used on the farms. In Suriname, the Fish Inspection Institute implemented an annual residue monitoring plan for aquaculture products in compliance with EU regulations. The programme monitors the following possible residues in aquaculture products at farm level: Chloramphenicol, Nitrofurans (AHD, AMOZ, AOZ, SEM), Tetracyclines, Oxolinic acid, Enrofloxacin, Enamectine, SUM DDT, Malachite green, Leucomalachite green and Crystal violet)¹⁵. The Competent Authority in Jamaica, the Veterinary Services Division, has an agriculture monitoring programme, which includes fisheries and aquaculture products. The aim of the programme is to improve the safety of domestic and imported food by minimizing the potential public health risk. In regards to the conch fishery, Jamaica has an active monitoring programme in keeping with EU Directives, which involves: (i) microbiological testing along with residue (heavy metals); (ii) parasitology, (iii) test for hellfish poisoning (lipophilic, amnesic, paralytic hellfish poisoning); and (iv) toxic phytoplankton species¹⁶.

This Consultancy seeks to assess monitoring programmes for fisheries and aquaculture sectors in CARIFORUM countries, and to propose national and regional monitoring systems. Support is provided by the Sanitary and Phytosanitary Measures programme, one component of the 10th EDF Programme titled *"Support to the Caribbean Forum of ACP States in the Implementation of Commitments Undertaken Under the Economic Partnership Agreement (EPA): Sanitary and Phytosanitary Measures (SPS)"*¹⁷, executed by the Inter-American Institute for Cooperation on Agriculture (IICA), with the fisheries sub-component being coordinated by the CRFM. The project aims to facilitate CARIFORUM States to gain and improve market access by complying with Europe's Sanitary and Phytosanitary Measures (SPS) and to help CARIFORUM states to better develop their own regionally harmonized SPS measures and institutional capability to meet the requirements necessary to maintain and expand on the trade of fish and fish products locally, regionally and internationally.

1.5 Related programmes and other donor activities

The SPS project activities address legislation, coordination, and capacity building related to agriculture, fisheries, plant protection, animal health, food security and the environment. Component 3 of the project deals with the development / strengthening of national and / or regional regulatory and industry capacity to meet the SPS requirements of international trade. National and regional environmental monitoring programmes and national (aquaculture) farm level residue monitoring programmes will be assessed, and the findings used to inform development of a proposal for environmental monitoring suitable for the CARIFORUM region..

¹⁵ LVY. Note regarding plant, animal, and fisheries health in Suriname.

¹⁶ Personal Communication with staff at the Jamaica Fisheries Division and Veterinary Services Division.

¹⁷ IICA, 2014. 10th EDF 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 (SPS).

It is important that these activities are linked to agriculture monitoring programmes nationally and regionally. In the conduct of the assignment, the Consultant's Authorized Key Experts (KEs) are expected to liaise with the above-mentioned programmes or institutions when appropriate in order to gather relevant information and to ensure cooperation with the projects / programmes.

2. OBJECTIVE, PURPOSE & EXPECTED RESULTS

2.1 Overall objective

The overall objective of the project of which this contract will be a part is as follows:

To support the integration of CARIFORUM states into the world economy and specifically to increase production and trade in agriculture and fisheries which meet international standards while protecting plant, animal and human health and the environment.

2.2 Purpose

The purpose of this contract is as follows:

To strengthen / establish national and regional monitoring programmes related to health and food safety in the fisheries and aquaculture sectors of CARIFORUM States, to meet domestic needs and international standards.

2.3 Results to be achieved by the Consultant's Authorized Key Experts (KEs)

The KEs will produce the following results as part of this assignment:

- (1) A Regional Assessment report of existing fisheries and aquaculture sectors' environmental monitoring programmes related to Sanitary Standards in CARIFORUM States;
- (2) Completed and documented national consultations / technical seminars on environmental monitoring in 8 CARIFORUM countries (country assessment reports);
- (3) A Proposal on establishing or strengthening national and regional monitoring programmes formulated.

3 ASSUMPTIONS & RISKS

3.1. Assumptions underlying the project

In 2001, a diagnostic mission was organized to assess the capacity and potential of CARIFORUM Member States to expand their capacities for production and trade in fishery products locally, regionally, and internationally¹⁸. This led to the inclusion of fisheries in the EPA project proposal. The need for this activity was further reiterated by CRFM (Member States) in the CRFM biennial work-plan and reviewed again most recently by regional stakeholders at the Blue Growth Workshop in Grenada¹⁹.

It is assumed that CARIFORUM States are willing to cooperate in project activities and will actively utilize prepared guidelines and legislation. Government officials and key stakeholders are expected to attend and participate in the validation workshop. It is also assumed that national / regional organizations and implementing agencies are committed to strengthening their links, willing to share data and information, and willing to establish coordination mechanism to ensure effectiveness and sustainability of this intervention.

3.2 Risks

It is expected that CRFM Secretariat will take all the necessary measures to ensure the fulfillment of CRFM's obligations as set out in this project. However, Acts of God, such as hurricanes, flooding, etc., may delay project implementation. Also, project awareness by civil society and direct stakeholders is important, as no information may lead to non-participation. Failure to meet these requirements could result in the project not meeting the expected results. However, these risks have been minimized, since Member States requested the intervention and will commit the necessary time to assist in implementation. Also, the projects visibility activities will improve project awareness.

4. SCOPE OF THE WORK

4.1 General

4.1.1 Project description

This assignment will provide support to CARIFORUM States and the CRFM to establish / strengthen monitoring programmes 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. The scope of this analysis should include harvesting, handling, production, processing, storage, transportation, and marketing of fisheries and aquaculture products intended for human consumption.

This task involves the following:

1 Assessment of existing monitoring programmes

This task will involve preparation of an assessment report of CARIFORUM States SPS monitoring programmes for fisheries and aquaculture sectors, based on technical review and stakeholder consultations.

The assessment should include, but not be limited to the following:

- Review related national / regional / international legal instruments, SPS instruments (CODEX, WHO guidelines), requirements by CARIFORUM main trading partners (EU, USA, Canada), and other international organizations (CITES);

¹⁸ Vanthuyne, 2002.

¹⁹ CRFM, 2014. Report of the CRFM/CFNO/CTA Regional Fisheries Workshop: Investing in Blue Growth, St. George's, Grenada 20-21 November 2014. CRFM Technical and Advisory Document - Number 2014/3

- Review and analyse existing national and regional SPS monitoring programmes, including site assessment, sample collection, sample transfer and storage, laboratory analysis, interpretation of results, and reporting;
- Assess institutional capacity, institutional overlaps, and identify gaps and areas of weakness;
- Assess total supply chain process for fisheries and aquaculture products related to SPS requirements;
- Analyse farm level residual monitoring for the aquaculture sector, based on review of systems and processes in place, and stakeholder consultations;
- Assess and advise on developing the necessary accredited microbiological, chemical and biochemical laboratory capacity (HRD, equipment, certified training) for, *inter alia*:
 - i) routine testing of water and ice - total coliforms, faecal coliforms, total aerobic counts, faecal *streptococci*, Sulphite reducing *clostridia*;
 - ii) routine testing of seawater, seagrass - toxic elements (as also bullets iii, iv)
 - iii) routine testing of fishery products - coliforms, total aerobic count, *Escherichia coli*, etc., hellfish poisoning (lipophilic, amnesic, paralytic hellfish poisoning), toxic phytoplankton species;
 - iv) routine testing of fishery products for environmental contaminants - chemicals or biochemical test such as heavy metals (mercury, lead, copper, cadmium), histamine, pesticide / herbicide residues (organochlorine compounds) and marine biotoxins as required.
 - v) Monitoring seafood products for marine biotoxins like ciguatera toxin, PSP, DSP etc.
- Provide expert advice to CARIFORUM States, CRFM, and other stakeholders on suitable sustainable environmental monitoring practices, including basic contaminants to monitor (EU Directive 96/23 EC).
- Assess coordination of regional testing and reporting capabilities, including networking with other food safety-related initiatives in CAHFSA, Suriname, Jamaica, Dominican Republic, and Belize.

2. Stakeholder consultation

This task will involve conducting consultations with key national, regional and international stakeholders. KEs will visit up to 8 CARIFORUM countries to meet government ministries / departments (e.g., Fisheries, Environment, Veterinary, Health, Agriculture), the Competent Authorities responsible for food safety, and official laboratories responsible for monitoring. Data from countries not visited will be gathered by other methods. If visits cannot be arranged to consult with regional organizations (FAO, CAHFSA, CROSQ, Comité Nacional para la Aplicación de Medidas Sanitarias y Fitosanitarias, CNFO) remote consultation (email, phone, and Skype) will be organized. Consultations will include but not be limited to:

- Meetings with key agencies involved in environmental monitoring;
- Visits to relevant institutions, ports of entry, fish landing sites / markets, processing plants, aquaculture farms, inspection system, and / or official laboratory(ies);
- Presentation at national consultations / technical seminars, or other method as agreed on by Countries to review and discuss: the performance of existing programmes, international environmental monitoring requirements; design, implementation, and audit of routine environmental monitoring programme; examples of best practice, and discuss national

programme (as required).

The suggested eight (8) countries are The Bahamas, Belize, Dominican Republic, Guyana, Jamaica, St. Kitts and Nevis, Saint Lucia, and Suriname (or as specified by the CRFM). During visits, Key Experts will spend a minimum of 2 working days in each of the eight countries, one of which should be used for the national consultation / technical seminar (each of 1 day, indicative number of participants in each meeting is 25) as required by the State. The organization of national consultations / technical seminars should include domestic travel arrangements (land, air, sea), accommodations & payment of daily subsistence allowance (for participants requiring overnight), conference room (internet, projector, screen, coffee breaks, lunch), printing and distribution of documents, press / media coverage, and any other activities necessary to complete this activity. The Fisheries Administrations in each country, supported by the CRFM Secretariat, will be responsible for the organization, and logistical arrangements for national meetings / consultations. The KEs may be accompanied by a technical officer of the CRFM Secretariat or other regional bodies (as agreed by CRFM Secretariat). Travel and subsistence cost for this officer will be covered by the CRFM Secretariat.

3. Proposal for monitoring programme

This task will involve preparation of a proposal for strengthening / establishing national and regional monitoring programmes for fisheries-related SPS, which:

- Provides stepwise guidance on establishing model national environmental monitoring programmes and protocols for fisheries and aquaculture;
- Makes detailed recommendations for a regional monitoring programme.

4. Validation of technical documents (assessment report and proposal)

This task involves activities intended to support validation of the technical documents.

The CRFM Secretariat in collaboration with IICA Country Offices and Technical National Implementation Networking Teams²⁰ (TNINTs) will convene a special meeting(s) in all 15 CARIFORUM States to: (i) review and endorse the Assessment Report and the proposal for establishing national and regional monitoring programmes. Meeting(s) of the TNINT will not be financially funded by this assignment. The TNINTs should submit comments on the technical documents via the CRFM Secretariat to the KEs who are expected to finalize based on these recommendations and comments. The special meeting(s) should include at least five representatives from the fisheries and aquaculture sectors to ensure fisheries issues will be adequately addressed. To ensure uniformity across all CARIFORUM countries, in reviewing the technical outputs. Following extensive consultations and national validation of the technical documents, the KEs will finalize the documents based on comments and recommendations of stakeholders.

²⁰ The Technical Regional and National Implementation Networking Teams (TNRINTs) are managed by IICA mainly through virtual means of web / network. IICA Country Offices in close collaboration with the designated National Focal Points of the CARIFORUM States are responsible for the direct support to countries for the development and implementation of the annual work-plan.

5. Communication and visibility

Given the important communication and visibility potential of project activities and the national consultations for disseminating the results and activities of this project, the KEs will: (i) provide summarized information for the development of an infographic and press-releases; (ii) participate in two short video interviews; (iii) and any other media activity / event agreed on by the CRFM Secretariat.

Technical Assistance will be provided through a Key Expert team of a Senior SPS Specialist (also Team Leader) supported by a second SPS Specialist. In the conduct of this assignment the KEs will be supported by the CRFM Secretariat who will provide logistical support to the KEs, assist in identifying documents, assist in the identification of stakeholders to be consulted, make all logistical preparation for country visits, assist in the course of country missions and consultations, assist in the circulation of documents for review, and approve the finalization of the technical documents.

4.1.2 Geographical area to be covered

The project will cover Antigua and Barbuda, Barbados, The Bahamas, Belize, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St. Kitts and Nevis, Saint Lucia, Saint Vincent and the Grenadines, Suriname, and Trinidad and Tobago. However, as part of this project only 8 of these CARIFORUM countries will be visited by the KEs.

4.1.3 Target groups

Target groups for this project are CARIFORUM States Fisheries Departments and their respective Ministries, Competent Authorities for SPS, other organisations involved in environmental or residue monitoring for fish health and food safety, and legal authorities at the national and regional levels.

4.2 Specific work

The KEs will undertake the following activities:

- (1) Initial remote contact and briefing with CRFM Secretariats and IICA regarding execution of the project.
- (2) Assist with the organization of the mission(s) to the region and country visits, including dates and travel schedule. This will be done in collaboration with CRFM Secretariat and CARIFORUM States. For countries not selected for site consultations, initial contact with countries to clarify approach- for gathering required stakeholder feedback and information.
- (3) Briefing with IICA and CRFM Secretariat at the CRFM Secretariat office in Belize, and develop and finalize work-plan and travel schedule;
- (4) Collect and review existing technical documentation on SPS guidelines / legislation, management and monitoring programmes in CARIFORUM States, and also regional / international requirements for monitoring;

- (5) Consult and collaborate with CRFM and relevant national, regional and international organizations during the execution of this consultancy;
- (6) In consultation with the CRFM Secretariat, organize and conduct visits to eight countries (The Bahamas, Belize, Dominican Republic, Guyana, Jamaica, St. Kitts and Nevis, Saint Lucia, and Suriname), or as specified by CRFM. The country visits may be completed in a single mission or two missions with a break of about one week between the missions;
- (7) During country visits, convene meeting(s) with relevant national agencies involved in SPS monitoring related to fisheries and aquaculture e.g., Health, Agriculture, Aquaculture, and visit main ports / landing sites and aquaculture farms (as required). At the end of each visit prepare a country assessment report;
- (8) In consultation with the CRFM and National Fisheries Administrations, organize and conduct national consultations / technical seminars (each of about 1/2 day duration, indicative number of participants in each meeting is 25) in eight countries;
- (9) Prepare summarized information for the development of an infographic and press- releases; and participate in two short video interviews;
- (10) Prepare a first draft of a Regional Assessment Report on environmental monitoring in CARIFORUM countries, which incorporates assessment reports of countries visited as appendices and which incorporates information gathered through remote consultations with the remaining CARIFORUM countries not visited, and circulate to TNINTs and other relevant organizations for review and feedback to facilitate finalization;
- (11) Based on the findings of the assessment activity, prepare a proposal on strengthening national and regional SPS monitoring programmes. The proposal will be sent to CRFM who will circulate to CARIFORUM States, TNINTs, and other relevant organizations for review and feedback to facilitate finalization;
- (12) Review comments received from TNINTs, CRFM Secretariat and other stakeholders, then prepare final technical documents (country assessment reports, regional assessment report, proposal for establishing national and regional monitoring programmes), and submit final drafts to CRFM Secretariat for approval;
- (13) Prepare Monthly Financial Reports (expense reports) as required, which should account for any reimbursable expenses or other incidental expenditure incurred during the previous month. This report must be submitted by the 7th day of the following month and supported by invoices and receipts.
- (14) Final Technical reports should include methodologies used to deliver the various outputs / outcomes, with lessons learned and recommendations for follow up action. The report should be produced in English, in Microsoft Word for Windows format and submitted electronically to the CRFM Secretariat by the end of the contract period.
- (15) Should any funds be left over at the end of the contract, the Consulting Firm shall return to the CRFM Secretariat, unless agreed to in writing on the use of such funds.

4.3 Project management

4.3.1 Responsible body

The CRFM Secretariat, Headquarters in Belize is responsible for managing the implementation of this assignment.

4.3.2 Management structure

CRFM is implementing this project through the Secretariat's Headquarters in Belize. For the purposes of this assignment, CRFM Secretariat is the Contracting Authority and will act also as the Project Manager.

The CRFM Secretariat will closely supervise the implementation of this intervention and equally monitor its execution pursuant to these Terms of Reference. The CRFM Secretariat, will support and supervise the implementation of this assignment, monitor activities and ensure follow-up activities are completed by the Member States.

All contractual communications including requests for contract modifications or changes to the Terms of Reference during the execution period of the contract must be addressed with a formal request to CRFM Secretariat Belize Office.

4.3.3 Facilities to be provided by the Contracting Authority and I or other parties

Not applicable.

5. LOGISTICS AND TIMING

5.1. Location

The official place of recruitment and posting for the two KEs will be Belize City, Belize. Country visits will be carried out in The Bahamas, Belize, Dominican Republic, Guyana, Jamaica, Saint Kitts and Nevis, Saint Lucia, and Suriname (or as specified by CRFM) according to approved timeline and work-plan presented by the KEs and approved by the CRFM Secretariat.

5.2 Start date and period of implementation

The intended start date is the date of signature of the Consultant's contract and the period of implementation of the contract will not exceed 4 months from this date.

6. REQUIREMENTS

6.1 Staff

Note that civil servants and other staff of the public administration, of the partner country or of international / regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information

on the added value the expert will bring as well as proof that the expert is seconded or on personal leave. CRFM Secretariat professional staff will be assigned to work closely with the KEs to guide delivery of the outputs.

6.1.1 Key experts

All the Consulting Firm's authorized key experts who have a crucial role in implementing this assignment are referred to as key experts (KEs). Their profiles are described as follows:

Key expert 1: Senior SPS Specialist and Team Leader

Qualifications and skills

- A post-graduate degree in science, technology, international marketing /trade, agriculture health, or phytosanitation;
- High level of proficiency in spoken and written English; working knowledge of Spanish and / or French would be an asset
- Proven team leading skills

General professional experience

- At least 10 years experience working with national / international bodies in standardizing and conformity assessment related to agriculture / fisheries health and food safety and / trade in agriculture and food products;
- Proven report-writing, communication and project management skills

Specific professional experience

- 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);
- Experience in establishing environmental monitoring programmes / plans (minimum 2 assignments);
- Demonstrated knowledge of sanitary standards, food hygiene, and food safety;
- Familiarity with the SPS agenda in CARICOM / CARIFORUM and internationally;
- Experience in carrying out consultancy assignments for the EU or other equivalent international development partners would be an advantage.

The indicative number of missions, requiring overnights, for this expert will be 7.

Key Expert 2: SPS Specialist

Qualifications and skills

- A degree in science, technology, international marketing / trade, agriculture health, or phytosanitation ;
- High level of proficiency in spoken and written English; working knowledge of Spanish or French would be an asset

General professional experience

- At least 5 years experience working with agriculture / fisheries health and food safety and / trade in agriculture and food products.

- Proven report-writing, communication and facilitation skills

Specific professional experience

- Specific experience in agriculture / fisheries health and food safety (minimum 3 assignments) ;
- Demonstrated knowledge of environmental monitoring programme / guidelines for sanitary standards, food hygiene, and food safety
- Familiarity with the SPS agenda in CARICOM / CARIFORUM and internationally;
- Working experience in the Caribbean region would be an advantage.

The indicative number of missions, requiring overnights, for this expert will be 6.

Indicative number of working days by expert and task

Indicative	Key Expert (Days)	Key Expert (Days)
1 Briefing and document review	2	2
2 Review and assess SPS monitoring programmes in the CARIFORUM region. Prepare assessment report of the region's monitoring programmes	7	7
3 Conduct field visits to 8 countries to meet with Fisheries Administration and relevant health and food safety agencies, and conduct National	30	30
4 Develop proposal for establishing sustainable national and regional monitoring programmes for fisheries and aquaculture products.	11	11
5 Prepare material for visibility and communication	1	1
5 Prepare and submit final documents	7	7
6 Team technical reporting	2	2
7 Team leader task	1	
Total	61	60

All KEs must be independent and free from conflicts of interest in the responsibilities they take on.

Additional information

- The KEs must complete a timesheet using a template provided by the CRFM Secretariat at the start of the implementation period, or a mutually agreed equivalent record of time.

6.1.2 Non key experts

Not required.

6.1.3 Support staff and backstopping

The CRFM Secretariat will provide support facilities to their team of experts (back-stopping) during the implementation of the contract.

Backstopping and support staff costs are included in the Consultants' fee rates.

6.2 Office accommodation

If needed, office accommodation of a reasonable standard and of approximately 10 square metres for each key expert working on the contract will be provided by the CRFM Secretariat in Belize.

6.3 Facilities to be provided by the Consulting Firm

The Consulting Firm must ensure that their authorized key experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable key experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

6.4 Equipment

No equipment is to be purchased as part of this service contract. Any equipment related to this contract that is to be acquired by the Contracting Authority or partner country must be purchased by means of a separate supply tender procedure.

6.5 Incidental expenditure

The provision for incidental expenditure covers ancillary and exceptional eligible expenditure incurred under this contract. It cannot be used for costs that should be covered by the Contractor as part of its fee rates, as defined above. Its use is governed by the provisions in the General Conditions and the notes in the Service Contract. It covers:

a) KEY EXPERTS

- Travel costs and daily subsistence allowances (per diems) for **missions** for Key Experts, outside Iceland to be undertaken as part of this contract. If applicable, indicate whether the provision includes costs for environmental measures, for example CO² offsetting.
- Travel costs for **field visits** for the Key Experts (car or boat rental, fuel and domestic flights or other appropriate means of transport).

b) NATIONAL CONSULTATION ORGANISATION

- Sponsorship, organization and coordination of logistics for the national consultations will be managed by the national fisheries authorities and the CRFM Secretariat.

c) OTHER

- The cost of producing and delivering up to three extra copies of the Final Technical Report.
- The cost of translating technical documents from English to Spanish and French.

The provision for incidental expenditure for this contract is USD 99,420. This amount must be included unchanged in the Budget breakdown.

The per diem is a flat-rate maximum sum covering daily subsistence costs in accordance with the published IICA per diem rate.

The Contracting Authority reserves the right to reject payment of per diem for time spent travelling if the most direct route and the most economical fare criteria have not been applied.

6.6 Expenditure verification

The provision for expenditure verification covers the fees of the auditor charged with verifying the expenditure of this contract in order to proceed with the payment of any pre-financing installments and / or interim payments.

The provision for expenditure verification for this contract is USD 1,500. This amount must be included unchanged in the Budget breakdown.

This provision cannot be decreased but can be increased during execution of the contract.

7. REPORTS

7.1 Reporting requirements

For the project, there must be a final technical report, a final invoice and the financial report accompanied by an expenditure verification report at the end of the period of implementation of the tasks.

The **Draft** Final Technical Report must be submitted to the CRFM Secretariat at least 5 days before the end of the period of implementation of the tasks, **that is no later than 30th June 2015**. Note that these interim and final reports are additional to any required in Section 4.2 of these Terms of Reference.

The Final Report must be submitted to IICA after receiving approval of the draft final technical report from the CRFM Secretariat. The Final Report must consist of a narrative section detailing methodologies used to deliver the various outputs, with lessons learned and recommendations for follow up action. The report should be produced in Microsoft Word for Windows format and submitted electronically to the CRFM Secretariat.

Consistent also with CRFM Secretariat's reporting obligations outlined under its LOA with IICA in respect of the 10th EDF SPS project commitments, technical monthly reports also need to be prepared using the template approved under the agreed LOA.

To summarise, in addition to any documents, reports and output specified under the duties and responsibilities of each key expert above, the Consulting Firm shall provide the following reports:

Name of report	Content	Time of submission
Inception Report	Brief analysis of existing situation and work plan for the project, and any recommendations for adjustments.	No later than 10 days after the start of implementation
Interim Technical Monthly Report	On a monthly basis, and using template provided by the CRFM Secretariat, provide details of work progress, constraints, and follow-up actions.	Last day of each month of project implementation
Monthly Financial Reports (Expense Claims)	On a monthly basis, and using template provided by the CRFM Secretariat, supported by original invoices and receipts, showing expenditures	By the 7 th day of the following month.
Draft Final Technical Report	<p>A draft final technical report which would include methodologies used to deliver the various outputs identified in section 4.2, with lessons learned and recommendations for follow up action. The report should be produced in Microsoft Word for Windows format and submitted electronically to the CRFM Secretariat by the stipulated deadline.</p> <p>Also revised draft technical documents taking into account changes and comments from the CRFM Secretariat and Member States by the stipulated dead line</p>	No later than 10 days after review and validation by relevant organizations / groups.
Final Technical Report	<p>A final technical report, taking into account comments provided by the CRFM Secretariat. The report would include methodologies used to deliver the various outputs identified in section 4.2, with lessons learned and recommendations for follow up action. The report should be produced in Microsoft Word for Windows format and submitted electronically to the CRFM Secretariat by the stipulated deadline.</p> <p>Also revised technical documents taking into account changes and comments from the CRFM Secretariat and Member States by the stipulated deadline.</p>	One week after receiving approval of the Final Technical Report.

7.2 Submission and approval of reports

One electronic copy and two hard copies of the reports referred to above must be submitted to the CRFM Secretariat. The reports must be written in English. The CRFM Secretariat is responsible for approving the final versions of the reports in consultation with the 10th EDF Project Management Team.

8. MONITORING AND EVALUATION

8.1 Definition of indicators

The results to be achieved by the KEs are included in Section 2.3 above. Progress to achieving these results will be measured through the following indicators:

- i) Timeliness of backstopping support from the Head Office of the Firm;
- ii) Technical outputs prepared and approved by CRFM Secretariat;
- iii) Proposal on national and regional monitoring programme finalized and available to all CARIFORUM States
- iv) Respect of project milestones, time schedule and reports timely delivery;
- v) Meeting expectations of the Target Group;
- vi) Level of representation at national consultations.

The KEs may suggest additional monitoring tools for the contract duration.

8.2 Special requirements

Not applicable.

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