



Call for Expression of Interest (EOI)

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

Title of the EOI:

Capacity Building of regulatory and industry stakeholders in Aquaculture and Fisheries Health and Food Safety to meet the SPS requirements of international trade

Date of this EOI: April 04, 2016

Closing Date for Receipt of EOI: April 22, 2016

EOI Reference: CaRC/BB/SPS-EOICB05/16

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 to develop/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.

This assignment will provide support to CARIFORUM States and the CRFM to build capacities at the national and regional levels 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 main deliverables expected are:

1. Food safety operational manuals for field, laboratory, market and trade (import and export) to support the activities of designated persons and institutions responsible for the safety of fishery products in countries
2. Development and implementation of modular fisheries SPS laboratory training programme.
3. Impact assessment tools for the training programme and follow up work.
4. Information/ knowledge products for use in CRFM communication and visibility work.

The main tasks/activities are as follows:

- a. Undertake inception activities and prepare inception report and work plan
- b. Undertake a review of literature.
- c. Prepare, test, refine, finalize and disseminate food safety operational manuals for each major area of the industry chain, at least one each for field, laboratory, market / trade (import and export), and SPS auditing procedures to take into account private and public sector users along the industry chain.
- d. Develop fisheries SPS laboratory training curriculum and training programme.
- e. Deliver two training sessions at selected venues in the CARIFORUM region, with suitable equipment for training procured for the training workshop, and train at least one (1) SPS laboratory technician.
- f. Prepare reports of training programme delivery, training programme assessment report, and of training equipment procurement
- g. Prepare two impact assessment tools, one for determining impact of training programme and one for CRFM's 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 – trainings, and also the specific technical products (4 or more separate food safety operational manuals for public sector and if appropriate, 4 or more separate food safety operational manuals for private sector; SPS Laboratory training curriculum and programme; procurement report for training equipment received by hosting venues; reports of the two training sessions delivered; impact assessment/ performance report of training programme (content and delivery); 2 impact assessment tools; 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. 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. Experience in training delivery for agriculture / fisheries health and food safety and / trade in agriculture and food products
 - v. Familiarity with the SPS agenda internationally as well as in CARICOM / CARIFORUM;
 - 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.

The completed proposal must be submitted to: the Representative, IICA Delegation in Barbados on **April 22, 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 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