



**11<sup>th</sup> 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**

**TERMS OF REFERENCE**

**Strengthening Agricultural Health and Food Safety  
Laboratories in CARIFORUM Countries for Improved Trade:  
BASELINE STUDY**



**Interested persons please submit Curriculum Vitae by the extended due date of October 7, 2022**



CARIFORUM

## **11<sup>th</sup> European Development Fund (EDF)**

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### **SANITARY AND PHYTOSANITARY MEASURES (SPS) PROJECT**

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#### **I. BACKGROUND AND JUSTIFICATION**

##### *European Development Fund Programme*

The Action on Sanitary and Phytosanitary Measures (SPS) is one component of the 11<sup>th</sup> EDF Programme titled *"Support to CARIFORUM States in furthering the implementation of their Economic Partnership Agreement (EPA) commitments and in meaningfully reaping the benefits of the Agreement"* seeks to contribute to the integration of the Caribbean Forum of the ACP Group of States into the World Economy. The SPS Measures Project commenced on February 01 2020, and is being implemented by the Inter-American Institute for Cooperation on Agriculture (IICA) in collaboration with the Caribbean Regional Fisheries Mechanism (CRFM) and other regional partners. The CARIFORUM States are the primary beneficiaries of the project activities.

##### *Sanitary and Phytosanitary Compliance in the Caribbean*

In many CARIFORUM countries, national AHFS systems and domestic agricultural producers are unable to meet or comply with international SPS standards for trade in agriculture and fisheries products. This has resulted in reduced access to global and regional markets due to insufficient capacity to ensure the sanitary and phytosanitary status that trading partners require. Outdated legislation, multiple jurisdictions responsible for the SPS regime, inadequate enforcement, limited human resources and chronic underfunding undermine the effectiveness of SPS systems in the Region. In recent years, several national and regional interventions have addressed these challenges to varying extents. However, as the requirements of trading partners evolve to meet the needs of their consumers, countries must continuously work to strengthen their SPS controls. Strong SPS systems are therefore key for allowing countries the opportunity to benefit fully from trade opportunities in European and other international markets.

With the aim of assisting the region to modernise their AHFS systems for improved agricultural trade, the 11<sup>th</sup> EDF SPS Measures Project seeks to build on the advances made under the 10<sup>th</sup> EDF SPS Measures Project so as to further increase compliance by CARIFORUM States with international SPS measures, standards and procedures to increase international and regional market access.

The current SPS Measures Project focuses on: i) strengthening the SPS regulatory environment in CARIFORUM Countries; ii) improving public and private sector capacity to comply with SPS measures, standards, and procedures; and iii) strengthening SPS capacity in the fisheries sector.

*SPS Compliance through Capacity Building.* In previous interventions under the 10<sup>th</sup> EDF, the technical capacity of public and private sector professionals was strengthened to enable compliance with the SPS requirements of regional and international markets. As a follow up, the activities conducted under this sub-component of the 11<sup>th</sup> EDF SPS Measures Project, include: (i) providing direct technical assistance to private sector companies in selected value chains in the areas of food safety standards, HACCP and traceability; (ii) strengthening the technical capacity of public and private sector professionals in the areas of GAP Auditing and Antimicrobial Resistance and (iii) upgrading laboratories to conduct tests required for market access. Collectively, these activities will improve the technical capacity of public and private sector stakeholders to implement processes and procedures necessary for trade. Complying with trade requirements will ultimately lead to an increased market presence by the private sector stakeholders and streamlining of the public sector to support exporters to meet high value markets requirements.

*Capacity Building of Laboratories to Meet Testing Requirements of Trading Partners.* Having modern AHFS laboratories is a key element for improving market access and trade across CARIFORUM countries. Over the years, several assessments of AHFS laboratories in the Region have been conducted which identified inadequate capacities to undertake tests required by trading partners. Although this limitation is being addressed through several initiatives, additional investments are required to assist laboratories to meet international testing standards. As such under the 11<sup>th</sup> EDF SPS Measures Project, efforts are being made to strengthen the capacity of the Region to undertake tests required to ensure the safety of food produced for local, regional and international markets.

Within the above context, IICA is seeking to hire a suitable professional to undertake a preliminary study to determine the tests required by key trading partners for agricultural commodities and the capacity of laboratories (public and quasi-public) to undertake these key tests.

## **II. OBJECTIVES OF THE CONSULTANCY**

The Consultancy aims to: (i) determine tests required for the trade of agricultural commodities (plant and animal products, fresh and processed) in local, regional and international markets and (ii) assess the capability and capacity of national, and regional laboratories to provide these required tests.

## **III. ACTIVITIES AND WORK SCHEDULE**

### *General Operations*

The Consultant will be under the general direction of the 11<sup>th</sup> EDF SPS Project Management Team (IICA's Head of AHFS Programme and the International Agricultural Health and Food Safety Specialist for the

Caribbean). Technical Oversight for the Assignment will be through IICA's International AHFS Specialist and Specialists from other Regional Institutions.

Linkages will be made with Partners and Collaborators to gather baseline information; including: CAHFSA, CROSQ, the CARICOM Secretariat, and other relevant public and private sector entities.

#### *Approach*

This activity will be conducted virtually.

#### *Scope of Work*

The scope of work covers all activities necessary to accomplish the stated Expected Results. The main activities are as follows:

- i. Attend an initial briefing meeting (virtual) with the 11<sup>th</sup> EDF SPS Project Management Team on the objective, activities, approach, expected outputs and any other issues related to the execution of the Consultancy that require clarification.
- ii. Within **seven (7) working days** of the briefing meeting with the 11<sup>th</sup> EDF SPS Measures Project Management Team, prepare an Inception Report which outlines the methodology, activities, and schedule for completing the key activities.

#### *Phase I: Determination of Tests Required for the Trade of Agricultural Products*

- iii. Determine laboratory tests required for the trade of key agricultural products (meat, poultry, dairy, fruits and vegetables - fresh and processed) in regional and international markets, inclusive of, but not limited to the North America, United Kingdom and the European Union, through the review and synthesis of secondary information and the conduct of interviews with public and private sector stakeholders.

Information collected should include in part: type of tests required to trade key agricultural produce (fresh and processed), markets requiring the tests, testing laboratories used by stakeholders (national, regional and international – include a profile of the laboratory), cost of testing, and constraints faced accessing testing services.

Agricultural products should include the priority commodities for CARICOM Countries. Emphasis should also be placed on the coconut, herbs and spices and roots and tubers value chains.

Based on the information collected, prepare a comprehensive report of the findings inclusive of annotated tables and figures. Tests identified should be prioritised as per their demand.

*Phase II – Assessment of the Capacity of Laboratories to Conduct Tests Required for the Trade of Agricultural Products*

- iv. Assess the capacity and capability of laboratories in the Region to undertake the tests required for trading agricultural products by the reviewing secondary information as well as conducting interviews/meetings with key personnel. The capacity assessment of the laboratories should cover but not be limited to the human resource levels, infrastructure, equipment, general operations management and accreditation, tests performed (products, frequency, costs), and constraints faced in the conduct of the tests.

*Phase III – Selection of Potential Laboratories and Possible Technical Assistance Interventions to Improve their Capacity to Conduct Tests Required for the Trade of Agricultural Products*

- v. Based on the results of the assessment, develop criteria, and select seven (7) laboratories that could potentially receive technical assistance support to upgrade their capacity and capability to conduct key tests required for trade. The assessment criteria should be discussed and agreed upon with IICA's Technical Team.

For each laboratory selected, provide recommendations on the capacity building intervention needed to improve the capacity and capability of the laboratory to provide testing services in the medium to long term (i.e., training, technical guidance). An estimated budget should be included.

- vi. Prepare and submit Progress and Final Reports of the consultancy.

*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, St. Vincent and the Grenadines, Suriname, and Trinidad and Tobago.

**Work Schedule**

The Consultant will undertake the following activities as per the following schedule:

Activities	Oct	Nov		Dec		Jan
	Wks3-4	Wks1-2	Wks3-4	Wks1-2	Wks3-4	Wks1-2
– <b>Project Initiation.</b> Initial briefing meeting (virtual) with the 11 <sup>th</sup> EDF SPS Project Management Team and prepare inception report which will include a work plan.	X					
– <b>Phase I:</b> Determination of Tests Required for the Trade of Agricultural Products.	X	XX				

Activities	Oct	Nov		Dec		Jan
	Wks3-4	Wks1-2	Wks3-4	Wks1-2	Wks3-4	Wks1-2
- <b>Phase II</b> – Assessment of the Capacity of Laboratories to Conduct Tests Required for the Trade of Agricultural Products.		XXX	X	X		
- <b>Phase III</b> – Selection of Potential Laboratories and Possible Technical Assistance Interventions to Improve their Capacity to Conduct Tests Required for the Trade of Agricultural Products.				X	XX	X
- <b>Consultancy Reports.</b> Prepare Consultancy Reports as contractually required	X					X

#### IV. REPORTING

The Consultant will prepare an Inception Report, Assessment Report and a Technical Assistance Report. The Deliverables should be produced in Microsoft Word for Windows format and submitted electronically to the Project Manager of the 11<sup>th</sup> EDF SPS Project by the end of the contract period.

#### V. EXPECTED RESULTS

The Assignment aims to achieve the following:

- Knowledge of the tests required to trade agricultural commodities (fresh and processed) locally, regionally and internationally.
- Knowledge of the capacity and capability of national and regional laboratories to conduct tests required to trade agricultural commodities (fresh and processed) in key markets.
- Understanding of capacity building needs of key laboratories to improve testing services.

#### VI. LIST AND DESCRIPTION OF DELIVERABLES

- i. **Inception Report.** Should include in part a work plan, methodology inclusive of tools to be used to gather the required information.
- ii. **Assessment Report.** Should outline the tests required for the trade of agricultural products regionally and internationally and the capacity and capability of laboratories to conduct these tests. The report should include but not be limited to the following sections

- background, methodology, results and conclusions. The results should be presented in annotated tables/figures.
- iii. **Technical Assistance Report.** Should include capacity building recommendations to improve testing capacities (namely training and technical guidance) and an estimated budget. The report should include but not be limited to the following sections - background, methodology used in the selection of potential laboratories to receive technical assistance support (inclusive of criteria), results/observations, recommendations on the capacity building activities (namely training and technical guidance) and conclusions.

*Please note that the Assessment and Technical Assistance Reports should include the following - a list of the names of persons interviewed/attending meetings, gender and age demographics as well as contact information.*

## **VII. LOGISTICS**

The Consultant will be working through the Project Management Unit (PMU), IICA office, Barbados.

## **VIII. DURATION**

The assignment will be conducted during the period October 2022 – January 2023.

## **IX. REQUIRED QUALIFICATIONS/EXPERIENCE**

- Advanced university degree (Masters or equivalent) in Natural Sciences, Applied Sciences, or any other related field. A first level university degree with a relevant combination of professional training, certification and experience may be accepted in lieu of the advanced university degree.
- Work experience/knowledge in Inspection/ Laboratory Testing/ Certification; Total Quality Management and Accreditation.
- Knowledge of regional and international trade requirements as it relates to the testing of agricultural products.
- Excellent technical and report-writing skills.
- Work experience in the CARIFORUM region.
- Excellent English Language skills and good communication and facilitation skills.
- Knowledge of Spanish and/or French would be an asset.
- Computer literacy and ability to effectively use office technology equipment, IT tools.
- Knowledge and experience using e-platforms for implementing actions virtually e.g., meetings, workshops.

**X. SUBMISSION OF EXPRESSION OF INTEREST**

**A Cover Letter and Curriculum Vitae should be submitted electronically by the **extended due date**  
October 7, 2022, at 4:00 PM Atlantic Standard Time.**

The submission should be directed to:

**SPS Project Manager**

Inter-American Institute for Cooperation on Agriculture (IICA)

IICA Delegation in Barbados

Manor Lodge

Warrens, St. Michael - BB22026,

Barbados

Email: [sps.project@iica.int](mailto:sps.project@iica.int)

***Only shortlisted candidates will be contacted for an Interview.***