

**Intra-ACP Agriculture Policy Programme**  
**Notice of Procurement of Professional Consultant Service**

**Senior National Consultant:**  
**Producer Group /Value Chain Development**

**Component Action: Improving the entrepreneurial, marketing and organizational capacities of small producers including women and youth**

**SERVICE CONTRACT NOTICE**  
**PUBLICATION REFERENCE: CaRC/TT-097/15**

AWARD CRITERIA	LOCATION	TOTAL VALUE
Most advantageous tender in terms of the selection criteria stated in the Notice of Procurement of Professional Consultant Service	Indicated in this Notice of Procurement of Professional Consultant Service	Fixed sum payable in local currency based on internationally competitive service rates

## 1. BACKGROUND

With the gradual decline in exports of traditional crops from CARIFORUM countries, development aid support for the region's agricultural sector has placed emphasis on agricultural diversification, agri-food value chain development, strengthening producer group governance and institution, and building the entrepreneurial capacity of producer group members. The impact of these development initiatives on farm productivity and increasing product competitiveness in domestic, regional, and international markets has been less than desired - particularly when looking at: the link between the numerous and fragmented small to medium-sized food producers/entrepreneurs and food buyers in CARIFORUM countries; the enabling issues of appropriate agricultural policy frameworks; inadequacies in public sector institutional capacities; research and development; financial investment services and resources; and increased competition from third-country suppliers.

It is within this context, that the current strategic framework guiding the development of agriculture in the CARICOM region has been developed. Known as the "Jagdeo Initiative" (JI), this strategic framework in all its various undertakings provides the opportunity for coordinated regional responses to addressing key binding constraints common to CARIFORUM member states. Amongst the key constraints for address, is that of fragmented and unorganized producer associations and lack of appropriate mechanisms to encourage stronger Public-Private sector partnerships. In this regard, it is argued that strengthening the links between small domestic producers, processors, traders and buyers will require the upgrading of the organizational and entrepreneurial capacities of CARIFORUM producers, enhancing their

understanding of and compliance with market requirements, and improving their involvement in emerging food markets and value chains.

Against this backdrop that CARIFORUM countries have collaborated with the European Union (EU) to arrive at policy actions that support sustainable economic growth of small producers/entrepreneurs in individual member states. Under the 10<sup>th</sup> European Development Fund (EDF), a Policy Action entitled **“The Intra-ACP Agriculture Policy Programme (APP)”** has been developed. The overall objective of the Action is to enhance food and nutrition security, poverty reduction and sustainable economic growth in the region. Three Implementing Partners are managing its implementation: the Inter-American Institute for Cooperation on Agriculture (IICA), the Caribbean Agricultural Research and Development Institute (CARDI), and the Caribbean Community Secretariat (CARICOM). IICA is the designated Executing Agency for the APP which has a total budget of Euro\$ 8.6 million to support execution of technical cooperation activities.

IICA is also the Lead Implementing Agency for one of the three technical components of the APP, which is entitled **“Improving Market Linkages to Contribute to Agricultural Enterprise Development”**.<sup>1</sup> This component has three specific areas of intervention, namely:

1. Improvement of the entrepreneurial, marketing and organizational capacities of small producers including women and youth;
2. Development of domestic and regional market information and intelligence systems to support small producers/entrepreneur's involvement in value chains; and
3. Improvement of financing schemes to support the development of commodity value chains involving smallholders.

The first year APP Work Plan, calls for the contracting of short-term professional consultants to undertake several situational analyses, primarily for the purposes of: (1) generating evidence-based baseline information/data needed to measure the project's progress towards achieving stated objectives; and (2) facilitating the design of subsequent capacity building component activities. To support this exercise aimed at ensuring that National and Regional producer organizations and networks improve their governance procedures and skill competencies to deliver services that support the involvement of CARIFORUM small holder's in specific food value chain initiatives, already, National Value Chain Facilitators have been contracted in each of the 15 CARIFORUM countries.

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<sup>1</sup> CARICOM is the Lead Agency for the component entitled Strengthening regional agricultural development policy and strategy Implementation; CARDI is the Lead Agency for the component entitled : Improving the transfer and adoption of applied agricultural production and processing research results and technologies

Guided by the first year APP Work Plan for the aforementioned component, IICA (hereafter referred to as the Contracting Authority) issues this Notice of Procurement of Professional Consultant Service for a **Senior National Consultant - Producer Group Value Chain Development**, to achieve the following objectives, and purpose within the scope and timeframe specified.

## 2. OBJECTIVE & PURPOSE

### ■ Objective

To build capacities, instigate networking, enable effective engagement with markets, and support the development of an enabling, efficient and coordinated agribusiness environment for the involvement of small producers/entrepreneurs and their links to consumer markets.

### ■ Specific purpose

To improve the organizational, entrepreneurial, and marketing capacities of small producers (including women and youth), and their links to consumer markets.

## 3. SCOPE OF WORK

### ■ Geographic coverage

CARIFORUM Member States: Antigua and Barbuda, 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.

### ■ Target groups

National and Regional Associations and Networks of small producers/entrepreneurs in the fifteen (15) CARIFORUM member states, particularly those who are members of the Caribbean Farmers Network (CaFAN); the Caribbean Agribusiness Association (CABA); the Caribbean Network of Rural Women Producers (CANRWP); and the Caribbean Agricultural Forum for Youth (CAFY).

### ■ Product coverage

Both fresh and processed forms of products listed in Annex 1 are targeted for value chain development and specifically improvement in the organizational, entrepreneurial, and marketing capacities of small producers (including women and youth), and their links to consumer markets for these products.

## ■ Data/Information coverage

Within the CARIFORUM region, profile:

- Successful development initiatives, experiences, supportive policy frameworks, and lessons learnt in the in improving producer group capacity to forge sustainable market linkages.

For the country-specific identified commodity value chains, information should be gathered on:-

- The organizational, entrepreneurial, production and marketing capacities of associated producer groups;
- Value chain involvement experiences of producer groups and SMEs;
- Best practices, and major/common gaps to be addressed.

## 4. SPECIFIC TASKS AND DELIVERABLES

The Consultant will provide the Contracting Authority with the following deliverables: -

1. Conduct and document a Desk/Literature Review of relevant documents whether provided by IICA or obtained from other sources so as to produce and present for discussion with IICA at an Inception Meeting, an **Inception Report** which: (i) sets out the consultant's interpretation of the Terms of Reference; (ii) outlines the methodologies and tools that will be used to achieve the stated deliverables; (iii) provides a detailed work plan and schedule for satisfaction of the consultancy deliverables; and (iv) details operational logistical, financial and personnel requirements.
2. Develop a cost-effective methodology/process of gathering primary and secondary information on producer value chain development, guided by the Scope of Work and Annex 1.
3. Design and conduct Operational Orientation Sessions for all 15 APP National Value Chain Facilitators who will support the implementation of the methodology/process detailed in #2 above, and produce an Activity Report.
4. Produce a detailed Review and Situational Analysis of value chain development initiatives, experiences, supportive policy frameworks, and lessons learnt in the CARIFORUM region; and of CARIFORUM-based producer/entrepreneur group in terms of their organizational, entrepreneurial, and marketing capacities; value chain involvement experiences; best practices; and major/common gaps to be addressed;

## 5



*Building capacity for sustainability of small farmers, youth and women in rural communities*



CARIFORUM Action under the Programme entitled Agriculture Policy Programme with focus on the Caribbean and Pacific under the 10<sup>th</sup> EDF

5. Based on the detailed Situational Analysis, produce and submit a Draft Report containing a Capacity Building Strategy/Programme aimed at ensuring that regional and national producer organizations and networks improve their organizational capacity/governance procedures and skill competencies to deliver services to their members that would in turn improve the entrepreneurial, and marketing capacities of small producers (including women and youth), and their links to consumer markets.
6. Participate (with the IICA-PAC) in organizing a virtual Regional Workshop for selected stakeholders to discuss and validate the findings and recommendations contained in the Consultant's Draft Final Report.
7. Produce and submit to the IICA-PAC and the APP-PMU, a **Final Report** on all the deliverables covered by the Terms of Reference.

## 5. REPORTING

All Consultant reports are to be submitted to the IICA professional assigned by the IICA Programme for Agribusiness and Commercialization (IICA-PAC), as well as the APP Programme Management Unit (APP-PMU).

The consultant will submit the following reports:

1. **An Inception Report** to be submitted within three (3) days after signing of the contract.
2. **A Draft Report** to be submitted no more than seven (7) days from the delivery and approval of the Inception Report. In the report the consultant shall describe the progress of work, the encountered and/or foreseen difficulties, and any additional recommendations.
3. **A Final Report** to be submitted no more than seven (7) days following the delivery and approval of the Draft report incorporating feedback and suggestions from the Contracting Authority, and other stakeholders.

### ■ Submission & Approval of Reports

All reports referred to above must be submitted by the contracted consultant in English in electronic format to the IICA professional assigned by the IICA-PAC, who is responsible for the requisite approvals for the consultant reports. The Contracting Authority will provide feedback to the consultants within two (2) days of receipt of reports.

## 6. EQUIPMENT AND OTHER SUPPORT

No equipment is to be purchased on behalf of the Contracting Authority / beneficiary country as part of this service contract or transferred to the Contracting Authority / beneficiary country at the end of this contract. IICA through its Offices located in all 15 CARIFORUM countries will provide logistical and administrative support as may be required.

## 7. LOGISTICS AND TIMING

### ■ Location

Home-based.

### ■ Expected Duration of Assignment

Maximum of **17 man-days**. In the event that additional time is required to complete the assignment, this will be negotiated with the Consultant (s) on a no-cost basis.

## 8. SELECTION AND AWARD CRITERIA

### ■ Participation<sup>2</sup>

Participation is open on equal terms to natural and legal persons [participating individually or in a grouping (consortium) of service providers].

### ■ Selection Criteria

For the selection the Expert National Professional Consultant, a relatively higher weight will be placed on the technical experience of the prospective consultant, followed by demonstrated capacity for problem solving and independent initiative as well as ability to undertake teamwork, communicate, and prepare reports.

### ■ Requirements

The **Senior National Consultant: Producer Group Value Chain Development** should have a solid academic training, professional experience and the ability to generate products in the substantive areas related to group dynamics and capacity building in agri-food value chains; inclusive of advising/coordinating performance of contributing units for the delivery of same.

Suitable candidates for this contract should meet the following:-

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<sup>2</sup> IICA is committed to achieving workforce diversity in terms of gender, nationality and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

**► Required Qualifications and Experience**

- Advanced degree in agriculture, agribusiness, agricultural marketing, or other relevant disciplines;
- Between five (5) to ten (10) years of professional experience working with agricultural producer organizations and SME businesses to improve their governance and organizational capabilities;
- Experience working with CARIFORUM agricultural value chains as well as public agricultural/agribusiness sector institutions;
- Training and facilitation experience in the field of Producer Group Dynamics and in developing comprehensive and innovative capacity building solutions for agricultural producer organizations;
- Working experience and contacts with professional counterparts in public agricultural/agribusiness sector institutions and with food chain stakeholders in the CARIFORUM region;
- Experience working on international aid funded programs;
- Experience working in the CARIFORUM region is preferred.

**► Technical Knowledge and Functional Competencies:**

- Fully familiar with Caribbean economies, the modes of agricultural production and associated systems, as well as the policy and institutional environment in which these modes of production and systems operate; particularly as it relates to the “non-traditional” sector, including fruit and vegetables, root and tuber crops and small ruminants, and herbs, spices and condiments;
- Knowledge of the technical cooperation activities of IICA, other APP Partners (i.e. CARDI, CARICOM), other Development Partners (e.g. FAO, CIDA, CTA); Regional and National Associations and Networks of small producers/entrepreneurs in the fifteen (15) CARIFORUM member states, particularly those who are members of the Caribbean Farmers Network (CaFAN); the Caribbean Network of Rural Women Producers (CANROP); the Caribbean Agricultural Forum for Youth (CAFY); and the Caribbean Agribusiness Association (CABA);
- Basic knowledge of CARIFORUM private sector agricultural companies especially in the agri-food industry;



- Basic knowledge of approaches to agriculture value chain and pro-poor market development;
- Strong analytical aptitude and technical skills;
- Computer proficiency: MS Office Suite;
- Outstanding communication skills and fluency in the English language. Competency in Spanish will be an asset;
- Ability to work independently with limited supervision, and also to participate in multi-disciplinary teams within a defined program of work.

## 9. FEE

The consultant's fee will be a fixed sum calculated based on internationally competitive service rates. Payments will be made over the period of the contract as agreed-upon benchmarks are met, and a final payment when the contract is completed. The consultant must submit the respective receipt for each payment for professional services and will be personally responsible for complying with the social security and tax laws in the country in which he provides his/her professional services and in his/her own country.

## 10. EVALUATION

Evaluation of the performance of the work done by the Consultant will be measured by timely submission of the deliverables outlined in Section 4.2 and as approved within the agreed Work Plan.

## 11. MANAGEMENT

### ■ Responsible Body

IICA's Programme for Agribusiness and Commercialization (PAC) will be responsible for the technical oversight and management of this short-term professional consultancy, and will advise the APP-PMU on the Consulting Contract as well as the transfer of funds necessary to support activities under this contract and also to ensure that the Consultant is paid as per agreed schedule and conditionality.

The Consultant will report to and engage in close communications with the IICA professional assigned by the IICA's Programme for Agribusiness and Commercialization (PAC) to carry out its technical and management oversight responsibilities.

### ■ Facilities to be provided by the Contracting Authority

IICA shall ensure that the Consultant is adequately supported where necessary with needed office accommodation. In particular IICA shall ensure that there is sufficient administrative, secretarial and interpreting provision to enable the Consultant to concentrate on his/her primary responsibilities. IICA shall notify relevant stakeholders of the project of this consultancy and also coordinate (where necessary), the administrative arrangements for all Consultant overseas travel, and attendance at meetings/workshops.

## 12. METHOD OF APPLICATION

Applicants should submit required information in the APP Standby Roster of Consultants-<https://adobeformscentral.com/?f=HmkVb0yKx%2AhxH9oGDkIf%2Ag>; and submit in hard copy by mail (in a sealed envelope), or by e-mail, **a letter of application, accompanied by detailed curriculum vitae and two (2) references for each consultant, no later than 4:00 pm on March 6<sup>th</sup> 2015 to the address below.** The envelope or e-mail containing the submissions should include the name and address of the applicant and should be clearly marked with the relevant Service Contract Notice Reference for which the application is submitted in the subject caption. All applications should be submitted in English.

**ATTN: The Representative**

**RE: Senior National Consultant: Producer Group Value Chain Development**

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## Annex1

## APP Component 3

## LIST OF FOCUS COMMODITY/ PRODUCT CHAIN BY COUNTRY

COUNTRY	COMMODITY/PRODUCT
1. Antigua and Barbuda	• Sweet Potato
	• Hot Pepper
2. Bahamas	• Tomato
	• Small Ruminant
3. Barbados	• Small Ruminants (BBB sheep specifically)
	• Herbs, Spices and Condiments
4. Belize	• Pineapple (juice)
	• Honey
5. Dominica	• Dasheen
	• Plantain
6. Dominican Republic	• Tomatoes (organic/speciality)
	• Small Ruminants
7. Grenada	• Cassava
	• Small Ruminants (Sheep and Goat)
8. Guyana	• Cassava
	• Small Ruminants (Sheep and Goat)
9. Haiti	• Small Ruminants
	• Yam
10. Jamaica	• Sweet Potato
	• Small Ruminants (Sheep and Goat)
11. St. Kitts and Nevis	• Sweet Potato
	• Small Ruminants (Sheep and Goat)
12. St. Lucia	• Pineapple
	• Small Ruminants (Sheep and Goat)
13. St. Vincent and the Grenadines	• Pork
	• Sweet Potato
14. Suriname	• Cassava
	• Small Ruminants (Sheep and Goat)
15. Trinidad and Tobago	• Cassava
	• Small Ruminants (Sheep and Goat)