Request for Proposal

Title: Direct Technical Assistance to CARIFORUM countries to Develop/Strengthen Agricultural Policies/Plans/Strategies in Five Member States

Haiti, Guyana, St. Kitts & Nevis, Saint Lucia and St. Vincent and the Grenadines

Contract reference no.: 10thEDF/APP/SER/04/15

Interested tenderers are invited to submit proposals for providing services for the above mentioned project.

The technical and instructions for submitting proposals are included in this Request for Proposal (RFP)

When submitting their tenders, tenderers must follow the instructions, forms, terms of reference, and specifications contained in this Request for Proposal (RFP) and submit a tender containing the required information within the deadline specified in the RFP.

INSTRUCTIONS TO TENDERERS

1. Services to be provided

   The services required by the Contracting Authority are described in the Terms of Reference. They are specified in Terms of Reference of this RFP.

2. Timetable

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<td>22 January</td>
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<td>26 January</td>
<td>-</td>
</tr>
<tr>
<td>Deadline for submitting tenders</td>
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<td>-</td>
</tr>
<tr>
<td>Notification of award</td>
<td>10 February</td>
<td>-</td>
</tr>
<tr>
<td>Contract signature</td>
<td>12 February</td>
<td>-</td>
</tr>
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1 All dates and times are provisional. Times relate to local time.
3. **Eligibility and Participation**

Participation is open to all natural persons and legal persons [participating either individually or in a grouping (consortium) of tenderers] of any nationality. Participation is also open to international organisations.

Note that civil servants and other staff of the public administration of any Member State of the Community, 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.

Freedom from any conflict of interest from potential future contractors with respect to the

4. **Content of tenders**

Offers, all correspondence and documents related to the tender exchanged by the tenderer and the **Contracting Authority** must be written in **English**.

4.1 **Technical offer**

The technical bid must be prepared in writing on official letterhead of the bidder, and in the electronic format and must contain the following components:

1) **Organisation and methodology** to be drawn up by the tenderer using the format in **Annex III**. The ‘Estimated number of working days’ worksheet must be included in the Organisation and methodology.

2) **Key experts** (see **Annex IV**) the key experts are those whose involvement is considered to be instrumental to achieve the contract objectives. Their positions and responsibilities are defined in Section 6.1.1 of the Terms of Reference in **Annex I** and are subject to evaluation according to the evaluation grid, which is included in this RFP.

Annex IV contains the templates that tenderers must use, including:

a) a list of the names of the key experts;

b) the CVs of each of the key experts. Each CV should be no longer than 2 pages and only one CV must be provided for each position identified in the Terms of Reference. Note that the CVs of non-key experts must not be submitted.

The qualifications and experience of each key expert must clearly match the profiles indicated in the Terms of Reference.

Tenderers must provide the following documents for any key experts proposed:

- a copy of the diplomas mentioned in their CVs,
- a copy of employer certificates or references proving the professional experience indicated in their CVs.

Only diplomas and documented experience will be taken into account.

(4) Non key experts may also be instrumental to achieve the contract objectives. However, they are not subject to evaluation.

5. **Financial offer**

The Financial offer must be presented as an amount in USD or Local currency and must be prepared and submitted in writing on official letterhead of the bidder, and in the electronic format and language indicated in the call.

The financial bid must contain:
- Identification of the person or firm (name, business name, full address, contact information such as telephone, fax e-mail)
- Unit and total prices in the currency indicated in the call for bids
- The bid must be valid for at least 60 days from the date of presentation
- The bid must include all costs (direct and indirect). If applicable, taxes are to be presented separately from total costs.

Consultants are reminded that the maximum budget available for this contract, is USD **89,464**. Payments under this contract will be made in the currency of the tender.

1. **Legal and tax-related documents**

The legal and tax-related documentation should include the following:

(1) **Tender submission form** (Annex II) using the format attached to the tender submission form. The tender submission form should indicate the name of the firm that is making the submission.

(2) Record of incorporation(using the Legal Identification form) including certification of legal status, issued no more than 45 days earlier

(3) Photocopy of identification documents of the legal representatives

(4) Risk policies

(5) Copy of the latest certified financial statements

(6) Tax-related documents required under the laws of each country

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2 The currency of the tender is the currency of the contract and the currency of payment.
2. **Period during which tenders are binding**

Tenderers are bound by their tenders for 60 days after the deadline for submitting tenders or until they have been notified of non-award. In exceptional cases, before the period of validity expires, the Contracting Authority may ask tenderers to extend the period for a specific number of days, which may not exceed 40.

The selected tenderer must maintain its tender for a further 30 days. A further period of 30 days is added to the validity period irrespective of the date of notification.

3. **Additional information before the deadline for submitting tenders**

Tenderers may submit questions in writing to the following address up to 7 days before the deadline for submission of tenders, specifying the publication reference and the contract title:

Programme Manager, Administrative Services  
CARICOM Secretariat  
Turkeyen, Greater Georgetown  
Guyana  
Fax: 592-222-0080  
Email: procurement@caricom.org

The Contracting Authority has no obligation to provide clarification after this date (i.e. 11 days before the closing date).

Any clarification of the RFP will be communicated simultaneously in writing to all tenderers at the latest, 3 calendar days before the deadline for submitting tenders.

4. **Submission of tenders**

9.1 Tenders are to be submitted in three separate envelopes containing, respectively: a) the technical offer; b) the financial offer; and c) the legal documents. All envelopes must be sealed and bear the name of the bidder, name and Ref. number of tender and the content of the envelope (technical bid, financial bid, legal documents). Tenders may be submitted, on or before **29 January 2016** at **16:00 hrs**, for the attention of the:

- **EITHER** by recorded delivery (official postal service) to:
  
  Programme Manager, Administrative Services  
  CARICOM Secretariat  
  Turkeyen, Greater Georgetown  
  Guyana

- **OR** hand delivered (including courier services) directly to the CARICOM Secretariat in return for a signed and dated receipt to:

  Programme Manager, Administrative Services  
  CARICOM Secretariat  
  Turkeyen, Greater Georgetown
Guyana
Telephone: 592-222-0104

When bids are submitted by mail or courier, the bidders assumes all responsibility for the loss or late arrival of same. All bids received after the deadline shall be rejected by the Secretariat of the Purchasing Committee and returned, unopened, to bidders.

Tenderers may amend or withdraw their tenders by written notification prior to the deadline for submitting tenders. Tenders may not be amended after this deadline.

5. Costs for preparing tenders

No costs incurred by the tenderer in preparing and submitting the tender are reimbursable. All such costs must be borne by the tenderer, including the cost of interviewing proposed experts.

6. Ownership of tenders

The Contracting Authority retains ownership of all tenders received under this tender procedure. Consequently, tenderers do not have the right to have their tenders returned to them.

12. Selection criteria

The following selection criteria will be applied to consultants. In the case of proposals that are submitted by a consortium, these selection criteria will be applied to the consortium as a whole:

1) Financial capacity of tenderer (based on item 3 of the Tender Submission form - Annex II). In case of candidate being a public body, equivalent information should be provided.

   Criteria for natural and legal persons

   1. the average annual turnover of the candidate must at least be equal to the budget of the contract (i.e., the maximum budget stated in the procurement notice divided by the initial contract duration in years, where this exceeds 1 year); and

   2. Net current assets must be positive for the current and previous year.

   Criteria for natural persons (the following are examples):

   1. the available financial resources of the tenderer must exceed the annualised maximum budget of the contract (i.e., the maximum budget stated in the procurement notice divided by the initial contract duration in years, where this exceeds 1 year); and

   2. the financial situations of the tenderer should not be in deficit, taking into account debts, at the beginning and end of year

2) Professional capacity of tenderer (based on items 4 and 5 of the Tender Submission form - Annex II)

   Criteria for natural and legal persons: (the following are examples)

   1. at least two (2) staff currently working for the tenderer in fields related to this contract.

   2. has professional experience appropriate to this contract in areas related to Agricultural Policy development, Development Economics, Agricultural Economics.
3) **Practical capacity of tenderer** (based on item 6 of the Tender Submission form - Annex II)

Criteria for legal persons:

1. the candidate has provided services under at least three contracts, each with a budget of at least that of this contract, in fields related to this contract, i.e. **Development Economics or Agricultural Policy development** which were implemented at any moment during the following period: 3 years from the submission deadline, **December 8 2015**.

   An economic operator may, where appropriate and for a particular contract, rely on the capacities of other entities, regardless of the legal nature of the links which it has with them. It must in that case prove to the Contracting Authority that it will have at its disposal the resources necessary for performance of the contract, for example by producing an undertaking on the part of those entities to place those resources at its disposal. Such entities, for instance the parent company of the economic operator, must respect the same rules of eligibility and notably that of nationality, as the economic operator.

13. **Award criteria**

   Best value for money.

14. **Evaluation of tenders**

14.1 **Evaluation of technical offers**

   The quality of each technical offer will be evaluated in accordance with the award criteria and the weighting detailed in the evaluation grid, which is provided below:

<table>
<thead>
<tr>
<th>Organisation and methodology</th>
<th>Maximum</th>
<th>Assessment</th>
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<tbody>
<tr>
<td>Rationale</td>
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<td>20</td>
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<td>Strategy</td>
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<td>Involvement of all members of the consortium/project team</td>
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<td>10</td>
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<td>Timetable of activities</td>
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<td>10</td>
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<tr>
<td>Key Expert 1( Maximum Score)</td>
<td></td>
<td>22</td>
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<tr>
<td>Qualifications</td>
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<td>9</td>
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<tr>
<td>General Experience</td>
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<td>3</td>
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<tr>
<td>Specific Experience</td>
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<tr>
<td>Key Expert 2 (Maximum Score)</td>
<td>13</td>
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<tr>
<td>Qualifications</td>
<td>7</td>
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<tr>
<td>General Experience</td>
<td>3</td>
<td></td>
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<tr>
<td>Specific Experience</td>
<td>3</td>
<td></td>
</tr>
<tr>
<td>Overall Impressions of Evaluator</td>
<td>5</td>
<td></td>
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<tr>
<td>Overall Total</td>
<td>100</td>
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</tbody>
</table>

The award criteria will be examined in accordance with the requirements indicated in the Terms of Reference

15. Evaluation of financial offers

Upon completion of the technical evaluation, the financial offers for tenders that were not eliminated during the technical evaluation will be considered (i.e. those with an average score of 75 points or more).

16. Choice of selected tenderer

The best value for money is established by weighing technical quality against price on an 80/20 basis.

17. Ethics clauses / Corruptive practices

a) Any attempt by a tenderer to obtain confidential information, enter into unlawful agreements with competitors or influence the Evaluation Committee or the Contracting Authority during the process of examining, clarifying, evaluating and comparing tenders will lead to the rejection of its tender and may result in administrative penalties.

b) The tenderer must not be affected by any conflict of interest and must have no equivalent relation in that respect with other tenderers or parties involved in the project.

c) The Contracting Authority reserves the right to suspend or cancel project financing if corrupt practices of any kind are discovered at any stage of the award process or during the execution of a contract. For the purposes of this provision, ‘corrupt practices’ are the offer of a bribe, gift, gratuity or commission to any person as an inducement or reward for performing or refraining from any act relating to the award of a contract or execution of a contract already concluded with the Contracting Authority.

d) Tenders will be rejected or contracts terminated if it emerges that the award or execution of a contract has given rise to unusual commercial expenses. Such unusual commercial expenses are commissions not mentioned in the main contract or not stemming from a properly concluded contract referring to the main contract, commissions not paid in return for any actual and legitimate service, commissions remitted to a tax haven, commissions paid to a payee who is not
clearly identified or commissions paid to a company which has every appearance of being a front company.

Consultants found to have paid unusual commercial expenses on projects funded by the Contracting Authority are liable, depending on the seriousness of the facts observed, to have their contracts terminated or to be permanently excluded from contracts of the Contracting Authority. The Contracting Authority reserves the right to suspend or cancel the procedure, where the award procedure proves to have been subject to substantial errors, irregularities or fraud. If substantial errors, irregularities or fraud are discovered after the award of the Contract, the Contracting Authority may refrain from concluding the Contract.

18. **Signature of contract(s)**

18.1 **Notification of award**

The successful tenderer will be informed in writing that its tender has been accepted.

18.2. **Signature of the contract(s)**

Within 20 days of receipt of the contract signed by the Contracting Authority, the selected tenderer shall sign and date the contract and return it to the Contracting Authority.

19. **Cancellation of the tender procedure**

In the event of cancellation of the tender procedure, the Contracting Authority will notify tenderers of the cancellation. If the tender procedure is cancelled before the outer envelope of any tender has been opened, the unopened and sealed envelopes, may be returned to the tenderers, if requested.

Secretariat cannot be liable for any damages whatsoever including, without limitation, damages for loss of profits, in any way connected with the cancellation of a tender procedure, even if the Contracting Authority has been advised of the possibility of damages. The publication of a RFP does not commit the Contracting Authority to implement the programme or project announced.
Annex I - Terms of Reference

Direct Technical Assistance to CARIFORUM countries to Develop/Strengthen Agricultural Policies/Plans/Strategies in Five Member States
Haiti, Guyana, St. Kitts & Nevis, Saint Lucia and St. Vincent and the Grenadines

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1. CONTEXT

1.1 The APP Project

The “Caribbean Action under the Programme entitled Agriculture Policy Programme (APP) with focus on the Caribbean and Pacific” is funded under the 10th European Development Fund (EDF) and executed through a Contribution Agreement signed between the European Union (EU) and the Inter-American Institute for Cooperation on Agriculture (IICA). The APP is being implemented in collaboration with the Caribbean Agricultural Research and Development Institute (CARDI) and the CARICOM Secretariat (CCS).

The specific objective of the Action is to contribute to enhanced regional (Caribbean and Pacific) and interregional capabilities of the agricultural sectors in eradicating poverty. The specific objective is to increase the capability of Regional Agricultural Development Organizations of the Caribbean and Pacific regions to address the development needs of smallholder agriculture.

The outcomes of the Action are expected to improve:

1. Policy regimes and incentive schemes for smallholders in the regional development strategies.
2. Food security at national and local level by increasing production and productivity of selected commercial and nutritionally valuable agricultural produce by using technological and organizational solutions that address specific development constraints of smallholder groups and rural communities.
3. Regional institutional capacity.

These Outcomes are to be achieved through actions taken in three Components namely:

1. Component 1: Strengthening regional agricultural development policy and strategy
2. Component 2: Improving the Transfer/Adoption of Research/ Technologies
3. Component 3: Contribute To Agricultural Enterprises Development through Improved Market Linkages

The main beneficiaries are the following stakeholders in the sixteen (16) CARIFORUM countries (CARICOM³ plus the Dominican Republic), namely:

³ CARICOM states comprise Antigua & Barbuda; the Bahamas; Barbados; Belize; Dominica; Grenada; Guyana; Haiti; Jamaica; Montserrat; Saint Lucia; St. Kitts & Nevis; St. Vincent & the Grenadines; Suriname; and Trinidad & Tobago.
1. Small producers/Entrepreneurs (including MSMEs) in the Caribbean, particularly those organized associations and networks, including but not limited to Caribbean Farmers Network (CAFAN) Caribbean AgriBusiness Association (CABA), Caribbean Network of Rural Women Producers (CANROP) and Caribbean Agricultural Forum for Youth (CAFY) to enhance their technical and managerial capacities;

2. Policy advisors, technicians, and Extension Services in the Ministries of Agriculture and producer organizations in CARIFORUM to enhance capacity for creating the enabling policy environment for small producers;

3. Regional Agricultural Development Institutions, including, but not limited to CARICOM, CARDI, IICA and the University of the West Indies (UWI) to strengthen capacity for delivering support services to small producers and processors.

The implementation period of this final phase of the APP project starts on 1st October 2015 and ends on 31st December 2016, with all actions identified for implementation falling within this period. This period was established in a new APP Scaled-down plan, accepted by the Delegation of the European Union to Barbados and the Eastern Caribbean on 14th September, 2015. This implementation period establishes two Phases, the:

1. Operational Phase 1st October 2015 – 30th September 2016, during which time the bulk of technical actions will be scheduled for completion to deliver the results as defined; and

2. Close-Out of the Operational Phase 1st October – 30th December 2016, which will conclude all technical works and focus on a series of engagements with stakeholders and knowledge management activities to promote, validate and disseminate information on results achieved/products generated.

The New APP Plan, responds to an established set of priorities for countries in CARIFORUM that collectively contribute to the regional goals of food and nutrition security, deepening regional integration through agri-food intra-regional trade, and enhancing integration of countries into global food and agricultural markets. It is built on well-defined interventions at the:

1. regional level, with a focus on strengthening regional coordination mechanisms established for more effective institutional collaboration and delivery of support and technical advice to stakeholders, related to development of both priority themes and commodity-based industries;

2. national level, with emphasis on strengthening the enabling environment through direct engagement and support with Ministries of Agriculture for the development and/or strengthening of national plans in keeping with national policy/strategic frameworks, and aligned with regional policies and strategies;

3. producer group level, with emphasis on adding value to their existing initiatives to strengthen group governance, operational efficiency and impact on membership, particularly as it relates to, inter-alia, expanding business and market opportunities.
1.2 Justification

With issues of food and nutrition security, extreme vulnerability to natural disasters and climate change adaptation, and the need to build resilience in all its dimensions at the forefront of policy dialogue at all levels, the development of agriculture is seen as critical to the wider economic resilience of the region. Addressing these challenges will require sound policy frameworks and strategies and plans, to guide the range of interventions that will be required by stakeholders.

1.3 Current Situation in the sector or the institutional/thematic area

The Caribbean region is highly diverse, with the sixteen countries in CARIFORUM identified for the 10th EDF support varying in size and levels of socio-economic development. Diversity is also reflected in agriculture within these economies, with contribution to GDP, exclusive of value generated by agro-industry and other agricultural production linkages, ranging from a low of 0.8% in Trinidad and Tobago to highs of 26% and 28% in Guyana and Haiti, respectively.

The agriculture sector has been besieged by a number of common challenges, which are well documented in a number of regional and sub-regional policies, strategies and plans, including the CARICOM Heads of Government Liliendaal Declaration on Agriculture and Food Security (July 2009), the Strategic Framework of Agricultural Development in CARICOM known as the “Jagdeo Initiative” (JI) which aims at alleviating key binding constraints to agriculture at national and regional levels, the 2010 Regional Food and Nutrition Security Policy (RFNSP), and the 2011 Caribbean Community Agriculture Policy (CAP).

The combined thrust of these regional policies/plans/strategies seeks to fundamentally transform the agriculture sector in the Caribbean into one that is market oriented, internationally competitive and contributes to the sustainability of food and nutrition security. As the officially endorsed regional policy frameworks, the RFNSP and CAP together, provide the parameters for actions in agricultural development in all areas.

Ministries of Agriculture in Member states experience varying capacities within their agricultural planning units and are at varying stages of the agriculture policy formulation and implementation process. A number of countries have been requesting technical support to strengthen the institutional capacity for policy development, planning and programming. At the 51st Special Meeting of the Council for Trade and Economic Development (COTED), the Ministers of Agriculture were informed that under the 10th EDF APP Member States would be provided with support to assist planners in developing and/or strengthening national plans, policies and strategies in keeping with national priorities and in alignment to regional agricultural policies and plans in agriculture.

The Ministers endorsed the process that would be engaged by the CARICOM Secretariat to provide this support to meet the objectives of the agreed Caribbean Community Agricultural Policy (CAP). Alignment of national agriculture plans to the CAP would result in better alignment of goals and ensure all Members States have a plan to achieve agreed upon regional agricultural development targets in support of their own natural goals.
Under the APP, support has already been provided to Ministries of Agriculture in Grenada, for the development of a National Agricultural Plan 2015 – 2030; Jamaica, for the development of a National Seed Policy and Plan; and the Dominican Republic, for the development of protocols and recommendations of an institutional framework for a National Organic Certification Unit. Similar support is ongoing for the Ministry of Agriculture in Belize and will shortly be initiated in Dominica and Suriname for the Development of National Agriculture Action Plans. These experiences confirm the need to provide such support at the national level to address capacity weaknesses as well as to enhance efficiencies in the policy process.

1.4 Related programmes and other Donor/Technical Cooperation Agency activities

Member states have been receiving technical support for policy development through individual initiatives. This includes support provided under the Agriculture Policy Programme under Component 1 for the development of a National Agriculture Plan 2016-2020 for Grenada, and a National Seed Policy and Plan for Jamaica. The Inter-American Institute for Cooperation on Agriculture has provided support to the Government of Trinidad and Tobago’s Ministry of Food Production, Land and Marine Affairs (MFPLMA) for the development of a Strategic Plan 2011-2015, and to the Tobago House of Assembly’s Division of Agriculture, Marine Affairs, Marketing (DAMME) in the development of a Strategic Plan 2015–2020 based on an approved Comprehensive Economic Development Plan (CEDP 2.0). In addition, support was provided for a roadmap for Tobago’s sustainable development and to the Ministries of Agriculture, Governments of St. Kitts and Nevis and Dominica for the development of a 2013-2016 Agriculture Development Strategy and a National Agriculture Policy (from 2007), respectively.

From 2011, the Food and Agriculture Organisation (FAO) has also been providing technical support to Member States in the development of national Food and Nutrition Policies and Plans aligned to the RFNSP, and more recently (2013-2014) for the development of an Agriculture Policy in Trinidad and Tobago.

1.5 Contracting Authority

This Terms of Reference pertains to Component One and is being administered by the Caribbean Community (CARICOM).
2 PURPOSE & EXPECTED RESULTS OF PROPOSED ACTIVITY/CONSULTANCY/CONTRACT

2.1 Development of National Agricultural Policy/Plan/Strategy for Five Member States

2.2 Purpose

The purpose of this contract is to engage Ministries of Agriculture in the 5 specified Member States in the development of National Agriculture Policy Framework, Plan or Strategy, as required and consistent with the overall vision for the sector and aligned to regional agriculture policies. The five Member states are: Haiti, Guyana, St. Kitts and Nevis, Saint Lucia and St. Vincent and the Grenadines.

2.3 Expected results to be achieved by the Contractor

ER 1. Five individual Final draft National Agriculture Plans and/or Strategic National Agriculture Policy Frameworks that respond to the development priorities of the participating Member States developed, and in a state of readiness for presentation to relevant cabinet offices of Haiti, Guyana, St. Kitts and Nevis, Saint Lucia and St. Vincent and the Grenadines.

3 ASSUMPTIONS & RISKS

3.1 Assumptions underlying the APP project and/or the Specific Activity

- The project will benefit from continued commitment and active cooperation of Ministries of Agriculture in the beneficiary countries.

3.2 Risks

- Key stakeholders fail to be available and to provide adequate information on a timely basis.

4 SCOPE OF THE WORK

4.1 General

4.1.1 Description of the assignment

The consultancy will be executed via a fixed-price service contract.

The Contractor will undertake the following:

- Needs assessments of the respective Member States;

- Development of National Agricultural Plans or Policy Strategy as required; and

- Facilitation of one national validation workshop in each of the five Member States.

The Consultant will be required to participate in an Inception Meeting convened by the CARICOM Secretariat, with representation from the IICA Policy Unit and the APP Project Management Unit (PMU). This inception
meeting will address key operational issues as well as provide the consultant with contact information of the focal persons in Ministries of Agriculture in the participating Member States.

4.1.2 Target group

Ministries of Agriculture and aligned government departments in the target countries, i.e., Haiti, Guyana, St. Kitts and Nevis, Saint Lucia and St. Vincent and the Grenadines.

4.1.3 Geographical area to be covered

Beneficiary Member States of this consultancy are: Haiti, Guyana, St. Kitts and Nevis, Saint Lucia and St. Vincent and the Grenadines.

4.2 Specific Work

Project activity execution will:

1. Commence with in-country needs assessments that will be undertaken with relevant Ministry of Agriculture personnel, persons of any other institutions, CARICOM Secretariat, and other key stakeholders. The nature and scope of the intervention will be based on an initial engagement and consultation with the target groups to determine the level of advancement of policy frameworks for agriculture and the current capacity for policy formulation and implementation. It is expected that the Consultant will travel to each beneficiary Member State to undertake the assignment.

2. At the end of the consultative and needs assessment exercise, the consultant should submit a clear indication of the priority area, nature of support and product expected (i.e., Development Policy Framework, National Plan, Agriculture Development Strategy, and/or other) and a well-articulated work plan for the delivery of this support to the respective Member State within a well-defined time-frame and available resources.

3. Manage a process of review, in consultation with officials of the Ministry of Agriculture, the existing sector policies, plans and strategies as the basis for defining and/or validating priorities, drafting and finalizing the product expected in a manner that is acceptable to, and approved by, beneficiary Governments; and

4. Plan and facilitate, in collaboration with the relevant Ministry of Agriculture, national validation consultations to present the draft National Agriculture Plan and/or Strategic National Agriculture Policy Framework for stakeholder comment and validation. The cost of the Consultants’ attendance at validation meetings is catered for in professional fees to the Consultants. The cost of the actual validation meeting will be borne by the Contracting Authority.
4.3 Management of the Activity/Consultancy/Contact

4.3.1 Responsible Body
The Caribbean Community (CARICOM).

4.3.2 Management structure
The Caribbean Community (CARICOM) Secretariat is responsible for the management of the activity/consultancy/contract. However overall project coordination is the responsibility of the Project Management Unit (PMU) based in IICA Trinidad and Tobago. The implementing Partners (CARDI and CARICOM) work closely with the PMU in respect to sharing of information, engaging consultants, providing overall guidance on technical matters under the scope of the APP and general project administration.

4.3.3 Facilities to be provided by the Contracting Authority and/or other parties
The Consultant will be required to provide his/her own facilities and own equipment necessary for the execution of the consultancy. The Contracting Authority, shall, if required, support the Consultant in the provision of temporary office space to facilitate meetings.

No equipment is to be purchased on behalf of the Contracting Authority as part of this service contract or transferred to the Contracting Authority at the end of this contract. Any equipment related to this contract which is to be acquired by the partner agency must be purchased by means of a separate supply tender procedure.

5 LOGISTICS AND TIMING

5.1 Location
Activities will take place in Haiti, Guyana, St. Kitts and Nevis, Saint Lucia and St. Vincent and the Grenadines.

5.2 Start date & Period of implementation of tasks
The period of implementation of the contract will be eight months.

6 REQUIREMENTS

6.1 Expertise Required

Key expert 1: Policy Expert - Team Leader

Qualifications and skills
- At a minimum, a Master’s Degree in Agricultural Policy, Agricultural Economics, Economics, Economic Development Planning, or Development Economics;
- Knowledge of Microsoft Office Suite and Outlook; and
- Written, oral and presentation skills in English and French.

**General professional experience**

- At least eleven (10) years’ experience working in the area of Development Policy and Planning in or with (through projects) a regional or international development organisation; and
- Experience in managing projects and/or technical consultancies at the multi-national level.

**Specific professional experience:**

- At least eight (8) years’ practical experience in developing agricultural policies at either/both regional and national levels; and
- At least five (5) years’ working experience in the agriculture sector in at least three (3) CARICOM Member States.

**Key expert 2: Senior Expert**

**Qualifications and skills**

- A Master’s Degree in Public and/or Agricultural Policy, Agricultural Economics, Economics, Economic Development Planning or Development Economics;
- Knowledge of Microsoft Office Suite and Outlook; and
- Written, oral and presentation skills in English and French.

**General professional experience**

- Six (6) to ten (10) years’ experience in the development of National Policies/Plans and/or Strategic Planning at national and/or regional levels.

**Specific professional experience**

- At least five (5) years’ practical working experience in the agriculture sector of at least two (2) CARICOM Member States.

**6.1.1 Other experts, support staff & backstopping**

The Contractor shall select and hire other experts as required according to the needs. The selection procedures used by the Contractor to select these other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience.

The costs for backstopping and support staff, as needed, are considered to be included in the tenderer's financial offer.
6.2 Facilities to be provided by the Contractor

The Contractor shall ensure that experts and all members of the technical team, other experts, support and backstopping staff associated with this contract, are adequately supported and equipped. He/She must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. He/She must also transfer funds as necessary to support all works under the contract and to ensure that any and all members of the team associated with this contract are paid regularly and in a timely fashion, in accordance with the standards set for the associated works.

The contractor is expected to provide the team with the necessary materials and logistical support indicated below to ensure successful implementation of the contract:

- E-mail contact for continuous communication with the CARICOM Secretariat; and
- Contact person for follow up in the event that the consultant will not be available to respond to the CARICOM Secretariat during the period when the contract is in force.

7 REPORTS

7.1 Reporting requirements

The Contractor will report to Mrs. Nisa Surujbally, Programme Manager, Agriculture and Industry, or her designate, to be communicated as appropriate, and shall submit the following progress reports in English in electronic format:

1. Inception Report of maximum 12 pages to be produced after four weeks from the start of implementation. In the report the Contractor shall describe e.g. initial findings, taking into consideration the issues indicated in Section 4.2 (1), progress in collecting data, any difficulties encountered or expected in addition to the work programme and schedule of activities, and staff travel. The Contractor should proceed with his/her work unless the Contracting Authority sends comments on the inception report. This report shall be accompanied by individual Country Technical Reports on the current policy frameworks for agriculture and capacity for policy formulation and implementation.

2. Mid-Term Report of maximum 12 pages (main text, excluding annexes). The Contractor shall describe progress against the agreed work plan and schedule, and difficulties encountered or expected. This report shall be submitted in the fourth month of implementation of tasks and shall be accompanied by a Technical Annex comprising:

   a. Reports from consultations with the Ministries of Agriculture and key stakeholders, taking into consideration the issues indicated in Section 4.2 (1) and (2) of these Terms of Reference.
   b. Individual country Technical Reports on the current policy frameworks for agriculture.
3. **Draft National Agricultural Policies/Plans/Strategies**, one developed for each beneficiary country and presented in the format agreed with the relevant Ministry of Agriculture at the beginning of consultations. Submissions will be made at the end of the sixth month of implementation of tasks.

4. **Final Report submitted in the ninth month of implementation and comprising:**
   
a. Final Draft National Agricultural Policies/Plans/Strategies, one developed for each beneficiary country with the same specifications as the draft National Agricultural Policies/Plans/Strategies, incorporating any comments received from the parties on the Draft National Agricultural Policies/Plans/Strategies. The deadline for sending this submission is three weeks after receipt of comments on the draft National Agricultural Policy/Plan/Strategy.

   b. Final Activity report on the experiences garnered from the Consultancy and recommendations for best approaches in the delivery of technical assistance for agriculture policy development. The corresponding invoice for payment must be provided.

7.2 **Submission and approval of reports**

All reports referred to above in section 7.1 must be submitted by the contracted consultant in English (the Draft and Final Draft National Agricultural Policy/Plan for Haiti will be submitted in French and English) in electronic format to Ms. Nisa Surujbally, or her designate based in the CARICOM Secretariat, Guyana. The Draft and Draft Final National Policies/Plans/Strategies will be subject to review by Ministries of Agriculture in beneficiary Member States. Ms. Nisa Surujbally or her designate is responsible for managing the process of technical review of the Consultant’s submission and obtaining the requisite approvals for the consultant’s reports and will provide feedback to the consultant within fifteen working days of receipt of reports.

7.3 **Changes to the Terms of References**

Changes to the ToR may be made only in accordance to the needs subject to written agreement between the Consultant and the Contracting Authority with the endorsement of the APP Project Management Unit (PMU) which will also be responsible for endorsing all reports under this contract.

8 **MONITORING AND EVALUATION**

8.1 **Definition of indicators**

- Draft Final National Agricultural Policy/Plan /Strategies delivered to Haiti and the CARICOM Secretariat by eight months after the commencement of the consultancy;

- Draft Final National Agricultural Policy/Plan/Strategies delivered to Guyana and the CARICOM Secretariat by eight months after the commencement of the consultancy;
- Draft Final National Agricultural Policy/Plan/Strategies delivered to St. Kitts and Nevis and the CARICOM Secretariat by eight months after the commencement of the consultancy;
- Draft Final National Agricultural Policy/Plan/Strategies delivered to Saint Lucia and the CARICOM Secretariat by eight months after the commencement of the consultancy; and
- Draft Final National Agricultural Policy/Plan/Strategies delivered to St. Vincent and the Grenadines and the CARICOM Secretariat by eight months after the commencement of the consultancy.

8.2 Special requirements

None.
ANNEX II - TENDER SUBMISSION FORM

Ref: 10thEDF/APP/SSER/04/15

Contract title: Direct Technical Assistance to CARIFORUM countries to Develop/Strengthen Agricultural Policies/Plans/Strategies in Five Member States
Haiti, Guyana, St. Kitts & Nevis, Saint Lucia and St. Vincent and the Grenadines

1 SUBMITTED by (i.e. the identity of the Tenderer)

<table>
<thead>
<tr>
<th>Name(s) and address(es) of legal entity or entities submitting this tender</th>
<th>Nationality</th>
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</thead>
<tbody>
<tr>
<td>Leader</td>
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<td>Member</td>
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<td>Etc ...</td>
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2 CONTACT PERSON (for this tender)

<table>
<thead>
<tr>
<th>Name</th>
<th>Organisation</th>
<th>Address</th>
<th>Telephone</th>
<th>Fax</th>
<th>E-mail</th>
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3 ECONOMIC AND FINANCIAL CAPACITY

Please complete the following table of financial data based on your annual accounts and your latest projections. If annual accounts are not yet available for this year or last year, please provide your latest estimates, clearly identifying estimated figures in italics. Figures in all columns must be calculated on the same basis to allow a direct, year-on-year comparison to be made (or, if the basis has changed, please provide an explanation of the change as a footnote to the table). Any other clarification or explanation which is judged necessary may also be provided. If the consultant is a public body, please provide equivalent information.

<table>
<thead>
<tr>
<th>Financial data</th>
<th>2 years before last year*</th>
<th>Year before last year</th>
<th>Last year</th>
<th>Average</th>
<th>This year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial data</td>
<td>2 years before last year*</td>
<td>Year before last year</td>
<td>Last year</td>
<td>Average</td>
<td>This year</td>
</tr>
</tbody>
</table>

*<insert currency>
4. **STAFF**

Please provide the following statistics on staff for the current year and the two previous years.

<table>
<thead>
<tr>
<th>Average manpower</th>
<th>Year before last</th>
<th>Last year</th>
<th>This year</th>
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<tr>
<td></td>
<td>Overall</td>
<td>Total for fields related to this contract</td>
<td>Overall</td>
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<tr>
<td>Permanent staff</td>
<td>%</td>
<td>%</td>
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<tr>
<td>Other staff</td>
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<td>Total</td>
<td>%</td>
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<th>Permanent staff as a proportion of total staff (%)</th>
<th>Year before last</th>
<th>Last year</th>
<th>This year</th>
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5. **AREAS OF SPECIALISATION**

Please fill in the table below to indicate any areas of specialist knowledge related to this contract for each legal entity making this proposal. State the type of area of specialisation as the row heading and use the name of the legal entity as the column headings. Indicate the areas of specialist knowledge each legal entity has by placing a tick (✓) in the box corresponding to the specialisation in which it has significant experience. **Maximum 10 specialisations.**

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<th>Leader</th>
<th>Member 2</th>
<th>Member 3</th>
<th>Etc …</th>
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<tr>
<td>Relevant specialisation 1</td>
<td>✓</td>
<td>✓</td>
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<tr>
<td>Relevant specialisation 2</td>
<td>✓</td>
<td>✓</td>
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<td>Etc …</td>
<td>✓</td>
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6. EXPERIENCE

Please fill in the table below to summarise the main projects related to this contract carried out over the past 3 years by the legal entity or entities making this proposal. The number of references to be provided must not exceed 10 for the entire proposal.

<table>
<thead>
<tr>
<th>Ref no (maximum 10)</th>
<th>Project title</th>
<th>Name of legal entity</th>
<th>Country</th>
<th>Overall contract value [insert currency]</th>
<th>Proportion carried out by legal entity (%)</th>
<th>No of staff provided</th>
<th>Name of client</th>
<th>Origin of funding</th>
<th>Dates (start/end)</th>
<th>Name of consortium members, if any</th>
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<td>Detailed description of project</td>
<td>Type and scope of services provided</td>
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7. **STATEMENT**

I, the undersigned, being the authorised signatory of the above tenderer, hereby declare that I have examined and accept without reserve or restriction the entire contents of the RFP for the tender procedure referred to above.

I am fully aware that, in the case of a consortium (for e.g. a group of individuals), the composition of the consortium cannot be modified in the course of the tender procedure, unless prior approval is given in writing. I am also aware that the consortium members would have joint and several liability towards the Contracting Authority concerning participation in both the above tender procedure and any contract awarded to me as a result of it.

Signed on behalf of the tenderer

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<td>Signature</td>
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<td>Date</td>
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ANNEX III - Organisation & Methodology

To be completed by the tenderer

Please provide the following information:

Rationale

- Any comments you have on the Terms of Reference for the successful execution of activities, in particular regarding the objectives and expected results, thus demonstrating the degree of understanding of the contract. Your opinion on the key issues related to the achievement of the contract objectives and expected results.
- An explanation of the risks and assumptions affecting the execution of the contract.

Strategy

- An outline of the approach proposed for contract implementation.
- A list of the proposed tasks you consider necessary to achieve the contract objectives.
- Inputs and outputs.

Involvement of all members of the team

- If a tender is submitted by a consortium, a description of the input from each member of the consortium and the distribution and interaction of tasks and responsibilities between them. Furthermore, the involvement of all members of the consortium will be considered added value in the tender evaluation. If the tender is submitted by a single company, the total of available points for this part in the evaluation grid will be allocated.

Timetable of work

- The timing, sequence and duration of the proposed tasks, taking into account travel time.
- The identification and timing of major milestones in executing the contract, including an indication of how the achievement of these would be reflected in any reports, particularly those stipulated in the Terms of Reference.
# ANNEX IV - KEY EXPERTS

<table>
<thead>
<tr>
<th>Name of expert</th>
<th>Proposed position</th>
<th>Years of experience</th>
<th>Age</th>
<th>Educational background</th>
<th>Specialist areas of knowledge</th>
<th>Experience in beneficiary country</th>
<th>Languages and degree of fluency (VG, G, W)</th>
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CURRICULUM VITAE

Proposed role in the project:

Family name:

First names:

Date of birth:

Nationality:

Civil status:

Education:

<table>
<thead>
<tr>
<th>Institution (Date from - Date to)</th>
<th>Degree(s) or Diploma(s) obtained:</th>
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Language skills: Indicate competence on a scale of 1 to 5 (1 - excellent; 5 - basic)

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<tr>
<th>Language</th>
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<th>Speaking</th>
<th>Writing</th>
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Membership of professional bodies:

Other skills: (e.g. Computer literacy, etc.)

Present position:

Years within the firm:

Key qualifications: (Relevant to the project)

Specific experience in the region:

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<tr>
<th>Country</th>
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</table>
Professional experience

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<th>Date from - Date to</th>
<th>Location</th>
<th>Company &amp; reference person (name &amp; contact details)</th>
<th>Position</th>
<th>Description</th>
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Other relevant information (e.g., Publications)

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4 The Contracting Authority reserves the right to contact the reference persons. If you cannot provide a reference, please provide a justification.
i Country in which the legal entity is registered.

ii Add / delete additional lines for consortium members as appropriate. If this application is being submitted by an individual legal entity, the name of that legal entity should be entered as 'Leader' (and all other lines should be deleted).

iii Natural persons must prove their capacity in accordance with the selection criteria and by the appropriate means.

iv Last year = last accounting year for entity.

v Amounts entered in the ‘Average’ column must be the mathematical average of the amounts entered in the three preceding columns of the same row.

vi The gross inflow of economic benefits (cash, receivables, other assets) generated from the ordinary operating activities of the enterprise (such as sales of goods, sales of services, interest, royalties, and dividends) during the year.

vii A balance sheet account that represents the value of all assets that are reasonably expected to be converted into cash within one year in the normal course of business. Current assets include cash, accounts receivable, inventory, marketable securities, prepaid expenses and other liquid assets that can be readily converted to cash.

viii A company's debts or obligations that are due within one year. Current liabilities appear on the company's balance sheet and include short term debt, accounts payable, accrued liabilities and other debts.

ix Corresponding to the specialisations identified in point 4 below.

x Staff directly employed by the candidate on a permanent basis (i.e., under indefinite contracts).

xi Other staff not directly employed by the candidate on a permanent basis (i.e., under fixed-term contracts).

xii Add / delete additional lines and/or rows as appropriate. If this proposal is submitted by an individual legal entity, the name of the legal entity should be entered as 'Leader' (and all other columns should be deleted).