

Terms of Reference

Business Plan Processing Facilities

Background

The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization for trade-related technical cooperation in developing countries.

The Office for Latin America and the Caribbean (OLAC), as geographical section of the Division of Country Programmes (DCP), is responsible for defining the ITC strategy and coordinating all interventions in the region, either for individual countries or at the sub-regional and regional levels.

The Green & Inclusive Value Chains section (GIVC) within the Division for Sustainable and Inclusive Trade (DSIT) is responsible for sector-wide transformation, improving market linkages and private sector competitiveness linked to responsible production and consumption, climate resilience, food security, sustainable standards, and market systems. The section utilizes the Alliances for Action (A4A) methodologies to implement projects in its Inclusive and Sustainable Agribusiness value chains areas of work.

The A4A is a participatory partnership model that focuses on increasing the competitiveness of MSMEs, smallholder farmers and value chain actors while ensuring respect of environmental, economic, and social requirements. A4A seeks to develop responsible, inclusive and sustainable trade by aligning investment and coordination across the full ecosystem of VC actors and by building competitiveness especially in agribusiness. The establishment of partnerships and networks is an essential underlying element of the A4A approach as it contributes to mobilise collaboration, expertise and investment into the alliances along with sustainability of the approach over time.

The European Union (EU) funded project “Strengthening nutritious and sustainable value chains in the Caribbean through Alliances” aims to support agri-MSMEs, cooperatives and producers (smallholder farmers and fishers) to become more competitive and resilient through value addition, diversification, and new market development at the regional level.

The project is aligned with various EU and CARICOM strategies, including the CARICOM strategy related to “Regional Food Production and Productivity Towards a Sustainable Import Replacement Programme: 25% by 2025 Reduction in the Regional Food Bill”, which has developed a comprehensive import-replacement programme with accompanying targets for selected commodities, geared towards achieving the overall 25% by 2025 objective.

The purpose of this assignment is to engage a qualified food safety / business consultant to conduct a comprehensive analysis of professional quality food processing facilities in the Caribbean region. The focus will be on facilities that support MSMEs with a range of services and the main objective is to assess their readiness to comply with regional and international food safety standards while being a viable business model for SMEs in the country of origin and in the country on which the processing facility is based. Additionally, the consultant will conduct a feasibility study on the economic, logistics, environmental, and social sustainability of these initiatives, including the feasibility for other Caribbean producing countries of accessing these facilities. This activity should take into consideration previous analysis and feasibility studies conducted by the ITC including shared-use processing facilities in Barbados for condiments / spices and roadmap for developing of arrowroot industry in Saint Vincent & the Grenadines.

Description of Duties/Responsibilities

The Consultant will work under the overall guidance and supervision of the Head of the Agribusiness team and the Senior Trade Promotion Officer and will:

- Conduct a mapping and an in-depth review of existing food processing practices within shared processing facilities in the Caribbean region.
- Analyse the potential impact of shared facilities in improving food security/healthier diets at national/regional level.
- Evaluate the infrastructure, equipment, and hygiene practices in selected shared facilities
- Analyze the regulatory and logistical considerations associated with availability and imports of raw material to supply the shared facilities with a focus on assessing the feasibility of importing agricultural produce (raw materials) from other Caribbean producing countries for shared processing facilities.
- Analyze the capacity of shared facilities to meet regional and international food safety standards.
- Review existing business models for shared processing facilities and identify gaps and challenges, including financial sustainability, governance structures, and mechanisms for inclusive participation of MSMEs.

Expected Outputs and Timelines

The consultant will provide the following outputs:

- Output 1: Mapping of shared-use processing facilities in the Caribbean and outline of the feasibility report; by 29 February 2024.
- Output 2: Comprehensive report detailing the findings of the in-depth review of existing shared food processing practices in the Caribbean region. Identification of strengths, weaknesses, opportunities, and threats related to current food processing practices. Report should include feasibility aspects covering economic, logistics, environmental, and social sustainability of the shared processing facilities; by 31 March 2024
- Output 3: Proposal document outlining viable business models for shared processing facilities. Detailed descriptions of each proposed business model, including considerations for financial sustainability, governance structures, and mechanisms for inclusive participation; by 15 April 2024.
- Output 4: Report assessing the feasibility of importing raw materials from other Caribbean producing countries for shared processing facilities. Analysis of regulatory and logistical considerations associated with raw material imports; by 30 April 2024.

Travel

Possible travel to the Caribbean

Skills

Ability to produce documents for official circulation among institutions and international stakeholders (memos, reports, business proposals).

Ability to design, develop, monitor and coordinate work plans and business plans.

Good understanding and direct knowledge of the agribusiness sector in the Caribbean, including trade dynamics and food safety standards

Ability to respect deadlines and to work in a team.

Availability to travel for short periods to rural areas in the Caribbean.

Education

Post-graduate degree (BA/BSC or other)

Experience

At least 5 years of relevant professional experience
Experience working with ITC in different projects will be an asset.

Language

Advanced knowledge of English.