



Call for Expression of Interest (EOI)

EUROPEAN UNION FOOD SECURITY PROGRAMME FOR THE CARIBBEAN: **SANITARY AND PHYTOSANITARY (SPS) MEASURES PROJECT** *Addressing SPS Barriers to Agricultural and Fishery Trade in the Caribbean*

TITLE OF THE EOI:	
STRENGTHENING THE REGULATORY ENVIRONMENT THROUGH THE DEVELOPMENT OF MODEL ANIMAL HEALTH, PLANT HEALTH AND FOOD SAFETY REGULATIONS AND COMMODITY SPECIFIC REGULATIONS	
Date of this EOI: May 14, 2025	Closing Date for Receipt of EOI: June 16, 2025
EOI Reference: CaRC/BB/FSSPS-EOI/C1-01/25	
DESCRIPTION OF THE ACTION	
<p>The Inter-American Institute for Cooperation on Agriculture, IICA has been the specialized international agency for agriculture of the Inter-American System for more than 80 years, and its mission is to “<i>encourage, promote and support our Member States in their efforts to achieve agricultural development and rural well-being through international technical cooperation of excellence</i>”.</p> <p>The Caribbean Agricultural Health and Food Safety Agency (CAHFSA) seeks to enhance regional development in agricultural health and food safety through the application of SPS Measures that meets the expectation of all stakeholders and contribute to the welfare of Caribbean citizens. CAHFSA is mandated to perform a coordinating and organizing role for the establishment of an effective and efficient regional sanitary and phytosanitary (SPS) regime and to execute on behalf of Member States such SPS actions and activities that can be more effectively and efficiently executed through a regional mechanism.</p> <p>The Caribbean Regional Fisheries Mechanism (CRFM) provides Regional cooperation in managing marine fisheries and aquaculture resources in CARIFORUM countries. The CRFM promotes and facilitates the responsible utilization of the Region’s fisheries and other aquatic resources for the economic and social benefits of the current and future population of the region.</p> <p>The EU’s Food Security Programme seeks to enhance the (environmental and social-economic) resilience and the sustainability of food systems in the Caribbean, in order to promote food and nutrition security, particularly for groups in vulnerable situations. The Sanitary and Phytosanitary (SPS) Measures Project “<i>Addressing SPS Barriers to Agricultural and Fishery Trade in the Caribbean</i>”, is one component of the European Union’s Food Security Programme and is being implemented by the Inter-American Institute for Cooperation on Agriculture (IICA) along with regional partners, the Caribbean Agricultural Health and Food Safety Agency (CAHFSA) and the Caribbean Regional Fisheries Mechanism (CRFM). The Project aims to improve food-processing capabilities, so</p>	

as to increase regional distribution through the removal of SPS bottlenecks. The areas of focus include: (i) enhancing the regulatory environment to improve enforcement and implementation of SPS controls; (ii) improving efficiencies of competent authorities in the application of SPS controls, (iii) increasing food safety compliance capability and capacity of competent authorities and industry stakeholders and (iv) increasing fisheries SPS compliance in the public and private sectors.

Enhanced Regulatory Environment to Improve Enforcement and Implementation of SPS Controls.

Towards enhancing the regulatory environment to improve enforcement and implementation of SPS controls within the Region, the project aims to develop model regulations to accompany the Model Bills developed in the areas of Animal Health, Plant Health and Food Safety under the 10th DF SPS Measures Project. This intervention is important to make these Bills operative and to achieve the basic SPS legislative reform for CARIFORUM countries. Ultimately, this action will contribute towards the harmonisation of national legislative framework with international standards and compliance with Treaty obligations.

Within the above context, IICA is seeking to hire a suitable Legal Consultant to develop draft Model Regulations in the areas of Animal Health, Plant Health and Food Safety so as to facilitate the implementation and enforcement of Sanitary and Phytosanitary Measures (SPS) in CARICOM Countries. In addition, to develop commodity specific regulations for three (3) commodities of regional priority for meeting food security targets. The activity will contribute to strengthening the enabling environment for intra-regional trade. The funds to support this consultancy is from the European Union.

The main tasks/activities are as follows:

- i. Hold an initial briefing meeting (virtual) with the SPS Measures Project Management Team as well as representatives from IICA and CAHFSA to clarify the consultancy's objectives, deliverables, methodology, and operational arrangements.
- ii. Hold a briefing meeting with the Legal Department at the CARICOM Secretariat to gather baseline legal and regulatory information and processes.
- iii. Within **five (5) working days** of the briefing meeting with the SPS Measures Project Management Team and the CARICOM Secretariat, submit an Inception Report detailing the proposed methodology, work plan, and timeline for key deliverables.
- iv. Conduct a comprehensive desk review of the existing international, regional and national legislation (Bills and Regulations), relevant studies, research reports, regional commodity guidelines and international best practices on Sanitary and Phytosanitary Measures (SPS). Specifically, in the areas of:
 - a) Animal Health legislation for the trade in animals and animal products in CARICOM States,
 - b) Plant Health legislation for the trade in plant and plant products in CARICOM States and
 - c) Food Safety legislation for the trade of safe fresh and processed foods within CARICOM states.
- v. Review the International Agreements for Sanitary and Phytosanitary Measures (SPS) to appreciate the scope of the obligations assumed by CARICOM States, the provisions in the law which address the obligations, the gaps in the legislative framework, where gaps have been identified and an indication of

the legislative intervention required for compliance and the grouping of the measures into “immediate”, “short to medium” and “long” terms for implementation.

- vi. Liaise with personnel from IICA, CAHFSA, CARICOM Secretariat (CCS), as well as National Focal Points and other relevant entities to understand the legislative drafting efforts to date and ensure alignment and complementarity.
- vii. Draft the Model Regulations, consistent with the Consultant’s findings under *paragraphs iv-vi*. Prepare guidance notes to accompany the draft regulations.
- viii. Draft the Specific Regulations for three (3) priority commodities, consistent with the Consultant’s findings under paragraph iv-vi. Prepare guidance notes to accompany the draft commodity specific regulations.
- ix. Host national consultations to CARICOM Member States to present the DRAFT model Regulations and specific commodity Regulations (virtual meetings). Based on the feedback received, revise the draft documents where necessary.
- x. Facilitate a regional workshop in collaboration with the IICA, CAHFSA and the Legal Department of CARICOM Secretariat (CCS) to validate the Model Regulations and Commodity Specific Regulations with CARICOM States.
- xi. Formulate recommendations for the harmonization, implementation and enforcement of the Model Regulations and specific commodity Regulations in CARICOM States.
- xii. Finalize the draft model Regulations (Animal Health, Plant Health, Food Safety) and Commodity Specific Regulations based on the feedback from the Validation workshop.
- xiii. Submit periodic progress reports and a comprehensive final report detailing the work completed, key findings, recommendations, and final versions of all deliverables.

The main deliverables are:

- i. Inception Report
- ii. First draft Model Regulations and Commodity Specific Regulations
- iii. Second draft Model Regulations and Commodity Specific Regulations
- iv. Progress Reports (2)
- v. Validation Workshop Report
- vi. Finalised Model Regulations and Commodity Specific Regulations
- vii. Final Technical Report

The action should be conducted over eight months: June 2025 – January 2026.

1. Proposals must be written in **Standard English** and consist of a technical proposal, a financial proposal and Legal and Tax documents.

2. The Technical Proposal should provide the following information:
 - a. A description of the individual's/firm's/company's/consortium experience on comparable assignments.
 - b. At least three client references, with information regarding the provision of similar services along with contact information (name, telephone numbers and e-mail addresses).
 - c. A detailed description of work plan/schedule for performing the assignment
 - d. Recent CVs of principal/key staff members
 - e. A detailed description of the proposed methodology.

3. The Financial Proposal should list all costs associated with the assignment in United States Dollars. Costs should be broken down by activity.

4. Legal and Tax Documents.
 - a. Record of incorporation of the natural or artificial person, or corporation.
 - b. Certification of legal status as a natural or artificial person or corporation, or the equivalent document in the country concerned, valid under national law.
 - c. Photocopy of identity documents of the representatives (natural or artificial person), according to the legal status presented in the bid.
 - d. Compliance documents required under the country's laws, such as certifications of social security payments, workers' insurance policy, certificate indicating up-to-date tax returns, etc.
 - e. A copy of the most recent audited financial statements, covering a fiscal year within the last three (3) years.
 - f. Tax documents required under the laws of the country that demonstrate that the person or corporation is legally entitled to operate.
 - g. A sworn statement authenticated by a notary public that indicates that no lawsuits have been filed against the company; otherwise, it should indicate and describe the nature of those legal proceedings
 - h. A Sworn statement indicating that no lawsuits have been filed against the professionals designated for the development of activities and outputs defined in the Call for Tenders; otherwise, it should indicate and describe the nature of those legal proceedings.

5. The following contact information must be provided:
 - a. Legal Name of Company/Individual(s)
 - b. Company's Authorised Representative(s) (Name/Title) (in the case of a Firm)
 - c. Full address
 - d. Telephone and Fax numbers
 - e. Email address
 - f. Website
 - g. Number of technical persons in the company

6. The cost of preparing and submitting the proposal is not reimbursable as a direct cost of the assignment.

7. IICA is not bound to accept any of the proposals submitted.

IICA's policy requires that respondents provide professional, objective, impartial advice and at all times, hold IICA's interests paramount without any consideration for future work, and strictly avoid conflicts with other

assignments or their own corporate interests. Respondents shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of IICA.

EVALUATION AND SUBMISSION OF PROPOSALS

Evaluation

Proposals shall be evaluated taking into consideration, but not limited to, the requirements listed below:

The Lead Consultant (or key personnel) should possess:

- i. An advanced degree/Postgraduate qualification (LL.M., Postgraduate Diploma, or equivalent) in International Trade Law, Agricultural Law, Environmental Law, Public Policy, or a related field would be an asset.
- ii. A minimum of 7 years of experience in the areas of Legislative Drafting, International Trade Law, legislative review, policy development or related field., preferably within CARICOM or developing country contexts.
- iii. Experience in advising on, reviewing and/or drafting laws and regulations in CARICOM Countries.
- iv. Experience in conducting legal gap analyses in relation to international treaties or obligations, especially WTO SPS Agreement or other relevant trade/environmental frameworks.
- v. Knowledge of agricultural legislation in CARICOM States, in particular legislation that is relevant or affected by international agreements for Sanitary and Phytosanitary Measures (SPS).
- vi. Proven track record of working with regional institutions, national governments, or international organizations in the Caribbean.
- vii. Familiarity with the SPS agenda internationally as well as in CARICOM countries.
- viii. Knowledge of agriculture in the Caribbean.
- ix. Excellent written and oral communication skills in English
- x. The firm/company/consortium's approach and methodology for implementing the project.
- xi. Experience in carrying out consultancy assignments for the EU or other equivalent international development partners would be an advantage.

Submission

1. The completed proposal must be submitted by end of business **June 16, 2025, at 4:00 PM Eastern Caribbean Time**. Proposals should be submitted electronically as **three (3)** separate files to:

2. sps.project@iica.int AND iica.bb@iica.int
3. The files submitted should include: a) the technical bid; b) the financial bid; and c) the legal documents (only applicable for Firms/Companies).
4. The email subject line should indicate the Number of the EOI and the name of the Firm/Company/Consortium Leader.