



Request For Proposals (RFP)

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 RFP:	
INTEGRATED CAPACITY BUILDING IN FISH HYGIENE, FOOD SAFETY AND TRACEABILITY FOR PRIMARY PRODUCERS AND PROCESSORS	
Date of this RFP: January 07, 2026	Closing Date for Receipt of RFP: February 09, 2026
RFP Reference: CaRC/BB/FSSPS-RFP/C4-01/26	
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 European Union’s (EU) 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 EU’s Food Security Programme and is being implemented by the IICA along with regional partners, CAHFSA and the CRFM. The Project aims to improve food-processing capabilities, so as to increase regional distribution through</p>	

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.

BACKGROUND OF THE CONSULTANCY

Strengthening Food Safety and Traceability Across the Fisheries Value Chain

Capacity building of public and private sector stakeholders remains critical for improving the safety and quality assurance systems for the production and trade of high-quality, safe fish and fish products. Strengthened food safety systems directly contribute to improved market access, consumer protection, regulatory compliance, and the sustainability of fisheries value chains.

Within the fish value chain, the fish processing plant is viewed as the central node of a broader network that links harvest, handling, storage, processing, distribution, and consumption. As such, improving food safety performance at the processing level must be supported by corresponding improvements upstream at the level of fishers and other supporting service providers. Any gaps in hygiene, handling, or documentation at the harvesting stage can compromise the safety, quality, and traceability of the final product.

In response to these needs, this consultancy is seeking to provide targeted support to strengthen food safety management systems within micro, small, and medium-sized fish processing enterprises. Specifically this consultancy aims to design and implement an integrated capacity-building programme that strengthens fish hygiene, traceability, and food safety practices across both primary producers (fishers and processors) and their supporting service providers, thereby reinforcing the overall integrity and competitiveness of the fish value chain.

OBJECTIVE OF THE CONSULTANCY

In this context, IICA is seeking to hire a Consultant (Individual/Firm) to design and implement an integrated capacity-building programme to strengthen fish hygiene, food safety management, and traceability practices among primary producers (**fishers** and **processors**) and their supporting service providers, in order to improve compliance with regulatory requirements, enhance product quality, and support sustainable trade.

The main tasks/activities are as follows:

- i. Participate in an initial virtual briefing with the SPS Measures Project Management Team, IICA and CRFM to clarify the consultancy's objectives, deliverables, methodology, and operational arrangements.
- ii. Within five (5) days of the briefing, prepare and submit an Inception Report detailing the proposed methodology, workplan, implementation schedule, stakeholder engagement approach for the completion of the key activities.

COMPONENT 1: TRAIN-THE-TRAINERS PROGRAMME FOR FISHERS

(The Consultant shall design and implement a Train-the-Trainers (ToT) programme in fish hygiene and food safety for public sector officials who will subsequently train fishers)

- iii. Conduct a comprehensive training needs assessment for improving food safety and quality by identifying key gaps in fish hygiene, handling, traceability, recall systems, and documentation at the primary production level.
- iv. Based on the needs assessment, design a hybrid (online and in-person) competency-based Train-the-Trainers curriculum tailored to the realities of small-scale fishers. Ensure training content covers¹, but is not limited to:
 - a) Good hygiene and handling practices at landing sites
 - b) Cold chain management
 - c) Contamination risks and prevention
 - d) Basic food safety management principles
 - e) Traceability and basic record-keeping for trade
 - f) Roles and responsibilities of fishers in certified supply chains
- v. Develop standardised training manuals, visual job aids, and practical field guides. Design or adapt digital learning tools suitable for fishers (e.g. short instructional videos, mobile applications, animations, SMS-based reminders where appropriate). Ensure content is practical, user-friendly, and adapted to regional operating conditions.
- vi. Develop clear and transparent selection criteria for ten (10) public sector officials to participate in the ToT programme across six (6) countries. This should be conducted in collaboration with the EU, IICA and the CRFM.
- vii. Deliver targeted ToT programme to ten (10) Fisheries Officers from six (6) countries. Apply participatory and practice-oriented adult learning methodologies. Strengthen trainers' competencies not only in technical fish hygiene, but also in training delivery methods, coaching and facilitation and the use of digital tools for extension and outreach.
- viii. Develop a standardised national roll-out plan for the training of fishers and provide ongoing technical oversight and coaching support during its implementation. This shall include equipping Trainers with practical guidance tools, mentoring them throughout the delivery of training to approximately two hundred (200) fishers supplying the targeted processing plants, and ensuring sustained alignment between fisher-level practices and processor-level food safety requirements. The target of approximately 200 fishers trained spans the 6 target countries.
- ix. Design a Monitoring and Evaluation (M & E) tool to track the delivery, reach, and effectiveness of training for fishers. Within the M & E tool, indicators should be defined for knowledge improvement, behavioural change and the adoption of hygiene and traceability practices.
- x. Conduct follow-up assessments with the trainers 6 months after ToT training to measure the effectiveness of the training program.

¹ The content of the curriculum should be based on the CRFM Food Safety Guidelines and the Fisheries Guidelines developed under the current SPS Measures project.

- xi. Produce periodic progress reports capturing activities completed, challenges, lessons learned, and recommendations.
- xii. At the end of the action, a debriefing meeting will be held with the Project Management Team. The Final Report of the action will form the basis for the discussions.
- xiii. Prepare a Final Technical Report summarizing the full implementation process, results achieved, lessons learned, recommendations for sustaining the intervention and a comprehensive set of all final training materials.

The main deliverables are:

- 1. Inception Report
- 2. Needs Assessment Report
- 3. Selection criteria for public sector officials
- 4. Train-the-Trainers curriculum and training package inclusive of selection criteria for public sector officials
- 5. Digital and Visual Learning Tools for Fisher Training
- 6. Progress Reports (2)
- 7. Training Report
- 8. Final Technical Report

The action should be conducted over eighteen months: April 2026 –September 2027.

COMPONENT 2: CAPACITY BUILDING PROGRAMME FOR FISH PROCESSORS

The Consultant shall design and implement an 80-hour hybrid training programme for fish processing operations.

- i. Conduct a comprehensive assessment to identify key gaps in fish hygiene, handling, traceability, recall systems, and documentation at the processing level.
- ii. Develop transparent criteria for the selection of the two (2) fish processing operators to receive support in capacity building. The shortlisting should be based on the level of food safety system maturity, market orientation and identified compliance gaps.
- iii. Develop structured training content based on Fish Hygiene Guidelines developed under the 10th and 11th EDF SPS Measures projects, [Guidelines for Good Handling and Safety Practices for Selected Fish Species](#) and international food safety standards (as applicable). The content should be customized for Owners, Quality Assurance Managers, and Operations Managers. The training content should cover areas like food safety management systems, sanitation and hygiene controls, traceability systems and documentation and internal controls.
- iv. Design and implement an 80-hour hybrid capacity building programme (technical guidance and interactive training) to support improvements in the knowledge and skills for at least forty (40) fish stakeholders associated with the two fish processing operations. The training should be delivered through live lectures, practical demonstrations, case studies and group exercises. The training should promote real-time application of traceability tools and systems during training.

- v. Develop an M&E tool to evaluate adoption and impact of the knowledge and skills gained. The indicators to measure improvements in hygiene practices, strengthening of traceability systems and the progress toward food safety compliance should be established. The consultant should also assess the institutional and operational improvements following the training.
- vi. At the end of the action, a debriefing meeting will be held with the Project Management Team. The Final Report of the action will form the basis for the discussions.
- vii. Prepare a Final Technical Report summarizing the full implementation process, results achieved, lessons learned, recommendations for sustaining food safety culture improvements, and a comprehensive set of all final training materials.

The main deliverables are:

- 1. Inception Report (combined with Inception Report generated for Component I)
- 2. Needs Assessment Report
- 3. Selection Criteria and Shortlisting Framework for Fish Processing Operations
- 4. Training Curriculum and Learning Materials for Processors
- 5. Training Report
- 6. Monitoring and Evaluation (M&E) Tool for Processors
- 7. Final Technical Report

The action should be conducted over eighteen months: April 2026 –October 2027.

SPECIFIC REQUIREMENTS/INFORMATION

- 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. Copy of the latest financial statements.
- 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. 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:

Professional Experience:

- Experience in food safety management systems within the fisheries and aquaculture sector
- Experience in fish hygiene and post-harvesting handling at both primary production and processing levels
- Practical experience in traceability systems for fish and fish products

Specific Experience:

- At least 8–10 years of progressive professional experience in food safety, fish hygiene, fisheries value chain development, or related agri-food systems.

- Demonstrated experience in training systems design, including Train-the-Trainers (ToT) methodologies, training fishers and fish handlers in hygiene, cold chain management, and traceability and delivering structured training programmes for fish processing enterprises, including Owners, Quality Assurance Managers, and Operations Managers.
- Familiarity with capacity building for MSMEs within agri-food and fisheries value chains
- Proven experience in Regulatory compliance related to SPS measures and fish trade

Education

- Advanced degree (Master's or higher) in Fisheries Science, Veterinary Public Health, Food Safety, Agro-industrial Processing or a closely related field.
- Professional certification in food safety systems (e.g. HACCP, ISO 22000, FSSC 22000 or equivalent) will be considered a strong asset.

Technical Skills

- Technical expertise in food safety standards, risk management, and value chain practices, with a strong understanding of regional and international regulatory frameworks.
- Demonstrated ability to:
 - o Develop digital and visual learning tools (videos, mobile-based tools, job aids)
 - o Design and operationalise M&E frameworks for training effectiveness and adoption
 - o Prepare high-quality technical reports and training documentation
- Excellent report writing, documentation, and presentation skills.
- Strong stakeholder engagement, facilitation, and communication skills
- Proven ability to work effectively in multicultural and multi-country environments

Submission

- The completed proposal must be submitted by end of business **February 09, 2026, at 4:00 PM Eastern Caribbean Time**. Proposals should be submitted electronically as **three (3)** separate files to:
sps.project@iica.int AND iica.bb@iica.int
- The files submitted should include: a) the technical bid; b) the financial bid; and c) the legal documents (only applicable for Firms/Companies).
- The email subject line should indicate the Number of the RFP and the name of the Firm/Company/Consortium Leader.
- The proposal submissions will be reviewed and a selection made within two months of the close of the Call for Proposals.