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: **DEVELOPMENT AND IMPLEMENTATION OF A REGIONAL VIRTUAL FOOD SAFETY CULTURE TRAIN-THE-TRAINERS PROGRAM**	
Date of this RFP: October 28, 2026	**Closing Date for Receipt of RFP:** November 27, 2026
RFP Reference: CaRC/BB/FSSPS-RFP/C3-05/26	

DESCRIPTION OF THE ACTION

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 "*encourage, promote and support our Member States in their efforts to achieve agricultural development and rural well-being through international technical cooperation of excellence*".

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.

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.

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 **"***Addressing SPS Barriers to Agricultural and Fishery Trade in the Caribbean,* 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

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 Culture Across the Agrifood Value Chain

Across the Caribbean, the reliability and competitiveness of agrifood systems depend heavily on the robustness of food safety practices at every stage of the value chain. While technical regulations, standards, and inspection protocols exist in countries, persistent gaps in awareness, behaviour, and organizational culture continue to undermine their effectiveness. Food safety incidents, whether emerging from production, processing, distribution, or retail, often stem not only from technical deficiencies but from weak food safety culture, inconsistent risk communication, and limited stakeholder engagement. Strengthening food safety culture therefore represents a critical step toward safeguarding public health, supporting market access, and building consumer confidence.

Given the region's diverse mix of value chain actors, including public sector regulatory bodies, private enterprises, processors, exporters, farmers, NGOs, and development partners, building a unified understanding of food safety culture is essential. Many stakeholders have varying levels of knowledge, capacity, and exposure to modern food safety practices, resulting in uneven application of principles and fragmented approaches. This situation is further amplified by limited access to tailored training, practical tools, and behaviour-change interventions that can reinforce daily decision-making and organizational norms.

OBJECTIVE OF THE CONSULTANCY

IICA seeks to engage a Consultant (Individual/Firm) to design and implement a comprehensive, regionally relevant food safety culture train-the-trainers programme targeting public - and private-sector stakeholders across CARICOM countries. The consultancy aims to strengthen participants' knowledge and understanding of food safety principles, foster positive and sustained behaviour change, and develop their capacity to promote and embed a strong food safety culture within their respective organisations and stakeholder networks. Through a practical, participatory and cascading training approach, the programme will equip trainers with the knowledge, skills and tools needed to deliver effective food safety training and support the adoption of safe food handling practices throughout the food chain, from production to consumption.

The main tasks/activities are as follows:

i. Participate in an initial virtual briefing with the SPS Measures Project Management Team, IICA and CAHFSA to clarify the consultancy's objectives, deliverables, methodology, and operational arrangements.

ii. Within five (5) working days of the briefing, prepare and submit an Inception Report detailing the proposed methodology, workplan, implementation schedule, stakeholder engagement approach, and data collection tools

iii. Conduct a stakeholder needs assessment involving selected public- and private-sector stakeholders across CARICOM countries to identify existing capacities, knowledge gaps, training needs, and institutional challenges related to food safety culture. The assessment should inform the design and delivery of a targeted, practical, and regionally relevant train-the-trainers programme.

iv. *Course Design*. Based on the findings of the stakeholder needs assessment, design an introductory, 40-hour virtual train-the-trainers capacity-building programme which will delivered to thirty (30) public- and private-sector stakeholders across CARICOM countries. The programme should introduce the concepts, principles and practical application of food safety culture, equipping participants with the knowledge, skills and tools to promote positive behaviour change and support the implementation of effective food safety practices within their respective businesses, organisations and operations. The course design should include but not be limited to:

   a. A structured curriculum covering key food safety culture concepts and practices. The Programme should incorporate theoretical instruction, practical exercises, case studies and participatory learning activities, enabling future trainers to communicate key food safety culture principles, facilitate effective learning, and guide participants in identifying and implementing appropriate food safety practices within their respective businesses, organisations and operations.
   a) Potential criteria for the selection of the trainers.
   b) Delivery modalities for both virtual and in-person components.
   c) Adult-learning methodologies and behaviour-change approaches tailored to diverse audiences.
   d) Training materials, facilitator guides, and participant resources.
   e) A monitoring and evaluation (M&E) tool to assess knowledge uptake, behavioural shifts, and program effectiveness.
   f) Recommendations for post-training reinforcement and knowledge retention.

v. *Training Materials and Tools*. Based on the course design, develop a comprehensive set of training and facilitation materials to support both the 40-hour train-the-trainers programme and the 16-hour course to be delivered by the regional trainers. Materials should include, but not be limited to, infographics, slide decks, facilitator guides, participant manuals, information sheets, infographics, practical exercises, case studies and other relevant awareness-raising and behaviour-change resources. The materials should also include standardised evaluation tools for trainers to use during and after their workshops to assess participants' knowledge acquisition, learning outcomes, feedback, and intended application of food safety practices, and to inform improvements to future training sessions. The final

materials produced should be visually engaging, accessible and adapted to the needs of diverse audiences, using graphics and other visual elements to communicate key concepts effectively and support the practical application of food safety culture principles.

Develop and Deliver Train-the Trainers Programme. Following the approved programme design specifications and training tools, deliver the online Train-the-Trainers Programme to prepare participants to deliver a structured, 16-hour food safety culture training course over two (2) days to other public- and private-sector stakeholders.

vi. *Technical Guidance and Evaluation*. Provide ongoing technical guidance and support to the regional trainers as they deliver food safety culture training in their respective countries. This should include conducting follow-up meetings with trainers, monitoring and documenting training delivery and participation, tracking progress against agreed targets, and providing support to address implementation challenges and strengthen training effectiveness. Collectively, the trainers are expected to reach a minimum of three hundred (300) stakeholders across the region. At least one (1) training session must be conducted in person in each participating country.

vii. Produce periodic progress reports capturing activities completed, challenges, lessons learned, and recommendations.

viii. 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 and communication products.

The main deliverables are:

1. Inception Report
2. 40-Hour Hybrid Capacity-Building Program (Framework and Content)
3. Food Safety Culture Toolbox
4. Progress Report 1
5. Progress Report 2
6. Final Technical Report

The action should be conducted over nine months: January 2027 –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 sword 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:

- Minimum of 10 years of professional experience food safety, public health, agriculture, or value chain development.
- Demonstrated experience in the design, implementation, and management of multi-country or regional programs, particularly those aimed at strengthening food safety culture across complex value chains.
- Proven ability to coordinate with a wide range of stakeholders, including public sector agencies, private enterprises, producer groups, NGOs, and development organizations, ensuring effective engagement and collaboration at all levels.

Specific Experience:

- Experience in developing and delivering capacity-building initiatives, including the design of training programs, awareness campaigns, and hybrid learning interventions targeting diverse audiences.
- Experience in conducting stakeholder mapping, training needs assessments, and engagement planning is required.
- Practical experience producing communication and learning materials, such as toolkits, multimedia products, videos, presentations, and instructional resources, is essential.
- Practical experience in designing and delivering training programs for regulatory authorities, producers, or value chain actors.
- Familiarity with regional or multi-country initiatives in food safety, value chain development, or agricultural systems is highly desirable.

Education:

- Advanced degree (Master's or higher) in Food Safety, Public Health, Nutrition, Agriculture, Agribusiness, Communications, Education, or a closely related field.
- Postgraduate certifications or additional training in instructional design, capacity building, or knowledge management are considered an 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.
- Strong facilitation, communication, and stakeholder engagement skills are essential to ensure successful knowledge transfer and program adoption across multiple countries.
- Experience in developing and facilitating training sessions, workshops, and capacity-building activities.
- Excellent report writing, documentation, and presentation skills.
- Proficiency in using digital tools for surveys, data collection, and reporting.
- Strong stakeholder engagement, communication, and coordination skills.

Submission

i. The completed proposal must be submitted by end of business on **November 27, 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**

ii. The files submitted should include: a) the technical bid; b) the financial bid; and c) the legal documents (only applicable for Firms/Companies).

iii. The email subject line should indicate the Number of the RFP and the name of the Firm/Company/Consortium Leader.

v. The proposal submissions will be reviewed and a selection made within two months of the close of the Call for Proposals.