

Terms of Reference

Binational Strategy for the prevention of the *Moniliophthora roreri*, to Create an Early Warning Scheme and an Emergency Protocol in Haiti and the Dominican Republic

1. Background Information

1.1 Beneficiaries

The beneficiaries of this assignment are private sector stakeholders from the Dominican Republic and Haiti, within the cacao sector, as well as the Governments of both countries, represented by the Ministries of Trade and Industries and the Ministries of Agriculture.

1.2 Contracting Authority:

Caribbean Export Development Agency

1.3 Relevant Background:

Caribbean Export Development Agency (Caribbean Export) has been entrusted by the Governments of the Dominican Republic, Haiti and the European Union, with the implementation of the “Trade and Private Sector Component” of the Haiti-Dominican Republic Binational Cooperation Programme under the 11th European Development Fund (EDF) FED/2018/399-379. This component seeks to enhance the overall business and investment climate of Haiti and the Dominican Republic as well as the international perceptions and images of both countries.

The Programme has three (3) main objectives:

1. The Promotion of a more balanced and formal trade between Haiti and the Dominican Republic;
2. The quality of goods produced in both countries and the competitiveness of enterprises is enhanced with special attention to three (3) value chains: Cocoa/Chocolate; Essential Oils/Cosmetics; and Handicraft/Fashion/Accessories/Jewellery; and
3. The institutional cooperation, between the Ministries working in trade related issues and the Customs Administrations, as well as the public-private and private-private dialogue is reinforced.

Under the objective 2, Caribbean Export will seek to develop and/or strengthened the Cacao/Chocolate Binational Value Chain. The Agency seeks to map a comprehensive diagnosis for the selected binational value chain with a view of developing a joint strategy and action plan for the promotion of the same, taking into consideration the difference and the balance between both countries, for the implementation of the action plan.

Consequently, the following consultancy seeks to develop a joint strategy for the prevention of the *Moniliophthora roreri*, to create an early warning scheme and an emergency protocol to be implemented by both countries, in case of early detection in the island.

1.4 Related programmes and other donor activities:

Under the 10th EDF bi-national Programme, Caribbean Export along with its bi-national partners has decided to pursue the development of a strategy that maximised the export potential of both countries (Dominican Republic and Haiti). For this purpose, the Programme funded a research on “Identification and Mapping of Binational Value Chains within high-potential sectors between Haiti and the Dominican Republic”.

The report mapped and analyzed the Haiti’s Cocoa value chain and the Dominican Republic cocoa value chain, including areas of potential collaboration between both countries in such sector.

In addition to this report, Caribbean Export fostered intra and extra regional trade and exchange of best practices in benefit of the cacao sector of Haiti and the DR, supporting them with specific trainings and promoting the private-private dialogue between both countries. Therefore, on October 2017, Caribbean Export in cooperation with the DR Cacao Cluster, organized a training on the disease of the cacao crop “*Moniliophthora Pod Rot*”, for the benefit of the Public-Private Sector of the Dominican Republic.

In 2018, the Dominican Republic developed a Responsive Plan for Phitosanitary Emergency to Prevent the *Moniliophthora roreri*, elaborated by the Inter-American Institute for Cooperation in Agriculture (IICA) to be implemented by the Ministry of Agriculture of the DR. This strategy was created to stablish an early alert to detect the disease and it must be socialized with all the stakeholders in the DR.

2.0 Objective, Purpose and Expected Result

2.1 Overall Objective

The objective of this assignment is to develop a joint strategy for the prevention of the *Moniliophthora roreri*, creating an early warning scheme and an emergency protocol to be implemented by both countries, in case of early detection in the island. The consultant(s) will also deliver two (2) trainings for the implementation of the protocol.

Actions should include:

Development of a binational strategy for the prevention of the *Moniliophthora roreri*, in Haiti and the DR

The consultant is expected to develop a programme for the stakeholders in Haiti and the DR, to create awareness of the importance of the prevention of the *Moniliophthora roreri*, a disease that kills plantation, and management of phytosanitary risks in both countries. An island wide action plan is needed, including best practices in early detection and prevention plan.

The consultant should take into consideration the national strategy developed by the Dominican Republic for the prevention of the *Moniliophthora roreri*, to create a joint strategy for Haiti and the DR.

Delivery of Training/Workshop

The consultant is expected to deliver two (2) workshops, one in Haiti and one in the DR, to stakeholders of the Cacao sector of both countries on the importance of prevention of the *Moniliophthora roreri*, and management of phytosanitary risks, in association with the Inter-American Institute for Cooperation in Agriculture (IICA), the Organismo Internacional Regional de Sanidad Agropecuaria (OIRSA), the National Cocoa Commission of the DR (Comision Nacional de Cacao), and the Ministry of Agriculture of both countries.

Consideration must be given to the fact that stakeholders in Haiti will be at different stages in the management of phytosanitary risks. The workshop should also include strategies for the correct implementation of a warning system and on time identification of the (*Moniliophthora roreri*) in the island. The workshops will take place in Haiti and the DR and will include approximately 20 participants in each country. The workshop in Haiti must be conducted in French and workshop in the DR must be conducted in Spanish.

Emergency Protocol

The consultant is also expected to elaborate an emergency protocol which will indicate how the countries are going to proceed in case of detection of the disease, how to collect the fungus, how to transport it and how to analyse the same. The protocol must include a communication system between Haiti and the DR public and private sector. The consultant is expected to conduct a presentation to the key stakeholders in each country to validate the strategy and the protocol.

2.2 Project Deliverables

The consultant is expected to deliver the following results:

1. **Report 1/Inception meeting report:** This report will capture agreed timelines, approach and any potential changes to project design, that are discussed at the inception meeting;
2. **Report 2** – A draft binational strategy for the prevention of the *Moniliophthora roreri*, including an early warning scheme and an emergency protocol to be implemented by both countries;
3. **Perform Two (2) workshops-** for the prevention of the *Moniliophthora roreri*, and management of phytosanitary risks in Haiti and the DR;
4. **Deliver-** to the participants all relevant material related to the training (printing and/or digital format). The material produced shall be in Spanish and French;
5. **Report 3-** Report presenting the findings of the workshops held in Haiti and the DR for the prevention of the *Moniliophthora roreri*, including signed participants lists and pictures, as proof of training attendance;
6. **Report 4/Final Report-** presenting the final version of the binational strategy for the prevention of the *Moniliophthora roreri* and the emergency protocol.

All reports must be in French and Spanish.

3.0. Assumptions and Risks

3.1 Assumptions underlying the project

Stakeholders provide the necessary support to the consultant(s).

The time frame allocation for the assignment is sufficient to complete the assignment.

Adequate data and information are available to undertake the research in the specified time period.

3.2 Risks

The general risk includes delays with data collection resulting from reluctance of the relevant stakeholders to share information or to complete the assessment exercise; or delays resulting from other causes.

4.0 Scope of the Work

4.1. General

4.2. Specific Activities

To achieve the expected results, the Consultant will, at a minimum, do the following:

1. Participate in an inception meeting with Caribbean Export to define, clarify, and agree on project parameters and expectations, including timelines, reporting, etc.
2. Develop a draft binational strategy for the prevention of the *Moniliophthora roreri*, including an early warning scheme and an emergency protocol to be implemented by both countries.
3. Conduct working group discussions in both countries with leading technicians, producers, business among others, to guide them for the initial preparation of an emergency and management plan for the disease.
4. Validate the report of the binational strategy for the prevention of the *Moniliophthora roreri* and the emergency protocol with key stakeholders in Haiti and the DR.
5. Develop a training programme for prevention of the *Moniliophthora roreri* in the island, including the preparation of all relevant material for the training.
6. Training of Haiti and DR stakeholders in the prevention of the *Moniliophthora roreri*. Two (2) workshops, one in each country delivery in French and Spanish.
7. Preparation and submission of final report including final versions of the binational strategy for the prevention of the *Moniliophthora roreri*, and the emergency protocol in hard and electronic copies.

4.3 Project Management

The Caribbean Export Development Agency will be responsible for the management and coordination of this project, along with the key stakeholders – European Union, DIGECOOM, BONFED, Ministries of Trade and Industries and Agriculture of Haiti and DR, the National Cocoa Commission of the DR (Comision Nacional de Cacao), the DR Cocoa Foundation and the Chamber of Commerce and Industry of Haiti (CCIH).

4.3.1 The Deputy Executive Director of the Agency will retain overall responsibility for the project and will report the performance of the project to the Steering Committee of the Programme. Day-to-day supervision of the activities of the project is the responsibility of the Senior Advisor, Private Sector Development and Investment Promotion of the Haiti-DR Bi-national Programme (based in the Dominican Republic).

5. Logistics and Timing

5.1. Location

The assignment is commissioned under the bi-national Programme in the Dominican Republic and Haiti but does not necessarily require physical presence in those countries to execute the assignment.

5.2. Duration

The assignment will be undertaken over 50 working days over a period maximum of 90 calendar days.

5.3. Commencement Date and Period of Implementation

Work is expected to commence by 1st June 2019 and should be completed by 1st September 2019.

6. Requirements

6.1. Personnel

6.1.1 This call for application is open to consulting firms and individual consultants with experience in the services outlined above. The Lead Consultant must have a strong background in the cocoa sector. The lead consultant must meet the following criteria:

- At least a master's degree in Agricultural Economics or Agricultural Development or expertise in phytosanitary measures.
- At least 10 years of practical experience in the field of agriculture and rural development.
- Strong knowledge in pests' control and major disease of cocoa.
- Experience conducting trainings/workshop for cocoa farmers, desirable on the prevention of the *Moniliophthora roreri*.
- Outstanding inter-cultural communication, networking and coordination skills.
- Excellent presentation and communication (oral and written) skills.
- Fluent in Spanish and French.

6.2. Required Documentation

The Applicant will at a minimum submit the following;

1. Examples of previous work done in this area.
2. Proposal submitted which should include, at a minimum: company profile, understanding of the project and methodology, available experts and qualifications, timetable/ Gantt chart for activities and a detailed proposed budget.
3. The proposal must be submitted in French and Spanish.

Once selected the consultant, the proposed team can't be changed.

7. Reports

7.1. Reporting Requirements

7.1.1. Consultant will submit the following reports:

- **Inception Report:** Presented within one week of contract signing and including an inception meeting with Caribbean Export to discuss the Report. This report will clearly outline the approach and methodology necessary for completing the assignment and any changes or suggestions agreed with Caribbean Export as relevant for successful completion of the assignment.
- A **Draft Report** detailing the **Binational strategy for the prevention of the *Moniliophthora roreri***, including an early warning scheme and an emergency protocol of the Cacao Sector in Haiti and the DR.
- A **Report** presenting the findings of the **workshops** held in Haiti and the DR for the prevention of the *Moniliophthora roreri*, including signed participants lists and pictures, as proof of training attendance.
- **Final Report-** presenting the final version of the binational strategy for the prevention of the *Moniliophthora roreri* and the emergency protocol.

7.2. Submission & approval of reports

The deliverables referred to above must be submitted to the Senior Advisor, Private Sector Development and Investment Promotion of the Haiti-DR bi-national programme. All deliverables must be submitted in Spanish and French. The Deputy Executive Director of the Agency will be responsible for approving the deliverables. The work produced by the expert(s) will be owned by Caribbean Export and the other members of the SC.

8. Submissions of Offers

Offers should be submitted by 17:00 hrs (Dominican Republic time) on **7 May 2019** to the following e-mail address itejada@carib-export.com with the reference **"Prevention of *Moniliophthora roreri*"**.