

## TERMS OF REFERENCE

### CONSULTANT – IMPLEMENTATION OF 11<sup>th</sup> EUROPEAN DEVELOPMENT FUND (EDF), REGIONAL PRIVATE SECTOR DEVELOPMENT PROGRAMME (RPSDP) PROGRAMME

#### 1. BACKGROUND INFORMATION/RATIONALE

##### 1.1 Relevant background

Caribbean Export was established in 1996 as the regional trade and investment promotion agency to serve 15 States of the Caribbean Forum (CARIFORUM), namely: Antigua and Barbuda, The Bahamas, Barbados, Belize, Dominica, Dominican Republic, Haiti, Grenada, Guyana, Jamaica, Saint Lucia, St. Kitts and Nevis, St. Vincent and the Grenadines, Suriname, and Trinidad and Tobago.

The Agency carries out numerous programme-based activities designed to enhance the competitiveness of regional small and medium-sized enterprises (SMEs), promote trade and development among the CARIFORUM, promote stronger trade and investment relations among CARIFORUM and the French Caribbean Outermost Regions (FCORs) and the EU Overseas Countries and Territories (OCTs) in the Caribbean, as well as promote stronger trade and investment cooperation between the Caribbean Community (CARICOM) and the Dominican Republic.

Under the 11th European Development Fund (EDF), Regional Private Sector Development Programme (RPSDP), which Caribbean Export is currently implementing, support has been offered to CARIFORUM States in a gamut of areas ranging from investment promotion to business advocacy. With each intervention, Caribbean Export aims to optimise the export potential of regional entrepreneurs, as well as highlight the investment potential of the Caribbean to the international community.

The specific purpose of this consultancy is to work with the Services Specialist and Manager, Competitiveness and Export Promotion in the implementation of Caribbean Export's work programme. The Junior Consultant will be expected to provide technical and administrative support to ensure the successful implementation of projects under the management of the Services Specialist and Manager, Competitiveness and Export Promotion. He/She will also be required to work with the team to implement other strategic initiatives under the 11th EDF Regional Private Sector Development Programme.

### **1.2 Contracting Authority**

The contracting authority for this assignment is the Caribbean Export Development Agency and is funded by the 11<sup>th</sup> EDF Regional Private Sector Development Programme.

### **1.3 Beneficiary Countries**

CARIFORUM Region: Antigua and Barbuda, Bahamas, Barbados, Belize, Dominica, Dominican Republic, Grenada, Guyana, Haiti, Jamaica, St. Kitts and Nevis, Saint Lucia, St. Vincent and the Grenadines, Suriname and Trinidad and Tobago.

## **2. OBJECTIVE, PURPOSE & EXPECTED RESULTS**

### **2.1 Overall Objective**

*The overall objective of this project is:*

To provide technical support for the implementation of the services and export promotion and competitiveness projects identified or developed by Caribbean Export.

### **2.2 Purpose of consultancy and expected results**

The specific purpose of this consultancy is to work with the Services Specialist and Manager, Competitiveness and Export Promotion in the implementation of Caribbean Export's work programme. The Junior Consultant will be expected to provide technical and administrative support to ensure the successful implementation of projects under the management of the

Services Specialist and Manager, Competitiveness and Export Promotion. He/She will also be required to work with the team to implement other strategic initiatives under the 11th EDF Regional Private Sector Development Programme (RPSDP). The expected result is the completion of tasks assigned by the managers for the successful implementation of the 11<sup>th</sup> EDF RPSDP

### **3. ASSUMPTIONS AND RISKS AND MITIGATION**

#### **3.1 Assumptions**

- The Business and trade support organisations and other relevant country institutions contribute to the development and implementation of the projects.
- Service firms and practitioners are willing to submit company and service information to the registry and commit to keeping their information up to date.
- Stakeholders will fully participate in the programmes, complete export plans and can meet the requirements for export

#### **3.2 Risks**

- The project will not be executed in time.
- The major risk is that the above-mentioned assumptions are not fulfilled and therefore the anticipated results and objectives of the project are not realized.
- Stakeholders cannot commit to the programmes

#### **3.3 Mitigation**

- To mitigate this risk, Caribbean Export is working with Business Support Organisations, and other key stakeholders to develop and implement the projects. Therefore, challenges that are identified will be addressed collaboratively with key stakeholders.
- Careful selection/vetting of participants in the capacity building programmes will be paramount to ensure that they are fully committed to the project and participate in all aspects of the programmes.

- Development of a SMART project map that will allow for close monitoring and implementation of the project

#### **4. SCOPE OF WORK**

##### **4.1 Specific Activities**

*The Consultant will be required to:*

- Provide research and technical support for the timely implementation of projects listed in the workplan in accordance with the rules and regulations of Caribbean Export, including but not limited to:
  - i. Assist in drafting TORs and recruiting consultants/ contractors to conduct work on specific activities and objectives as required by the WP.
  - ii. Assist in the drafting of TORs/ invitations and recruiting participants for specific activities and objectives as required by the WP.
  - iii. Provide support to managing and guiding consultants/ contractors to ensure that their work is conducted in a timely manner and meets the required deliverables and quality standards.
  - iv. Liaising and communicating with beneficiaries to ensure they have the necessary information to participate in and benefit from specific activities and to ensure performance milestones are achieved as required.
  - v. Assist with reviewing all deliverables and reports to be submitted to Caribbean Export prior to their submission and liaising with the consultants/ contractors to ensure that the quality of the deliverables and reports submitted meet the quality standards and are in keeping with the TORs.
  - vi. Support the accurate and timely submission of progress reports to Caribbean Export.
  - vii. Assist with the collection of data for monitoring and evaluation activities to be carried out by Caribbean Export.

- viii. Assist with the monitoring of project funds and preparing the necessary documentation to facilitate payment to suppliers and contractors in accordance with Caribbean Export's regulations.
  - ix. Liaising and coordinating with relevant stakeholders as required.
  - x. Reporting on project outcomes.
- Assist in coordinating training workshops, tradeshow and B2B events
  - Conduct research and synthesize information relevant to the Agency's overall work program
  - Provide support for the development of new projects
  - Provide administrative support to the work programme
  - Any other duties that may be assigned by the Services Specialist or the Manager Competitiveness and Export Promotion

## **5. PROJECT MANAGEMENT AND REPORTING**

### **5.1 Responsible Body**

The Caribbean Export Development Agency in collaboration will be responsible for contracting the consultant and ensuring the required outputs are achieved.

### **5.2 Management structure**

The Executive Director will retain overall responsibility for the overall project. Day-to-day supervision of this specific programme is the responsibility of the Services Specialist who will communicate progress to the Executive Director.

### **5.3 Reporting**

A monthly/weekly progress report outlining key activities undertaken, progress made, and results achieved, must be submitted to the Services Specialist.

## 6. LOGISTICS AND TIMING

### 6.1 Commencement date and period of implementation of tasks

He/she will be required to operate from the Head Office of the Caribbean Export Development Agency, Barbados, in accordance with its guidelines and procedures. The intended commencement date of this project is **01<sup>st</sup> June 2022**.

## 7. REQUIREMENTS

### 7.1 Qualifications

- I. A postgraduate in international trade, Economics, Management, or related field.
- II. At least 3 years' post-qualification experience.
- III. Excellent appreciation of cross-cutting linkages between key sectors and the wider economy and macro-economic frameworks to support those connections
- IV. Ability to communicate with private and public-sector stakeholders
- V. Familiarity with the CARIFORUM Services industries, in particular cultural industries, and Management consultants.
- VI. Experience working with other trade promotion organizations and business support organizations would be an asset.
- VII. Ability to work on multiple projects and meet tight deadlines.
- VIII. Proven ability to coordinate project work.
- IX. Analytical skills, particularly the ability to conduct research and prepare appropriate findings and conclusions.
- X. Ability to work effectively under pressure
- XI. Excellent oral and written communication skills; and
- XII. Excellent organizational skills and proven experience in working in a participatory and consultative environment.

### 7.2 Required Documentation.

Interested persons must submit the following documents to Allyson Francis [afrancis@carib-export.com](mailto:afrancis@carib-export.com) by **Monday 16<sup>th</sup> May 2022**:

- Cover letter
- Curriculum vitae.

### **7.3 Office Accommodation**

Office accommodation will be provided by at Caribbean Export's headquarters in Barbados.

### **7.4 Facilities to be provided by the Consultant**

Where applicable, the Consultant shall ensure that additional experts if required are adequately supported and equipped. In particular, he/she shall ensure that there is sufficient administrative, secretarial, and interpreting provision to enable him/her to concentrate on his/her primary responsibilities. The Consultant must also transfer funds as necessary to support the activities under the contract and to ensure that all employees are paid regularly and in a timely fashion.

### **7.5 Equipment**

No equipment is to be purchased on behalf of the Contracting Authority/beneficiary country as part of this service contract or transferred to the Contracting Authority/beneficiary country at the end of this contract. Any equipment related to this contract, which is to be acquired by the beneficiary country must be purchased by means of a separate supply tender procedure.

## **8. REPORTS**

### **8.1 Reporting requirements**

Monthly Progress Reports outlining key deliverables and milestones achieved, outstanding activities to be completed and challenges encountered or foreseen. An updated project schedule and budget should be submitted by the 24th day of every month. Reports should be accompanied by a signed invoice in the amount to be claimed by the Consultant in Barbados Dollars. Information on any contracts.

## 8.2 Submission and Approval of Reports

The reports referred to in 5.3 above must be submitted to the Services Specialist at afrancis@carib-export.com. All reports must be submitted in English and electronic format. The Services Specialist is responsible for approving all reports.

## 9. EXCLUSION CRITERIA

Candidates will be excluded from participation in the bidding process if they:

- a) are bankrupt, insolvent, filing for insolvency or being wound up, are having their affairs administered by the courts, have entered into an arrangement with creditors, have suspended business activities or are in any analogous situation arising from a similar procedure provided for in national legislation or regulations.
- b) are the subject of proceedings for fraud, corruption, a declaration of bankruptcy, for winding-up, for administration by the courts, for an arrangement with creditors or for any similar procedure provided for in national legislation or regulations.
- c) have been convicted of an offence concerning professional conduct by a judgement which has the force of *res judicata*
- d) are guilty of grave professional misconduct proven by any means which Caribbean Export can justify.
- e) are guilty of serious misrepresentation in supplying the information required by the contracting authorities as a condition of participation in the procurement process; they have been declared to be in serious breach of contract for failure to comply with obligations in connection with another contract with the same Contracting Authority or another contract financed with Caribbean Export's funds.
- f) are in breach of payment of taxes or social security contributions.
- g) have been convicted or are the subject of proceedings for money laundering, terrorist offences or activities, child labour, human trafficking, being a criminal enterprise in the production of goods and services, or any other irregularity.

h) are established as or operating as a shell company.

Any entity operating in public interest such as public health or environmental protection are also subject to the above clauses.

## **10. MONITORING AND EVALUATION**

The Consultancy will be monitored and evaluated by Caribbean Export over the duration of the project. Performance on the project will be measured by satisfactory completion and timely submission of the deliverables outlined in Section 2.2 and 4.1 and as outlined within the work plan submitted in the inception report. Feedback, other than acceptance, on each submitted deliverable is not a requirement for the continuation of the project. However, in some instances the Consultant may need to integrate any feedback into the subsequent deliverables. The Contracting Authority will provide feedback to the consultant within ten (10) working days of receipt of the final report.

## **11. SPECIAL REQUIREMENTS**

None

## **12. PUBLICATION OF INFORMATION**

To participate in any activity executed or supported by Caribbean Export, you hereby agree that any information and personal data that you share and is collected by the Agency will be processed for the purpose of reporting the outcomes and impact of your projects and/or participation. Please note that Caribbean Export reserves the right to publish the Contractor's/Participant's name and address, the purpose and nature of the activity, and financial arrangements, in accordance with Caribbean Export's Personal Data Protection Policy. (<https://www.carib-export.com/download/196891/>) . Derogation from publication of this information may be granted if it could endanger the Contractor/Participant or harm his/her commercial interests.

### **13. DECLARATION**

To participate in any procurement undertaken by Caribbean Export, all applicants must complete and submit to the agency the Applicant Declaration Form. <https://www.carib-export.com/download/197007/>