CARIBBEAN EXPORT DEVELOPMENT AGENCY

THE SPECIALTY FOOD INDUSTRY OF THE CARIFORUM MEMBER STATES

CONSULTANCY SERVICES TO CONDUCT A FEASIBILITY AND DESIGN OF IN-MARKET LIAISON SERVICE FOR CARIFORUM SPECIALTY FOODS IN THE EU AND US MARKETS

REQUEST FOR EXPRESSIONS OF INTEREST

The Caribbean Export Development Agency (Caribbean Export) has applied for a grant from the Caribbean Aid for Trade and Integration Trust Fund financed by the UK Department for International Development (DFID) and administered by the Caribbean Development Bank (CDB) towards the cost of the above named project and intends to apply a portion of the proceeds of this Grant to eligible payments under a contract for which this invitation is issued.

Payments by CDB will be made only at the request of Caribbean Export and upon approval by CDB, and will be subject in all respects to the terms and conditions of the Financing Agreement. The Financing Agreement prohibits withdrawal from the Grant account for the purpose of any payment to persons or entities or for any import of goods, if such payment or import, to the knowledge of CDB, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than Caribbean Export shall derive any right from the Grant Agreement or have any claim to the proceeds of the Grant.

Caribbean Export, the Executing Agency, invites interested eligible consulting firms to submit Expressions of Interest for the provision of consultancy services to conduct a feasibility study and design of an in-market liaison service for CARIFORUM Specialty Foods in the EU and US markets.

Consultants from all countries are eligible to participate in this procurement opportunity.

The objectives of this assignment are to identify the most viable arrangement for providing Caribbean specialty food producers with access to in-market liaison services (freighting, warehousing, distribution, co-packing, in-market promotions, and provision of market intelligence) in the US and EU markets; and the development of recommendations, in the form of a business plan, for operationalising the arrangements for providing the in-market liaison services. The feasibility study to inform the design of the in-market liaison services must include assessment of the export readiness and supply capacity of Caribbean specialty food producers, the producers’ specific in-market support needs, and the price that they are willing and able to pay for these services. Caribbean Export now invites interested eligible consulting firms to submit Expressions of Interest for the provision of these consultancy services. Firms must express their interest in writing by providing information on

- similar assignments undertaken,
- experience in similar conditions,
- background and experience of potential team members, and
- current commitments
In the assessment of submissions, consideration will be given to:

- technical competence with regard to export and enterprise development, export value chain analysis and agro-processing,
- European and or North-American import-related experience in specialty foods along with a strong network in CARIFORUM or the English speaking Caribbean,
- Advanced academic qualifications in market research, economics, marketing or other business-related discipline, and
- current commitments

All proposals must be submitted in **English**. Further information may be obtained from the first address below between 09:00 and 16:00 hours Monday to Friday.

Expressions of Interest must be received at the first address via email below no later than **16:00 hours on October 29, 2014** and **one (1) hard copy must be sent simultaneously to CDB at the second address below**. The sealed envelope containing each submission must include the name and address of the applicant and shall be clearly marked, “**Expressions of Interest – Consultancy Services to Conduct a Feasibility Study and Design of an In-market Liaison Service for CARIFORUM Specialty Foods in the EU and US markets.**”

Following the assessment of submissions, a short-list, of not less than three (3) and not more than six (6) firms will be provided with the full Terms of Reference (ToR) and invited to submit technical and financial proposals to undertake the assignment. Caribbean Export reserves the right to accept or reject late applications or to cancel the present invitation partially or in its entirety. Caribbean Export will not be bound to assign any reason for not short-listing any applicant and will not defray any cost incurred by any applicant in the preparation and submission of Expressions of Interest.

**Submit Expressions of Interest to the following addresses:**

1. Caribbean Export Development Agency  
   ATTN: Project Coordinator – Specialty Food  
   1st Floor Baobab Tower  
   Warrens  
   St Michael  
   **BARBADOS**  
   Tel: + 1(246) 436 0578  
   Fax: + 1(246) 436 9999  
   Email: skruiner@carib-export.com

2. Procurement Officer  
   Caribbean Development Bank  
   P.O. Box 408  
   Wildey  
   St. Michael  
   **BARBADOS, W.I.**  
   Tel: + (246) 431-1600  
   Fax: + (246) 426-7269  
   Email: procurement@caribank.org