

## **TERMS OF REFERENCE**

### **GOVERNMENT OF THE BAHAMAS**

The Ministry of Agriculture and Marine Resources

### **CONSULTANCY FOR PRODUCTION OF STANDARD OPERATING MANUALS FOR THE IMPORTATION OF ANIMAL AND ANIMAL PRODUCTS IN THE COMMONWEALTH OF THE BAHAMAS**

Institution: **Inter-American Development Bank**

Country: **The Commonwealth of the Bahamas**

Project: **Trade Sector Support Programme**

Project number: **BHL1016**

Contract/Bid No. : **3.2.1.2**

Loan number: **2756/OCBH**

Sector: **Trade**

Duration: **3 months**

Deadline: **May 13<sup>th</sup>, 2016 at 4:00pm (Nassau, Bahamas Time)**

**1. Background:** The Ministry of Agriculture and Marine Resources has prepared an Animal Health and Production Bill which is expected to be passed by the Lower House of Parliament in 2015. The legislation is based on the Agreement on Sanitary and Phytosanitary Measures of the World Trade Organization (WTO) and the World Organization for Animal Health (OIE). The draft legislation is one component in the efforts of the Government of The Bahamas to modernize the legislative and institutional framework for the management of agricultural health matters in the country in compliance with the Economic Partnership Agreement (EPA) and accession to the World Trade Organization.

The Inter-American Development Bank loan will provide the following Regulations under the Animal Health and Production Bill: 1. Risk based import requirements for animal and animal products, 2. Quarantine regulations, 3. Slaughtering and abattoir regulations, 4. Early warning systems, 5. Emergency actions to be taken in the event of outbreaks; and 6. Surveillance. The current proposal to prepare Standard Operating Procedures Manuals will build on these efforts to strengthen the legislative framework by supporting the development of an efficient operational environment for the Veterinary Service. A modern operational environment is important to the development of the Veterinary Service because the Animal Health and Production Bill allows persons to appeal decisions made by the Veterinary Service. A comprehensive operating and procedures manual is critical to managing the Veterinary Service and its interactions with trading partners and the general public.

**2. Scope of Services and Deliverables:** The outputs of the consultancy are based on the Animal Health and Production Bill and the Regulations. These documents will be provided to the consultant.

**Inception meeting/Work Plan**

The Consultant shall attend an inception meeting to discuss the scope of this consultancy with the PMU Team of the Ministry of Agriculture and Marine Resources and other relevant officials having carriage of the Customs Modernization Project under the IDB Trade Support Loan Project.

From this inception meeting a detailed work plan and an inception report must be presented to the Ministry of Agriculture and Marine Resources.

**Output 1: Standard Operating Procedures Manual**

The consultant will develop a Standard Operating Procedures Manual (SOPM) for use by the Veterinary Service for the management import of animal and animal products into the Commonwealth of The Bahamas, quarantine procedures, slaughtering procedures, management of the early warning system, emergency actions and surveillance.

**Output 2: Validation workshop**

The consultant will be expected to lead two (2)-day validation workshop with the Veterinary Service on the procedures manual.

**Output 3: Training on manual for stakeholders**

The consultant will expected to provide training over the course of one week of technical training to veterinary staff, and relevant officials and private sector persons on the SOPM

**3. Approach:** The consultant will work primarily with the Veterinary Services in the Department of Agriculture to develop the SOPM for risk-based import of animal and animal products into the Commonwealth of The Bahamas. The SOPM may be based on existing templates/manuals developed by national, regional or international organizations. The template used by the consultant must be approved by the Head of Veterinary Services.

The Head of Veterinary Services shall convene at least two meetings of relevant stakeholders, including the Department of Public Health and the Department of Environmental Health to provide input and edits to the first draft of the manual. These meetings may take place via teleconference or any other electronic means. The SOPM shall be based on the international standards developed by the World Organization for Animal Health (OIE) which is the standard-setting body established by the WTO.

**4. Impact of Result:** The SOPM will be used to improve the capacity of the Veterinary Service to use risk based measures in the management of the import process for animal and animal products. The SOPM will provide the basis for training of veterinary staff and relevant stakeholders, including the private sector on the SOPM on risk-based procedures for the import of animal and animal products.

**5. Credentials:** The consultant have the following qualifications:

- Have a Doctor of Veterinary Medicine degree from an accredited university. A postgraduate qualification in epidemiology or public health would be an asset;
- Senior professional experience: Worked at least ten years at a senior level in the university or public sector Veterinary Service with experience in policy formulation and training;
- Has proven experience in drafting procedural manual and delivering training modules;
- Has excellent understanding of the standards/knowledge of the rules of the World Trade Organization's Agreement on Sanitary and Phytosanitary Measures and the World Organization for Animal Health (OIE);
- Fluent in written and oral English
- Strong interpersonal skills.

**6. Type of consultancy (Individual):** The selection process for individual consultants is guided by section "V. Selection of Individual Consultants, paragraph 5.1-5.4" set out in the Inter-American Development Bank: *Policies for the Selection and Contracting of Consultants financed by the Inter-American Development Bank (GN-2350-9)* and is open to all eligible consultants as defined in the policies.

**7. Reports and Length of Project:** The consultant should provide an initial report outlining the timeline for the following deliverables under the project:

- Observation from Inception Mission and meeting with relevant stakeholders
- Date for receipt of first Draft of SOPM
- Date for Meeting with relevant stakeholders on draft
- Final date for comments
- Date for validation workshop
- Receipt of final document

These date and content of the subsequent training on the procedural manuals must be agreed with the Head of the Veterinary Service.

The preparation of the manual shall be completed within three (3) months. The Head of the Veterinary Service shall be Focal Point for the project and correspondence and electronic

mail should be directed through that office. As far as practicable, with the exception of the inception, validation workshop, training and final mission, this activity can be completed using electronic means, including Skype.

The final report shall be addressed to:

**Director of Agriculture Department of Agriculture**

With copies to:

- **Head of Veterinary Services Department of Agriculture**
- **Director of Trade-Ministry of Financial Services**
- **Project Coordinator- Bahamas Customs Department**

**8. Payments Schedule:** The following payment schedule will be used for this consultancy.

Item	Percentage
Phase I – Submission and Approval of work plan	20%
Submission and Approval of the Inception Report	25%
Submission and Approval of Draft SOPM.	25%
Submission and Approval of the delivery of Final Documentation with agreed changes (incorporating comments workshop and training.	30%

**9. Timeframe:** Contract signing with the project executing agency to be completed within two weeks of the notification to the successful consultancy. The estimated maximum time for the completion of this consultancy is three (3) calendar months.

**10. Working Methods:** Consultants are free to propose their overall working method plan in their submission. However, consultants should anticipate at least three visits to the contracting agency country for the Inception, Validation workshop, Training/final Mission .

**11. Information and assistance to the consultant:** The Ministry of Agriculture and Marine Resources shall provide relevant support documents to the Consultant as required.

**12. General Information from the Consultant Responding to this EOI:** The Consultant will be required to:

- i. Clearly demonstrate the required experience and capacity for this consultancy. The evidence regarding proven experience in drafting manuals and delivering training modules should include samples of manuals and copies of training programs. The evidence regarding specific understanding/knowledge in relation to the “WTO’s Agreement on Sanitary and Phytosanitary Measures” may be documented by examples of draft policies, papers or research reports in the subject matter.
- ii. Provide information required to indicate compliance with IDB eligibility requirements:

Applicants must include with their submission proof of the fact that they are bonafide citizen of an IDB Eligible Countries. This can be done by including a copy of an official verifiable document such as a Birth Certificate and/or Passport, etc.

Provide a summary list of similar projects undertaken by the Consultant. This should include the following:

- Client’s name (e.g. Customs, Ministry of Finance, commercial entity, etc)
- Official project name
- Countries where project was implemented
- Project year and value
- Duration of project

**13. Evaluation Criteria of Submissions**

Criteria	Percentage
Doctor of Veterinary Medicine degree	10%
Ten years of Senior professional experience	10%
Experience in drafting manuals and training	30%
Familiarity/Understanding and Working Knowledge of WTO and OIE Measures	30%
Fluency in oral and written English	20%

Candidates that do not meet the minimum requirements- Doctor of Vet medicine; 10 years’ experience in university or public sector vet services; experience in drafting manuals and training, understanding WTO and OIE measures, fluency in English- will be not contracted.

**14. Clarification on the technical aspects or scope of services of this EOI may be obtained by mailing:**

Brickell Pinder  
Chief Economist  
Ministry of Agriculture, Marine Resources and Local Government  
Island Traders Building  
East Bay Street  
PO Box N-3028  
Nassau, The Bahamas  
Telephone: (242) 397-7408  
Facsimile: (242) 322 1767

[BRICKELLPINDER@bahamas.gov.bs](mailto:BRICKELLPINDER@bahamas.gov.bs) OR [CUSTOMSPROJECT@BAHAMAS.GOV.BS](mailto:CUSTOMSPROJECT@BAHAMAS.GOV.BS)

**15. Proposal Submission Deadlines:**

Interested Consultants may submit Expressions of Interests electronically with the following subject line **“Request for Expression of Interest: Consultancy for Production of Standard Operating Procedures Manuals for the Importation of Animal and Animal Products in the Commonwealth of the Bahamas Consultancy.”** All Expressions of Interests must be prepared in English and submitted no later than **Friday, May 13<sup>th</sup>, 2016 by 4:00pm** (Nassau, Bahamas Time) to the following addressee;

Chairman  
Tenders Board  
**REF: Request for Expressions of Interests: Consultancy for Production of Standard Operating Procedures Manuals for the Importation of Animal and Animal Products in the Commonwealth of the Bahamas.**  
Ministry of Finance,  
Cecil Wallace-Whitfield Centre,  
Bay Street, P.O. Box N-3017  
Nassau, Bahamas  
Telephone: (242)-325-6550  
Fax: (242)-325-7409

Email: [TENDERSBOARD@BAHAMAS.GOV.BS](mailto:TENDERSBOARD@BAHAMAS.GOV.BS)

Email: [KERESAHALL@bahamas.gov.bs](mailto:KERESAHALL@bahamas.gov.bs)

Email: [TONYAFERGUSON@BAHAMAS.GOV.BS](mailto:TONYAFERGUSON@BAHAMAS.GOV.BS)

Email: [Customsproject@Bahamas.gov.bs](mailto:Customsproject@Bahamas.gov.bs)

**16.** Late submissions will not be accepted and information submitted becomes the property of the Ministry of Agriculture and Marine Resources, who reserves the right to reject any or all submissions received.

**17.** Clarification of submissions, as requested by the Ministry of Agriculture and Marine Resources, may be provided, but the substance of the submission will remain unchanged.