

TERMS OF REFERENCE (TORs)

IMPROVING SEA MOSS FOOD SAFETY IN SAINT LUCIA STDF/PPG/970

I. BACKGROUND

1. Sea moss is one of Saint Lucia's key agricultural products. The country has duty free and quota free market access to several high value markets, including the United States, Canada, EU and the United Kingdom as well as its neighbour islands of the Caribbean within Caricom. This privileged access is currently being enjoyed by the country's large manufacturers in the agro-processing sector. However, several other agro-processors, namely Micro, Small and Medium Enterprises (MSMEs), with export potential are unable to access these markets due to their inability to meet the SPS requirement of importing countries, particularly regarding to food safety standards along value chains, which can be challenging, burdensome and complicated to implement.

2. The Project Preparation Grant (PPG) application, entitled "*Improving sea moss food safety in Saint Lucia*" (STDF/PPG/970), was submitted to the Standards and Trade Development Facility (STDF) by the Saint Lucia Bureau of Standards (SLBS) to benefit the country. The PPG was approved by the STDF Working Group at its meeting on 22 November 2023. Members found the PPG proposal demand-driven, relevant and noted the focus on MSMEs as positive. However, members also noted that the potential to benefit the region and other commodities, as well as the possible innovative aspects should be considered in the resulting project proposal. Members also provided comments on other areas that should be taken into account during the development of the proposal such as define baselines, identify past and current capacity-building programs, and involve the academia.

II. IMPLEMENTATION ARRANGEMENTS

3. This document sets out the Terms of Reference (ToRs) for the implementation of the project preparation grant (PPG) STDF/PPG/970 "*Improving sea moss food safety in Saint Lucia*". FAO's Subregional Office for the Caribbean (FAO-SLC) will implement this PPG. FAO-SLC will hire an international consultant and a national consultant who will carry out this work in very close collaboration with the Saint Lucia Bureau of Standards (SLBS), the relevant public and private sector stakeholders in Saint Lucia, regional bodies, the STDF, among others.

4. The purpose of this PPG is to prepare a project proposal to enhance the national food safety system and the MSMEs/food production establishments' capacity to meet the food safety requirements for increased access to existing and potential regional and international markets. The project will focus on sea moss, an export product of increasing importance for the country and high international demand, but also a sector in which stakeholders have limited capacities impeding them from tapping into the sector's full potential and increasing market access. Improvements in the sector are expected to be achieved through increased knowledge and hands-on experience in Food Safety Standards, Hazard Analysis Critical Control Point (HACCP), and Good Manufacturing Practices (GMPs).

III. ROLES AND RESPONSIBILITIES OF FAO

5. The FAO-SLC will be responsible for the implementation of the PPG. In particular, FAO-SLC will:

- Identify the international and national consultants and complete the necessary administrative procedures for their recruitment.
- Facilitate the Consultants engagement with stakeholders, as needed.
- Co-ordinate the Consultants' development of the Project proposal. Review it and finalize it, based on the feedback received from national counterparts, the beneficiary and the STDF.
- Co-ordinate the workshop where the draft proposal will be presented and discussed with the national counterparts, the beneficiary, the STDF, among others.

- Manage the budget of the PPG to ensure that the honoraria of the consultants, expenses related to the field missions of the consultants, expenses related to national stakeholder consultations (meetings and workshops) and other relevant expenses are disbursed appropriately.
- Submit the deliverables in section VIII to the STDF Secretariat.

IV. ROLES AND RESPONSIBILITIES OF THE INTERNATIONAL CONSULTANT

6. Hired by FAO-SLC, with the support of the national consultant, and in collaboration with SLBS, the international consultant shall:

A. *Preparatory phase and consultations*

- Familiarize themselves with the existing PPG application and carefully review the comments from members of the STDF Working Group during its meeting in November 2023.
- Review and analyse existing relevant documentation for this assessment.
- Identify and hold one-on-one virtual or in person consultations with relevant stakeholders in the country to better understand the SPS challenges facing the actors of the sea moss value chain, particularly on food safety aspects, and to determine the priorities for training and implementation of food safety standards and practices.
- Consider possible "innovative aspects" to be included in the resulting project proposal.
- Consider an approach that could generate positive spillovers and lessons learned for other small island developing states, the Caribbean region, and other in-country commodities.
- Stakeholders to be included in the consultations will include (non-exhaustive list):
 - a) Main private sector associations involved in the sea moss value chain in Saint Lucia, including smallholder producers, processors, exporters and Small and Medium-sized Enterprises (SMEs), associations and cooperatives of producers, including women groups and associations.
 - b) Public entities such as: the Ministry of Agriculture Fisheries, Food Security and Rural Development, the Ministry of External Affairs, International Trade and Civil Aviation, and the national trade and export promotion agency, Export Saint Lucia.
 - c) Conformity and control entities such as the Saint Lucia Bureau of Standards.
 - d) Regional bodies such as the Caribbean Agricultural Health and Food Safety Agency (CAHFSA)
 - e) Other stakeholders involved in the sea moss value chain in Saint Lucia including research and academic institutes.
 - f) Other development partners and donors involved in the sea moss value chain including the United States Foreign Agricultural Services (USDA), the Inter-American Institute for Cooperation on Agriculture (IICA), the national Codex Committee (if exists), etc.
 - g) The relevant STDF developing country experts with expertise on the region and topic¹.
- Consider the gender needs, opportunities and challenges related to the sea moss value chain in Saint Lucia. Please refer to the STDF Action Plan and external assessment.²
- Consider potential challenges and opportunities related to climate change and environmental aspects. Please refer to the STDF briefing note.³
- Research and document past and ongoing projects and programmes related to the sea moss value chain conducted by international organizations, bilateral donors, NGOs and government institutions, to identify lessons learned and potential synergies.

B. *Mapping and analysis of relevant regulatory and legislative text*

- Review relevant laws and regulations and identify gaps for their compliance with international and regional standards. For instance, the consultant will analyse the compliance of the national regulatory system with international standards of the Codex Alimentarius and regulations of the EU, the US and other important destination markets.
- Review all other relevant requirements in terms of hygiene and food safety on main distribution and export markets (e.g. the EU, the US, regional markets, etc.).

¹ Please see: [Developing country experts | Standards and Trade Development Facility \(standardsfacility.org\)](https://standardsfacility.org)

² Available here: [Gender mainstreaming | Standards and Trade Development Facility \(standardsfacility.org\)](https://standardsfacility.org)

³ Available here: [STDF Briefing note Climate Change EN.pdf \(standardsfacility.org\)](https://standardsfacility.org)

- Collect and analyse all relevant documentation for the preparation of the project proposal on enhancing the sanitary and phytosanitary quality of Saint Lucian sea moss, and its market value.

C. Conducting a gap assessment

- Carry out a gap assessment of the identified priority areas to determine areas of deficiencies and strengths, including an assessment of prior training programmes along with their failures and successes.
- Assess the training needs in Food Safety Standards, Hazard Analysis Critical Control Point (HACCP), and Good Manufacturing Practices (GMPs)
- Develop a capacity building programme to address priority areas to be addressed and that will be part of the resulting project proposal.

D. Analysis of possible synergies

- Review existing documentation and gather information on previous or ongoing projects and programmes conducted by international organizations, bilateral donors, NGOs, government institutions, etc.
- Identify possible synergies with other previous, ongoing or planned initiatives in the country (at national and regional level) in order to avoid overlaps and strengthen this PPG and the resulting project, including:
 - a) The GEF Small Grants Programme [project](#) on growing and diversifying a community sea moss enterprise in Praslin. The outputs of FAO technical support under a Flexible Multi-Partner Mechanism which completed the delivery of gender sensitive sea moss value chain analysis and targeted youth and women, gender mainstreaming actions for upgrading the value chain and addressing constraints. Production guides and local market guidelines/ requirements for sea moss were also generated. Participants from the Boys' Training Centre were not only trained in sea moss production techniques but also in the construction of Sea moss drying tables.
 - b) The Food safety assessment for the UK market project outputs completed by FAO.
- Explore funding options (including local funding) available for the implementation of the resulting project, based on discussions with bilateral and multilateral donors in Saint Lucia (including the private sector, other international organizations, etc.), as well as with potential implementing agencies.

E. Development of a project proposal (see section VII "key deliverables") and lead a validation workshop with relevant stakeholders to validate the project proposal.

- Organize a consultation workshop with the stakeholders mentioned above, to present a first draft of the Project and gather feedback from participants.
- Integrate the comments received into the draft Project Proposal and prepare a consolidated version to be completed by FAO and later sent to the STDF. Receive feedback from the STDF (several rounds are expected) and finalize the Project Proposal.

V. ROLES AND RESPONSIBILITIES OF NATIONAL CONSULTANT

7. The national consultant will report to FAO-SLC and the international consultant. They will provide backstopping support to the international consultant for the implementation of this PPG's activities. The consultant will also carry out in country assessments and support data collection and analysis for the preparation of the resulting project proposal.

VI. QUALIFICATIONS OF THE CONSULTANTS

8. The international consultant should meet the following requirements and possess these qualifications:

- Advance degree (PhD or Masters) in food science or related field.
- Experience in project preparation, monitoring and evaluation, including data collection (through questionnaires, surveys, consultations, and interviews involving multiple organizations and participants); knowledge and experience in results-based project management, logical frameworks and theory of change.
- Experience and knowledge of the challenges faced by developing countries in implementing international food safety standards to gain and maintain market access.
- Knowledge of projects related to the food safety sector in general, and particularly to the agricultural sector in the developing countries, ideally in small island developing states.
- Knowledge of gender mainstreaming guidelines and approaches, would be an advantage.
- Excellent analytical, writing and communication skills in English.

9. The national consultant should meet the following requirements and possess these qualifications:

- Advance degree (PhD or Masters) in food science or related field.
- Experience in working in the agricultural value chains. Sound understanding of the problems facing the country in complying with international SPS requirements to access international markets.
- Experience working in and/ or knowledge of projects related to the implementation of international SPS measures in Saint Lucia will be a strong advantage.
- Excellent data collection and analysis skills, writing and communication skills in English and knowledge of local languages.
- Experience in project preparation, monitoring and evaluation, including data collection (through questionnaires, surveys, consultations, and interviews involving multiple organizations and participants); knowledge and experience in results-based project management, logical frameworks and theory of change, would be an advantage.
- Knowledge of gender mainstreaming guidelines and approaches, would be an advantage.
- Excellent analytical, writing and communication skills in English.

VII. ROLES AND RESPONSIBILITIES OF SAINT LUCIA BUREAU OF STANDARDS

10. The Saint Lucia Bureau of Standards (SLBS) will ensure that its staff involved in the implementation of this PPG will dedicate sufficient time to it. SLBS will also be responsible for facilitating the work of the international and national consultants and providing them with the necessary support, as needed (contacting stakeholders, coordinating field work, convening, and organizing meetings, etc.) and all relevant information needed.

VIII. KEY DELIVERABLES

11. The FAO-SLC shall deliver the following outputs:

- 1) A Project proposal in in FAO's format. The proposal must:
 - i. Identify the SPS-related challenges and needs along the sea moss value chain in Saint Lucia including on regulations, compliance, infrastructure, capacity building, awareness raising, trade facilitation and technical assistance. Suggest applicable recommendations to address identified issues.
 - ii. Focus on developing the capacities of the sea moss value chain actors to ensure better compliance with relevant international sanitary and phytosanitary requirements.
 - iii. Aim to strengthen and sustain consistent production and exports of Saint Lucian sea moss complying with the SPS requirements of key destination markets.
 - iv. Clearly elaborate the purpose, scope, specific objectives, and expected outcomes, outputs and activities of the proposed project, based on a coherent logical framework. The logical framework should include indicators to measure performance, sources of verification and any key risks and assumptions.
 - v. Include specific actions / activities regarding gender and the environment, as appropriate.

- vi. Describe the role of the regional bodies, such as CAFHSA.
- vii. Outline a practical mechanism for project implementation and management.
- viii. Clearly identify the roles and responsibilities of all concerned public and private stakeholders in the country.
- ix. Identify linkages, synergies and complementarities to relevant (past/ongoing/planned) activities and projects supported by donors and development partners.
- x. Consider cross-cutting issues related to gender and environmental aspects of the proposed project.
- xi. Identify the country's contribution to the project and explore co-funding options available for the implementation of the resulting project, based on discussions with bilateral and multilateral donors in Saint Lucia (including the private sector, other international organizations, etc.).
- xii. Include a detailed estimate of the budget required to implement the proposed project activities (e.g. an activity-based budget and in FAO's budget format).
- xiii. Include a detailed work plan and timetable for project implementation.
- xiv. Identify and assess the possible risks and challenges faced by the proposed project, as well as risk mitigation strategies to ensure its success and sustainability.
- xv. Include the letters of support from the public sector (Ministry of Agriculture, Ministry of Trade) and private sectors associations.

- 2) **A PPG implementation report:** a brief report of the work carried out within the framework of the PPG, in the STDF format and that will include a bibliography of the consulted documents (with links and electronic copies where possible), estimated budget vs. actual expenses, a list of the people interviewed and their addresses, emails, main activities carried out, etc. Survey questionnaires and other data collection tools used during the assessment should also be included in the annexes. The report will be provided within one month after the completion of the PPG.

IX. BUDGET

12. The total PPG Budget of **US\$39,800.00** in agreement with the STDF Secretariat has been allocated for the implementation of this PPG.

X. TIMEFRAME

13. The activities of this PPG will take place over a period of maximum **10 months** in agreement with the STDF Secretariat. A tentative calendar is as follows:

Activities	Date
Contract signed	End June 2024
Start date	1 July 2024
A) PPG Project development	
Desk review	July- August 2024
In-person workshop with participants	August 2024
Draft first version of project proposal	October 2024
First draft project proposal to STDF for comments	Early November 2024
Reviewed (2 nd) draft project proposal to STDF for comments	Early December 2024
Final PG application to STDF	Mid- January 2025
B) PPG final Implementation Report	
Draft PPG final implementation report to STDF for comments	February 2025
PPG final implementation report	March 2025
End date	May 2025