

TERMS OF REFERENCE

PILOTING THE USE OF P-IMA IN THE CARICOM REGION STDF PROJECT PREPARATION GRANT (STDF/PPG/733)

1 BACKGROUND

1. In 2017, the 10th European Development Fund (EDF) project conducted a study¹ in the Caribbean Forum (CARIFORUM) countries, which sought to identify the specific costs and benefits of compliance and non-compliance with Sanitary and Phytosanitary (SPS) requirements and their effect on market access and livelihood of stakeholders. It aimed to increase understanding of the role and importance of SPS requirements in relation to imports and exports. The study has shown that investments in the upgrading of SPS conditions in the 15 CARIFORUM countries provide clear positive benefits, well more than costs involved. Increased investment in SPS compliance of US\$97.4 million/year (2.4% of annual food and agricultural export trade value) could be expected to deliver trade benefits of US\$306 million/year (a ratio of benefits to costs of 3.14 to 1). The EDF study clearly outlines the benefits of SPS investments both by the private and public sectors and recommends strengthening public sector SPS control systems and implementation by agri-food business operators. However, resources available from government budgets and donors are insufficient to meet all identified SPS capacity needs.

2. The Caribbean Agricultural Health and Food Safety Agency (CAHFSA) submitted an STDF Project Preparation Grant (PPG) request to convene relevant stakeholders from the Caribbean Community and Common Market (CARICOM) to apply STDF's framework on Prioritizing SPS Investments for Market Access ("P-IMA").² The P-IMA framework provides an evidence-based approach to engage all relevant stakeholders to prioritize diverse SPS investment related to market access needs based on an analysis of available (quantitative and qualitative) data and information. P-IMA can help decision-making, improve coordination, resource allocation and guide investments for market access. Specifically, CAHFSA requested STDF's support to convene relevant stakeholders from CARICOM to prioritize SPS investments in the region and incorporate the findings of the EDF study referred above. This PPG request was supported by the CARICOM Secretariat and government stakeholders in the CARICOM region, including The Bahamas Agricultural Health and Food Safety Authority (BAHFSA), Belize Agricultural Health Authority (BAHA), and Ministries of Agriculture of St. Vincent and The Grenadines, Guyana, etc. The STDF Working Group approved this PPG proposal in April 2020.

1.1 Piloting a virtual P-IMA approach in The Bahamas

3. The planned regional PPG with CAHFSA benefits from and builds on P-IMA work already carried out in The Bahamas. In 2020, BAHFSA allocated US\$30,000 from its budget to apply P-IMA. The Bahamas is the first country in the Caribbean to self-finance P-IMA and is the second³ National Agricultural Health and Food Safety Authority in the region to apply P-IMA. The BAHFSA P-IMA project started during the early days of the Covid-19 pandemic, which initially disrupted planning. However, through strong national ownership demonstrated by BAHFSA's leadership and key national stakeholders, BAHFSA was able to adapt the planned P-IMA work to online delivery. Working with an international expert (Mr Spencer Henson), BAHFSA ran its P-IMA training and P-IMA application concurrently to save time and even improve the impact of the training ("learn by doing model").

¹ Entitled: Cost benefit analysis and impact of compliance and non-compliance with SPS requirement for CARIFORUM countries. See: <https://www.standardsfacility.org/library>

² See: <https://www.standardsfacility.org/prioritizing-sps-investments-market-access-p-ima>

³ Previously Belize applied P-IMA in 2012.

1.2 COVID-19 and the need to develop a remote training on P-IMA

4. Longstanding restrictions on international travel due to the COVID-19 pandemic have also highlighted the need to undertake remote training on the P-IMA framework. Given that plans to implement the framework and carry out P-IMA related data collection, stakeholder consultation and validation workshops have been disrupted in existing P-IMA related projects due to the pandemic, in March 2020, the Working Group agreed to support the development of online training materials to support the fully remote application of P-IMA.

5. Under the overall supervision of the STDF Secretariat, Spencer Henson was contracted to review the existing P-IMA User Guide⁴ and produced a new "P-IMA Facilitators Manual", including a "P-IMA Remote Training Course". The preparation of live remote training modules is expected to complement and may also reduce the reliance on face-to-face training moving forward and enable periodic remote training courses to be offered by the STDF. The first pilot roll-out of virtual training on the P-IMA approach is planned under this PPG in the Caribbean and Latin American region.

6. The P-IMA Training Facilitators Manual provides practical, easy-to-follow guidance for facilitators, which will be involved in delivering training and applying the P-IMA framework in the future. It includes facilitation notes, training materials, etc. The Manual also provides guidance to facilitators on communication and influencing skills to better communicate the advantages offered by the multi-criteria decision analysis (MCDA) methodology and the importance of investing in SPS capacity-building to different stakeholders, including high-level decision-makers and development partners. It provides step-by-step guidance for each stage of the P-IMA process, clearly explaining the related requirements, as well as possible challenges that may arise and tips to address these.

2 PURPOSE AND EXPECTED OUTPUTS OF THE PPG

7. The purpose of this PPG is to pilot – with the support of an international consultant – the virtual training of up to ten (10) P-IMA facilitators, which are expected to support the remote/hybrid application of P-IMA and develop scalable and collaborative project proposal(s) to use evidence to prioritize SPS investments in the region. The resulting proposal(s) would consider the findings of the 10th EDF Study that conducted a sector-wise cost-benefit analysis and impact of compliance and non-compliance with SPS requirements for CARIFORUM countries.⁵ It would also build on SPS capacity assessments using the IPPC Phytosanitary Capacity Evaluation Tool, the OIE Tool to Evaluate the Performance of Veterinary Services, and the new FAO/WHO tool to evaluate national food control systems, where used in the CARICOM region.⁶

8. The PPG will also support up to four (4) P-IMA facilitators to apply the P-IMA framework either in the in-country or regional context. This practical application of P-IMA will be led by the trained facilitators, who may rely on support by an international P-IMA expert (hired under the PPG). The 10th EDF Study will provide valuable data and a baseline to kick start the practical application.

9. In addition, efforts will be made to also engage with other stakeholders (i.e. IICA, CARDI, CABI, etc.) involved in the implementation of projects focused on agricultural development and/or trade in the CARICOM region. The objective is to identify, where possible, opportunities to inform the planning and prioritization of SPS investments in select CARICOM countries (CAHFSA has put forward Guyana, St Lucia, St Vincent and the Grenadines, Suriname and Grenada).

⁴ See: https://www.standardsfacility.org/sites/default/files/P-IMA_Guide_EN.pdf

⁵ According to the PPG application, several studies estimate that investing in compliance with the SPS Agreement can unlock 3.079 billion USD in trade benefits for the CARIFORUM region

⁶ Based on information available, it appears that countries benefiting from the application of the PCE in the past 10 years include the Bahamas (on-going), Barbados, Dominica (on-going), St Lucia, Trinidad and Tobago (on-going). Three countries appear to have completed/ongoing PVS processes: Barbados, Belize and Guyana.

10. Other stakeholders (in addition to those in The Bahamas) involved in ongoing and potential P-IMA-related initiatives will be kept informed about implementation and results of this PPG during the P-IMA practitioner Group⁷ meetings. It will ensure that synergies and learnings from piloting virtual training and supporting the fully remote application of P-IMA could be enjoyed and/or replicated in other approaches. These include the ongoing COMESA regional project⁸ to use P-IMA in selected member states and the STDF PPG that focus on applying and training SPS stakeholders on P-IMA in Ecuador.⁹

11. Use of the P-IMA framework in the CARICOM region is likely to generate information to support SPS capacity building in key value chains for export to regional/international markets, help to build awareness among the public and private sector about the benefits of investing in SPS capacity building, and support fund-raising. It would facilitate dialogue among governments and the private sector regarding SPS investment priorities and inform the decision-making of members of the National SPS Committees, political leaders, development partners and donors. P-IMA also helps to identify ways to mainstream SPS investments into broader national planning and financing frameworks related to agriculture, trade, the environment, and gender-related issues.

12. The PPG will result in the following concrete outputs:

- Provide online/remote training to up to ten (10) P-IMA facilitators that will support the virtual/hybrid application of P-IMA to use evidence to prioritize SPS investments in the CARICOM region and the development of action plans and/or scalable and collaborative project proposal(s) that build on informed SPS investment priorities.
- Practical application of the P-IMA framework either at a national or regional level in CARICOM countries by up to four (4) facilitators trained on the P-IMA approach under this PPG.
- Support for up to four (4) trained P-IMA facilitators to develop bankable project proposals that will build on the prioritized actions identified by the P-IMA framework (i.e. in country application) for funding by STDF and/or other donors.

3 IMPLEMENTATION OF THE PPG

13. The PPG will be led and implemented by an International Consultant in close cooperation with a dedicated task force under the auspices of CAHFSA. The task force may potentially include select CAHFSA staff, a P-IMA expert¹⁰ and a BAHFSA focal point. Other concerned government and regional organizations (including the CARICOM Secretariat, Ministries of Agriculture, Ministry of Economic Affairs/ Trade and Commerce/ Industry) will be actively consulted and engaged in the work.

Expected Role of CAHFSA

14. To support the work under the PPG, CAHFSA is expected to:

- Identify and share a list of potential facilitators (up to 10) to participate in the training, based on indicative criteria¹¹ for selecting participants/potential facilitators

⁷ See: <https://www.standardsfacility.org/prioritizing-sps-investments-market-access-p-ima>

⁸ See: <https://www.standardsfacility.org/PG-606>

⁹ See: <https://www.standardsfacility.org/PPG-709>

¹⁰ This expert could potentially be from Belize as Belize has applied P-IMA through an STDF supported project.

¹¹ STDF Secretariat will develop indicative criteria for the selection of facilitators for CAHFSA's review.

shared by the STDF Secretariat. CAHFSA will verify that beneficiary countries or territories appear on the OECD DAC list.¹²

- Select countries or region/bloc within CAHFSA member states that will take part in the practical application of the P-IMA framework by trained facilitators.
- Link with ongoing and recent PCE applications in the Caribbean, involving countries and consultants/experts that are currently applying the PCE tool (i.e. Bahamas, Barbados, Dominica, St. Lucia, and Trinidad and Tobago etc).
- Oversee the online course logistics, i.e. schedule and host meetings using its own Zoom account, record meetings, define the course duration (e.g. two 90 minutes sessions per week for 6-7 weeks), etc.
- Facilitate participation of one to two officials from the Inter-American Institute for Cooperation on Agriculture (IICA), who will observe the course to facilitate a potential second edition of the virtual course in Ecuador.¹³
- Work with the focal point appointed by BAHFSA's, who will participate in the course and share potential synergies with The Bahamas experience in applying P-IMA.
- Issue participation certificates upon successful completion of the online course.

Role of the International Consultant

15. Using the recently developed P-IMA Remote Training Course, the International Consultant will train a core group of government officials and other relevant stakeholders (the P-IMA facilitators) on the use of the P-IMA framework and D-Sight computer software to enable them to use and re-apply the P-IMA framework virtually and independently in the future.

16. The International Consultant will carry out the following activities:

- The training course consists of 13 sequenced series of training modules that work through the rationale, structure, and practical application of the P-IMA framework. Each training module includes a presentation, background readings, discussion questions and a practical exercise. The associated P-IMA Training Facilitators Manual will be made available for facilitators. The course was designed to be implemented through live remote videoconferencing to enable interaction, feedback, and questions from participants. The Consultant should prepare 13 virtual sessions based on the P-IMA Remote Training Course and train up to ten (10) P-IMA facilitators. Each session will have a duration of approximately 90 minutes. A trainee will only be considered to have passed the online P-IMA training if they successfully complete the second case study, which will then be assessed and graded by the international consultant.
- Purchase the "D-Sight computer"¹⁴ software for up to twenty (20) users and train the P-IMA facilitators on the use of this software to enable them to use and re-apply the P-IMA framework independently in the future.

¹² See: <http://www.oecd.org/dac/financing-sustainable-development/development-finance-standards/DAC-List-ODA-Recipients-for-reporting-2021-flows.pdf>

¹³ See footnote 6

¹⁴ <http://www.d-sight.com/>

- Provide support to up to four (4) facilitators in the practical application of P-IMA either at a national or regional level.
- Provide support and guide up to four (4) P-IMA facilitators, which have successfully completed the online course, in developing action plans and/or project proposals that will build on the prioritized actions identified by the P-IMA framework (i.e. in-country application).

17. The Consultant will be engaged from **01 May 2021** to run the first edition of the P-IMA virtual course. The termination of the contract will be upon completion of this work.

Expected role of the trained P-IMA facilitators

18. The P-IMA facilitators will be trained to apply the P-IMA framework as a decision-support tool to guide CAHFSA's and other governments authorities' work and resource allocations in the future. The facilitators will receive online training on how to apply the P-IMA framework and are expected to be equipped with and make use of the new P-IMA Training Facilitators Manual.

19. P-IMA facilitators may want to apply the P-IMA tool in their respective countries/region following successful completion of the training. Facilitators who successfully complete the training and intend to lead on the practical application of the P-IMA framework will be encouraged to seek guidance from the STDF Secretariat and the International Expert (hired under this PPG).

4 TIMEFRAME & REMUNERATION

20. The expected timeframe for this work is outlined below. It is estimated that the International expert may require **up to 35** working days. This corresponds to the estimated amount of **US\$ 28,000** at a daily rate of USD 600 per day for the consultant's honorarium and fee for D-sight software.

Task	Estimated No. of Working Days	Estimated Budget (US\$)	Timeframe
International Consultant (P-IMA expert) to prepare 13 virtual sessions based on the P-IMA Remote Training Course (already developed) and train up to ten (10) P-IMA facilitators – seven (7) working days for preparation of delivery of the course, 13 days to deliver the training etc	20	12,000	From May 2021 until completion of the 13 virtual sessions.
Purchase the D-Sight computer software for up to 20 users.		7,000	Until June 2021
Support for up to four (4) trained facilitators in the practical/real-time application of the P-IMA framework either in the national or regional context.	10	6,000	Upon completion of in country work by trained facilitators
Provide feedback on the resulting drafts (i.e. P-IMA report, action plan and/or project proposal that build on prioritized actions identified by the	5	3,000	Upon completion of the 13 virtual sessions.

P-IMA framework) to up to four (4) select facilitators – five (5) working days.			
Total	35	28,000	