

PROJECT APPRAISAL CONSULTANCY

EPA AND CSME STANDBY FACILITIES FOR CAPACITY BUILDING

TERMS OF REFERENCE

1. BACKGROUND

1.01 The European Union and the Caribbean Development Bank are seeking to enter Contribution Agreements for the administration of the Economic Partnership Agreement (EPA) and the CARICOM Single Market and Economy (CSME) Standby Facility for Capacity Building. The objective of the Facility is the effective implementation of the EPA and CSME at the national level. The resources of the Facility are to be used to build the capacity of national administrations/agencies involved in EPA and CSME implementation (e.g. National Focal Points for EPA/CSME Implementation; National EPA Implementation Units; and various agencies with responsibility for EPA implementation) in CARIFORUM states.

1.02 In view of the variety of needs in the different Member States, the nature of the capacity building measures themselves, is broadly defined and includes technical assistance (i.e. the provision of know-how in the form of personnel, training, research and associated costs) and supplies. Applicants will be selected via a restricted call for proposals¹ and all applications must demonstrate that requested resources and the specific items to be funded are associated with the implementation of concrete EPA and/or CSME activities, which lead to measurable results.

1.03 CDB's administrative responsibilities for each Facility are as follows:

- (a) Evaluation and selection of applications via a restricted call for proposals;
- (b) Appraising and recommending projects, as relevant, to the Steering Committee for its review and approval;
- (c) Establishing grant agreements between CDB and grant recipients for projects approved by the Steering Committee; and
- (d) Supervising and reporting on the implementation of approved grants.

1.04 CDB shall identify a roster of specialists who can be "called down", generally for short inputs, under framework contracts with the Bank. For each procurement opportunity CDB shall compare specialists on the roster who have agreed a framework contract to select the most qualified candidate.

2. OBJECTIVE

2.01 The objective of this assignment is to conduct an appraisal of selected project applications based on established CDB guidelines.

3. SCOPE OF WORK

3.01 While the specifics and deliverables for each assignment will be detailed in a work statement, resulting from a "call down" under the framework agreement, the scope of work is understood to cover all the activities necessary to accomplish the stated objective, whether or not a specific activity is cited in these terms of reference. The main tasks/activities are as follows:

- (a) Review background documents and liaise with the relevant CDB personnel on the objectives of the Standby Facilities; and criteria which will be used to appraise applications and approve grants from the resources of the Facility.

^{1/} This restricted call for proposals will follow established CDB guidelines.

- (b) Critically review the selected applications to the Facilities and prepare a Concise Report (for each application) that identifies additional information or clarification to be supplied by the applicant to allow the preparation of a Project Appraisal Report^{2/}.
- (c) Liaise with the respective applicants, through a field visit/appraisal mission and electronically, to develop a deeper understanding of the proposed projects (i.e. the specific problem/opportunity, the objectives/outcomes, and the optimal approach to achieving these objectives/outcomes); and to obtain the additional information and/or clarification required to prepare a Project Appraisal Report.
- (d) With guidance from the Environmental and Social analyst, gather the requisite data to inform the environmental and social impact assessment to be included in the appraisal report.
- (e) At the conclusion of the appraisal mission, use a participatory approach to prepare, for each proposal, a draft Results and Monitoring Framework that summarises the project; and identify all additional information required and to be supplied by the applicant to complete detailed Project Appraisal Reports.
- (f) Revise the draft Design and Monitoring Framework based on feedback from CDB.
- (g) Prepare and submit to CDB^{3/}, draft Project Appraisal Reports based on the agreed design reflected in the Results and Monitoring Framework.
- (h) Prepare and submit to CDB, Revised Project Appraisal Reports incorporating CDB's comments on the draft Project Appraisal Reports.

4. DELIVERABLES AND REPORTING REQUIREMENTS

4.01 The Consultant will report to the Division Chief, Technical Cooperation Division or his designate and will be required to submit electronic copies of the following (in MS Word format) to CDB:

- (a) Electronic copies of the Concise Reports, referred to at 3.01 (b) within five (5) days of commencing the assignment.
- (b) Draft Design and Monitoring Framework for each project, referred to at 3.01(e) of the above Scope of Work on the final day of the field visit/appraisal mission.
- (c) Revised Design and Monitoring Framework for each project, referred to at 3.01 (f) of the above Scope of Work within two (2) days of receiving CDB's comments on the first draft of the Design and Monitoring Framework.
- (d) Draft Project Appraisal Report for each project, referred to at item 3.01(d) of the above Scope of Work, within eight (8) days of receipt of CDB's comments^{4/} on the Revised Design and Monitoring Framework.

^{2/} The requisite template will be provided by the Bank.

^{3/} CDB will make the draft Appraisal Report available to the applicant for review. The comments that CDB provides to the Consultant will reflect those of the Bank and the applicant.

^{4/} CDB will provide comments on the draft Project Appraisal Report within two (2) working days of its receipt.

- (e) Electronic copy of the Revised Project Appraisal Report for each project, referred to item 3.01(h) of the above Scope of Work, within three (3) days of receipt of CDB's comments on the draft Project Appraisal Report.

5. QUALIFICATIONS AND EXPERIENCE

5.01 Prospective Consultant should have a minimum of the following qualifications and experience:

- (a) hold relevant higher qualification in Economics, International Trade, International Relations, Logistics, Integration Studies, Business, or similar qualification;
- (b) at least ten (10) years' experience in Project Design and Management, specifically in the context of the Caribbean; and
- (c) demonstrated consultancy experience in providing project appraisal support.

6. DURATION

6.01 The framework agreements with CDB will initially be for a period of two years, with the possibility of a further extension.