**DRAFT TERMS OF REFERENCE**

**CONSULTANCY SERVICES FOR THE PROCUREMENT SPECIALIST SERVICES FOR THE CONTRACTING OF CONSULTANCY SERVICES AND PROCUREMENT OF FOOD SAFETY SOFTWARE.**

1. **BACKGROUND**

1.01 Guyana is rich in natural resources such as petroleum, gas, bauxite, gold and timber which account for most of the output in the productive sectors. Petroleum, gas and support services in particular contributed up to 32.7% of overall economic activity in 2021[[1]](#footnote-1)/. The country also has an abundance of fertile agricultural land and a large acreage of tropical forests which is dependent on the country’s extensive river system.

*State of Guyana’s Agricultural Sector*

1.02 Agriculture plays a pivotal role in the Guyana economy and contributes significantly to employment, economic growth and food sustainability both locally and regionally. The sector accounted for 14.3% of Guyana’s Gross Domestic Product (GDP) in 2021 and contributed up to 13.8% of the total employed labour force[[2]](#footnote-2)/. A total of 21,500 farmers are registered under the National Agricultural Research and Extension Institute (NAREI)—8,450 females and 13,050 males. In addition, approximately 68% of this farming community are age 40 and over, farmers between the age of 30–40 account for another 16% and only 13% of farmers are under the age of 30. Most farmers in Guyana have mixed farming systems and produce a combination of fruit, leafy vegetable crops, and ground provisions. Approximately 72% of farmers (including mixed farmers) produce vegetable crops each year on a rotational basis. As it relates to fruit crops, pineapples are among the more popular fruits grown for the export market and are cultivated primarily by the younger farmer demographic[[3]](#footnote-3)/.Approximately 6% of farmers produce pineapples and there is room for scaling up production of this product. In 2020, the major importers of Guyana-produced pineapples were Suriname - 63%, Barbados - 35% and Antigua and Barbuda - 2%.

1.03 During the period 2019–2021 agricultural fresh produce exports rose steadily on account of improved demand induced by the pandemic. However, exports of fresh produce had yet to recover to 2018 levels at the end of 2021. Export value decreased from GUY3.1 billion in 2018 to GUY2.5 billion in 2019 mainly due to lower exports in non-traditional agricultural products[[4]](#footnote-4)/ representing approximately GUY608 million falloff in export earnings. Exports of agro-processed products and pineapples also declined progressively over the past few years with only a slight uptick in 2021. The falloff in export earnings of agro-processed products comparing figures between 2017 and 2020 was approximately GUY473 million while for pineapple exports this figure amounted to GUY51 million. One major factor contributing to the fall-off in fresh produce production is the heavy rainfall experienced over the years.

*Development opportunities in the Agro-food Industry*

1.04 The GOGY is cognisant of the tremendous growth potential of the agricultural and agro-processing sectors and the strategic role they play in export markets and by extension the sustainability of the regional agro-food value chain. Through various policy measures emphasis has been placed on enhancing cultivation in food products and expanding agro-processing capabilities while deepening agricultural trade regionally. Such initiatives include the Caribbean Community (CARICOM) regional Twenty-five by 25 initiative and the ‘100-shade house project’[[5]](#footnote-5)/ which both seek to encourage youth involvement in agriculture.

1.05 With the expectation of an increase in food production and a corresponding increase in the consumption of agro-processed products locally and regionally. the Government has integrated various on-farm development initiatives with training provided by the Guyana School of Agriculture. This complimentary training is geared towards: developing value-added products from agricultural commodities, food science and agro-processing, as well as, food safety[[6]](#footnote-6)/ and preservation techniques. While these capacity building initiatives are ongoing and are important to help diversify the agri-food sector, the expected increase in mass-produced agro-food products has heightened the importance of streamlining adequate food safety protocols nationally. The fact that food products are one of the most-traded commodities in any country and the recent drive by the GOGY to bolster agro-food production (fresh and agro-processed products) food safety remains an ultimate concern and represent a critical area in which investment is still needed. Food traceability as an essential element of food safety represents one of those areas in which critical investment is required.

1.06 As the GOGY is a signatory to the World Trade Organisation (WTO) Agreement, it is committed to ensure two outcomes—free flow of trade and food safety (access to safe food represents an essential element of the public health mandate under the WTO). However, the trade of safe food for consumption is still very much dependent on producers being able to meet non-tariff measures such as Sanitary and Phytosanitary Standards (SPS)[[7]](#footnote-7)/ and Technical Barriers to Trade (TBT)[[8]](#footnote-8)/. Such measures are usually independently defined by counties under the WTO agreement and hence creates some level of complexity in terms of meeting conformity to individual Member States food safety requirements. Notwithstanding this fact, traceability systems have been recognised as an essential element towards catering to both the free flow of trade and ensuring food safety. In particular it is a tool involving the deployment of international best practices in the management of food supply systems and helps ensure quality standards are adhered to thereby facilitating access across borders.

1.07 As it relates to the passage of food products across borders, a CDB/Food and Agriculture Organisation of the United Nations (FAO) 2018 study, conveys that intra-regional trade in agricultural products is constrained by several factors including the absence of clear guidelines and protocols for the movement of plant and animal products. The lack of clear guidelines and protocols regionally affects all actors engaged in intra-regional trade (small and medium-sized traders and major supermarket chains) and restricts BMCs’ ability to take advantage of opportunities presented within the CARICOM Single Market and Economy (CSME). However, the GOGY in its 2022 Budget Speech[[9]](#footnote-9)/ suggests that a well-functioning traceability framework will not only serve to open doors for Guyanese producers in the international markets, but it will also help raise the standard of their production processes, thereby enhancing their competitiveness.

1.08 Apart from the WTO SPS-based provisions, the GOGY is also actively conducting training in Global Good Agricultural Practices (GAP)[[10]](#footnote-10)/ Standards which are a set of international recognised standards that act as a safeguard for food safety. It is a voluntary standard that is widely accepted and attainable across 134 countries covering *inter alia* areas of Hazard Analysis Critical Control Points (HACCP) compliance and traceability. While training does exist on Global GAP practices there is an opportunity to strengthen this initiative within a robust export certification framework.

*Current status of Enhancing the Food Safety System Locally*

1.09 GOGY has already taken steps towards strengthening Guyana’s food safety system, in particular, legislative amendments are being made to the Food Safety Act to strengthen SPS provisions and are scheduled to be concluded in 2023. During 2022, emphasis is being placed on establishing a sound and comprehensive national and regional legislative framework for plant and animal health, food safety, and fisheries through the use of model bills, protocols, measures and guidelines. GOGY has also collaborated with the Inter-American Institute for Corporation on Agriculture (IICA) and other stakeholders to develop additional pieces of legislation to strengthen the food safety framework locally. Two such examples are the General Plant Health Regulation and the Crops and Livestock Registration, Identification and Traceability Bill which are expected to be enacted in 2023.

1.10 In 2019, GOGY established the Guyana Food Safety Authority (GFSA) to implement and enforce the provisions of the Food Safety Act and to ensure that all agricultural produce, whether produced locally or imported, are of the highest quality, meeting the strictest hygienic conditions[[11]](#footnote-11)/. GFSA was mandated to provide guidance to persons engaged in the food business, implement technical standards and requirements of the Food Safety Act and provide training for persons engaged in the preparation and sale of food items. The main aim of GFSA is to facilitate audits, ensure international compliance, enforce plant protection and animal health certification systems and food standards, and to facilitate training and other functions.

*Socio-economic implications of food safety and food traceability*

1.11 Evidence from the international community suggests that the social implications and human cost of unsafe food is relatively high. The World Health Organisation (WHO) estimates that each year worldwide, unsafe food causes 600 million cases of foodborne diseases and 420,000 deaths. Just about 30% of foodborne deaths occur among children under 5 years of age. While the impact of foodborne diseases is severe in infants, it is also severe among pregnant women, the sick, and the elderly.

1.12 The WHO purports that food bourne diseases are preventable however leadership in investment and coordinated action across multiple sectors is needed in order to build strong resilient national food safety systems. Guyana’s food safety systems are relatively nascent and hence its food traceability framework is also in the incubation stage of development with only the legislation now being updated to become relevant to today’s standards in managing national food safety systems.

*Remaining Challenge*

1.13 While Guyana’s food safety development initiatives are ongoing, opportunities exist to further strengthen the agro-food value chain in a way that lends to robust export development into the regional and international market of food products[[12]](#footnote-12)/. The lack of a food traceability system suggests that SPS compliance may become more difficult as such systems bear evidence that a verifiable means of quality assurance has been undertaken by farmers and others in the value chain. This is particularly critical as the country is often referred to as the food-basket of the Caribbean and it is also central to discussions on policy initiatives which serve to strengthen food security within the region[[13]](#footnote-13)/ [[14]](#footnote-14)/ [[15]](#footnote-15)/. Streamlining a food traceability system will therefore be an important next step towards building robust national and regional food safety systems.

1. **OBJECTIVE OF CONSULTANCY SERVICES**
	1. The objective of this assignment is to assist the MoA with procurement activities up to contract award stage under the project which aims to streamline the implementation of a traceability system for the leafy green and pineapple products value chain using the Global Standards 1 (GS1 standards) for identification, data capture, data sharing and the GS1 Global Traceability Standard.
2. **SCOPE OF CONSULTANCY SERVICES**

3.01 The consultant is required to undertake all the necessary actions to accomplish the goals and objectives of the project in a timely manner, with the supervision of the Project Coordinator. The tasks will include, but not be limited to:

1. Attend a virtual briefing with officials from the Ministry of Agriculture (MoA), and other relevant stakeholders.
2. Under the general direction of the Project Coordinator, the incumbent will be responsible to manage all local and foreign purchases, supervise contract awarding of the various consultancies under the project.
3. Manage all related documentation which would help in deciphering the strategic approach to be taken for the procurement of the traceability Software, giving careful consideration and review for any previous work undertaken for traceability software development to reduce duplication while maintaining optimal cost efficiencies.
4. Prepare a workplan for undertaking the assignment.
5. Finalize specifications and bid documents *(according to CDB templates)* including estimates for the procurement of the traceability software.
6. Participate in pre-bid meetings (as observer) and requests for clarification and/or amendments to bidding documents.
7. Provide advice during the negotiation process
8. Draft, review, and negotiate supplier contracts, to secure and document the procurement of goods and services and identify terms and conditions options to achieve desired contract goals.
9. Liaise with in-house legal counsel, and other key internal stakeholders in accordance with defined process.
10. Effectively manage pipeline of work including tracking status of reviews, providing proactive updates to stakeholders, timely follow up internal and external stakeholders.
11. Prepare all contracts (utilizing CDB’s templates) for the Bank’s no objection
12. **REPORTING REQUIREMENTS**

4.01 The Consultant will report to the Project Coordinator and will be required to submit/deliver the following:

| **Deliverables** | **When** |
| --- | --- |
| Inception repot  | Within 2 weeks of after commencing the contract |
| Manage the procurement deliverables of the various consultancy services for the project and prepare in collaboration with the beneficiary the evaluation reports contracts for no objection | All contracts to be made under the project required to be signed within six months after signing this contract. |
| Prepare draft final report for the procurement  | Within three weeks concluding all contracts under this assignment. |
| Final report  | Within one week of receiving comments on the draft final report |

1. **IMPLEMENTATION ARRANGEMENTS**

5.01 The consultant will undertake the tasks related to this assignment in 28 days over a period of 9 months and should report to the Project Coordinator.

1. **QUALIFICATIONS AND EXPERIENCE**

6.01 The consultant should have the following credentials:

1. A Bachelor’s degree or higher in Business Administration, Accounting, Procurement management or other related field from a recognized university.
2. More than 5 years in procurement management with projects financed by international organization.
3. Knowledge of Procurement Procedures for Projects Funded by CDB and other lending agencies procurement policies will be an asset.
4. Knowledge and experience with procurement of IT/software will be an asset.
5. Excellent written, oral and interpersonal skills and ability to communicate effectively with the financiers.
1. / <https://statisticsguyana.gov.gy/subjects/national-accounts-and-production/contribution-gross-domestic-product-guyana-2012-to-2021/> [↑](#footnote-ref-1)
2. / Figures from the Bureau of Statistics latest report, quarter 3 of 2021. [↑](#footnote-ref-2)
3. / It was observed during an in-country Mission undertaken during April 11-14, 2022 that younger farmers under the age of 40 years were primarily engaged in the production of pineapples. [↑](#footnote-ref-3)
4. / In 2019, Guyana registered lower values in non-traditional export products such as lime, pineapples, pumpkin etc. [↑](#footnote-ref-4)
5. 5/ The 100 shade houses project is a government initiative aimed at enhancing youth involvement in agriculture while boosting the production of high valued crops such as broccoli, cauliflower, and carrots. [↑](#footnote-ref-5)
6. / Food Safety refers to handling, preparing and storing food in a way to best reduce the risk of individuals becoming sick from foodborne illnesses. Food safety is a global concern that covers a variety of different areas of everyday life. The principles of food safety aim to prevent food from becoming contaminated and causing food poisoning. [↑](#footnote-ref-6)
7. / SPS can be seen as a sub-category of technical regulations in that they may also take the form of regulations or standards, laying down product-related requirements. However, the sub-category of SPS measures is defined according to the purpose of the measure, namely the protection of human or animal health against risks in food or feed; the protection of human, animal or plant health against risks from pests or diseases of plants or animals; and the protection of the territory of a country against other damage from the entry, establishment or spread of pests. This sub-category of technical regulations is often addressed separately in trade agreements. [↑](#footnote-ref-7)
8. / TBT is the term used to refer to technical regulations and standards. These measures lay down substantive requirements relating to product characteristics or their related processes and production methods. They also include labelling requirements applicable to products, processes and production methods. The difference between technical regulations and standards is that the former are mandatory while the latter are not. [↑](#footnote-ref-8)
9. /  Budget 2022 – Steadfast Against All Challenges, Resolute in Building our One Guyana [↑](#footnote-ref-9)
10. / GLOBAL G.A.P. is a farm assurance programme, translating consumer requirements into Good Agricultural Practice (GAP). This programme consists of one of the most widely used standard ‘Integrated Farm Assurance (IFA)’ which is applicable for inter alia, vegetables and livestock and is voluntary in nature comprising of over 200,000 producers in 134 countries. [↑](#footnote-ref-10)
11. / [GFSA: Promoting food safety through standards – Department of Public Information, Guyana (dpi.gov.gy)](https://dpi.gov.gy/gfsa-promoting-food-safety-through-standards/) [↑](#footnote-ref-11)
12. / The terms "food or food products” refer to any substance or product, whether processed, partially processed, unprocessed, intended to be or reasonably expected to be ingested by humans and includes drink, chewing gum and any substance, including water, intentionally incorporated into the food during its manufacture, preparation or treatment but does not include. [↑](#footnote-ref-12)
13. / [Guyana’s role as Caribbean’s ‘breadbasket’ under spotlight - Guyana Chronicle](https://guyanachronicle.com/2020/05/25/guyanas-role-as-caribbeans-breadbasket-under-spotlight/) <https://today.caricom.org/2020/05/25/guyanas-role-as-caribbeans-breadbasket-under-spotlight/> [↑](#footnote-ref-13)
14. / [Guyana’s farmers can contribute to regional food security – President David Granger - CARICOM](https://caricom.org/guyanas-farmers-can-contribute-to-regional-food-security-president-david-granger/#:~:text=Caribbean%20leaders%20are%20looking%20to%20Guyana%20as%20the,through%20investment%2C%20infrastructure%2C%20information%20and%20innovation%20in%20agriculture.) <https://caricom.org/guyanas-farmers-can-contribute-to-regional-food-security-president-david-granger/> [↑](#footnote-ref-14)
15. / Budget 2022, Steadfast Against All Challenges, Resolute in Building Our One Guyana [↑](#footnote-ref-15)