



## CALL FOR EXPRESSION OF INTEREST (EOI)

### TITLE OF THE EOI:

**Performance Assessment of the Caribbean Plant Health Directors Forum**

**Date of this EOI:** April 10, 2019

**Closing Date for Receipt of EOI:** May 10, 2019

**EOI Reference:** CaRC/TT-069/19

### Address EOI Response:

IICA Representative  
Inter-American Institute for Cooperation on Agriculture (IICA)  
IICA Representative in Trinidad and Tobago  
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Proposals should be submitted by end of business **May 10, 2019 at 4:00 PM Eastern Caribbean Time**. Proposals submitted after this date will not be evaluated.

### DESCRIPTION OF THE ACTION

- The Inter-American Institute for Cooperation on Agriculture, IICA has been the specialized international agency for agriculture of the Inter-American System for more than 70 years, and its mission is to *“encourage, promote and support our Member States in their efforts to achieve agricultural development and rural well-being through international technical cooperation of excellence”*.

- IICA as the implementing agency for the Greater Caribbean Safeguarding Initiative is seeking a qualified and experienced individual to conduct a performance assessment of the Caribbean Plant Health Directors (CPHD) Forum.
- The core activity will be to evaluate the effectiveness, efficiency, relevance and impact of the CPHD Forum for the implementation of improved safeguarding actions to protect Caribbean and US borders.

*Desired outcomes*

- Information which: (i) provides evidence of the role and impact of the CPHD Forum, (ii) guides future programming and resource mobilization efforts and (iii) captures lessons learned and recommendations for improved safeguarding of Caribbean and US borders.

*Deliverables*

- i. Report of the performance of CPHD
- ii. Catalogue of CPHD interventions and achievements (results matrix)
- iii. A membership and beneficiary database
- iv. Monitoring tools and templates for the conduct of the assessment
- v. Guidelines on the use of tools provided
- vi. Presentation of the results

*The consultant is required to:*

Conduct an assessment of the CPHD Forum; the assessment will be conducted in three-phases and will include (i) the review of baseline data and the development of assessment tools, (ii) conduct of the assessment through surveys, focus groups meetings and case studies, (ii) data analysis and reporting.

- i. *Phase I – Collection and Review of Baseline Data and the development of assessment tools.* Attend an initial meeting with Lead Agencies to obtain an understanding of the CPHD Forum and to identify the key parameters to be measured during the evaluation. The discussions and information provided will allow the Consultant to:
  - Review and catalogue the information on CPHD actions
  - Develop assessment and reporting tools and templates and guidelines
  - Develop a membership and beneficiary database
- ii. *Phase II – Conduct of the Assessment of CPHD Interventions.* Three main actions will be conducted to carry out the assessment:
  - Conduct a beneficiary assessment using qualitative research tools.
  - Host focus group meetings in four countries (face-to-face (2) and virtual (2) to determine the overall performance of the actions of the Forum.
  - Conduct a case study of one flagship action

- iii. *Phase III – Data Analysis and Reporting.* The data collected will be analysed and a final report written on the findings and recommendations for moving forward. The Consultant will present the report findings to CPHD Executive (virtually). Based on the feedback of the group, the report will be finalized.

### **SPECIFIC REQUIREMENTS/FORMATION**

1. Proposals must be written in Standard English.
2. The Proposal should provide the following information:
  - a. A description of the individual's experience on comparable assignments.
  - b. At least two client references, with information regarding similar services must be provided along with contact information (name, telephone numbers and e-mail addresses).
  - c. Recent CV of the individual
  - d. A detailed description of the proposed methodology.
  - e. Professional costs associated with the activity
3. The following contact information must be provided:
  - a. Legal Name Individual(s)
  - b. Full address
  - c. Telephone and Fax numbers
  - d. Skype Address
  - e. Email address
4. The cost of preparing and submitting the proposal is not reimbursable as a direct cost of the assignment.
5. IICA is not bound to accept any of the proposals submitted.
6. IICA's policy requires that respondents provide professional, objective, impartial advice and at all times, hold IICA's interests paramount without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Respondents shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of IICA.

## **SUBMISSION, RECEIPT, AND EVALUATION OF PROPOSALS**

1. Proposals shall be evaluated taking into consideration the requirements as listed below, but not limited to:
  - a. The individual's proven expertise in monitoring and evaluation/conduct of impact assessments of Projects.
  - b. General experience and understanding of the agriculture in particular, plant health systems in the Caribbean.
  - c. The approach and methodology for implementing the project.

**Enquiries relating to the action can be directed to [iica.tt@iica.int](mailto:iica.tt@iica.int)**