

Saint Vincent and the Grenadines

Unleashing the Blue Economy Project (UBEC) Terms of Reference

Design of a 5 Year Seafood Sanitary and Quality Inspection Services Development Plan

1. Background

The fisheries sector is an important source of food security and jobs in St. Vincent and the Grenadines (SVG). The contribution of fisheries to the economy is estimated to range between 0.5 percent to 1.7 percent of the GDP directly employing 1,642 persons, representing 2.9% of the total labour force in the country, of which 3.5% are women. Total landings on average are estimated at 1,414 tonnes annually. The fishing sector in SVG is primarily small-scale in character, mainly using traditional gear, methods, and vessels with inshore pelagics, being the more significant catch estimated at 45% of annual landings including Tuna, mackerel, in addition to lobster and conch. Small-scale fisheries play a crucial role in supporting livelihoods, ensuring food security, and contributing to the cultural and economic fabric of local communities.

Commencing in 1987, with the assistance of Japanese grant aid, St. Vincent and the Grenadines constructed a series of fisheries landing sites in Kingstown, Calliaqua, Chateaubelair, Barrouallie, Owia, Bequia (Paget Farm), Canouan and Union Island. Over time due to a variety of challenges, some of the landing sites have fallen into disrepair with levels of reduced compliance with food safety standards, sanitary and hygienic conditions across the fisheries supply chain (boat to point of sale). At the same time, effective food safety control measures including those for fisheries are also undermined by the existence of outdated and/or fragmented legislation, weaknesses in monitoring food-borne related diseases and the risks they pose to society, inadequate enforcement of regulations, budgetary allocations, lack of facilities and trained personnel. Notwithstanding, the government of St. Vincent and the Grenadines is committed to enhancing seafood safety regimes which is seen as an integral component of food security, health and nutrition of all Vincentians and key to development of export markets.

A key component of the UBEC Project is the development of Sanitary and Phytosanitary Standards (SPS) and implementing measures for increased production of high quality of seafood for both domestic and export markets. Activities proposed under UBEC include: increasing food safety awareness amongst consumers; meeting regulatory demands from importing countries; increased access to and use of technologies and associated training, amongst others.

In the above regards, the 2018 St. Vincent and the Grenadines Fisheries and Aquaculture Policy calls for the development of a multi-year food sanitary and quality inspection services development plan¹, across government agencies, aiming to restore full export certification and introduce cost-recovery for established businesses on the basis of the user pay principle. The UBEC project provides an opportunity to progress this initiative.

2. The Assignment

The objective of this consultancy is to design a five-(5)-Year SPS and seafood quality inspection service Action Plan for the fisheries sector and in line with the 2018 St. Vincent and the Grenadines Fisheries and Aquaculture Policy.

3. SCOPE OF SERVICES

The scope of services includes:

- (i) Work in close cooperation with SVG Fisheries Division, lead the process of the assignment review and drafting of the Action Plan and SPS related recommendations.
- (ii) Engage with key Ministry of Agriculture, Forestry, Fisheries, Rural Transformation, Industry and Labour and Project Implementation Unit (PIU) staff to ensure a full understanding of the assignment expectations.
- (iii) Engage with staff of the other key ministries and agencies as required including regional agencies involved in implementation of seafood sanitary measures activities.
- (iv) Lead the process of resource planning in accordance with a program agreed with the SVG Fisheries Division including the preparation of draft and draft final detailed Action Plans with the associated rationale for each activity, costing of activities, and milestones.
- (v) Work directly with The Fisheries Division, OECS and CRFM to obtain feedback on draft reports, costed work plans, terms of reference, etc., in order to finalize them.
- (vi) Ensure the involvement of Fisheries Division management and technical officers the assignment deliverables prior to submitting any final reports.
- (vii) Ensure effective day-to-day administration of the assignment.
- (viii) Ensure to the extent possible that opportunities are taken to mentor Fisheries Division staff in the technical aspects of the assignment.
- (ix) Work modalities associated with this assignment will include: Home based review and analytics; Inception meetings and field missions; Consultations with technical and legal specialists in the government; Fisheries legislative and regulatory gap analyses; Updating Standard Operating Procedures; Market

¹ Action plan

intelligence gathering / reporting; Formulation of pragmatic costed action plans; Training needs assessments; Presentation of findings to government and other stakeholders; and Preparation of technical reports.

4. Activities & Deliverables

Under the overall supervision of the Chief Fisheries Officer (or their designate), the administrative supervision of the UBEC national Project manager, the technical supervision of the Fisheries Department Technical Specialist, the IC will complete the following Tasks:

Task 1 – Project Inception meeting: The IC will:

Desk Reviews:

- Undertake a literature review of all relevant recent legislation, regulations, projects, reports and papers on sanitary measures for aquatic products in the Caribbean region (SVG in particular);
- Prepare an up-to-date organizational chart of national and regional agencies involved with seafood sanitary measures and accompanied by information on the roles, responsibilities and numbers of persons involved.
- Prepare a summary of regional agencies and development partners providing support to SVG in Seafood Sanitary and Quality Inspection Services including past and ongoing activities.

Meetings and inception workshop

- Convene an inception workshop involving key staff with the aim of ensuring full agreement on the assignment scope, timetable, and deliverables.
- Prepare a scoping report for Fisheries Division and seek feedback from Fisheries Division on the preliminary analysis and potential for engaging with relevant national and regional stakeholders and development partners.
- In collaboration with Fisheries Division, identify availability of resources to design a detailed costed Action Plan, assess HR capacity of the Fisheries Division to implement activities within the plan;
- Confirm with Fisheries Division deficiencies in the current policy, legislation and regulatory frameworks and what priority changes need to be considered when preparing the Action Plan.

Deliverable 1: An inception workshop report which includes an assignment work plan, the scope of activities and deliverables.

Task 2: Update of the Seafood Sanitary and Quality Inspection Service framework

The IC will:

- Consult with key national agencies technical staff involved with seafood sanitary measures in order to assess the current status of SVG Seafood Sanitary and Quality Inspection frameworks including institutional and private sector capacity to implement / comply with seafood sanitary measures;

- Complete a comprehensive policy, legislation and regulatory framework gap analysis with recommendations on priority gap filling and capacity building actions to be taken;
- Prepare a gap analysis of fisheries supply chains to identify specific seafood sanitary measures deficiencies and priority actions needed for their mitigation;
- Complete a national stock taking assessment of SVGs capacity to comply with international obligations including inter alia: capacity assessment within public and private sectors, implementation of and compliance with catch certification schemes, laboratory testing and accreditation.
- Carry out a review of vessel licensing procedures and recommend actions to be taken to bring vessels into compliance with catch certification procedures;
- Prepare a theory of change to achieve national level seafood SPS outcomes in the short (1-5 years), medium (6-10 years) and long term (11-15 years).
- Prepare the rationale for Seafood Sanitary and Quality Inspection Service activities that should be high priority for delivery in the short term (Years 1-5), how they should be sequenced and coordinated.

Deliverable 2a: Report detailing updates required to the Seafood Sanitary and Quality Inspection Service framework.

Deliverable 2b: Legislative and regulatory framework gap analysis report.

Deliverable 2c: A gap analysis of fisheries supply chains

Deliverable 2d: National stock taking assessment of SVGs capacity to comply with international obligations

Task 3: Update SVG manual for control of fisheries products:

The consultant will, in close collaboration with the Fisheries Division:

- Update the current SOP manual for control of fish and fisheries products

Deliverable 3: Report updated SOP manual.

Task 4: Capacity needs assessment:

The consultant will, in close collaboration with the Fisheries Division:

- Prepare a training needs assessments (institutional training and work place competencies) to: (i) identify HR capacity (numbers and skills) to effectively implement seafood sanitary measures and (ii) prepare a priority list of Seafood Sanitary and Quality Inspection Service training courses required to strengthen SVG institutional capacity;
- Recommend training to support the preparation and use of catch certificates including validation, inspection methodologies, monitoring, risk assessment procedures and use of remote-control technologies;

Deliverable 4: Report on capacity building initiatives for short term and medium term.

Task 5: Seafood Sanitary Measures Detailed Costed Action Plan:

The consultant will:

- Prepare a draft final Action Plan containing detailed costed activities and milestones for Years 1-5 activities;
- Prepare draft briefing materials and cabinet papers in line with SVG government processes to facilitate approval of any necessary changes to the legislation, regulations and staff training and staffing needs associated with implementation of seafood sanitary measures including the draft 2017 Fisheries Regulations;
- Draft terms of reference (TORs) for technical assistance to support implementation of the SVG seafood sanitary measures during Years 1-5 including estimated costs;

Deliverable 5: SVG Seafood Sanitary and Quality Inspection Service Action Plan containing detailed costed work plans with milestones for Years 1-5 activities; and annexes containing briefing materials and cabinet papers, and terms for reference for additional TA support required by the Fisheries Division.

Task 6: Co-authored report titled “Modernization of St. Vincent and the Grenadines Seafood Sanitary Measures”:

Deliverable 6: A co-authored² draft report titled “Modernization of St. Vincent and the Grenadines Seafood Sanitary Measures” which will include the findings of the stock taking, gap analyses, proposed amendments to legislative and regulatory frameworks, capacity building programs within the public and private sectors, mechanisms to implement and monitor compliance with catch certification schemes, improvements to laboratory testing and their accreditation as appropriate.

Task 7: Presentation and feedback from Government of St. Vincent and the Grenadines on study findings:

The consultant will, in close collaboration with the Fisheries Division:

- Present the findings of seafood sanitary measures to SVG Fisheries Division, UBEC partners (as appropriate) and regional agencies to seek feedback on the findings.
- Based on feedback from SVG Fisheries Division, finalize assignments carried out.

Deliverable 7: Final report.

² SVG Fisheries service will be a co-author

5. Qualifications and Experiences:

The individual consultant should have the following qualifications and experience:

Educational Background:

A relevant advanced degree in fisheries, marine biology, food science, agricultural economics, or a related field.

Professional Experience:

- Minimum of 10 years of professional experience in the seafood industry, quality control, and/or sanitary inspection services.
- Previous experience working in the Caribbean region, preferably with knowledge of SVG's seafood industry.

Technical Expertise:

- In-depth knowledge of seafood processing, handling, and distribution.
- Familiarity with international and regional standards and regulations related to seafood safety and quality.

Regulatory Compliance:

- Experience in interpreting and applying national and international regulations related to seafood safety and quality, including but not limited to HACCP, Codex Alimentarius, and relevant EU regulations.
- Legal expertise to identify potential legal and regulatory issues.

Food Safety and Sanitary Standards:

- Qualifications in food science, food safety, or a related field to assess and ensure compliance with sanitary and hygienic standards in fish processing.

Regulatory Compliance:

- Knowledge of local, national, and international fisheries regulations to assess and ensure compliance.

Project Management:

- Demonstrated ability to design and implement long-term development plans.
- Proven project management skills, including the ability to coordinate and collaborate with multiple stakeholders.

Risk Assessment and Management:

- Ability to conduct risk assessments related to seafood safety and quality.
- Experience in developing risk management strategies for the seafood industry.

Stakeholder Engagement:

- Strong interpersonal skills and experience in engaging with government agencies, private sector stakeholders, and international organizations.

Data Analysis and Research Skills:

- Proficiency in data analysis and research methodologies relevant to the seafood industry.
- Ability to gather and analyze data to inform the development of the inspection services plan.

Communication Skills:

- Strong written and verbal communication skills to prepare comprehensive reports and communicate findings and recommendations effectively.
- Excellent written and oral communication skills.
- Ability to prepare comprehensive reports, policy documents, and strategic plans.

Capacity Building:

- Experience in developing and implementing training programs for seafood industry professionals.
- Ability to transfer knowledge effectively to local stakeholders.

Community and Stakeholder Engagement:

- Strong interpersonal skills to engage with local communities, fishers, and other stakeholders.
- Experience in conducting interviews and surveys to gather input from relevant parties.

6. Assignment Duration and Deliverable Schedule

The assignment is expected to be undertaken over a twelve (12) month period

DELIVERABLES³	FINAL OUTPUT DUE
Deliverable 1: Inception Report [work plan and schedule]	Four (4) weeks after signing of the Contract
Deliverable 2: a) Report detailing updates required to the Seafood Sanitary and Quality Inspection Service framework b) Legislative and regulatory framework gap analysis report. c) A gap analysis of fisheries supply chains d) National stock taking assessment of SVGs capacity to comply with international obligations	Twelve (12) weeks after completion of Deliverable 1

³ Timelines to be completed during inception

DELIVERABLES³	FINAL OUTPUT DUE
Deliverable 3: Report updated SOP manual	Six (6) weeks after completion of Deliverable 2
Deliverable 4: Report on capacity building initiatives for short term and medium term	Six (6) weeks after completion of Deliverable 3
Deliverable 5: SVG Seafood Sanitary and Quality Inspection Service Action Plan	Six (6) weeks after completion of Deliverable 4
Deliverable 6: A co-authored ⁴ draft report titled “Modernization of St. Vincent and the Grenadines Seafood Sanitary Measures”	Twelve (12) weeks after completion of Deliverable 5
Deliverable 7 – Final report: This will include a final report with annexes	Six (6) weeks after completion of Deliverable 6

7. Responsibilities of the Fisheries Divisions of Saint Vincent and the Grenadines

The responsibilities of the UBEC PIUs and Fisheries Division in Saint Vincent and the Grenadines include:

- Provision of customs clearance of goods arriving from out of country (GoSVG);
- Provision of technical support services to the consultant awarded this consultancy (Fisheries Divisions);
- Provision of logistics support to the consultant awarded this consultancy (Fisheries Divisions);
- Providing all necessary clearances to facilitate the activities contained within the Terms of Reference (Fisheries Divisions);
- Review and approve all deliverables in timely manner.

8. Reporting requirements

The consultant will report directly to the GoSVG Chief Fisheries Officer or their designate and in close collaboration with UBEC Project Implementation Unit (PIU), and other designated staff within the Fisheries Division. All reporting is to be in the English language.

⁴ SVG Fisheries service will be a co-author