

TERMS OF REFERENCE

Consultant:	
Nationality:	
Identification number or passport number:	
Registered address:	
Tax domicile:	
Email:	
Phones:	
Total Fees:	

1. Background and Justification

I. BACKGROUND AND JUSTIFICATION

This project will support CARICOM Member States, Central America, and Andean Region to improve their capacity for the prevention, detection, and control of African Swine Fever (ASF) along with risk communication. African Swine Fever (ASF) is a highly contagious viral disease of domestic and wild pigs. ASF had not been detected in the Americas for about 40 years, until July 2021, when the Dominican Republic (DR) reported confirmation of ASF to the World Organization for Animal Health (WOAH). The increase in ASF in Europe, Asia, and Africa since 2019 and the emergence in the DR have raised the need for increased preparedness and control capabilities. In 2019, under the GF-TADs (Global Framework for the Progressive Control of Transboundary Animal Diseases), the Standing Group of Experts on African Swine Fever (SGE-ASF) of the Americas was established by WOAH and the U.N. Food and Agriculture Organization (FAO) and agreed that priority activities should include border control, laboratory diagnosis, risk communication and emergency preparedness, wildlife management, and biosecurity.

Given the importance of this disease The Interamerican Institute for Cooperation in Agriculture (IICA) is implementing “The African Swine Fever Surveillance and Response Capacity Building Project for the Caribbean, Central America and the Andean Region”. This United States Department of Agriculture (USDA) funded project has as one of its main objectives to prevent the entry of the virus into the countries of the Caribbean, Andean Region and Central America by developing technical and infrastructural capabilities and to obtain optimal preparedness response to the threat of ASF and other swine hemorrhagic diseases emergencies. It has been proven that ensuring livelihoods are maintained through effective compensation policies during an animal health emergency is critical to

effective and early response. As a result, the project is desirous of procuring a consultant to work with the countries in the Caribbean Region to develop a legal framework which will include a regional Livelihood maintenance policy.

2.0. OBJECTIVE OF THE CONSULTANCY

- To review and strengthen the existing legal frameworks associated with animal health in each Member State and to develop suitable adjustments to address maintenance of livelihoods to support effective response to animal health emergencies including ASF.
- To provide a comprehensive compensation policy to guide the region as it embarks on an ASF Prevention and Control Programme and to respond to any animal health emergencies.

ACTIVITIES AND WORK SCHEDULE

1. General Operations

- The Consultant will be under the general direction of the Project Manager responsible for the implementation of the project.
- The Consultant will be contracted to work in close collaboration with the IICA Agricultural Health and Food Safety Team, The Ministry responsible for animal health within the CARICOM Member States and Associated Member States, Caribbean Agricultural Health and Food Safety Agency (CAHFSA) and other relevant public and private sector entities within CARICOM
- Review Legal framework of each member State and incorporate compensation components based on needs.
- Consult with each member state participating in the ASF Regional project to plan and coordinate activities to have a clear understanding of the current situation on their animal health emergencies response.
- The consultant will establish Linkages with Partners and Collaborators, organize working sessions to gather baseline information refining and validating documents to inform the policy.
- The consultant will review all supporting documents available to assist in developing a compensation policy.

Scope of Work

The scope of work covers all activities necessary to accomplish the Expected Results stated. The main task/activities are as follows:

Inception Activities

- i. Attend an initial briefing meeting (virtual) with the Project Management Team, on the objective, activities, approach, expected outputs and any other issues related to the

execution of the Consultancy that require clarification.

- ii. Within **7 days** of the briefing meeting with the Project Management Team, prepare an Inception Report which outlines the methodology, activities, and schedule for completion of the key activities.

Animal Health legal Framework

- iii. Conduct a comprehensive review of legal documents to appreciate the scope of the obligations assumed by the individual member states; documents should include but not be limited to: Regional and International Agreements for Animal Health Emergency responses, SPS Measures and the WTO SPS Agreement, Model Animal Health Bills developed under the 10th EDF SPS measures Project as well as the OECS Model Bills developed in these areas. The consultant should also review relevant studies, research, reports and international best practices on compensation policies or strategies, as well as animal production insurance policies.
- iv. Conduct meetings with Technical and Legal Specialists in the Ministry of Agriculture and other relevant entities within Member States to understand the requirements as it relates to the development of a compensation policy.
- v. Conduct stakeholder consultations and meetings with regulatory agencies, private and public sectors and any other relevant stakeholders, to gather additional information relating to the stakeholder needs and challenges. This session will be hosted in collaboration with the Ministry of Agriculture of member states.
- vi. Strengthen the Animal Health Legislation and draft a compensation and livelihood maintenance policy to support the strengthened legal framework, develop a strategy for the implementation of this new policy.
- vii. Present Draft strengthened legal framework containing the compensation and livelihood maintenance policy to Technical Directors in the Ministry of Agriculture and legal Departments of the member states for review and feedback. Based on feedback received, revise the document where necessary.
- viii. Participate in a regional workshop and present the policy developed to key stakeholders.
- ix. Based on feedback gathered from the stakeholder meeting, finalize the policy and submit same to the IICA.

Technical Reports

- x. Prepare and submit Technical and Final Reports of the consultancy. The reports should be submitted as per the delivery schedule outlined below.

Geographical area to be covered: CARICOM Member and Associated Member States.

II. REPORTING

The Consultant will prepare an Inception Report, Progress Reports and a Final Report. The progress reports will be submitted at intervals during the contractual period. The final report should include methodologies used to deliver the various outputs, with lessons learned and recommendations for follow-up action. The Reports should be produced in Microsoft Word for Windows format and submitted electronically to the Project Manager of the ASF Project by the end of the contract period.

EXPECTED PRODUCTS

- III. The Compensation Policy Consultant will prepare a report on the actions undertaken no more than 7 days after every planned activity.
- IV. Consultant to provide a detailed report on the findings and recommendations from the legislative framework.
- V. At the End of the contract, the consultant is to submit a final validated legislative framework to support a compensation policy or methodology of maintenance of livelihoods during an animal health emergency.
- VI. At the end of the contract, The Compensation Policy Consultant will submit a final Validated Regional Compensation Plan to support the maintenance of livelihoods during an animal health emergency.
- VII. These Final validated documents must be submitted in Microsoft word format to the Project Manager and Project Coordinator no later than the final date of the consultancy.

VIII. LIST OF DELIVERABLES

- i. Inception Report

- ii. Progress Report
- iii. Strengthened Legal Framework for Animal Health with the inclusion of a Compensation and Livelihood Maintenance Policy.
- iv. Final Report

ix. LOGISTICS

The Consultant will be working remotely liaising with through the Project Manager and Project Coordinator at Head Quarters in Costa Rica and the IICA Saint Lucia Office.

x. DURATION

The assignment will be conducted during the period August 2025- February 2026.

xi. QUALIFICATIONS/EXPERIENCE OF KEY EXPERTS

The Consultant should possess the following qualifications:

- Advanced university degree (Masters or equivalent), in Finance, economics, or related fields.
- A first level university degree in Law with a relevant combination of professional training, certification and experience will be an asset.
- Minimum two (2) to seven (7) years of proven record of work in compensation or livelihood maintenance policy development with an international organization or national institution.
- Work experience in the CARIFORUM region.
- Highly developed communication skills, including ability to draft/edit texts and to articulate ideas in a clear, concise style to a variety of audiences.
- Adept at risk management, prioritizing complex materials and/or cross-functional risks to the organization/institution, and coordinates and provides advice related to risk treatments.
- Ability to identify appropriate sources of information, conduct research, and solicit and gather information in a proficient manner.
- Maintain consistent attention to detail, efficiently develop A compensation Policy, amendments, other contractual documents, and communications consistent with a style guide, using consistent language and proper grammar and taking pride in his/her work product, which must be substantially free of errors.
- Specific experience in and knowledge of international requirements for trading in agricultural products;
- At least ten (10) years post-qualification experience in advising on, reviewing and/or drafting laws and regulations in CARIFORUM States;

- Knowledge of law-making process and law drafting technique in CARICOM;
- Excellent written and oral communication skills in English;
- Computer literacy and ability to effectively use office technology

3.0. VALIDITY

Start date:

Finish date:

Funding Source: USDA – FAS External resources

Unit responsible for monitoring: Agricultural Health and Food Safety and Quality

Position of the official responsible for monitoring: Ericka Calderón

TRAVEL

Travels required within the framework of this Consultancy will be covered by IICA with this project's funds. This includes economy-class air tickets, accommodation, meals, and travel insurance.

Interested persons are asked to submit an application to the Project Management Team email address Dr. Ericka Calderon Ericka.calderon@iica.int and Dr. Auria King-Cenac auria.king-cenac@iica.int and copy to diana.rojas@iica.int by Monday the 25th of August 2025.