



**TERMS OF REFERENCE FOR THE PROVISION OF CONSULTING SERVICES**

**for**

**Training on the EU Labelling and Packaging Requirements for CARIFORUM  
exporters Project Phase II**

**03 March 2021**

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## **1. BACKGROUND**

1.1 The CARICOM Regional Organisation for Standards and Quality (CROSQ) is an intergovernmental institution of CARICOM established in 2002 under the Revised Treaty of Chaguaramas that established the Caribbean Community (CARICOM) including the CARICOM Single Market and Economy (CSME). CROSQ is a network of the national standard bureaux in the fifteen (15) Member States of the Caribbean Community (CARICOM).

1.2 The primary objective of CROSQ is the establishment and harmonisation of standards for the enhanced efficiency and improved quality in the production of goods and services in the Community, thereby facilitating consumer and environmental protection and improved trade within the Community and with third states. Specifically, the CROSQ Secretariat is mandated to implement *Article 67: Standards and Technical Regulations* of the said Treaty. In keeping with this mandate, the CROSQ Secretariat seeks to strengthen the capacity of both the public and private sector in understanding non-tariff requirements for market access in third states.

1.3 Non-tariff measures (NTMs) have been increasingly used to regulate international markets to assure quality and safety, particularly, in the European Union. In this vein, CROSQ has developed strong cooperation with the European standardisation organisation of European Committee for Standardisation (CEN) and the European Committee for Electrotechnical Standardization (CENELEC) to support the implementation of the CARIFORUM - EU Economic Partnership Agreement (EPA).

1.4 The CROSQ Secretariat, with the support of the Deutsche Gesellschaft für International Zusammenarbeit (GIZ) GmbH, hosted a three- day workshop on the European Union's (EU's) requirements for Labelling and Packaging of Pre-Packaged Goods in May 2019. The CROSQ Secretariat is desirous of continuing this work as a result of the success and high interest of the initiative. Thus, the CROSQ Secretariat seeks to continue the partnership with the GIZ's new project to support the sustainable dissemination of information regarding the EU's regulatory regime for product packaging and labelling as a second phase to EU Requirements for Labelling and Packaging of Pre-Packaged Goods Project held in 2019.

In this regard, CROSQ has secured funding from the German Federal Ministry of Economic Cooperation and Development through the Deutsche Gesellschaft für International Zusammenarbeit (GIZ) GmbH to build capacity (in the form of training) in Business Support Organisations (BSOs) within CARICOM and the National Standards Bureaux; to equip them with meeting the requirements and gain market access into Europe.

CROSQ is therefore seeking the services of a suitably qualified individual to provide training to Standards officers of the National Standards Bureaux and Technical Officers of the BSOs.

## **2. PURPOSE AND OBJECTIVE:**

2.1 The CROSQ Secretariat seeks to continue the work initiated in Phase 1 of the intervention with greater focus on sustainability. Thus, the project activity i.e. a train-the-trainers workshop will reflect and incorporate the recommendations of the participants from the initial successful intervention, as per filed Reports.

2.2 The primary objective of the Project financed by the grant is to improve market access of companies from the CARIFORUM region to the EU market by enhancing know-how on EU labelling and packaging rules and regulations for Pre-Packaged Goods.

2.3 The primary beneficiaries of this workshop are Business Support organisations (inclusive of sector-specific support organisations such as manufacturers, exporters and producers) and Technical

Officers of the National Standards Bodies within CARIFORUM. The specific objectives of this intervention are as follows:

- a) to contribute to the activation of the CARIFORUM- EU Economic Partnership Agreement in support of maximising market access and improved trade performance for CARIFORUM firms;
- b) to contribute to the sustainability of the Private Sector by providing Technical Assistance to the private sector on the EU labelling and packing requirements for Pre-Packaged Goods; and
- c) to improve adherence to the EU product labelling and packaging rules and regulations for Pre-Packaged Goods.

### **3.0 TIMEFRAME**

The Consultant is expected to execute the scope of works 4.0 during the period April to May up to a maximum of 20 days

### **4.0 SCOPE OF WORK**

To achieve the objectives above the consultant is expected to conduct the following activities:

4.1 Review the Training Guide previously produced in the successful Phase 1, as well as the CROSQ, owned Guide entitled *Complying with EU Regulation and Standards on Packaging & Labelling for Food Export from the CARICOM Region*; provide recommendations for amendment and consolidate into an updated training guide, for the use of the CROSQ Secretariat, the Business Support Organisations of CARIFORUM and the National Standards Bodies.

4.2 The updated training guide will be digitized to ensure continuous and sustainable use by the BSOs and the National Standards Bodies and other pertinent stakeholders.

4.3 Execute a 3-day, for a three-hour duration each day, a virtual train-the-trainers workshop on EU standardisation and regulatory requirements for EU labelling and packaging requirements which will include the Registration, Evaluation, Authorisation and Restriction of Chemicals (R.E.A.C.H) regime for identified sectors of export to the EU from CARIFORUM with participants from the CARIFORUM region, i.e. technical officers from the relevant Business Support Organisations, National Standards Bureaux, regulatory and trade officials, etc.

4.4 Prepare a final report on the training which should include recommended follow-up activities for participants.

## 5.0 DELIVERABLES REPORTING REQUIREMENTS AND DURATION

The Consultants will report to the CROSQ Technical Officer - Standards Development and is expected to submit/deliver the following:

<b>Deliverable</b>	<b>Duration</b>	<b>Cost</b>
An Inception Report detailing the proposed methodology and work plan to execute the review, revision and consolidation of the two guides (highlighted in 3.1 above) along with a training plan two (2) weeks before the commencement of training	1 day	
A consolidated and updated training Guide (with workbook exercises and examples and templates etc as appropriate) that will serve as a guide for the training workshop (and future training) in the subject area one (1) week before the execution of training	3 days	
A virtual workshop on EU standardisation and regulatory requirements for EU labelling and packaging requirements conducted	3 days	
The updated, consolidated, and publishable quality training Guide (with workbook exercises and examples and templates etc as appropriate) and then digitized into 5 videos as directed by the CROSQ project manager	10 days	
A final report of the initiative	1 day	

## **6.0 QUALIFICATIONS AND EXPERIENCE**

The consultancy requires the services of a key expert and one non-key expert. The appointed consultant must meet the following minimum requirements:

### **6.1 Key Expert**

#### **General Qualifications and Experience**

- A postgraduate degree in any of the following relevant fields of study: trade policy, quality infrastructure, engineering, management or natural sciences;
- Five to ten years - experience in designing and delivering relevant professional training;
- Demonstrated ability to develop training materials;
- Excellent technical and report-writing, technology and communication skills

#### **Specific Experience**

- At least five years' experience and working knowledge in curriculum design
- Demonstrated knowledge and experience of the EU standardisation and regulatory requirements for EU labelling and packaging requirements for goods which will include the Registration, Evaluation, Authorisation and Restriction of Chemicals ((R.E.A.C.H) regime;
- Proficient skills in written and oral English.

### **6.2 Non-Key Expert: Communications Expert**

- A degree in Communications, Media Practice, Information and Communications Technology or relevant discipline;
- Excellent written and oral communication skills in English.
- Three (3) years of professional knowledge and experience in information and communications technology, video production and post-production, including for high-level workshops and capacity-building events, and development of publishable quality and communication materials.

## **7.0 PROVISION OF MATERIALS**

The CROSQ Secretariat is responsible for the provision of the platform for the training.