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TERMS OF REFERENCE DEVELOPMENT OR REVISION OF TWO (2) NATIONAL STANDARDISATION STRATEGIES (NSS)

1. **BACKGROUND**

- 1.01. The Caribbean Community Single Market and Economy (CSME) was established in 1989 to provide more and better opportunities to produce and sell goods and services, increase competitiveness, provide employment and improve standards of living for the people of the Caribbean Community¹ (CARICOM). The CSME now boast some successes in the areas of functional cooperation, economic integration and foreign policy coordination. Within these categories, the implementation of the common external tariff, free movement of skills and the establishment of regional quality and research institutions are of significance to trade.
- 1.02. Notwithstanding the achievements of the CSME, challenges in intra-regional trade remain. Some of the key constraints (particularly for manufacturers, exporters and service providers) in CARICOM are related to challenges in overcoming Technical Barriers to Trade (TBTs²) in order to increase market access and penetrate new markets. Most of these TBTs are related to a weak quality infrastructure and developing related institutions in the CARICOM region.
- 1.03. A Quality Infrastructure (QI) is "the institutional framework that contains mechanisms for developing standards, ensuring accuracy of measurements (metrology), verifying conformity to standards through inspection, testing and certification (conformity assessment), assuring competence in conformity processes (accreditation), and promoting awareness through information and education campaigns.
- 1.04. Since its inception, the CARICOM Regional Organisation for Standards and Quality (CROSQ) has been actively engaged in establishing regional systems and mechanisms for the development of a Regional Quality Infrastructure (RQI) as well as providing support through its programmes to Member States for their national quality infrastructure development. It is responsible for the development and/or harmonisation of a regional quality infrastructure to facilitate trade both intra and extra regionally; to ensure consumer safety and to protect the environment.
- 1.05. The National Standardisation Strategy is an essential component in enhancing the economic and social development of CARIFORUM Member States. Standards facilitate the production of high-quality goods and services, increase market competitiveness, and ensure interoperability. This initiative stems from the Technical Barriers to Trade (TBT) component

¹ <http://caricom.org/caricom-single-market-and-economy>

² "Technical Barriers to Trade" refers to the use of technical regulations, minimum standards and certification systems for health, safety and environmental protection to supply information about products and which may result in barriers to trade.

under the Economic Partnership Agreement (EPA) Support Programme, funded by the European Union.

- 1.06. The strategy will align with the 2022 – 2027 Regional Standards Development Priority Plan (RSDPP), a comprehensive framework designed to address regional trade needs and bolster integration with international markets. Through this initiative, CARIFORUM countries aim to strengthen their quality infrastructure (QI), including standardisation, metrology, accreditation, and conformity assessment services.

2. **OBJECTIVE**

- 2.01. The objective of this initiative is to develop or revise a National Standards Strategy in each of the following CARIFORUM Member States: Barbados and Saint Lucia. This will ensure national and regional alignment with the RSDPP, address gaps in the existing quality infrastructure, and enhance the capacity of Member States to comply with trade agreements, improve product and service quality, and increase international competitiveness.

3. **SCOPE OF WORK**

- 3.01 The ISO publication on National Standardization Strategies³ should be used to guide the development process, as appropriate, and the NSSs should also be aligned to the 2022 - 2027 CROSQ Regional Standards Development Priority Plan (RSDPP), as applicable.
- 3.02 The Consultant will execute the activities under the overall supervision of CROSQ and will work closely with standards personnel of each National Standards Body (NSB).
- 3.03 The Consultant will carry out the activities described hereunder and any other activities necessary to accomplish the stated objectives of the consultancy assignment, irrespective of whether a specific activity is cited in these terms of reference.

Main Duties	Deliverables and Reporting Requirements	Expected Approximate Duration (per country)	Location
Participate in an Inception meeting with the NSB and CROSQ Representatives	Detailed Inception Report outlining the proposed methodology, implementation plan, stakeholder engagement plan, identification of key	1 day	Online

³ <https://www.iso.org/publication/PUB100450.html>



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	milestones and expected outcomes		
<p>Conduct analysis of priority areas and evaluate needs for standardisations</p> <ul style="list-style-type: none"> Evaluate the current state of the national quality infrastructure, identifying gaps and opportunities for improvement in standards development and implementation. Review existing national policies, regulations, and practices related to standards. Conduct an assessment of economic, non-economic, and emerging priority sectors. Assess the alignment of national priorities with regional and international standards, such as the RSDPP and the Sustainable Development Goals (SDGs). 	<p>A comprehensive Needs Assessment Report (1 per country). This should include an analysis of the current state of standards development and quality infrastructure within the Member State, key findings on gaps, challenges, and opportunities and recommendations for aligning national priorities with regional and international standards.</p>	5 days per country	Home base
<p>Conduct Stakeholder Engagement and Consultation</p> <ul style="list-style-type: none"> Identify and map relevant stakeholders, including government agencies, private sector entities, and civil society organisations. Facilitate inclusive consultations to gather input on priority areas for standards development and implementation. Conduct validation workshops to ensure that stakeholders understand and agree on the strategic priorities and implementation framework. 	<p>Stakeholder Sensitisation Report (1 per country) The report should include stakeholders sensitised, champions identified, and stakeholder groups formed. The report should be informed based on the information captured in the consultation template. In addition, the report should elaborate clearly the findings and recommendations arising from the consultation.</p>	3 days per country	Online or in-person
<p>Develop the National Standardisation Strategy and Implementation Plan</p>	<p>A detailed Draft National Standards Strategy document and Implementation Plan (1 per</p>	8 days per country	Home base



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<ul style="list-style-type: none"> Conduct capacity-building workshops to strengthen the institutional capacity of key stakeholders. 	include, but not limited to, stakeholders sensitised, topics covered, approach, results, and recommendations.		
Submit a final report covering all activities undertaken in the member states and including recommendations for further action.	Final Report	2 days	Home base

4. DURATION

4.01 This assignment is for a total of 50 person-days (25 days per country) within a period not exceeding 12 months.

5. QUALIFICATIONS AND EXPERIENCE

6.01 The consultant should possess the following qualifications and experience:

- (a) Advanced university degree in trade policy, engineering, natural sciences or closely relevant discipline is **required**.
- (b) A minimum of five (5) years of progressively responsible working experience in the area of standardisation and a demonstrated understanding of quality infrastructure is required.
- (c) Demonstrated experience in the ISO methodology of setting priorities for standardisation is required.
- (d) Experience in drafting standards strategies is required.
- (e) Familiarity with the regional standards development process and experience working with CARICOM National Standards Bodies is required.
- (f) International, regional and national standardisation expertise is desirable.
- (g) Experience in strategic planning is desirable.
- (h) Familiarity with the CROSQ RSDPP is desirable.
- (i) Excellent command of written and spoken English.



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6. SUBMISSIONS

7.01 Proposals and Curriculum Vitae(s) are to be sent to Ms. Janelle Quow at janelle.quow@crosq.org and copied to Ms Angela Savoury at angela.savoury@crosq.org by **1:00 pm on Tuesday, March 31, 2026**. The proposal will be evaluated on the following criteria:

Technical criteria: 80%

- Technical expertise: consultant's qualifications and experience,
- Methodology and Approach,
- Implementation and Work Plan,

Financial: 20%

- Cost:

The proposal must include the number of person-days required for completion of the assignment and the associated person-day rate. All logistical arrangements for missions to the beneficiary member states will be managed and paid for directly by the CROSQ Secretariat. CROSQ reserves the right to negotiate rates with the most with the consultant whose proposal receives the highest technical score.