

TERMS OF REFERENCE

DEVELOPMENT OF CODES OF PRACTICE ON GOOD REGULATORY PRACTICE

1. **BACKGROUND**

- 1.1. 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.
- 1.2. 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.
- 1.3. 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.
- 1.4. 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.
- 1.5. CROSQ is a regional centre for promoting efficiency and competitive production in goods and services. Regulation may be generally defined as any legal government measure or intervention that seeks to change the behaviour of individuals or groups by general legal state intervention. The application of Good Regulatory Practice (GRP) has been accepted worldwide as the best means to implement socially valuable product regulations and implement the WTO TBT agreement. The GRP Code of Practice is intended to provide a

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.



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common approach to Good Regulatory Practice (GRP) management within the member states. GRP covers several areas of the state’s problem-solving process, and can be applied to preparing new regulations and to monitoring and reviewing existing measures.

2. PURPOSE OF THE CONSULTANCY

- 2.1. The purpose of this consultancy is to support improved regulatory practices within the Caribbean Community (CARICOM) by promoting the adoption of Good Regulatory Practice (GRP) in Member States. This will help reduce Technical Barriers to Trade, improve market access, and strengthen the quality infrastructure in the region.

3. OBJECTIVE

- 3.1. The objective of this initiative is to develop three (3) National Codes of Practice on Good Regulatory Practice for Grenada, Saint Kitts and Nevis, and Saint Vincent and the Grenadines

4. SCOPE OF WORK AND DELIVERABLES

- 4.1. The Codes of Practice should be aligned and/or harmonised with the CROSQ Regional Good Regulatory Practice Guide and National Code of Practice (October 2021).
- 4.2. 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.

<u>MAIN TASKS</u>	<u>Deliverables</u>	<u>Expected / Indicative Duration</u>	<u>Location</u>
Inception meeting with representatives of the National Standards Body (NSB) and CROSQ.	Inception Report detailing the intended approach to executing the activity. The report should include, inter alia (see Appendix I), a detailed workplan with timelines for completion of tasks within the duration specified.	2 person-days	Home based
Conduct a situation analysis for each of the three beneficiary Member States Specifically, the expert will be required to: a) Identify and map key institutions (including product and services regulators) to support each National Standards Body (NSB) in the adaptation of the CROSQ Model	Situation Analysis Report for each Member State, inclusive of: <ul style="list-style-type: none"> • Stakeholder map and analysis; • Recommendations for the formation of an oversight committee from the stakeholder analysis; • Challenges and/or risks 	18 person-days (6 days per country)	Home based



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MAIN TASKS	Deliverables	Expected / Indicative Duration	Location
<p>National Code of Practice</p> <p>b) In collaboration with the NSB, identify champions among the relevant national stakeholders to support the adaptation of the CROSQ Model National Code of Practice</p> <p>c) Determine and document the national baseline</p> <p>d) Review existing national documents and practices to determine the national situation as it relates to GRPs.</p>	<p>identified and mitigating measures to eliminate or lessen each challenge and/or risk;</p> <ul style="list-style-type: none"> • Recommendations for engagement of key stakeholders and advancing the activity 		
<p>Conduct stakeholder engagement and make presentations to sensitise key stakeholders on the need for the CROSQ Model National COP. Stakeholders should include, but not be limited to:</p> <p>a) The Oversight Committee</p> <p>b) Chief Parliamentary Counsel (CPC)/ Legal Officer and other relevant authorities</p> <p>c) Staff of each NSB</p> <p>d) Decision makers</p>	<p>Stakeholder Engagement and Consultation Report for each Member State – detailing clearly the stakeholders engaged and the committee formed to support each National Code of Practice, and the expected results of each consultation.</p>	<p>9 person-days (3 days per country)</p>	<p>Online or in-person</p>
<p>Produce a Draft GRP National Code of Practice for each Member State. The draft should be informed by the national situation analysis, aligned with the CROSQ GRP Model, and developed through the stakeholder consultations described above, in accordance with guidance and processes advised by the CPC.</p>	<p>Draft GRP National Code of Practice for each Member State</p>	<p>18 person-days (6 days per country)</p>	<p>Home based</p>
<p>Conduct a validation workshop with identified key institutions in each Member State to review and validate the Draft GRP National Code of Practice, incorporating their feedback to guide adaptation and finalisation.</p>	<ul style="list-style-type: none"> • Validation Report for each member state • Revised Draft GRP National Code of Practice for each Member State as accepted by the Oversight Committee 	<p>6 person-days (2 days per member state)</p>	<p>Home based</p>
<p>Develop and present a roadmap for the implementation of the GRP National Code of Practice for each Member State to the Oversight Committee for review and acceptance.</p>	<p>Draft Roadmap which has been accepted by the Oversight Committee in the pilot Member State</p>	<p>15 person-days (5 days per member state)</p>	<p>Home based</p>



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<u>MAIN TASKS</u>	Deliverables	Expected / Indicative Duration	Location
Finalise the GRP National Code of Practice and Implementation Roadmap for handover to Member State	Finalised GRP National Code of Practice and Implementation Roadmap for each country, adapted to the national context. Documents should include recommendations for CPC consideration and potential uptake	3 person-days (1 day per member state)	Home based
Prepare a final report	Final Report summarising all tasks undertaken. The Report should also include outputs delivered	1 person-day	Home based
Total working days:		72 person-days	

5. DURATION

5.1. This assignment is for a total of 72 person-days (24 days per country) within a period not exceeding 12 months

6. QUALIFICATIONS AND EXPERIENCE

6.1. The consultant should possess the following qualifications and experience:

- (a) Advanced university degree (Master's or equivalent) in Natural Sciences, Applied Sciences, Engineering, Economics, International Trade, Law, Business Studies, or other relevant discipline is required.
- (b) Minimum of 10 years of practical experience in quality infrastructure development.
- (c) Demonstrated experience in developing policies that support trade facilitation and private sector development in developing countries.
- (d) Demonstrated experience in developing Codes of Practice for Good Regulatory Practices.
- (e) Experience working with CARICOM National Standards Bodies is required.
- (f) International, regional and national standardisation and technical regulations expertise is desirable.
- (g) Experience in strategic planning is desirable.
- (h) Excellent command of written and spoken English.





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7. REPORTING ARRANGEMENTS

7.1. The Consultant will report to the Project Coordinator – TBT Phase III Project at CROSQ and will work closely with the Technical Officer – Standards.

8. ADMINISTRATIVE AND LOGISTICAL SUPPORT

8.1. The CARICOM Regional Organisation for Standards and Quality will provide overall coordination of the assignment and facilitate engagement with key stakeholders, including National Focal Points and relevant public and private sector entities in participating Member States.

9. SUBMISSIONS

9.1. 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 no later than **Thursday, April 30, 2026**.

10. EVALUATION CRITERIA

10.1. The proposal will be evaluated on the following criteria:

A) Technical criteria: 80%

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

B) Financial: 20%

- Cost:

10.2. 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.



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APPENDIX I

Inception Report Template

The Consultant is free to format the Inception Report to their normal presentation, but the report shall contain the following minimum content:

1. **Introduction / Background:** Overview of the assignment, national regulatory environment and need for GRP
2. **Understanding of the Assignment** including key deliverables, assumptions and constraints
3. **Scope of Work**
4. **Detailed Methodology / Approach** for each of the main tasks listed in Section 4 of this ToR.
5. **Detailed Work Plan** including activity level detail, identification of dependencies, deliverables linked to each stage and timing for submission.
6. **Schedule / Timeline** presented as a Gantt chart
7. **Risks and Mitigation Measures**
8. **Quality Assurance / Review Process**
9. **Annexes** - as needed