



CROSQ

CARICOM REGIONAL ORGANISATION FOR
STANDARDS AND QUALITY

TERMS OF REFERENCE CONSULTANT – DIGITAL PRODUCT PASSPORT (DPP) AND TRADE READINESS

1. BACKGROUND

- 1.01. The CARICOM Regional Organisation for Standards and Quality (CROSQ) is implementing a regional project titled “Supporting CARICOM’s Digital Trade Readiness: EU Digital Product Passport and Beyond”, under the InDiCo-Global Grant Facility.
- 1.02. The project responds to emerging regulatory developments within the European Union (EU), in particular the introduction of the Digital Product Passport (DPP), which is becoming a key requirement influencing market access to the EU. The DPP forms part of a broader digital product and regulatory ecosystem encompassing areas such as data governance, electronic identification (e-ID) and trust services, and Internet of Things (IoT)–enabled traceability.
- 1.03. Given the importance of the EU market to Caribbean exporters, especially micro, small and medium-sized enterprises (MSMEs), there is an urgent need to prepare regional stakeholders to understand and respond to these evolving regulatory and technical requirements. Early engagement is critical to mitigating potential trade disruptions and supporting continued competitiveness in an increasingly digital and standards-driven trading environment.
- 1.04. Against this backdrop, the project aims to strengthen awareness, institutional understanding, and technical dialogue within the CARICOM region on the EU’s Digital Product Passport and associated digital product frameworks. To achieve this objective, the project adopts a blended approach combining knowledge exchange and capacity-building activities, including a study visit to Europe, a regional webinar series, and the development of practical knowledge products.
- 1.05. The study visit will engage key EU regulatory authorities, standardisation bodies, and business support organisations involved in the development and implementation of the DPP. The study visit will provide first-hand insights into governance models, standards, technical requirements, implementation mechanisms, and key challenges, with a view to identifying lessons and considerations relevant to the Caribbean context.
- 1.06. Complementary regional webinars will broaden stakeholder participation and deepen understanding of the EU DPP framework. The webinars will facilitate discussion on regulatory requirements, technical elements, potential trade impacts, and the evolving role of quality infrastructure (QI) institutions in supporting compliance and market access.



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1.07. Building on the study visit and webinar series, the project will develop targeted knowledge products aimed at strengthening both regional capacity and strategic engagement. These outputs will support policymakers, quality infrastructure institutions, business support organisations, and exporters in navigating DPP requirements and positioning the CARICOM region for effective participation in digitally enabled global value chains.

2. OBJECTIVE

2.01. The objective of this assignment is to assess the readiness of CARICOM stakeholders for compliance with the European Union’s Digital Product Passport (DPP) requirements, with particular focus on identifying and prioritising the product categories of greatest relevance to CARICOM exporters, and to strengthen regional knowledge and capacity to respond effectively to these emerging regulatory obligations. This will be achieved through a targeted needs assessment and the development of practical, evidence-based knowledge products to support policymakers, quality infrastructure institutions, business support organisations, and exporters, particularly MSMEs, in understanding and implementing DPP-related obligations.

3. SCOPE OF WORK

3.01 Under the overall guidance of the CROSQ Chief Executive Officer and General Project Officer – Project Implementation, the Consultant shall undertake the following tasks:

3.01.1 Needs Assessment

- (a) Review outputs from the EU study visit and regional webinars to identify the key product categories, knowledge, and capacity gaps of CARICOM stakeholders related to the Digital Product Passport (DPP) and associated digital product frameworks.
- (b) Conduct interviews with selected stakeholders (e.g., quality infrastructure institutions, exporters, regulators, and business support organisations), to identify the region’s key product categories and assess stakeholders' level of awareness, concerns, capacity constraints, and priority needs related to DPP requirements and implementation.
- (c) Analyse the data collected and prepare a concise, evidence-based, and actionable Needs Assessment Report that identifies and prioritises the product categories of greatest relevance to CARICOM exporters, assesses stakeholder readiness for DPP compliance, identifies critical knowledge and capacity gaps and determines



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priority areas for intervention to support effective DPP implementation and compliance. The report shall also include recommendations to inform the development of:

- An **Exporter Compliance Guide** providing clear, practical guidance for MSMEs on DPP requirements and compliance pathways relevant to the region's priority product categories.
- A **Training Module** designed to support capacity building among NSBs, BSOs, and exporters.

3.01.2 Knowledge Products

- (d) Conduct supplementary research on the DPP framework and overarching EU Ecodesign for Sustainable Products Regulation (ESPR) to ensure a comprehensive and up-to-date understanding of the relevant policy, regulatory, and technical environment.
- (e) Prepare content outlines for the **Exporter Compliance Guide** and **Training Module**, clearly defining objectives, scope, and structure for each product.
- (f) Develop the **Exporter Compliance Guide** and **Training Module** using the synthesised insights from the EU study visit, regional webinars, Needs Assessment Report, and supplementary research.
- (g) Facilitate a regional knowledge transfer session, presenting the Exporter Guidance Document and Training Module to support stakeholder understanding and uptake of the developed materials.

3.01.3 Policy/Cooperation Brief

- (h) Drawing on insights from the EU study visit, regional webinars and supplementary research develop a Policy/Cooperation Brief outlining strategic recommendations to enhance CARICOM -EU trade and address technical barriers to trade

4. DURATION

4.01 This assignment is for a total of 40 person-days over the period of 5 months.



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5. DELIVERABLES AND REPORTING REQUIREMENTS

5.01 The consultant will report to the CROSQ General Project Officer – Project Implementation and shall be responsible for submitting the following deliverables in accordance with the agreed work plan and timelines:

- (a) Within five (5) days of commencing the assignment, an **Inception Report** including the approach to the assignment, work plan and schedule. A template will be provided by CROSQ.
- (b) One **Needs Assessment Report**
- (c) One **Research Report** synthesising:
 - Key insights from the EU Study Visit and regional webinars
 - Findings from supplementary research on the DPP framework and the EU Ecodesign for Sustainable Products Regulation (ESPR)
 - Content outlines for the Exporter Compliance Guide and Training Module
- (d) One **Exporter Compliance Guide**
- (e) One **Training Module**
- (f) One **Policy/Cooperation Brief**
- (g) A **Presentation** for a regional knowledge transfer session targeting CARICOM stakeholders
- (h) A **Final Report** summarising all activities undertaken, deliverables produced, key outcomes and providing recommendations for the periodic review and updating of the Exporter Compliance Guide and Training Module to ensure that these resources remain current and responsive to evolving EU regulatory requirements.

6. QUALIFICATIONS AND EXPERIENCE

6.01 The consultant should possess the following qualifications and experience:

- (a) At least a Bachelor of Science (BSc) in digital policy, international trade, Information and Communication Technology (ICT) or a related field.
- (b) Minimum 5 years of experience in digital policy, standards, or trade-related projects.



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Provide overview of projects in which you have been actively involved.

- (c) Minimum 5 years of experience in conducting stakeholder assessments, consultations, or qualitative research and analysis. Provide relevant details.
- (d) Proven experience in designing and delivering training programmes in trade, standards, or related technical fields (in-person and/or virtual). Provide relevant details.
- (e) Experience supporting the development of e-learning content suitable for Learning Management Systems (LMS), including digital formatting and packaging for online delivery. Provide details on work undertaken in this area.
- (f) Strong analytical, research, and technical writing skills.
- (g) Experience working in a developing country or within CARICOM.
- (h) Familiarity with European Union trade regulations, particularly digital product requirements and standards is an asset.
- (i) Familiarity with regional quality infrastructure systems and trade-related challenges is an asset.
- (j) Strong facilitation and presentation skills.
- (k) Excellent interpersonal and communication skills, including the ability to work effectively and diplomatically with stakeholders at all levels
- (l) Excellent command of written and spoken English.

Note: Applications from individual consultants or consultant teams are welcome.

7. SUBMISSIONS

- 7.01 Proposals are to be sent to Ms. Teyonna Delice-Mayers, General Project Officer – Project Implementation at teyonna.delicemayers@crosq.org by **4:00 pm AST on Monday, 1 June 2026**. A financial proposal outlining the breakdown of consultancy charges must also be provided. Curriculum Vitae(s) should be annexed to the submission. The proposal will be evaluated on the following criteria: Education; Experience; Skills and Competences; Adequacy and Technical approach and Financial Cost. CROSQ reserves the right to negotiate rates with the most technically eligible respondent.

******Note: Only successful applicants will be contacted.**