



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, digital identities and electronic identification (e-ID), interoperability and trust services, and Internet of Things (IoT)–enabled traceability. It is underpinned by a suite of standards that facilitate consistent data exchange, system compatibility, security, and reliability across value chains and digital platforms. Together, these elements enable the effective implementation of the DPP and support greater transparency, sustainability, and circularity within the EU market.
- 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.



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- 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.
- 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**

The primary objective of this assignment is to assess the readiness of CARICOM stakeholders to respond to and prepare for the foundational requirements and enabling systems of the European Union's Digital Product Passport (DPP), and to strengthen regional knowledge and capacity to address emerging digital trade requirements through the development of practical, evidence-based knowledge products.

3. **SCOPE OF WORK**

- 3.01 To achieve the objectives of this assignment, the Consultant will undertake a targeted needs assessment and develop practical, evidence-based knowledge products aimed at strengthening the capacity of policymakers, quality infrastructure institutions, business support organisations, and exporters, particularly MSMEs, to understand and prepare for emerging Digital Product Passport (DPP) and related digital product requirements.
- 3.02 Under the overall guidance of the CROSQ Chief Executive Officer and General Project Officer – Project Implementation, the Consultant shall undertake the following tasks:

3.02.1 Needs Assessment

- (a) Review outputs from the EU study to gain insights into the Digital Product Passport (DPP) and associated digital product frameworks, including but not limited to the legal and policy framework established under the EU Ecodesign for Sustainable Products Regulation (ESPR), product scope and prioritisation, data and system requirements, implementation timelines, roles and responsibilities of economic operators, and supporting standardisation activities.



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- (b) Review outputs from the regional webinar series to identify concerns, knowledge and capacity gaps among CARICOM stakeholders, and to capture any updates provided on the DPP and associated digital product frameworks.
- (c) Conduct interviews with MSMEs, exporters, business support organisations, and other relevant stakeholders to:
 - i. Identify product categories of greatest relevance to CARICOM exporters and regional trade interests;
 - ii. Assess stakeholder awareness and understanding of DPP fundamental requirements and their potential implications for market access;
 - iii. Evaluate current levels of technological readiness, including digitalisation, data management practices, traceability systems, and ICT infrastructure;
 - iv. Assess human and financial capacity constraints that may affect preparedness for DPP implementation.
- (d) Analyse the data collected and prepare a concise, evidence-based Needs Assessment Report that:
 - i. Identifies priority product categories of relevance to CARICOM exporters and regional trade interests;
 - ii. Assesses the readiness of CARICOM MSMEs and exporters to prepare for and progressively respond to the foundational requirements of the DPP by evaluating existing knowledge, technological, human, and financial capacities and gaps;
 - iii. Identifies priority support needs and interventions required to strengthen the foundational capabilities needed to support future compliance with DPP requirements;
 - iv. Provide recommendations to inform the development of:
 - An **Introductory Guide** for MSMEs and exporters to explain the current state of developments of the DPP and related digital products frameworks and the implications for CARICOM stakeholders, covering topics such as the ESPR, product scope, implementation timelines, economic operator obligations, and data and system requirements; and
 - A **Training Module for MSMEs and exporters** on digital trade fundamentals, including but not limited to topics such as data governance, digital identities and electronic identification (e-ID),



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interoperability, trust services, consumer Internet of Things (IoT), and their relevance to DPP implementation. The Training Module should include core training materials such as a Facilitator Guide, Participant Manual, presentation slides, and practical exercises and/or case studies. Additional components may be proposed by the Consultant and agreed with CROSQ during implementation based on the findings of the Needs Assessment and the intended target audience.

3.02.2 Knowledge Products

- (a) 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.
- (b) Prepare content outlines for the **Introductory Guide** and **Training Module**, clearly defining objectives, scope, and structure for each product.
- (c) Develop the **Introductory Guide** and **Training Module** using the synthesised insights from the EU study visit, regional webinars, Needs Assessment Report, and supplementary research.
- (d) Conduct research on the eight (8) standards currently under development by CEN-CLC/JTC 24 Digital Product Passport – Framework and System and prepare a concise **Technical Brief** targeted at CARICOM National Standards Bureaux (NSBs) and export and trade associations. The **Technical Brief** shall:
 - i. Provide an overview of the DPP standards development landscape;
 - ii. Describe the scope, purpose, and status of each standard under development;
 - iii. Highlight implications for CARICOM stakeholders, particularly standards bodies and quality infrastructure institutions
- (e) Facilitate a regional knowledge transfer session, presenting the **Introductory Guide**, **Training Module** and **Technical Brief** to support stakeholder understanding and uptake of the developed materials.



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4. DURATION

4.01 This assignment is for a total of 40 person-days over the period of 3 months.

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); and
 - Content outlines for the Introductory Guide and Training Module.
- (d) One **Introductory Guide**
- (e) One **Training Module**
- (f) One **Technical 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 Introductory Guide and Training Module to ensure that these resources remain current and responsive to evolving EU regulatory requirements.



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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, digital transformation, standards, trade, or related projects. Provide an 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 The submission, comprising a technical proposal, financial proposal and a Curriculum Vitae(s) (CVs), all in English, should be submitted electronically to Ms. Teyonna Delice-Mayers, General Project Officer – Project Implementation at



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teyonna.delicemayers@crosq.org no later than **4:00 pm AST on Monday, 22 June 2026**.

- 7.02 Proposals will be evaluated based on the following criteria: Education; Experience; Skills and Competences; Adequacy of the Technical Approach; and Financial Cost.
- 7.03 The financial proposal must specify the total number of person-days required to complete the assignment and the corresponding person-day rate in United States dollars (USD). It is understood that the person-day rate shall be inclusive of all costs associated with the assignment. CROSQ reserves the right to negotiate rates with the most technically eligible respondent.

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