

TERMS OF REFERENCE
CONSULTANT FOR THE
Cocoa Sector Enhancement Project (CSEP) - (Saint Lucia)
Consultancy for Training on Agronomic Practices of Cocoa Production

SECTION 1: BACKGROUND

GENERAL

The Government of Saint Lucia, cognizant of the importance of agricultural diversification, has allocated funding towards the advancement of the cocoa sector in Saint Lucia under the CSEP. A percentage of the funding has been assigned to the undertaking of ***training on the agronomic practices of cocoa production***. The objective of the consultancy is to enhance returns to the cocoa sector through the improvement of the quality, consistency and quantity of cocoa produced.

The Government of Saint Lucia embarked on the implementation of the CSEP, with the objective of enhancing returns to the cocoa sector through increased production and productivity of cocoa beans and processed products. The CSEP is expected to contribute towards resolving issues currently facing the cocoa sector, including:

- ✧ Reduced levels of production and productivity
- ✧ Limited returns and contribution to income security
- ✧ Limited market access and penetration
- ✧ Cross-cutting areas:
 - Limited resources: finance, manpower/technical expertise, material/inputs
 - Inadequate monitoring of cocoa fields and market
 - Lack of adequate data or information management on cost of production, sales and agro-processors leading to inability to calculate returns

The importance of agricultural diversification has been underscored, especially as the focus on food and nutrition security and sovereignty intensifies. Cocoa has been identified as a priority crop, with significant potential to advance economic and social development, in addition to contributing towards the increased contribution of the agricultural sector to economic growth.

Currently there is a great demand for cocoa and cocoa by-products, at the domestic, regional and international levels. Saint Lucia is therefore poised to

capitalize upon opportunities presented through this demand, advancing beyond the general focus on low levels of the value chain, towards greater levels which present opportunities for greater return and advancement of the agricultural sector in general.

Saint Lucia's agricultural sector is continuously faced with various external shocks which dampen the progress of the sector. Notwithstanding the emergence of these shocks, the resilience of the sector is evident through recovery experienced after the passage of Covid-19, inflationary pressures, supply chain issues which result in increases in the cost of production of agricultural produce and restrictions presented by market demands such as reduced chemical use. The agricultural sector contributed eighty-eight million (\$88 million) or 1.72%, on average for the period 2018 to 2022, to Gross Domestic Product (GDP) at constant prices. Data from the Central Statistics Office (CSO) revealed that the sector contributed eight thousand and two (8,002) jobs on average for the past ten (10) years (from 2012 to 2022) or 10.05% of total employment of the country on average for the same period.

SECTION 2: SCOPE OF WORKS, DELIVERABLES AND PAYMENT SCHEUDLE

Deliverables and Scope of Works	Deadline	Payment
<p><u>Inception Report</u>: 3 hard copies submitted to the office of the Permanent Secretary (PS); 1 soft copy emailed to the PC of the CSEP and copied to the PS:</p> <ul style="list-style-type: none"> ✧ Demonstrating knowledge of the assignment <ul style="list-style-type: none"> ✧ Describing all activities necessary to successfully complete the consultancy with timelines, outputs and processes clearly indicated (including all the inputs necessary for the undertaking of the training). 	Two (2) weeks from start date (by 12 th August 2024)	10%

<p>Training sessions: three (3) theoretical and two (2) practical training sessions for each of three zones of the island: the north, east and the south of the island (a total of three (3) weeks of training). A total of at least twenty (20) persons per zone would be trained (a total of sixty (60) persons). Training is to include at minimum:</p> <ul style="list-style-type: none"> • Site selection & preparation • Drainage • Establishment of temporary & permanent trees • Weeding • Soil management • Application of fertilizer and efficient use of inputs • Planting & Spacing (Obtaining & maintain field densities: Traditional, Standard, International); selection of cocoa varieties; grafting • Diversified agroforestry (to make farms more productive) • Pruning • Harvesting • Ecosystem friendly approaches that promote biodiversity and sustainability • Climate change impacts and response • Pest & disease control including integrated pest management 	<p>Two (2) weeks after submission of the inception report (26th to 13th September 2024)</p>	<p>30%</p>
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<p>The consultant is to submit the presentations to be utilized at the training sessions two weeks prior to the training session.</p> <p>Logistics for training sessions such as catering, and the venue would be arranged by the Ministry of Agriculture.</p> <p>The consultant is to submit the presentations to be utilized at the training sessions two weeks prior to the training session.</p> <p>Inputs for training sessions are to be procured by the consultant.</p>		
<p>Draft Report: soft copy emailed to the Project Coordinator (PC) of the CSEP and copied to the PS or designate stipulating all details of all training including the list of attendees in the annex.</p>	<p>Two (2) weeks after the completion of all training (by 27th September 2024)</p>	<p>30%</p>
<p>Final Report: 3 hard copies submitted to the Permanent Secretary (PS) or designate; 1 soft copy emailed to the PC of the CSEP and copied to the PS or designate incorporating comments and suggestions from Ministry officials</p>	<p>Two (2) weeks after submission of the Draft Report (by 11th October 2024)</p>	<p>30%</p>

SECTION 3: PROCEDURAL MATTERS

- The consultant shall report directly to the Project Coordinator of the CSEP who will be responsible for the acceptance and approval of the deliverables. The Permanent Secretary (PS) of the Ministry of Agriculture, Fisheries, Food Security and Rural Development or

designate will be responsible for the authorization of payment, based on comments of the PC on deliverables.

- All written communication should be directed to the secretariat (PS) of the Ministry of Agriculture, Fisheries, Food Security and Rural Development, or designate.

SECTION 4: DURATION

The overall duration of the consultancy will run for nine (9) weeks from 29th July 2024 to 11th October 2024.

SECTION 5: EXPERIENCE

- A minimum of 10 years' experience in the agronomy of cocoa.
- A minimum of 3 years' experience in conducting training in the agronomy of cocoa.

SECTION 6: CORE AND TECHNICAL COMPETENCIES

- Excellent interpersonal, written and verbal communication skills (including conducting presentations)
- Reliable and demonstrated ability to lead training sessions including organizing of venues, catering and logistics.
- Computer literacy (moderate to advanced) including Microsoft Office.

SECTION 7: SUB-CONTRACTING

Sub-contracting is permitted under this consultancy, to ensure that the skillsets needed are available. The consultant would bear the responsibility of all costs and payments associated with the sub-contractor and to ensure that the sub-contractor delivers on time and with quality.

SECTION 8: SUBMISSION

Submissions of all proposals should be received by 4:00 p.m. on Friday, 15th July 2024.

Hard Copy

Proposals submitted in hard copy should be submitted in one (1) sealed envelope marked CONFIDENTIAL and “Consultancy for Training on Agronomic Practices of Cocoa Production”. This outer envelope should contain two separate sealed envelopes inside:

- One containing the Expression of Interest (EOI), qualifications and experience, and marked “Expression of Interest for the Consultancy for Training on Agronomic Practices of Cocoa Production” and
- The other containing the financial and technical proposal and marked “Financial and Technical Proposal for the Consultancy for Agronomic Practices of Cocoa Production”.

Both the Expression of Interest (EOI) and the Financial and Technical Proposal must be signed.

Proposals submitted in hard copy should be addressed to:

Mr. Barrymore Felicien
Permanent Secretary
Ministry of Agriculture, Fisheries, Food Security and Rural
Development
5th Floor Sir Stanislaus James Building
Waterfront
Castries Saint Lucia

For further information required to assist in the submission of proposal, please contact the PS at pssecretary.agriculture@govt.lc or telephone number (758) 468-4103 or the Procurement Officer at amander.henry@govt.lc or telephone number (758) 468-4196.

Government of Saint Lucia Electronic Tendering Portal

Proposals can also be submitted on the Government of Saint Lucia Electronic Tendering Portal via the following link: <https://intendhost.co.uk/goslprocurement/asp/Home>

The following two proposals must also be submitted:

- The Expression of Interest (EOI), qualifications and experience
- The financial and technical proposal.

Further information to assist with the submission of the above proposals on the portal should be directed at the Procurement Officer at amander.henry@govt.lc or telephone number (758) 468-4196.

Both the Expression of Interest (EOI) and the Financial and Technical Proposal must be signed.