



## **Terms of Reference for the recruitment of technical assistance support to the actions of the Council of Agriculture Ministers of SICA (CAC) in Belize.**

**June-December 2018**

### **I. Background**

The Ministers of Agricultural Council (CAC) is defined in the Protocol on General Treaty for Economic Integration - Protocol of Guatemala as the instance of the Central American Integration System (SICA) responsible for proposing and implementing the necessary actions, leading to shape actions, programs and regional projects in the agricultural, forestry and fisheries field, both as regards to policies for plant and animal health, as well as aspects of scientific, technology, research and production modernization.

In this context, the functions of the Ministry Agriculture of CAC is to assume the functions of the President Pro Tempore which increases workload that often countries find it difficult to undertake, therefore the Ministry of Agriculture has requested the Executive Secretariat CAC in supporting Belize's PPT.

During the second half of 2018, the Ministry of Agriculture, Fisheries, Forestry, Environment, Sustainable Development and Immigration of Belize will assume the Presidency Pro Tempore of the CAC.

The Executive Secretariat of the CAC will support the Ministry of Agriculture of Belize by funding a technical liaison officer during the second half of 2018, to strengthen the coordination of activities carried out under its Presidency Pro Tempore.

### **II. Objectives of the Technical Assistance:**

Through technical assistance is sought:

Support the Ministry of Agriculture, Fisheries, Forestry, Environment, Sustainable Development and Migration of Belize, who assumes the Presidency Pro Tempore of the CAC, coordination and implementation of actions in the second half of 2018, to facilitate monitoring and enforcement national agreements, projects and regional strategies CAC (PACA, ERAS, ECADERT, EASAC).

### **III. Requirements of individual consultant**

- Professional with minimum bachelor's degree in agricultural sciences, international relations, political science, economics and legal sciences.
- Experience of at least 3 years in planning, monitoring programs and projects in the agricultural sector.
- Fluent in both English and Spanish.
- Work experience of at least 3 years in public sector institutions in Belize.
- Basic knowledge of Central American integration process within the framework of SICA in general and in particular Central American Agricultural Council (Desirable).

### **IV. Activities to perform**

- 1) Serve as the technical liaison between the Executive Secretariat of the CAC and the Ministry of Agriculture, Fisheries, Forestry, Environment, Sustainable Development and Migration of Belize, under the coordination of the country representative to the Regional Technical Committee of the CAC.
- 2) Be informed, monitor and systematize the relevant information on regional activities promoted by the Agricultural Council, and disseminate it to the various national actors, as directed by the representative of the Regional Technical Committee of the CAC.
- 3) Be informed, monitor and systematize the relevant information on national activities promoted by the Ministry of Agriculture, Fisheries, Forestry, Environment, Sustainable Development and Migration of Belize and other national actors for the implementation of agreements, projects and regional strategies CAC and maintain proper and timely informed Executive Secretariat CAC.
- 4) Perform actions coordination and technical follow up internally by the Ministry of Agriculture, Fisheries, Forestry, Environment, Sustainable Development and Migration of Belize, as well as other institutions the public and private sector activities related to the implementation of agreements, projects and regional strategies approved under the CAC, as requested the country representative to the regional Technical Committee of the CAC.
- 5) Support the implementation of national and regional events related to the activities of the CAC work program carried out in their country and participate in them.

As required by the Executive Secretary of the CAC or designee, the consultant activities will be reoriented by mutual agreement.

**V. Expected products:**

- A. Roadmap for the period of consultancy containing all activities to develop, with its own time schedule where compliance detailing each deliverable.
- B. Midterm report on coordinated actions carried and supported under the pro tempore presidency of the Central American Agricultural Council.
- C. End of actions carried and supported under the pro tempore presidency of the Central American Agricultural Council report.

**VI. Work Schedule:**

The Consultancy will be a total duration of up 7 months from signing of the contract, provided that does not exceed 14 December 2018, developing the following

<b>products:</b>	<b>Maximum term</b>
a) work plan for the period of consultancy containing all activities to develop, with its own time schedule where compliance detailing each deliverable.	June 8, 2018
b) midterm report on coordinated actions carried and supported under the pro tempore presidency of the Central American Agricultural Council.	September 14, 2018
c) Final Report of actions taken and supported under the pro tempore presidency of the Central American Agricultural Council.	November 23, 2018

**VII. Payment:**

- A. First payment equal to 15% of the cost to present the work plan for the period of consultancy (product a).
- B. Second equivalent to 40% of the cost introducing the midterm report on coordinated actions carried and supported under the Pro Tempore Presidency of the Central American Agricultural Council payment. (Product b)
- C. Third equivalent to 45% of the cost to present the final report and supported actions in the framework of the Pro Tempore Presidency of the Central American Agricultural Council payment.

### **VIII. Funding source:**

Payment of consultancy shall be charged to the Executive Secretariat of the CAC to the specific features of the project "Promotion of regional agricultural chains and inclusion of family farming, with focus on adaptation to climate change in areas prioritized in the ECADERT"

### **IX. National and international missions.**

During the development of consulting, it is not expected to perform professional national and international missions.

### **X. Monitoring**

The Executive Secretary of the CAC or designee will be responsible to monitor at all times, activities, services and / or products specified in the Terms of Reference and provide the Consultant with written comments and indications it deems appropriate, related to its execution, as well as changes if any are available.

### **XI. General considerations and application.**

- The Consultant must be registered in the database consultants Institute. You can access this based on the following link: <http://apps.iica.int/sico/pages/public/login>
- The Consultant must have a basic medical insurance and life, obtained by its own media. In case of not having any, the consultant may opt for institutional coverage for the duration the contract; The cost of this insurance shall be covered by the consultant.
- In case concerned a consulting company (legal entity) shall meet the following requirements: i) have legal status and provide a copy when it hired; ii) Provide copy of the general power of attorney of the contracted institution; iii) be duly registered with the tax regulatory institution the country; iv) Have invoices duly authorized
- consultant must have invoices / receipts legally authorized to appropriate national level.

To apply to this consultation, interested parties should submit *their resume (Curriculum Vitae), as well as technical and economical offer* by mail [roman.cordero@cac.int](mailto:roman.cordero@cac.int) copies [iica.cr@iica.int](mailto:iica.cr@iica.int) later than **May 31, 2018**.