



TERMS OF REFERENCE

PROJECT MANAGER – TOBAGO GOOD FOODS PROJECT

EUROCHAMTT is a registered, non-profit membership organisation which seeks to strengthen partnerships between European and Trinidad and Tobago companies as an approach to increasing investment and trade in Trinidad and Tobago.

This *TOBAGO GOOD FOODS PROJECT* is a project of the European Business Chamber in Trinidad and Tobago (EUROCHAMTT). It is financed with a contribution from the Enabling Competitive Business Strategy (ECB Strategy), a programme of the Ministry of Trade, Industry and Investment (MTII) and the Ministry of Labour and Small and Micro Enterprise Development (MOLSMED). The ECB Strategy is the focal point for financial support of the European Union.



BACKGROUND

The EUROCHAMTT TOBAGO GOOD FOODS PROJECT is a 3 year project which aims to promote and support investments in the production of 'good food' in Tobago and to associate the Tobago brand of tourism with 'good food'.

Good food refers to food from producers and processors that practice good, agricultural and processing practices that respect human health and the environment and promote sustainable agriculture. The idea is for 'good food' to become part of the product offered in Tobago. The concept is consistent with the branding of Tobago as clean, green, and serene and therefore this project will contribute not only to higher quality agro products but also to the branding efforts of Tobago.

The EUROCHAMTT TOBAGO GOOD FOOD PROJECT formally started on January 30, 2014 with the signing of the Memorandum of Agreement between the Government of the Republic of Trinidad and Tobago represented by the Ministry of Trade, Industry, Investment and Communications and the

European Business Chamber in Trinidad and Tobago (EUROCHAMTT). The Agreement comprises general terms and conditions along with a detailed schedule of activities, deliverables and payments as per the agreed project proposal.

The project deliverables and the status is summarised below:

DELIVERABLES	TIMEFRAME	STATUS
PHASE I		
<ul style="list-style-type: none"> Start 	January 30, 2014	
<ul style="list-style-type: none"> Workshops in Tobago 	Workshop 1 –Thursday 13 March Workshop 2 –Friday 14 March Workshop 3 –Thursday 27 March Workshop 4 –Friday 28 March.	COMPLETED.
<ul style="list-style-type: none"> Selection of 12 producers for direct and individual technical assistance 	March to April	COMPLETED.
<ul style="list-style-type: none"> Completion of 12 Business and Investment Plans. 	May 1, 2014	COMPLETED. SEE ATTACHED DOCUMENT
PHASE II		
<ul style="list-style-type: none"> EUROCHAMTT Agreements with each of the 12 selected projects 	September 2014 to December 2014	IN PROGRESS. All who have started have signed. Others to sign before starting
<ul style="list-style-type: none"> Recruiting, training and equipping of labour pools to support farmers 	July 2014	In most cases, the beneficiaries have access to two or more long time dedicated workers and therefore consultants will work with the labour associated with each property.
<ul style="list-style-type: none"> Recruiting various technical experts: tree crops, bee keeping organic agriculture, fruit transformation, dairy goat farming, graphic artist 	September 2014 to December 2014 (except graphic artists to start after February 2015)	IN PROGRESS
<ul style="list-style-type: none"> Product and facilities expansion and upgrades 	July 2014 to December 2015 – 18	IN PROGRESS. SEE

DELIVERABLES	TIMEFRAME	STATUS
implementation	months	DETAILED SCHEDULE
• 12 Company Improvement Progress Reports	February 2015	
• 12 Company Improvement Progress Reports	October 2015	
• Certification of companies and products	December 2015	
• Templates, success stories, tools for replication	March 2016	
PHASE III: when phase 2 is completed		
<ul style="list-style-type: none"> • Finalization of all improvements. • Assessment templates • Twelve (12) monitoring reports success stories, case studies, press releases • Training handbooks • Final report 	March 2016	

OBJECTIVES OF THE PROJECT

The objective of this project management consultancy is to support the EUROCHAMTT Board in its specific management of the execution phase, monitoring, reporting and communications functions associated with this project.

BENEFICIARIES

There are 12 beneficiary projects selected for support and each project requires its unique schedule of activities. These are outlined in Agreements signed between EUROCHAMTT and the beneficiaries. The 12 projects are presented in the accompanying document.

Technical consultants are recruited by EUROCHAMTT to provide the technical support to these beneficiaries.

DESCRIPTION OF TASKS / ACTIVITIES TO BE CONDUCTED BY THE PROJECT MANAGER

- 1) Work with the selected technical consultants to plan missions to Tobago and in particular
 - a) Liaise with the travel agent to book airfares.
 - b) Liaise with the accountants/ Aegis Business Solutions on per diem and professional fee payments for each person traveling and for each night.

- c) Liaise with the beneficiaries to ensure the beneficiary can supply accommodation during the selected days.
 - d) Ensure that the beneficiaries arrange for labour to be present during all training at their estates.
- 2) Monitor through the technical consultants the collection, sanitising and storage of the inventory of tools which have been purchased for the project, after each mission. Periodically audit status of the tools.
 - 3) Review the distribution of safety wear which has been distributed to date and ensure that these are with each property to receive safety wear and arrange distribution of remaining safety wear:
 - i) At least 3 Tree Crop properties require protective wear (head, face, ear, dust, hand, foot protection)
 - ii) At least 1 property requires Beekeeping safety wear
 - iii) At least 6 properties to receive food safety wear.
 - 4) Review with technical consultants' the recommendations for purchases of demonstration equipment and work with consultants to obtain quotations and evaluate the quotes.
 - 5) Represent EUROCHAMTT regarding the Good Foods Project at coordination meetings with other funding agencies or government organisations in Tobago and / or in Trinidad if necessary. *This could be at least three times.*
 - 6) Monitor and report on progress on each of the 12 projects. This reporting will be required no less than three times. Technical reports from the Technical Consultants can be fed into the progress reports of the Project Manager. Reports must be **full of high quality images** featuring the results and work in progress with explanatory notes. The reports will also be used for the Ministry of Trade, Industry, Investment and Communication.
 - 7) Work with the Board to plan and execute at least 2 collective Markets featuring all of the products which have been developed.
 - 8) Seek opportunities for communicating EUROCHAMTT's work including presentations and media, interviews with both Government and private media.
 - 9) Support the Board with project document management including physical and digital files, success stories and templates for replication.

WORK PROGRAMME AND INDICATIVE TIMETABLE

- Start: **December 1st 2014 to March 2016 subject to the budget**

- Progress Reporting 1: by February 27th 2015 (or before if requested by the Ministry) to coincide with request for next disbursement.
- Progress Reporting 2: by end of October 30th 2015
- Progress Reporting 3: by March 2016 or before.

REQUIREMENTS

- Practical experience as well as theoretic knowledge and qualifications in project management.
- Experience in agribusiness projects would be considered an asset.
- Excellent report writing skills as well as oral communication skills.

COMMUNICATIONS

The Project Manager will report to the President EUROCHAMTT.

SUBMISSION

EUROCHAMTT estimates about 15 hours per month but some months may require more time. Travel to Tobago will also be required.

Interested candidates are required to submit only their **CV** and **daily rate** to EUROCHAMTT by email: info@eurochamtt.org with a cover note expressing interest. SUBMISSION is required by **25 November 2014**.