

ATTACHMENT E SCOPE OF WORK

Organization Name: Inter-American Institute for Cooperation on Agriculture (IICA)
Managing Organization Name: U.S. Department of Agriculture (USDA) Foreign Agricultural Service (FAS)
Project Title: ISSB Capacity Building for IICA Member Countries
Location of Project Performance: Various
Period of Performance: September 30, 2017 – December 31, 2020

I. Introduction

The U.S. Department of Agriculture (USDA), Foreign Agricultural Service (FAS), Office of Capacity Building and Development (OCBD) Trade and Scientific Capacity Building Division (TSCBD) conducts trade and scientific capacity building (TSCB) activities to facilitate a country's development, rural economic growth, and agricultural trade. The FAS Office of Agreements and Scientific Affairs (OASA) leads the U.S. Department of Agriculture on international trade policy issues. The USDA Animal and Plant Health Inspection Service (APHIS) protects and promotes U.S. agricultural health. The U.S. Codex Office engages stakeholders in the development and advancement of science-based food standards. The Office of the U.S. Trade Representative (USTR) leads the development and coordination of U.S. international trade. OCBD and OASA in partnership with the above mentioned parties will collaborate with the Inter-American Institute for Cooperation on Agriculture (IICA) to carry out the activities described in this scope of work. The Parties agree that this is not intended to be an international agreement governed by international law. Monies under this agreement will support the activities of approximately three International Standard Setting Body (ISSB) activities, including but not limited to workshops, meetings, seminars, etc. for Codex and OIE.

II. Project Description

Activity 1: Animal Health standards review for Latin America and the Caribbean (two meetings per year [spring and fall]). *Cost: \$197,428.00*

Description: Following up on the successful Codex program for the Latin America and Caribbean Region, IICA, in collaboration with FAS and APHIS, expanded standards revision activities to include a very successful workshop in April 2017 around draft standards developed by the World Animal Health Organization (OIE). These activities will support capacity building in the area of developing science-based standards with a goal of improving the adoption of technically justified international standards while promoting inter-regional communication and cooperation.

IICA will host these meetings at its Headquarters in San Jose, Costa Rica. Delegates will review agenda items and proposed text and will work to develop interregional positions. The program will cover the airfare, M&IE and miscellaneous costs associated with the travel of delegates from LAC as well as venue, interpretation, printing and other associated costs.

Activity 2: Strategic Sessions around effective development and implementation of international standards and productive engagement with the International Standard Setting Bodies.
Cost: \$132,742.30

Description: The SPS environment (comprised of various agreements, committees and groups within the World Trade Organization (WTO), the World Animal Health Organization (OIE), the International Plant Protection Convention (IPPC), and Codex Alimentarius) is increasingly complex, and crosscutting issues

like equivalence, transparency, and certificates/certification remain contentious. As a means by which to promote dialogue and understanding around some of these issues and effective use of standards in general, IICA proposes an annual thematic session to address one of these topics. This approach is similar to what is used by the World Trade Organization (WTO) SPS Committee, both formally via side sessions, to provide a space for Committee members to exchange experiences and learn more about specific topics.

IICA will consult with FAS to identify a topic and venue, develop an agenda, identify potential speakers, and IICA will make all necessary travel arrangements, and host the meeting with FAS. Per standard pedagogy regarding effective meeting management, each event will result in a roadmap for next steps and identification of capacity building needs.

Activity 3: SPS Leadership Program. Cost: \$113,500.00

Description: Following years of capacity building around effective implementation of the World Trade Organization (WTO) Agreement on the Application of Sanitary and Phytosanitary Measures (SPS Agreement), many countries still struggle to move from theory to practice with regard to development and adoption of international standards and policies that are consistent with the SPS Agreement. Due in part to training provided by the WTO and groups like IICA, Latin America has abundant SPS-related technical expertise. However, many public sector regulators do not receive leadership training, creating a situation wherein well-intentioned professionals lack the skills they need to affect positive change. Public and private sector technical personnel often do not work closely together to address shared challenges, resulting in delayed or ineffective implementation of domestic and international policies. IICA will address these specific needs by delivering a capacity-building program that will integrate public and private sector leadership development with practical approaches to advance development, adoption and implementation of science-based policies.

The program will count on support from the WTO SPS Committee Secretariat and selected members or key participants in the Codex, OIE, and IPPC Secretariats, Working Groups, or Regional bodies. This is a proposal to build on previous investments in Latin America by the WTO by asking select graduates of the WTO Advanced Course on the SPS Agreement to serve as presenters for the program in coordination with FAS. The course will use the topic of anti-microbial resistance (AMR) as a common issue to promote communication across sectors, advance implementation of national action plans, and strengthen collaboration throughout Latin America. The first iteration of the course will be in Spanish and, if successful, a subsequent program for English-speaking countries would be planned.

AMR is a multi-sectoral issue encompassing the interface between humans, animals, plants and the environment. The availability and use of antimicrobial drugs in terrestrial and aquatic animals and in crop production is essential to promote health and productivity. AMR can develop and move between food-producing animals and humans by direct exposure or through the food chain and the environment. It is important to work together to manage AMR because resistance arising in one geographical location or species can easily spread to other geographical locations through movements of food, water, animals, and people, thereby affecting developed and developing countries alike.

The group will be small in order to foster relationship building and allow for individual attention. Participants will be mid- to upper-level regulatory personnel with direct technical responsibility in one of the three disciplines (animal health, plant health, and food safety) related to AMR. As a country-level prerequisite to participation, countries that have drafted national AMR action plans will receive priority consideration. Participants will start the program having already identified a concrete challenge related to the development or implementation of some aspect of their national action plan that concerns the SPS Agreement, international standards, or some combination thereof.

This activity will be held in collaboration with the United Nations-mandated University for Peace Centre for Executive Education, which is located in San Jose, Costa Rica. As part of an international university with tight ties to the UN, UPEACE provides a unique perspective in their educational offerings, integrating global competencies, conflict resolution and productive collaboration. The Centre offers transformational educational programming that is dynamic and engaging, and inspires participants to make a positive impact in the increasingly interconnected world. The Centre specializes in onsite and online programs and has a demonstrated record of success in Latin America.

Project Objective: To form private and public sector SPS leaders with the skills to promote the implementation of science-based policies and standards in Latin America, develop a network of professionals working on SPS issues, and strengthen AMR preparedness in the Americas.

Timeline: September 2017 to March 2019

Activities: The program will consist of three in-person sessions, online training to complement in-person sessions, and bi-monthly virtual progress reporting and discussion sessions. Instructors from UPEACE will conduct the formal leadership training portions of the program and IICA, in coordination with FAS, will work with international SPS experts to implement the project portion of the program.

IICA and FAS will select participants on a competitive basis based on their CV, project proposal, and goals for participation. Participants will require a signed letter from their immediate supervisor confirming availability to attend all in-person sessions and participate in all related program activities. In addition, participants will reaffirm this commitment prior to starting the program. If selected, a participant from Costa Rica could join the program for minimal cost; private sector participants will pay their own airfare and lodging (approx. \$4,000-\$5,000).

Participants will learn teambuilding and leadership principles (self-assessment, habits of highly effective leaders, cross-cultural communication strategies, etc.) during the initial part of the first session. Participants will then present their country-level challenge (or “project”) and receive feedback from participants and instructors regarding possible strategies for advancing their issue in a manner consistent with the SPS Agreement. This discussion will result in an action plan that each participant will be responsible for implementing in the following months. Participants will select a partner and each will serve as the “accountability buddy” for their partner, with the expectation that they will remain in frequent contact outside of formal project activities. Project leaders will also be available to work with participants to discuss challenges, strategies, and, in general, to provide motivation to ensure that the project moves forward.

IICA will host bi-monthly videoconferences to discuss project progress, facilitate dialogue around strategies to address challenges, and build leadership capacity (communication, negotiation, etc., possibly through use of online modules).

Participants will learn more advanced leadership skills such as negotiation and measuring outcomes and impact via web-based training and the second in-person session. During the final in-person session, participants will present their projects, receive constructive feedback, develop next steps, and conclude with a discussion around lessons learned and best practices. Participants and Program Organizers will vote on the best progress made through an individual project and the public sector winner will attend the upcoming WTO SPS Committee or other relevant meeting.

Deliverables: Identification of best practices for advancing policy at the national level; identification and advancement on SPS standards-related issues in the Americas; strengthened implementation of AMR action plans in selected countries; and strengthened SPS network for Latin America.

IV. Reporting

Deliverable	Deadline	Criteria for Acceptance
Semi-Annual Narrative Report (SF-PPR)	Due 30 business days after the end of the semester	Submitted on time in the agreed upon format. Uses the SF-PPR as a cover sheet. Includes progress on M&E indicators, activities undertaken, plans for the next quarter, and progress toward benchmarks.
Semi-Annual Financial Report (SF-425)	Due 30 business days after the end of the semester	Submitted on time using SF-425.
Semi-Annual Invoices (SF-270)	Due 30 business days after the end of the semester	Submitted on time using SF-270 and additional documentation for what line items were charged with preference of submission occurring after the completion of an activity.
Final Narrative Report (SF-PPR)	Due 90 days after the end date of the project	Submitted on time using the SF-PPR as a cover sheet and a narrative, which includes progress on activities undertaken and plans for the next quarter.
Final Financial Report (SF-425)	Due 90 days after the end date of the project	Submitted on time using SF-425.
Final Invoice (SF-270)	Due 90 days after the end date of the project	Submitted on time using SF-270 and additional documentation for what line items were charged.
<i>Reference: https://www.grants.gov/</i>		

Timelines on this project will follow the United States federal fiscal calendar:

Semester 1: Quarter 1: October 1 – December 31 and Quarter 2: January 1 – March 31

Semester 2: Quarter 3: April 1 – June 30 and Quarter 4: July 1 – September 30

V. Statement of Mutual Interest

This effort supports the mutual interest of FAS and IICA to enhance partner countries' capacity for agricultural development and participation in international trade. This technical assistance supports FAS Strategic Objective 3.2.

VI. Principal Contacts

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