MEDICINAL CANNABIS AUTHORITY OF SVG

Terms of Reference

Consultancy to Provide Technical Guidance in the Operationalisation of the Medicinal Cannabis Authority of St. Vincent and the Grenadines and for Institutional Strengthening and Capacity Building

The Terms of Reference and Guidelines for the Submission of Expressions of Interest for this consultancy are provided below.

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Consultancy to Provide Technical Guidance in the Operationalisation of the Medicinal Cannabis Authority of St. Vincent and the Grenadines and for Institutional Strengthening and Capacity Building

1. Background and Rationale

The Government of St. Vincent and the Grenadines (GoSVG) is committed to positioning the country to become a global leader in the production of organically certified medicinal cannabis and a powerful regional hub for medicinal cannabis research. This development will provide relief for individuals suffering from a range of medical conditions and has the transformative potential to positively impact rural livelihoods and communities. The main island St. Vincent, of the multi-island Caribbean state, is volcanic in nature; its geological composition boasts fertile slopes of dark volcanic soil in a tropical climate, which makes the island ideal for extra low-cost year-round cultivation. Further, the country has a proven history in the production and export of high-quality agriculture produce and experience in certification of Fairtrade, HACCP, ISO's, GlobalGAP and EurepGAP. These conditions provide a platform for fruitful investment opportunities, and for St. Vincent and the Grenadines to become a regional fulcrum in the burgeoning international medicinal cannabis industry.

In this quest to develop a clearly defined, export-oriented, medical cannabis industry, the Government of St. Vincent and the Grenadines passed the Medicinal Cannabis Industry Bill on Tuesday 11th December, 2018. This development paved the way for the establishment of the Medicinal Cannabis Authority, the corporate body charged with the responsibility to regulate the cultivation, supply, possession, production and use of cannabis for medicinal purposes; that is, for the treatment of persons with qualifying conditions. Moreover, the Authority's mission is to support best practice in the cultivation, manufacture, management, governance, and administration of the medicinal cannabis industry. This requires, *inter alia*, an effective and robust regulatory framework, which is transparent, accountable and proportionate, targeting all activities, with added focus on those at the highest risk. At the same time, the framework should minimize unnecessary regulatory burdens so that the maximum amount of each stakeholder's effort goes into the investment activity.

The government envisages the institution of an efficacious regulatory body, which would enable a sustainable and viable industry producing medicinal cannabis products of the utmost quality and safety. Traditional farmers well-qualified in the most recognised global standards ought to be a vital component of the industry's production value chain. To facilitate the development and implementation of requisite laws, regulations, standards and guidelines in the context of this emerging and dynamic industry, the

Authority will require a cadre of proficient employees operating in an environment invested in appropriate training. Against this background, the Medicinal Cannabis Authority seeks to engage a consultancy for technical guidance in the operationalisation of the Medicinal Cannabis Authority, and the requisite institutional strengthening and capacity building.

2. Scope of Consultancy

This consultancy is geared towards the provisions of services to operationalise and strengthen the institutional framework of the Medicinal Cannabis Authority, and to build the capacity of the staff. The consultant will prepare a training package and other manuals related to institutional strengthening and capacity building. Further, the consultant will provide a framework for the establishment of a testing facility and an integrated seed to sale system.

3. Duties of Assignment

The Consultant shall be responsible for:

1. Inception phase: highlighting key documents to review, list of key stakeholders to interview, outline of the case study, analytical framework to be used, followed by an inception report;

2. Crafting a streamlined strategy to divert traditional cultivators away from the illicit market and to direct and incorporate them into the legitimate medical cannabis framework, in such a manner that upholds their rights, minimizes the possibility of exploitation, at the same time ensuring the greatest return to them;

3. Providing with expedience, advice on the establishment of the Medical Cannabis Authority and its operationalisation in full compliance with legislation governing the Medicinal Cannabis Industry Act, 2018;

4. Producing plans for the establishment of a testing facility to monitor the safety and quality of medicinal cannabis products;

5. Creating a training manual and executing a training program to instruct the technical personnel of the Authority, specifically the inspectorate and licensing staff;

6. Creating a training manual and executing a training program on Good Agricultural Practices (GAP) to instruct technical personnel of the Authority, specifically in the research and development department, and cultivation licensees; and

7. Developing a comprehensive licence operation monitoring and evaluation system to provide oversight of the industry ensuring the observance of national legal and regulatory requirements and concurrently being cognisant of obligations to the International Narcotics Control Board (INCB) and the minimum thresholds for entry into foreign markets.

4. Deliverables

The deliverables for this consultancy are:

1. One inception report, including listing of documents, key stakeholders to be interviewed, and analytical framework;

2. One evaluation report for the operationalisation of the Medicinal Cannabis Authority detailing the institution's strengths, training implemented, and deficiencies with relevant recommendations;

3. One training manual and the execution of a training program to instruct the technical personnel of the Authority, specifically the inspectorate and licensing staff;

4. One GAP Training manual and the execution of a training program to instruct the technical personnel of the Authority, specifically the research and development department and cultivation licensees;

5. One plan for the establishment of a testing facility to ensure the safety and quality of medicinal cannabis; including analysing the constitution and quality of medicinal cannabis products, and testing for the presence of fungus or disease, pesticides, heavy metals, and foreign matter, and the effectiveness of pesticides;

6. One comprehensive licence operation monitoring and evaluation system that would provide oversight of the industry which incorporates:

    a. Legal and regulatory requirements in accordance with the Medicinal Cannabis Industry Act;

    b. Reporting obligations to the INCB;

    c. Requirements for entry into targeted international markets comprising all applicable Good Practice expectations (including but not limited to GLP, GMP, GPP, GAP, GDP GlobalGAP, EurepGAP, FairTrade, Organic etc.); and

    d. Seed to sale tracking system; and

7. One strategy plan outlining scheme to integrate traditional cultivators into the licit medicinal cannabis industry.

5. Reporting Obligations

The Consultant will report to the Chief Executive Officer of the Medicinal Cannabis Authority of St. Vincent and the Grenadines.

6. Qualification and Experience

The Consultant shall have:

1. A Masters level degree in Social Science and Law or equivalent from an internationally accredited institution;

2. At least five years of experience in organizational development, national policy development and/ or institutional strengthening in cultivation of agriculture produce;

3. At least five years of experience in the provision of training to regulators at multiples levels within the medicinal cannabis industry;

4. At least three (3) years of professional experience involving international standards, trade regulations, and market entry requirements and industry standards including Organic, GAP, GACP, GPP and GMP standards for outdoor and indoor cannabis growing facilities; and

5. Excellent writing and communication skills.

7. Contract Duration

This contract will have a duration 90 person days, from 8th May, 2019 to 7th August, 2019.

8. Remuneration

Remuneration will be commensurate with qualifications and experience and the estimated cost to complete assignment.

9. Obligations of the Medicinal Cannabis Authority of SVG

The Medicinal Cannabis Authority agrees to:

1. Review and provide feedback on consultancy deliverables within two (2) weeks of receipt;

2. Provide all necessary technical and logistical support to ensure that the consultancy is undertaken with reasonable efficiency;

3. Facilitate contact with relevant stakeholders;

4. Guide the consultancy as necessary.

Property Rights

The Medicinal Cannabis Authority shall hold all property rights, such as copyright, patents and registered trademarks, on matters directly related to, or derived from, the work carried out through this contract with the Medicinal Cannabis Authority.

Guidelines for the Submission of Expressions

Consultancy to Provide Technical Guidance in the Operationalisation of the Medicinal Cannabis Authority of St. Vincent and the Grenadines and for Institutional Strengthening and Capacity Building

Individual Consultants wishing to signify their interest in undertaking the prescribed services are to submit an Expression of Interest (EOI) to include:

1. Information on the Consultant's qualifications and technical competence relevant to the assignment, experience in undertaking similar assignments, including Curriculum Vitae of the Individual Consultant proposed for the assignment; and

2. A Concept Note on the planned framework for undertaking the assignment and a breakdown of the number of days required for each task.

Consultants shall bear all costs associated with the preparation and submission of their Expressions of Interest.

The Medicinal Cannabis Authority is not bound to accept any Expression of Interest and reserves the right to annul the selection process at any time prior to contract award, without thereby incurring any liability to the Consultants.

For more information or to submit Expressions of Interest, please contact:

The Chief Executive Officer
Medicinal Cannabis Authority
Rivulet Administrative Centre
Rivulet/Enhams
Saint Vincent and the Grenadines

Email Address: mca@gov.vc

An electronic copy of the Expression of Interest must reach the Medicinal Cannabis Authority by 22nd April, 2019 addressed to:

The Chief Executive Officer
Medicinal Cannabis Authority
Rivulet Administrative Centre
Rivulet/Enhams
Saint Vincent and the Grenadines

The email submissions should include the name and address of the Individual Consultant (s) and shall be clearly marked in the subject line as "**Consultancy to Provide Technical Guidance in the Operationalisation of the Medicinal Cannabis Authority of St. Vincent and the Grenadines and for Institutional Strengthening and Capacity Building".**

An Individual Consultant/ Consultancy Firm will be selected based on requisite qualifications and overall proposal cost.

The criteria to evaluate the Expressions of Interests submitted may include:

1. Qualifications of the Consultant;

2. Technical competence in undertaking the assignment;

3. Related Experience of the Consultant and experience in undertaking similar assignments; and

4. Planned framework submitted for undertaking the assignment, include key milestones and timelines for deliverables.

Expressions of Interest will be evaluated and the Individual Consultant with the most relevant experience, qualifications and technical competence will be selected and requested to submit a proposal which will be the basis for negotiations leading to a contract. It is expected that the services will commence 8th May, 2019 and be completed no later than 7th August, 2019.