# MEDICINAL CANNABIS AUTHORITY OF SVG

## Terms of Reference

**Consultancy for the Review of St. Vincent and the Grenadines' Legal and Regulatory Framework of the Medicinal Cannabis Industry to Ensure Compliance with Canadian and European Requirements**

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

**Consultancy for the Review of St. Vincent and the Grenadines' Legal and Regulatory Framework of the Medicinal Cannabis Industry to Ensure Compliance with Canadian and European Requirements**

**Terms of Reference**

## 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, the framework should minimize unnecessary regulatory burdens so that the maximum amount of each stakeholder's effort goes into the investment activity. Against this background, the Medicinal Cannabis Authority seeks to implement a consultancy to review the existing Act, regulations and guidelines of the medicinal cannabis industry to ensure compliance with international requirements, particularly Canadian and European import controls and requirements.

## 2. Scope of Consultancy

This consultancy is geared towards the review of the Medicinal Cannabis Industry of Saint Vincent and the Grenadines' Act, existing regulations and guidelines and to develop further regulations to ensure compliance with, and for entry of medicinal cannabis products into the Canadian and European Markets. The consultant will prepare a comprehensive comparison report outlining the Canadian and European expectations.

## 3. Duties of Assignment

The Consultant shall be responsible for:

1. Inception phase: listing of key documents to review, list of key stakeholders to interview, outline of the case study, and analytical framework to be used;

2. Review of existing legislative and regulatory documents and policies related to Medicinal Cannabis in St. Vincent and the Grenadines currently, in comparison with those of Canada and Europe;

3. Technical Review of:

    a. All applicable Good Practice expectations (including but not limited to GMP, GPP, Fair Trade, Global GAP, Eurep GAP, GAP, Organic etc.)
    b. Facility/ Premises licences
    c. Product licensing requirements and regulation;
    d. Waste Management Guidelines;
    e. Pharmacies and Dispensaries Guidelines; and
    f. Indoor and outdoor growing aspects;

4. Identification of deficiencies in the existing regulations and guidelines;

5. Provision of recommendations to correct deficiencies; and

6. Preparation of comparative analysis outlining the requirements of Canadian and European 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 comprehensive country case study report that identifies deficiencies and provides recommendations to address these deficiencies for successful implementation in St. Vincent and the Grenadines; and

3. One comprehensive report outlining a technical review of the above mentioned standards, guidelines and growing considerations.

## 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 relevant professional experience work in the legislative and regulatory framework of the medicinal cannabis industry of Canada and Europe;

3. At least five years of relevant professional work experience in GAP, GACP, GPP and GMP standards for indoor and outdoor Cannabis facilities;

4. At least four years of experience in Medicinal Cannabis Licensing; and

5. Excellent writing and communication skills.

## 7. Contract Duration

This contract will have a duration 60 person days, from 8th May, 2019 to 7th July, 2019.

## 8. 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. Allocate a point person(s) to support consultants during the process;

4. Facilitate contact with all relevant stakeholders; and

5. 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 for the Review of St. Vincent and the Grenadines' Legal and Regulatory Framework of the Medicinal Cannabis Industry to Ensure Compliance with Canadian and European Requirements

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 for the Review of St. Vincent and the Grenadines' Legal and Regulatory Framework of the Medicinal Cannabis Industry to Ensure Compliance with Canadian and European Requirements**".

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 July, 2019.