

## ATTACHMENT B

### STATEMENT OF WORK

#### **Project Title: Supporting the implementation of food safety regulations and science based standards across Central American Custom Union Countries**

#### **I. Introduction**

Under this project, FAS/OCBD will work to build the capacity of CACU member countries to influence the development and adoption of science-based, trade-facilitating policies. CACU operates as an independent separate trade integration agreement between the countries of Costa Rica, Dominican Republic, El Salvador, Guatemala, Honduras, Nicaragua and Panama. One of the Customs Union's functions is to develop and enact harmonized regulations affecting inter- and intra-regional trade. Once adopted, CACU standards supersede the existing country standards. During the 2017 period, two SPS harmonization meetings were held. The objective of the first workshop was to provide in-depth information on how the U.S. SPS system secures human, animal, and plant health, while facilitating trade and complying with WTO rules with the attendance of Government officials from Central America Customs Union (CACU), which includes Guatemala, Honduras, Nicaragua, El Salvador, Costa Rica, Panama and Dominican Republic. Specifically, the program will invite directors of Animal Health, Plant Health, and Food Safety from the Ministries of Agriculture, and Food Safety directors from the Ministries of Health in the region. At the end of the meeting Government delegates in the area of food safety identified capacity building needs to support the implementation of the customs union process on this topic. During the second workshop held in Honduras, CACU delegates improved their understanding in areas such as food additives, equivalence systems, FSMA and product registration.

As a continuation of the 2017 activities, this project aims to build capacity of the CACU members to implement food safety and SPS standards or regulations in line with this plan. USDA under this agreement is providing support to IICA for implementation of this Scope of Work.

IICA under this cooperative agreement is partnering with USDA to strengthen the capacity of CACU member nations to achieve the development and adoption on trade-related technical regulations. IICA's contributions to the project will be conducted in coordination with USDA. The planned duration of the project is from the time of ratification until June 30, 2019.

#### **Activity 1. Grower Training Workshop in Nicaragua in February 2017 and 3 Preventive Controls Qualified Individual (PCQI) Workshops in Nicaragua**

IICA will assist in the organization of a Grower Training Workshop that will take place in Managua, Nicaragua. The training will further the understanding of the Produce Safety Rule of the Food and Drug Administration's Food Safety Modernization Act (FSMA). IICA will contract a venue, provide all audiovisual equipment, arrange meals and/or reception and pay for miscellaneous costs associated with the travel of the trainers while in country. In addition, IICA will pay for the lodging and in country per diem costs for GAP trainers.

To support the Preventive Controls Lead Instructors trained under the FAST Project, who are responsible of delivering Preventive Controls Qualified Individual Workshops in Nicaragua, IICA will support the work of this group paying for the workshops materials, meals and coffee breaks associated with the organization of these workshops.

**Activity 2. SPS Harmonization Meeting in spring 2018**

IICA will contact CACU delegates from across CACU members to assist in the organization of an SPS harmonization technical assistance training that will take place in Panama. The technical assistance will further the understanding of SPS harmonization food safety standards and regulations as a follow up from the previous CACU meeting. CACU delegates will review agenda items for the upcoming official CACU meetings and work to develop a regional position on SPS issues. Furthermore, IICA will provide technical support to this initiative, pay for the airfare, M&IE and miscellaneous costs associated with the travel of CACU delegates.

**Activity 3. SPS Harmonization Meeting in fall 2018**

IICA will contact CACU delegates from across CACU members to assist in the organization of a SPS harmonization technical assistance training that will take place in San Jose, Costa Rica. The technical assistance will further the understanding of SPS harmonization food safety standards and regulations as a follow up from the two previous CACU meeting. CACU delegates will review agenda items for the upcoming official CACU meetings and work to develop a regional position on SPS issues. IICA will provide technical support, contract a venue, and audiovisual equipment, pay for airfare, M&IE and miscellaneous costs associated with the travel of CACU delegates.

**Proposed Timeline \***

Dates	Description of Activity
April 2018	Growers Training Workshop in Nicaragua
March-June 2018	Preventive Controls Qualified Individuals Workshops
April-May	First SPS Harmonization meeting in Panama
September-November	Second SPS Harmonization meeting

\* All dates subject to change

IICA will remain in constant contact with the FAS/OCBD regarding the implementation of the activities. IICA will credit the FAS/OCBD as the funding source for activities.

**II. Monitoring and Evaluation**

IICA and FAS will cooperate to monitor and evaluate the activities performed to gather best practices during the life of this project. IICA will ensure that all information about the project will be communicated to the project leader and project coordinator. IICA will credit the FAS/OCBD as the funding source for activities. If the FAST Program Manager requests contracting of specific consultants or service provider, and/or

requests per-diem payment according to the USDA/USG rates, a deviance to IICA rules can apply. This request should be made in a timely manner.

**III. 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.

**ATTACHMENT D**  
**ACTIVITY 1 and ACTIVITY 2**  
**DETAILED PROJECT BUDGETS AND BUDGET NARRATIVES**

**Project Title: Supporting the implementation of food safety regulations and science based standards across Central American Custom Union Countries**

<b>Activity 1: 1 PSA Grower Training and 3 PCQI Trainings in Nicaragua</b>				
<u>Budget item</u>	<u>Rate</u>	<u>Unit</u>	<u>Days/Hours</u>	<u>Subtotal</u>
<b>Travel Expenses</b>				
Air travel (2 trainers for the Grower Training Worksho)	\$900	2		\$1.800
<b>Lodging</b>				
15 participants for 2 days for the PCQI trainings	\$20	15	2	\$600
20 participants for 4 days for the PSA Grower Training	\$40	20	4	\$3.200
<b>Local transportation</b>				
US \$ 250 /3PCQI trainings	\$250	3		\$750
Mileage US 500 for the PSA Grower training and US \$ 250 /3PCQI trainings	\$500			\$500
<b>Meals/Incidental expenses (perdiem)</b>				
Meals/Coffee Breaks for 55 Participants in the PSA Grower training	\$40	55	4	\$8.800
Perdiem (2 trainers for 5 nights)	\$266	2	5	\$2.660
Meals/Coffee Breaks for 60 Participants/3PCQI training works.)	\$30	60	2,5	\$4.500
<b>Training supplies/Materials</b>				
		4		\$3.500
<b>Training fees</b>				
Honorariums (2 trainers, 5 days)	\$635	2	5	\$6.350
<b>Activity 1 Subtotal</b>				<b>\$32.660</b>
<b>Indirect Costs 10%</b>				<b>\$3.266</b>
<b>Total Activity Cost</b>				<b>\$35.926</b>
<b>Estimated in kind contribution (5% of the subtotal)</b>				<b>\$1.633</b>

<b>Activity 2: SPS Harmonization Meeting in Panama</b>				
<b>Budget item</b>	<b>Rate</b>	<b>Unit</b>	<b>Days/Hours</b>	<b>Subtotal</b>
Air travel (20 participants, 4 nights)	\$500	20		\$10.000
Air travel (3 speakers, 4 nights)	\$600	3		\$1.800
Travel insurance (28 participants)	100	23		\$2.300
<b>Ground transportation</b>				
	\$500			\$500
<b>Meals/Incidental expenses (perdiem)</b>				
Meals/Coffee Breaks for 23 Participants, 3 days)	\$50	23	3	\$3.450
Perdiem (20 CACU delegates for 3 nights)	\$272	20	3	\$16.320
Perdiem (3 speakers for 3 nights)	\$272	3	3	\$2.448
<b>Training supplies/Materials</b>	\$700			\$700
<b>Contractual/Training fees</b>				
Venue & equipment	\$2.000	1		\$2.000
Honorariums (2 speakers, 2 days)	\$635	2	2	\$2.540
<b>Activity 2 Subtotal</b>				<b>\$42.058</b>
<b>Indirect Costs 10%</b>				<b>\$4.206</b>
<b>Total Activity Cost</b>				<b>\$46.264</b>
<b>Estimated in kind contribution (5% of the subtotal)</b>				<b>\$2.103</b>

<b>Activity 3: SPS Harmonization Meeting in #2</b>				
<b>Budget item</b>	<b>Rate</b>	<b>Unit</b>	<b>Days/Hours</b>	<b>Subtotal</b>
<b>Travel Expenses</b>				
Air travel (23 participants, 4 nights)	\$500	23		\$11.500
Air travel (3 speakers, 4 nights)	\$600	3		\$1.800
Travel insurance (26 participants)	100	26		\$2.600
<b>Ground transportation</b>				
	\$500			\$500
<b>Meals/Incidental expenses (perdiem)</b>				
Meals/Coffee Breaks for 26 Participants, 3 days)	\$40	26	3	\$3.120
Perdiem (23 participants speakers for 3 nights)	\$272	23	3	\$18.768
Perdiem (3 speakers for 2 nights)	\$272	3	2	\$1.632
<b>Training supplies/Materials</b>	\$700			\$700
<b>Contractual/Training fees</b>				
Venue & equipment	\$2.000	1		\$2.000
Honorariums (3 speakers, 3 days)	\$635	3	3	\$5.715
Simultaneous interpretation (2 interpreters, 3 days)	\$700	2	3	\$4.200
<b>Activity 3 Subtotal</b>				<b>\$52.535</b>
<b>Indirect Costs 10%</b>				<b>\$5.254</b>
<b>Total Activity Cost</b>				<b>\$57.789</b>
<b>Estimated in kind contribution (5% of the subtotal)</b>				<b>\$2.627</b>

<b>SubTotal Activity Cost (Activity 1,2,3)</b>				<b>\$127.253</b>
<b>Indirect Costs</b>				<b>\$12.725</b>
<b>Total expenses</b>				<b>\$139.978</b>
<b>Estimated in kind contribution (5% of the subtotal)</b>				\$6.363

## BUDGET NARRATIVE

### Activity 1. Grower Training Workshop in Nicaragua:

1. Travel Expenses 1800.00

Airfare for two PSA Lead Trainers to deliver the 4-day workshop in Managua, Nicaragua.

2. Lodging: 3200.00+600=3800.00

Lodging for 20 participants outside Managua City (Academia, Government). 20 participants x US \$ 40/day x 4 days= \$ 3200.00 to attend the PSA Growers Training= \$ 3200 and for 15 participants to attend the 3 PCQI trainings=\$600.

3. Local transportation: 500+750=1200.00

Mileage expenses to support the attendance of 20 participants outside Managua to the PSA Growers Training=\$500 and to support the attendance to the PCQI trainings US \$ 250/workshop, 3 workshops=\$750.

4. Meas/Incidental expenses: 8800+2660+4500 = 15960.00

PSA Growers Training: Expenses for meals at a rate of US \$ 40/participant x 55 participants= 8800.00. For three PCQI Trainings: Expenses for meals at a rate of US \$30/participantx60 participantsx2.5 days=\$ 4500. Per diem and incidental expenses for 2 trainers are calculated at a daily rate for Managua, Nicaragua (US \$ 266x 2 trainers x 5 days=2660.00).

5. Training supplies/Materials: 3500

Materials and Supplies expenses will cover copying costs, educational handouts, any IT expenses, and other incidentals associated with the delivery of the trainings.

6. Training fees: 6350.00

Two PSA Lead Trainers Martin will be responsible for the development and delivery of the training program. Salary (\$635/day x4days+1 travel day x 2 trainers equal total of US\$ 6350.00.

7. Indirect costs at 10% of total direct costs (\$3266.00)

### Activity 2. SPS Harmonization Meeting in Panama

8. Travel Expenses: 10000+1800+2300 = 14100.00

Airfare for 20 delegates of six CACU countries for 4 nights (500x20=10000), three speakers (600x3=1800) and travel insurance for 23 participants x \$ 100=2300.00.

9. Meas/Incidental expenses: 3450+18768 = 22218.00

Expenses for meals at a rate of US \$ 50/participant x 23 participants x 3 days= 8800.00. Per diem and incidental expenses for 20 CACU delegates and 3 speakers are calculated at a daily rate for Panama, Panama (US \$ 272x 3 trainers+20 CACU delegates x 3 days=18768.00).

10. Training supplies/Materials: 700.00

Materials and Supplies expenses will cover copying costs, educational handouts, any IT expenses, and other incidentals associated with the delivery of the training.

11. Contractual/Training fees: 2000+2540=4540.00

Venue meeting room (\$2000) and two technical experts will attend the workshop to deliver presentations on food safety issues. Salary (\$635/day x2 days x 2 trainers equal total of US\$ 2540.00).

12. Indirect costs at 10% of total direct costs (\$4206.00)

### Activity 3. SPS Harmonization Meeting in Central America

13. Travel Expenses: 10000+1800+2600 = 15900.00

Airfare for 23 delegates of six CACU countries for 4 nights (500x23=11500), three speakers (600x3=1800) and travel insurance for 26 participants x \$ 100=2600.00.

14. Meas/Incidental expenses: 3120+18768 = 22218.00

Expenses for meals at a rate of US \$ 40/participant x 23 participants x 3 days= 8800.00. Perdiem and incidental expenses for 20 CACU delegates and 3 speakers are calculated at a daily rate for Panama, Panama (US \$ 272x 3 trainers+20 CACU delegates x 3 days=18768.00).

15. Training supplies/Materials: 700.00

Materials and Supplies expenses will cover copying costs, educational handouts, any IT expenses, and other incidentals associated with the delivery of the training.

16. Contractual/Training fees: 2000+5715+4200=4540.00

Venue meeting room and equipment (2000), three technical experts will attend the workshop to deliver presentations on food safety issues. Salary (\$635/day x2 days x 3 expertss equal total of US\$ 5715.00) and simultaneous interpretation (\$700x2 interpretersx3 days=\$4200)

17. Indirect costs at 10% of total direct costs (\$5254.00)

18. **Estimated in kind contribution (5% of the subtotal) (\$6363.00)**