



***CARTFund***  
***Caribbean Aid for Trade***  
***and***  
***Regional Integration Trust Fund***

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## PROJECT PROPOSAL GUIDE/CHECKLIST

All proposals must conform to the proposal preparation instructions specified in this guide/checklist.

This Guide is not exhaustive and does not repeat instructions in the Proposal Submission Form that are self-explanatory. This guide seeks to elaborate on the instructions provided in the Form, only where necessary.

### **General**

Proposals must be directly aligned to the objectives of the CARTFund; must be within the four categories of projects eligible for funding from CARTFund resources; the budget should not be less than USD100,000; and the period of implementation should not exceed 2.5 years.

All proposals must be submitted in English and the budget currency must be United States Dollar.

The objectives of the CARTFund are to assist CARIFORUM member countries in:

- (a) Boosting growth and reducing poverty through trade and regional integration;
- (b) Participating more effectively in CSME and in effectively administering international trade agreements; and
- (c) Accelerating Caribbean implementation of CSME and EPA provisions, so that the Region benefits from EPA implementation.

Categories of Projects eligible for funding:

- (a) Supporting EPA implementation
- (b) Deepening CARICOM economic integration
- (c) Deepening the integration of member countries of the Organisation of Eastern Caribbean States; and
- (d) Assisting beneficiaries in project preparation in the above areas

### **Additional Information for Private Sector Applicants**

As indicated in the CARTFund Brochure, the resources of the Fund are to be used to finance projects or activities of national, sub-regional or regional importance that are related to Supporting EPA Implementation, Deepening CARICOM Economic Integration and Deepening the Integration of Member Countries of the Organisation of Eastern Caribbean Member States. As such, all applicants to the Fund, including the private sector, must submit requests that represent priority needs at the sector, national, sub-regional or regional level. Applications to address firm level needs are not eligible for consideration.

Private sector companies and private sector representative bodies (Chambers, Associations, etc) can also apply to the Fund for assistance in preparing project proposals for consideration by the Fund's Steering Committee.

## SECTIONS OF THE PROPOSAL SUBMISSION FORM

### **Overview**

*Project Title:* The title should be brief (less than 20 words), reflective of the objectives of the project and suitable for publication

*Name & Address of Applicant:* This is the formal name and registered office address of the entity that is submitting the application.

Applicants must submit, as supporting documentation, copies of the organisation's constituent documents as evidence of its legal status.

*Name & Address of Executing Agency:* The formal name and registered office address of the entity that will be responsible for executing the project.

*Project Informed by Preparatory Study/Document:* Indication as to whether the project was the result of or has been identified by the documents produced by the Regional Preparatory Task Force, any of the several regional and national trade capacity need assessments, and/or other regional and national development plans.

The full name of the document and its author(s) must be provided within the supporting document titled "Supporting/Expanded Explanations".

*Project Duration:* The projected start and completion dates must include the time required for all activities that are necessary to achieve the project's objectives and within the scope of the project. These may include procurement activities (e.g. consultancy services and goods) and dissemination of the outputs (repackaging and communication through various media).

## **Project Information**

Information provided in this Section is critical to understanding the objectives and scope of the project. Applicants can provide Supporting/Expanded Explanations but the information contained in the Form must be adequate for the objective screening of the proposal. All relevant facts must therefore be placed on the Form but must be kept concise. Applicants should focus on clearly communicating the specific constraints or opportunities (relevant to trade and/or regional integration) that the project is seeking to address; and the project objectives, planned outputs, major activities, and planned outcomes.

The major constraints to establishing strong competition policy regimes that are required to realise the benefits of trade liberalization include a severe shortage of skilled human resources caused by:

- (a) Limited offerings by the universities in the region; and
- (b) The absence of teaching materials that are appropriate for developing countries' conditions.

The objectives of this project are:

- (a) to strengthen the capacity of the University of ..... to deliver training in competition law and industrial organisation that is customised to the needs of the region;
- (b)

The planned outputs are:

- (a) improved access to...level of...training in competition law and industrial organisation targeted to.....;
- (b)

Major activities include:

- (a) Procurement of consultants to develop curriculum and training materials and.....;
- (b)
- (c)
- (d)

The planned outcome is effective operationalisation of the newly established competition commissions.

Applicants should identify the specific beneficiaries of the project e.g. Ministries of Trade or Private Sector Representative bodies rather than general categories such as CARIFORUM Member Countries.

### **Trust Fund Priorities**

In demonstrating the link between the proposal and Trust Fund Priorities, applicants should review the elaboration of each of the four areas of focus for the Fund as provided in the attached document "[Caribbean Aid for Trade and Regional Integration Trust Fund](#)".

## Supporting Documentation

Formats for the Detailed Budget and Terms of Reference for Consultants are attached.

Applicants are asked to note the following

- (a) Budget assumptions must be clearly stated, examples include:
  - (i) Consultants' professional fee rate
  - (ii) Number of person days to accomplish the specific activity
  - (iii) Per diem rates and number of nights payable
  - (iv) Number of economy class airfares and destinations
  - (v) Unit cost of meals for meetings/workshops
- (b) The budget should provide for a contingency that reflects the level of complexity and uncertainty associated with project.
- (c) The technical specifications for equipment or other goods to be procured, and included in the budget under Trust Fund resources, must be attached as Supporting Documentation.
- (d) Consultants' Terms of References must provide a comprehensive Scope of Work and clearly state all outputs/deliverables and the deadlines for their delivery by the Consultant.

CDB's approved per diem rates should be used in preparing the budget ([see Attached](#)).

The budget should only provide for air travel that is economy class and by the most direct route.

**(PROJECT TITLE)**

**BUDGET**  
**(USD)**

<b>Item</b>	<b>CARTFUND</b>	<b>Member Countries</b>	<b>Total</b>
<b><u>Facilitation of National Workshops on Competition Law (14 countries)</u></b>			
Consultants' Professional Fees (USD X/personday, X persondays)			-
Consultants' Travel (USD X/round trip, 2 consultants, 14 trips)			
Consultants' Per Diem (USD X/night, 84 nights)			-
Reporting, communications and other expenses			-
<b>Subtotal</b>	-	-	-
<b><u>National Workshop Expenses (14 countries)</u></b>			
Workshop Expenses:			-
Venue rental			-
Rental of communication aids and other workshop services			-
Meals and refreshments			-
<b>Subtotal</b>	-	-	-
<b><u>Facilitation of Regional Workshop for Regulators</u></b>			
Consultants' Professional Fees (USD X/person-day, X person-days)			-
Consultants' Travel (USD X/round trip/consultant, 2 consultants)			
Consultants' Per Diem (USD X/night, X nights)			-
Reporting, communications and other expenses			-
<b>Subtotal</b>	-	-	-
<b><u>Regional Workshop Expenses (14 countries)</u></b>			
Participants' travel			
Participants' per diem (USD X/night, X nights, X participants)			
Workshop Expenses:			-
Venue rental			-
Rental of communication aids and other workshop services			-
Meals and refreshments			-
<b>Subtotal</b>	-	-	-
Project Coordination			-
Contingency			-
<b>Total</b>			

**(PROJECT TITLE)**  
**TERMS OF REFERENCE**

**1.0 BACKGROUND**

The specific opportunities and/or challenges related to trade and/or regional integration to be addressed by the project; how the outputs of the project will be disseminated to and used by beneficiaries; and how it builds on or contributes to other related initiatives

**2.0 OBJECTIVE**

What is the anticipated result of the services?

**3.0 SCOPE OF WORK**

What is the Consultant expected to do (rather than how he/she will do it) to achieve each of the planned outputs? Are there mandatory time scales and decision points (e.g. need for acceptance of recommendations before proceeding to a subsequent phase of the consultancy)? Is staff training or other capacity building initiative required?

**4.0 INPUTS**

Details of physical facilities (e.g. office accommodation), human resource support, and access to information and telecommunications equipment to be provided to the consultants.

**5.0 DURATION**

The calendar period over which the consultancy will be implemented and the estimated effort required in person-days.

**6.0 DELIVERABLES AND REPORTING REQUIREMENTS**

Description of each output and the timeline for delivery.

**7.0 QUALIFICATIONS AND EXPERIENCE**

Qualifications — Desired field(s) of specialisation and level of qualifications attained and language competency.

Experience — Desired level of experience (in years) in specified field(s); areas that require direct or hands-on experience at a specified level; and any special experience (geographical, type of organisation, etc) which adds significant value to the consultancy.