

DATE:

RFP No.: TC01/1819

TO: ***Suitably Qualified Fisheries MCS Education Specialists***

FROM: JAMES MOVICK, DIRECTOR-GENERAL

SUBJECT: REQUEST FOR PROPOSAL (RFP) FOR FISHERIES MCS INVESTIGATION AND PROSECUTION TRAINING NEEDS ANALYSIS

Attached herewith is an invitation to submit a Request for Proposal (RFP) for the provision of consultancy services to undertake a training needs analysis.

Note that the deadline for submission of these Request for Proposals is 2nd November 2018.

Should you have any questions, please contact the *FFA Training Adviser, Ms Allison Riley* on email allison.riley@ffa.int Otherwise we appreciate your assistance in disseminating this to interested parties/persons.

Yours Sincerely

James T. Movick
Director General

CALL FOR REQUEST FOR PROPOSAL

Background

The Pacific Islands Forum Fisheries Agency (FFA) traces its origin to the South Pacific Forum meeting in Port Moresby in 1978 which adopted a Declaration on the Law of the Sea and the establishment of a regional fisheries agency and outlined its functions. The Agency is responsible for assisting its 17 members to build and develop human resource capacity in sustainable tuna fishery management and development of the tuna fishery resources while maintaining operational enforcement and compliance with national laws and regional tuna fisheries arrangements. In recent years FFA has been translating its ad-hoc tuna fishery training into accredited qualifications offered through recognised higher educational training providers in the Pacific.

FFA's Role for its Members

FFA consists of the Forum Fisheries Committee (FFC) of officials and FFC Ministerial Meeting, which are its governing bodies, and a Secretariat. The Secretariat, with a current establishment of approximately ninety positions, is organised into four divisions: Fisheries Management, Fisheries Development, Fisheries Operations, and Corporate Services. FFA is led by an executive management unit headed by the Director-General.

The Vision of the Members of the Pacific Islands Forum Fisheries Agency is: "Our people will enjoy the highest levels of social and economic benefits through the sustainable use of our offshore fisheries resources".

The Mission of the Forum Fisheries Agency is: "To drive regional cooperation to create and enable the maximum long term social and economic benefit from the sustainable use of our shared offshore fishery resources."

The work of the Agency includes services delivered by three programmes: Fisheries Management, Fisheries Development and Fisheries Operations. Each of these programmes have specific areas or topics that require training for effective implementation. The Agency also has an Executive that delivers High Level Advice and a Corporate Services Division.

Monitoring, Control and Surveillance in Fisheries

A challenge faced by FFA members is the occurrence of illegal, unreported and unregulated (IUU) fishing activities within the region. It is the objective of Monitoring, Control and Surveillance (MCS) Fisheries Officers to effectively identify, report, investigate and aid in the prosecution of those involved in such IUU fishing actions. IUU fishing is in breach of national legislation; undermines regional fisheries conservation and management measures; and deprives Pacific Island Countries (PICs) of the full value of their offshore fisheries resources.

The successful implementation of MCS activities relies upon competent fisheries officers across the region. It is the objective of FFA to assist members in developing their fisheries officers to achieve competence and to have these skills recognised at a regional level. Working with the University of South Pacific (USP), Pacific TAFE program, FFA has developed the Certificate IV in Fisheries Enforcement and Compliance course (CEFC). The CEFC is an entry level course for new MCS officers in the region with the potential to develop further and open up more learning pathways toward career development.

Objective of the Consultancy

The objective of this consultancy is in two parts:

- The first, to research and complete a training needs report analysing the tasks and knowledge required by MCS Fisheries Officers to investigate and develop a successful case for prosecution.
- The second, to research and complete a training needs analysis (TNA) of the skills, knowledge and legislative requirements for suitably trained MCS Officers to appear as Fisheries Prosecutors in Court for lower level fisheries prosecutions. The TNA will need to make an assessment of current performance across MCS practitioners in their workplace.

The report is to include existing and available training opportunities in the region, identifying the gaps between training and 'on the job' requirements and performance against these two objectives. The report is to include recommendations in respect of additional content to be taught, assessment tools and possible training organisations with the ability and desire to develop and deliver the training over the longer term in an efficient fashion.

REQUEST FOR PROPOSAL (RFP)

An RFP is invited from interested Consultants or Companies who specialise in training and undertaking training gap analyses in the Pacific region, preferred candidates will have experience in fisheries.

RFPs must be submitted in two parts, *Technical* proposals are requested to be no more than six (6) pages, detailing consultants experience, expected timelines and other relevant content. *Financial* proposal is to be no more than one (1) page and to be a separate document.

Terms of Reference

Contractors will be requested to undertake the following scope of work:

1. Review FFA Member MCS Officer's job descriptions, standard operating procedures (SOPs) and powers, WCPFC standards and other relevant documents detailing the necessary tasks to be completed and knowledge required by MCS Fisheries Officers and persons involved in fisheries prosecution.
2. Review and analyse related laws, regulations and related rules pertaining to prosecutorial powers by MCS officers for each FFA member country, and identify gaps and make recommendations.
3. Analyse a consolidated view of best practice against current performance standards in the workplace.
4. Interview MCS Fisheries Officers, Prosecutors responsible for fisheries related cases, their Supervisors, fisheries department Managers, other involved relevant enforcement agencies along with regional fisheries MCS experts to identify gaps in fisheries investigation and prosecution performance.
5. Review existing relevant training courses available and highlight additional needs (not available in existing courses) when compared against position tasks and performance.
6. Identify any barriers experienced by MCS fisheries officers in participating in these training opportunities.
7. Provide recommendations on how to overcome the barriers that were identified to participating in training.
8. Submit a final report to FFA analysing fisheries investigation and prosecution training needs, consolidating MCS fisheries officer training in the region and provide recommendations on

content required to fill gaps in learning and training. The report will also provide contacts interested in the further development and delivery of an accredited, advanced fisheries investigation and prosecution training for officers in the Pacific.

Evaluation and Assessment of RFP

All bids shall be evaluated using a two stage procedure with evaluation of the technical proposal being completed prior to any financial proposal being reviewed and compared.

The overall evaluation weighting shall be 80% Technical and 20% Financial.

Bidders are required to submit their financial proposal as a separate document.

Technical Proposal

Evaluation Criteria	Weighting
Experience in training development and needs analysis	30
Experience in fisheries MCS	30
Methodology	20
Expected timelines	20
Total	100%

In the second stage, the financial proposal evaluation, those bidders who have attained a minimum of 70% score in the technical evaluation will be compared

Financial Proposal

Price may be quoted in United States Dollars (USD)

References

All submissions are required to provide evidence of experience in at least two (2) similar projects.

Request for further information

For additional information regarding the tender or to arrange an on-site visit please contact Training Adviser Ms Allison Riley on email allison.riley@ffa.int

Closing date of proposal

Tenders must be received by 5.00pm (Honiara time) on 2nd November 2018

Tenders should be addressed to:

Director General
FFA Tender Committee
Forum Fisheries Agency (FFA)
CP01/1819 Fisheries Investigation TNA
PO Box 629
Honiara

OR

Emailed to: procurement@ffa.int please note in the subject line: CP01/1819 Fisheries Investigation TNA

Submission of RFP

1. All RFPs should be submitted together with all relevant documents and shall be in English.

Award of Contract

FFA reserves the right to accept any RFP, and to annul the solicitation process and reject all proposals at any time prior to award of any contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such action.

Notification

The names of winning bidders shall be advertised on the FFA website;
www.ffa.int/employment/tenders/tender_results