

DATE: 14 February 2018

RFP No.: CP08/1718

TO:

FROM: JAMES MOVICK, DIRECTOR-GENERAL

**SUBJECT: REQUEST FOR PROPOSAL (RFP) FOR THE REVIEW OF THE CERTIFICATE IV FISHERIES
 ENFORCEMENT AND COMPLIANCE COURSE**

Attached herewith is an invitation to submit a Request for Proposal (RFP) for the provision of consultancy services to review the MCS Certificate IV Fisheries Enforcement and Compliance course (CFEC).

Note that the deadline for submission of these Request for Proposals is 9 March 2018.

Should you have any questions, please contact Ms Allison Riley, Training Adviser on allison.riley@ffa.int

Otherwise we appreciate your assistance in disseminating this to interested parties/persons.

Yours Sincerely

James T. Movick
Director General

REQUEST FOR PROPOSALS

No: C P 0 8 / 1 7 1 8

REVIEW OF THE CERTIFICATE IV FISHERIES ENFORCEMENT AND COMPLIANCE COURSE

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. The Agency is responsible for assisting its 17 member countries 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. The development of this human resource has been guided by the Regional Fisheries Training Framework.

FFA's Role for its Members

The Vision of the Members of the FFA is:

“Our people will enjoy the highest levels of social and economic benefits through the sustainable use of our offshore fisheries resources”.

The Mission for the FFA 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 is delivered through Divisional work programmes: These are Fisheries Management, Fisheries Development and Fisheries Operations, supported by High Level Advice and also a Corporate Services Division. Each of these Divisions have specific areas or topics that may require training for effective implementation.

Fisheries Enforcement and Compliance Training

A significant role for the Secretariat has been to support the capacity building and development needs of our membership. The Certificate IV in Fisheries Enforcement and Compliance (CFEC) course is an accredited course, through USP, and was developed to teach the general skills and knowledge required by MCS Officers at the entry level.

The CFEC has been delivered through USP since 2014 and has over 60 students graduate across the four cohorts that have been run in this time. The latest graduates were assessed in February 2018.

Objective of the Consultancy

In October 2012 a training needs analysis identified the demand for an accredited foundation course for all MCS personnel that provided an introductory overview to MCS activities and the general skills and underpinning knowledge required to undertake a career in MCS. In 2014 the MCS Fisheries Enforcement and Compliance course was developed, accredited and the first cohort trained in October of that year.

The objective of the consultancy is to assess learner, employer and trainer feedback of the CEFC and the affect this learning has had on learners and their workplaces.

Results from responses are then to be analysed and a final report is to be developed including recommendations for improvement.

The final report will guide FFA in making improvements to the CEFC course to ensure relevance and continual support of the training program.

REQUEST FOR PROPOSAL (RFP)

Proposals are invited from companies or consultants who have demonstrated experience in the review of adult learning programmes, training materials and student feedback. Consultant(s) seeking to apply must have experience in working in the Pacific region.

Technical proposals are requested to be no more than eight (8) pages, detailing the consultants experience, approach to the review and understanding the Pacific context. The *financial* proposal is to be no more than one (1) page and to be a separate document. Applicants are encouraged to apply the Kirkpatrick Model in their methodology, or an alternate model for evaluating training. Applicants should also outline the scope of fieldwork they are proposing (e.g. number and type of interviews, surveys, or other methods proposed).

Terms of Reference

The consultant(s) is required to interview by phone, questionnaire, online survey or where feasible, conduct face to face interviews with a selection of FFA staff, CFEC students and their respective employers, involved in the 2014 and 2015 CEFC courses and report on the following:

1. The delivery method, accessibility and time allocation to complete the course
2. The success (or otherwise) the CFEC course has had in transferring intended knowledge, skills and attitudes to the students, and the wider fisheries sector.
3. The application and impact, the improved learning has had on the students' workplace performance.
4. Any additional intended or unintended outcomes (either positive or negative)
5. Identify strengths and weaknesses with recommendations to improve future implementation of the CEFC course, including in the areas of student retention, knowledge transfer and wider fisheries sector impact.

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
1. Experience in the evaluation of adult learning/training programmes	40
2. Proposed methodology against TOR	40
3. Experience working in the Pacific region	20
Total	100%

Only those bidders that attain a 70% rating on the technical proposal will advance to consideration of the Financial proposal.

Financial Proposal

Price must be quoted in United States Dollars (USD). Financial proposals are to provide a break down detailing the number of working hours with daily rate and the expected travel locations to undertake any interviews with associated costs.

References

All submissions are required to provide evidence of professional or technical capacity such as details of experience on similar projects. Contact details should be provided for references.

Request for further information

For additional information regarding the tender, or to request a copy of the RFTF, please contact Ms Allison Riley on email: allison.riley@ffa.int

Closing date of proposal

Tenders must be received by 5.00pm (Solomon Island time) on Friday, 9 March 2018.

Tenders should be addressed to:

Director General
FFA Tender Committee
Forum Fisheries Agency (FFA)
CP08/1718 Review MCS CEFC
PO Box 629
Honiara

OR

Emailed to: procurement@ffa.int please note in the subject line: CP08/1718 Review MCS CEFC

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