



PACIFIC ISLANDS REGIONAL OCEANSCAPE PROGRAM
Grant Number: **D023-4P**
Forum Fisheries Agency

NOVEMBER 6, 2018

REQUEST FOR EXPRESSION OF INTEREST (REOI)

Consulting Assignment Title: Consultant to Review and Update the Pacific Islands Forum Fisheries Agency's Boarding Manual

Ref. No. PROP/FFA/7Cb

Location: Home-based and FFA Honiara, Solomon Islands

Duration: Part-time inputs of approximately 30 working days over two/three months

Start Date: December 2018

1. Background

The Pacific Islands Forum Fisheries Agency (FFA) has received grant financing from the World Bank International Development Agency (IDA) and Global Environment Facility (GEF) for the implementation of the Pacific Islands Regional Oceanscape Program (PROP). PROP is a series of projects which includes separate, but complementary, national projects in the Federated States of Micronesia (FSM), the Republic of the Marshall Islands (RMI), the Solomon Islands and Tuvalu, and a regional project implemented by FFA in collaboration with other regional agencies. PROP has four components: Component 1 - Sustainable Management of Oceanic Fisheries, Component 2 - Sustainable Management of Coastal Fisheries, Component 3- Sustainable Financing of the Conservation of Critical Fishery Habitats and Component 4 - Project Management, Monitoring and Evaluation.

The PROP development objective is to strengthen the shared management of selected Pacific Island oceanic and coastal fisheries, and the critical habitats upon which they depend. The overall objective of PROP Component 1 is consistent with the Regional Roadmap for Sustainable Pacific Fisheries Strategy 2 – Continue to reduce Illegal Unreported and Unregulated (IUU) fishing.

IUU fishing robs the Pacific of revenue as well as economic and social development opportunities. In maximising the ability of FFA Members to detect, deter and eliminate IUU fishing, harmonised boarding and inspections is an effective way to do so. Therefore, having a consultancy to update the FFAs' Boarding Manual including taking to account use of emerging technologies such as Electronic Reporting and Boarding Officers Job Aid Kit (BOJAK) in Boarding and Inspection is critical. The region

will continue to invest in cooperative monitoring, control and surveillance (MCS) programmes that maximise the ability of countries and their surveillance partners to effectively detect, deter and eliminate IUU fishing. This will include enhanced investment in satellite and electronic surveillance, at-sea boardings and inspections, cooperation to increase aerial surveillance, and enhanced port controls. In particular, Pacific Island countries (PICs) will cooperate through the Niue Treaty Subsidiary Agreement (NTSA) to achieve multilateral monitoring control and surveillance outcomes.

During the formative years of FFA, Fisheries Surveillance Programme efforts were directed towards information reporting, gathering and sharing. Limited aerial or surface surveillance activity was available. All FFA members now actively participate in multilateral and/or bilateral fisheries agreements. These agreements are with one or more Distant Water Fishing Nations (DWFN). Members have progressively developed the capability to track, monitor, intercept, board and examine fishing vessels within their zones. This expertise has been gained through several national and regional initiatives. The introduction of resources for the closer monitoring and inspection of foreign fishing vessels (FFVs) within the region will continue to grow. Opportunities for on-board inspection of FFVs is becoming routine and more frequent. A boarding program provides a deterrent to FFVs. Such programs therefore must continue to reinforce the deterrence results gained from past operations.

2. Objective of the assignment

Consultant services is required to review and update the FFA Boarding Manual. The Boarding Manual is required to provide a common base of knowledge and guidance for Fisheries Officers and Surveillance Officers of member countries of the FFA. The contents were gathered from documents and personnel of countries around the world who have experience in boarding and inspection operations at sea and on land. The manual is intended to provide the information and guidance helpful to a first time Boarding Officer. All officers, experienced or otherwise, are encouraged to practice and maintain the skills necessary for the effective discharge of their duties. The manual is also intended to address a regional audience with a variety of legislative regulations, therefore the specifics of each Fisheries Act, or equivalent, is not included. Relevant details relating to a Member country's national legislation and surveillance enforcement programs can be added to Members' copy.

MCS arrangements amongst FFA members, including the development of Standard Operating Procedure (SOPs) for core MCS components, helps facilitate effective coordination by promoting the adoption of common systems and standards. Regionally agreed SOPs and Job Aids promote seamless information flow and enhanced analysis by adopting standard systems for the collection and exchange of information, as well as supporting shared understandings during cooperative enforcement activities or operations. SOPs and regional training packages already exist amongst some region-wide programs, for example FFA VMS, Regional Observer Program and PPB Program. These have been adapted at the national level as needed so as to account for specific legislation, organizational and governance frameworks, existing MCS plans, treaties and international agreements.

3. Scope of Work

The consultant is expected to:

1. Review the current FFA Boarding Manual and identify outdated provisions relating to legislation and outdated processes including links to the NTSA or lack thereof;
2. The review should also take into account available technology that includes Information Management Systems and the FFA Regional Information Management Facility (RIMF2);
3. Develop plan of how the review will be conducted that may include a desktop study where an analysis of responses received from member from a questionnaire/survey developed to gather information.
4. Produce a revised and more user friendly Boarding and Inspection Manual for use by FFA members.

4. Specific Tasks

Based on the above review above, the consultant will do the following key tasks:

1. Prepare a detailed analysis of the outdated legislative provisions and outdated processes, drawing upon FFA Member experiences. The analysis shall also include possible links to the NTSA and where relevant provisions of the NTSA can be highlighted in the Manual.
2. Do a desktop study and as part of the desktop study, develop a Questionnaire /Survey that will be forwarded to FFA Members which should encourage the persons responding, to share their views of the pros and cons of the current Boarding and Inspection Manual and suggestions for improvements.
3. Convene and facilitate discussions with FFA Fisheries Operations Division and Legal Unit to further consider responses received to the questionnaire/survey.
4. Consider SOP for boarding and inspection that includes the inclusion of the Guide to Use of BOJAK
 - Consider developing SOPs for relevant parts of the Boarding and inspection process (pre-boarding, the boarding, the inspection, and post boarding);
 - When developing the SOP, also consider the High Seas Boarding and Inspection and taking into account the procedures outlined in the WCPFC CMM 2006-08;
 - Consider NTSA provisions;
 - Consider NTSA Implementation SOPs;
 - Link NTSA provisions with the Manual.
5. Review and finalise an updated Boarding Manual for FFA Members.

5. Expected outcomes

The expected outcome of this project is a revised and more user friendly Boarding and Inspection Manual for use by FFA Member MCS Practitioners that include National Navy, Police Maritime Units and National Fisheries Officers. The Boarding and Inspection Manual will have clearer links to the NTSA.

6. Deliverables

Deliverables	Schedule (TBC)	Payment (% of Fees)
Inception Report	15 Dec 2018	20%
Draft FFA Manual	30 Jan 2019	50%
Final Manual	15 Feb 2019	30%

7. Qualifications and Expertise

The consultant is required to be familiar with Pacific fisheries MCS and MCS operational systems used nationally and regionally. The consultant must have a good working knowledge of, and experience with legal, policy, and operational mechanisms in place in the Pacific region that support MCS. Experience in developing Standard operating procedures (SOPs) related to boarding and inspection of fishing vessels would be an advantage.

8. Duration Location and Condition of the Assignment

This Terms of Reference is for a short-term consultant to review and update the FFA Boarding Manual. The position will report to the Director of Fisheries Operations. The duration of the assignment will be for part-time inputs of approximately 30 days over two/three months.

If deemed necessary, the consultant shall visit the FFA Headquarters and other member countries to undertake work under this consultancy. While in country, FFA or relevant authorities will provide office space, general office supplies and office equipment such as printer and photocopier, but excluding a computer.

This will be a lump sum contract, with payments against key deliverables. The timing of all inputs and deliverables will be agreed with the FFA's Director of Operations or relevant delegate. The amount of the contract will be negotiated based on evidence from previous assignments and the consultant is responsible for any tax liability in his/her country of abode.

Return airfares associated with this assignment shall be reimbursed in accordance with FFA policies and accommodation and per diem allowances required to undertake work under this consultancy will be paid to the consultant as per applicable FFA rates. The consultant is responsible for the cost of transportation to and from meeting places under this assignment. These will be reimbursed upon production of receipts.

9. Requirements for the Expression of Interest

FFA now invites individual consultants to submit expression of interest (EOI) in undertaking the assignment. Interested consultants should provide information demonstrating that they have the above required qualifications and expertise to perform the assignment.

A Consultant will be selected in accordance with the Selection of Individual Consultants as set out in the Guidelines for Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers dated January 2011 as Revised July 2014.

Further information can be obtained at the address below during office hours from 9:00 a.m. to 4:30 p.m. local time.

Expression of interest and Curriculum Vitae (CV) must be delivered to the address below (in person, or by mail, or by fax or by e-mail) **on or before 21 November 2018**.

Forum Fisheries Agency

Attention: Coordinator

Pacific Islands Regional Oceanscape Program

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