



Request for Quotations

Inshore Fisheries Adviser

The Tuvalu Fisheries Department (TFD), implementing the New Zealand funded Tuvalu Fisheries Support Programme (TFSP), is seeking quotations from suitably qualified and experienced consultants to work as Inshore Fisheries Adviser with the Department. Details of the assignment are provided in the attached Terms of Reference.

Timing and delivery

This is a part time assignment, requiring delivery of 100-150 days in-country over a period of not more than 12 months, starting in or before September 2019.

Assessment of Proposals

Proposals will be assessed against the following criteria by the senior management committee of the TFD:

- Tertiary education (Minimum B.Sc. preferably M.Sc. or higher) in fisheries management, marine ecology or other relevant discipline;
- 10 years relevant work experience in developing countries, preferably in the Pacific Islands region;
- Previous work experience in Tuvalu if any;
- Experience in training and mentoring of counterpart staff;
- Competence in computer use – minimum MS Office products; preferably databases, GIS, mapping and web authoring products;
- Value for money.

Submission of proposals

Interested consultants should submit the following documents in support of their proposal:

- a) Confirmation of the dates on which he/she will be available to start work and the proposed schedule of inputs;
- b) A response to the selection criteria listed above;
- c) A brief curriculum vitae of the consultant (not more than 3 pages);
- d) A detailed cost estimate including fees, air travel costs, DSA¹ and any incidentals. This will form the basis of the contract.

Proposals should be sent by email to michaelb@tuvalufisheries.tv and should reach him by 5.00 p.m. local time (in Tuvalu) on Tuesday 29th July 2019. Any questions on the proposed consultancy can be sent to the same email address and will be answered within 5 working days. This request for proposals should not be construed as an offer to any consultant contacted. TFD reserves the right to reject any or all proposals, and to negotiate with any bidder if the original proposal is not acceptable.

¹ DSA rates for this consultancy can be found at <https://www.mfat.govt.nz/en/aid-and-development/working-with-us/getting-paid/per-diem-rates/>

Terms of Reference for Technical Assistance: Tuvalu Inshore Fisheries Adviser (IFA)

Mission and objectives for coastal fisheries

The Mission of the Tuvalu Fisheries Department is to maximise social and economic returns to the people of Tuvalu through the sustainable management and wise use of Tuvalu's living marine resources. Specific objectives relevant to coastal fisheries include:

- The TFD has reliable information on coastal fisheries on which to base the management advice it provides to each Kaupule (Island Council);
- Conservation areas, by-laws and other fisheries management arrangements have been established in those coastal areas where this is a high priority;
- Management plans for beche de mer, shark and other sensitive species are in place, if necessary through designation of these fisheries for management by TFD under the Marine resources Act.
- Small-scale fisheries increasingly target a more diverse range of ocean resources in order to reduce fishing pressure on coastal species.
- Appropriate TFD training and human resource management arrangements, including succession planning, have been implemented to support the optimum performance of the Department.

Overall objective of this consultancy

The overall objective is to assist the Government of Tuvalu and the Tuvalu Fisheries Department (TFD) implement the goals of the TFD Corporate Plan by providing specialist Technical Assistance (TA) as described in this TOR. The mandate of the IFA is, broadly, to support implementation of the activities of the 2019 and 2020 Annual Work Plans of the Department, and build capacity in the coastal fisheries division of the Department.

Scope of Services

The Services will be required for 100-150 days in country, delivered over a period of less than one calendar year. The exact number of days will be specified in the contract following contract negotiation, based among other things on the proposed daily fee rate. The preference is for a small number of extended periods of work in-country, rather than multiple short visits.

There may be further assignments for the Inshore Fisheries Adviser, subject to performance and approval of new funding.

The Consultant will be based in the Tuvalu Fisheries Department (TFD), working alongside the Director of Fisheries and his staff. He/she will work closely with the acting Principal Fisheries Officer (Coastal) and report to the Director of Fisheries and the MFAT contracted Fisheries Adviser (Tuvalu Fisheries Adviser).

The assignment broadly entails:

- Ensuring, as far as possible, that the Coastal Fisheries Section implements its workplan priorities, which are currently:
 - (i) **Implementation of the Funafuti Reef Fisheries Stewardship Plan (FRFSP):** The FRFSP creates an ideal arrangement for more cooperation between Funafuti Kaupule, FOFA (Fishers On Funafuti Association) and TFD through activities under the four key strategies for the FRFSP which are: Strengthening of the Funafuti Conservation Area; Setting size limits for key species; Increasing use of pelagic resources; and getting everyone on board.

(ii) **Providing support to implement activities under the signed MOU for cooperation with each island Kaupule:** assist each island Kaupule to implement their fisheries management plans; check on status of our IDCs (Island Data Collectors) on each island and assess the progress of the data collection; and implement assistance with community based small scale aquaculture.

(iii) **Monitoring of fisheries resources and related issues:** on-going Creel surveys on all islands, Fish export, Water Quality assessment, Ciguatera Fish Poisoning, canoe/boat surveys, fish resource assessments and socio-economic assessments. One-off consultancies are also planned to set up surveys of size at maturity for key commercial reef fish species and on spawning aggregations. Maintaining the coastal fisheries database will be a priority.

- Providing expert advice and mentoring to TFD staff who have responsibility for assessing and managing coastal fisheries.
- Continuing to build fisheries resource assessment and management capability within the TFD Coastal Division, including general fieldwork skills.
- Supporting work on water quality assessment, ciguatera monitoring, seafood toxicology and general development of laboratory skills and techniques.
- Supporting improved management of the Division through better communications and teamwork.
- Other duties assigned by the Director that may arise as a result of new priorities or changing circumstances.

Outputs:

The Consultant will deliver outputs to the TFD when they are due. The Outputs, generally developed in coordination with Coastal Fisheries Division staff, will be:

- A workplan for the assignment, developed in consultation with TFD staff and the Fisheries Adviser, delivered after the first two weeks in-country.
- Inshore fisheries policy documents, management and development plans, draft legislation, regulations and other relevant fishery management instruments.
- Reports analysing the results of surveys and data collection to support management decision making.
- Information or instructions on the management and upkeep relevant databases, geographic information systems and web-based information tools.
- Materials for public information and awareness of coastal fisheries management issues.
- Contributions to work plans and budget preparations (including project budgets).
- Input into TFD quarterly and annual reports; editing and quality control of this input.
- A brief exit report on capacity building and mentoring of staff, contractors and stakeholders in the fisheries sector, with recommendations on future priorities.

Payment and Reporting

The Consultant must send the Director of Fisheries an invoice on the last day of the month for Services delivered during that month, including Fees, Per Diem and Expenses. This will be supported by a monthly timesheet showing days worked, location, and main activities undertaken on that day; as well as a statement of expenses supported with receipts and boarding passes in respect of travel costs.

Only days worked in-country and days spent in necessary direct travel to and from Tuvalu will be eligible for payment of fees and per diem. **There is no 'working from home' for this assignment.**

Methodology

The Consultant will be contracted by the Tuvalu Fisheries Support Programme, an activity funded by the New Zealand Aid Programme and managed by the Fisheries Department of the Ministry of Natural Resources, Funafuti, Tuvalu. This is a part-time role, entailing 100-150 working days in country over a period of one year or less. The contract must be signed before 30th September 2019, and the IFA will start work as soon after contract signature as possible.

The Consultant will report to the Director of Fisheries (in the first instance), and the MFAT contracted Fisheries Adviser.

The Consultant is expected to work collaboratively with the TFD and any other Government of Tuvalu agencies in a relationship based on mutual respect and accountability, trust, fairness, and open and professional interactions.

Skills and Experience

The following skills and experience will be required to undertake the Services. The successful candidate will possess some or all of the following attributes:

- Tertiary education (Minimum B.Sc. preferably M.Sc. or higher) in fisheries management, marine ecology or other relevant discipline;
- 10 years relevant work experience in developing countries, preferably in the Pacific Islands region; previous work experience in Tuvalu is very desirable;
- Experience in training and mentoring of counterpart staff;
- Ability to interact effectively at multiple social and professional levels (fishers, villagers, government staff and senior officials);
- Willingness to undertake field work in Funafuti and outer island locations as required;
- Competent computer user – minimum MS Office products, databases, GIS, mapping and web authoring products;
- Ability to perform and deliver results in a challenging professional environment, sometimes against tight deadlines.

Performance Standards

The Consultant will deliver the Services to the professional standards of a senior technical advisor and maintain integrity, objectivity and political neutrality during the assignment. In carrying out his/her duties, the Consultant will be required to:

- Work independently under broad or limited supervision
- Recognise priorities appropriately, demonstrating an understanding of the urgency of tasks and their impact on the TFD and other stakeholders
- Plan effectively, anticipating issues, taking the initiative to address them, and developing innovative approaches to their resolution
- Demonstrate a sense of timeliness and responsibility in completing tasks
- Display a team-based approach to work, and share relevant information with teammates, supervisors and the Lead Adviser
- Maintain a high level of respect for the culture and diversity of each client and co-worker, and treat each person as an individual.

