

Title of the EOI:

Technical support to facilitate adaptive management for eastern Caribbean flyingfish fisheries

Date of this EOI: 4 May 2017

Closing Date for Receipt of EOI: 19 May 2017

EOI Reference: CLME/SP3-FF/EOI-FAM/01/17

DESCRIPTION OF THE ACTION

The main deliverables expected are:

1. Management performance reviewed and management strategies adapted on completion of policy cycle
2. Products for sharing of lessons learnt and best practices from full policy cycle implementation available and being used by project end
3. Options analysed for the leveraging of additional co-financing for sub-project implementation and sub-project after-life plan formally adopted

The main tasks/activities are as follows:

Work Package 1

- a) Carry out, and facilitate validation of, a comprehensive, updated assessment/evaluation of management performance for the flyingfish fishery.
- b) Review and update FMP, based on scientific studies, NIC and FAC inputs (as formulated from broader stakeholder inputs), monitoring and evaluation of FMP performance as well as inclusion of medium/long-term sustainable financing mechanism(s)/plans,
 - This updated review and report will be based on, and mindful of, the earlier review and report by the CRFM on implementation of FMP at the national level based on management measures, operational objectives, indicators and reference points outlined in the 2014 Sub-Regional FMP and discussion on medium/long-term sustainable financing mechanisms
 - Provide support for examination of the updated review and report by the CRFM PWG and the CRFM-WECAFC Working Group on Flyingfish in the Eastern Caribbean, and incorporate the recommendations of these Working Groups to prepare an updated FMP.
 - Provide support for the consideration and approval by CRFM Ministerial Sub-Committee and by the CRFM Ministerial Council of the CRFM/WECAFC Working Group-approved updated FMP and management measures, to complete the policy cycle
- c) Prepare impact assessment tools, if appropriate, for CRFM use in follow up work

Work Package 2

- a) In consultation with CRFM Staff, Staff of Fisheries Divisions/Departments, appropriate stakeholders and the other consultants contracted as part of this sub-project, produce information briefs on lessons learnt and best practices targeted at a range of stakeholders at national and regional levels
- b) Produce at least one GEF/CLME+ Sub-project Experience note for dissemination by the CLME+ PCU to the global LME community of Practice

- c) Prepare an impact assessment tool for CRFM use in follow up work

Work package 3

- d) Provide technical support to CRFM, WECAFC, and Member States and other relevant stakeholders in considering options and reaching agreement on a Sub-Project after-life plan, and develop proposal for formal (co-)financing commitments, including agreed option(s) for additional resources to be mobilised by the major parties, for continued EAF approach to flyingfish management.
- e) Provide support for presentation, via preparation of suitable presentation materials, and formal adoption at CRFM and WECAFC levels of post-Sub-project plan, with budget sharing arrangements incorporated and resource mobilisation strategy defined
- f) Prepare impact assessment tools, if appropriate, for CRFM use in follow up work

General

- a) Prepare an inception report including agreed work plan for the consultancy
- b) Prepare bi-monthly technical activity progress reports.
- c) Prepare a final technical report, taking into account comments provided by the CRFM Secretariat. The report would at least contain the following sections: Acknowledgements; Abbreviations and Acronyms; Executive Summary; Introduction; Approach to the Assignment; Comments on Terms of Reference; Organization and Methodology ; Delivery of Terms of Reference ; Description of Activities Carried Out; Project Mobilization; Summary reports of national missions (as appropriate); Reporting; Comments and Conclusions; Recommendations (including lessons learned); Annex 1 Terms of Reference ; Annex 2 Inception Report ; Annex 3 Detailed Mission Reports ; Annex 4 Consultancy Products, namely, Work plan; programme reports; [validated] FMP performance assessment report(s); CRFM/WECAFC Working Group meeting report; updated FMP; information brief(s) on lessons learnt and best practices/recommendations in implementing policy cycle; Sub-project experience note(s); Post-project plan document, including report on proposed formal (co-)financing commitments; Presentation materials for presenting post-project plan to CRFM and WECAFC; impact assessment tool(s) as appropriate; project final technical report; project final financial report; other agreed reports.
- Drafts of each product are to be reviewed by the CRFM, prior to finalization

The action should be conducted over 26 months and must be completed by end of July 2019

SPECIFIC REQUIREMENTS for PROPOSAL SUBMISSION

1. Proposals must be written in Standard English and consist of a technical proposal and a financial proposal.
2. The Technical Proposal should provide the following information:
 - a. A description of the firm's/company's/consortium experience on comparable assignments
 - b. At least three client references, with information regarding similar services along with contact information (name, telephone numbers and e-mail addresses).
 - c. A detailed description of work plan/schedule for performing the assignment

- d. Recent CVs of principal/key staff members
 - e. A detailed description of the proposed methodology.
3. The Financial Proposal should list all costs associated with the assignment. It is expected that the stipulated costs would be broken down by activity and outputs.
4. In the case of a Firm/Company, proof of Legal status must be submitted.
 - a. Articles of incorporation
5. The following contact information must be provided:
 - a. Legal Name of Company/Individual(s)
 - b. Company's Authorised Representative(s) (Name/Title) (in the case of a Firm)
 - c. Full address
 - d. Telephone and Fax numbers
 - e. Skype Address
 - f. Email address
 - g. Website
 - h. Number of technical persons in the company
6. The cost of preparing and submitting the proposal is not reimbursable as a direct cost of the assignment.
7. CRFM is not bound to accept any of the proposals submitted.
8. CRFM's policy requires that respondents provide professional, objective, impartial advice and at all times, hold CRFM's interests paramount without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Respondents shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of CRFM.

SUBMISSION, RECEIPT, AND EVALUATION OF PROPOSALS

1. Proposals shall be evaluated taking into consideration, but not limited to, the requirements listed below:
 - i. The Fisheries Management Specialist and Team Leader should possess a post-graduate degree in fisheries management, fisheries biology and/or related areas
 - ii. At least 10 years experience working with national /regional/ international bodies in fisheries management;
 - iii. Specific experience in the process of elaboration and implementation of fisheries management measures (minimum 3 major assignments);
 - iv. Experience in developing, implementing, and evaluating fisheries management plans (minimum 2 assignments);
 - v. Experience in ecosystem based approaches to fisheries management;
 - vi. Experience in developing resource mobilisation plans (minimum 2 assignments);
 - vii. Familiarity with the fisheries management agenda in CARICOM/CAROFORUM and internationally, particularly in the context of the Caribbean Community Common Fisheries Policy (CCCFP);

- viii. Experience in carrying out consultancy assignments for the UNOPS or other equivalent international development partners would be an advantage.
- ix. The Media Specialist should possess at least a Master's Degree in Communications, with proven skills and experience in Information and Communications Technology (ICT).;
- x. Demonstrated experience in writing about fisheries issues for a broad audience (minimum 3 assignments);
- xi. Specific media communications experience in fisheries or a related field at the regional and national levels in the Caribbean; Familiarity with the fisheries management agenda in CARICOM/CAROFORUM and internationally, particularly in the context of the Caribbean Community Common Fisheries Policy (CCCFP) would be an asset;
- xii. Experience in carrying out consultancy assignments for the UNDP, FAO or other equivalent international development partners would be an advantage.

The completed proposal must be submitted to: the Executive Director, CRFM Secretariat no later than **19 May 2017 at 4:00 p.m. (GMT -6)** at the address below. Proposals submitted after this date will not be evaluated.

Address:
CRFM Secretariat
Princess Margaret Drive
P.O. Box 642
Belize City Belize, C.A.
Telephone: (501) 223-4443/4/5

Proposals are to be submitted in separate envelopes containing, respectively: a) the technical proposal; b) the financial proposal; and c) the legal documents (only applicable for Firms/Companies). All envelopes must be sealed and bear the name of the Firm/Company/Consortium Leader, Title and Number of EOI and the contents of the envelope.

Note: An electronic copy (PDF Format on CD or Flash Drive) of the proposal should also be submitted in the envelope

NOTE: Inquiries pertaining to this solicitation are to be directed to the attention of: The Executive Director, CRFM Secretariat, Belize, (secretariat@crfm.int), copied to Deputy Executive Director, CRFM Secretariat, St. Vincent and the Grenadines (crfmsvg@crfm.int) and include the EOI reference.

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Catalyzing Implementation of the Strategic Action Programme for the Sustainable Management of shared Living Marine Resources in the Caribbean and North Brazil Shelf Large Marine Ecosystems (CLME+ Project)