

**Title of the EOI:**

**Technical support to facilitate Long-term Enhancements of Livelihoods and Human Well-being 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-ELW/01/17

**DESCRIPTION OF THE ACTION**

The main deliverables expected are:

1. Updated Management recommendations to enhance livelihoods and human well-being (with due attention to gender equality and youth development issues), in at least three countries participating in the fishery (by year 3)
2. Provide/suggest feasible options for added value, improved SPS and distribution and marketing identified in at least three countries participating in the fishery by year 3
3. Improved capacity to facilitate enhanced livelihoods and human well-being in at least three countries participating in the fishery by project end

The main tasks/activities are as follows:

Work Package 1

- a. In at least three countries participating in the fishery, develop and/or update, as appropriate, EAF management recommendations that incorporate socio-economic information obtained from the activities to Enhance data and information management for decision support to the Eastern Caribbean flyingfish fishery by year 3
  - This should incorporate outputs of activities to strengthen EAF information and knowledge base, as well as recommendations for enhancement of the livelihoods, e.g. improvement of the conditions of work of fishers and processors and value-chain problem solving system, to reduce and eliminate IUU fishing practices, to reduce possible impacts of present fishing strategies on long-term flyingfish recruitment, and to improve resilience to climate change and climate variability impacts.

Work Package 2

- a) Carry out a value chain analysis in at least three countries participating in the fishery: identifying feasible options for value addition, improved SPS and distribution and marketing (with the view to incorporation of the information obtained during the analysis, into updated sub- regional FMP) (by year 3).
- b) Facilitate awareness-building of stakeholders on purpose and associated benefits of a value chain analysis, through the development of appropriate/agreed information products; in at least three countries participating in the fishery (by year 3).

Work package 3

- a) In at least three countries participating in the fishery by sub-project end, the consultant will develop, implement and evaluate 1-2 business activity proposals to facilitate livelihood enhancement, focused either on increasing market or livelihood opportunities from current

levels, and taking into account gender equality and youth development considerations (by year 3).

- These proposals should be mindful of, and based on, the identification of feasible options for value addition, consequent upon the value chain analysis
- b) The consultant will also support implementation of 1-2 key training/capacity building activities during the course of business activity proposal implementation, which will include hands-on training of involved stakeholders in proposal development and implementation, as well as core business and management skills. These activities will take place in at least three countries participating in the fishery by sub-project end.

#### General

- a. Prepare an inception report and work plan.
- b. Prepare impact assessment tools, if/as appropriate to each work package, for CRFM use in follow up work
- c. Prepare bi-monthly technical activity progress reports.
- d. 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; Report summaries of National Missions (where appropriate); Reporting; Comments and Conclusions; Recommendations (including lessons learned); Annex 1 Terms of Reference ; Annex 2 Inception Report and work plan; Annex 3 Detailed Mission Reports ; Annex 4 Consultancy Products, namely,; programme reports; updated EAF management recommendations, including recommendations for enhancement of the livelihoods, improvement of the conditions of work of fishers and processors and value-chain problem solving system; report of value chain analysis, including associated stakeholder consultations; business activity proposal document(s); business proposal implementation and evaluation report(s); reports on stakeholder training/capacity building activities with indication of gender balance; portfolio of training materials; impact assessment tool(s); awareness products and proposals; 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 22 months and must be completed by end of March 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 Livelihood Enhancement Specialist and team leader should possess a post-graduate degree in sociology and fisheries-related areas
  - ii. At least 6 years experience in fisheries livelihoods studies (minimum 3 major assignments);
  - iii. Proven report-writing, communication and project management skills
  - iv. Demonstrated knowledge of the Ecosystem Approach to Fisheries
  - v. Familiarity with the fisheries development agenda in CARICOM and internationally, particularly in the context of the Caribbean Community Common Fisheries Policy (CCCFP);
  - vi. Working experience in the Caribbean region would be an advantage
  - vii. Familiarity with flyingfish fisheries would be an asset
  - viii. Experience in carrying out consultancy assignments for the UNOPS or other equivalent international development partners would be an advantage
  - ix. The Value addition Specialist should possess a post-graduate degree in business, fisheries economics and/or related areas
    - x. At least 6 years experience in fisheries value-addition, marketing and business;
    - xi. Proven report-writing, communication and project management skills
    - xii. Demonstrated knowledge of fisheries product development (minimum 3 major

- assignments);
- xiii. Experience in developing and implementing fisheries economic and livelihood development plans (minimum 2 assignments);
  - xiv. Experience in capacity building related to the development of value added products (minimum 3 assignments)
  - xv. Demonstrated knowledge of flyingfish fisheries;
  - xvi. Familiarity with the fisheries development agenda in CARICOM and internationally, particularly in the context of the Caribbean Community Common Fisheries Policy (CCCFP);
  - xvii. Working experience in the Caribbean region 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](mailto:secretariat@crfm.int)), copied to Deputy Executive Director, CRFM Secretariat, St. Vincent and the Grenadines ([crfmsvg@crfm.int](mailto: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)