

Title of the EOI:

Technical support to Enhance Stakeholder participation in the flyingfish fisheries management process

Date of this EOI: 24 August 2016

Closing Date for Receipt of EOI: 23 September 2016

EOI Reference: CLME/SP3-FF/EOI – ESP/01/16

DESCRIPTION OF THE ACTION

The main deliverables expected are:

1. Improved education and awareness-building of the National Inter-sectoral Committees (NICs) and Fisheries Advisory Committees (FACs)
2. Full range of stakeholders involved in EAF management

The main tasks / activities are as follows:

1. Work Package 1.
 - a) Produce and disseminate a mini-documentary on the flyingfish fishery, scientific and management issues, approaches to management, proposed management measures, legislation and enforcement, and highlighting challenges and opportunities in respect of gender and youth. Identify and propose options for dissemination of the mini-documentary.
 - Proposed dissemination options should include, inter alia, posting on the CRFM, Participating Governments, CLME+ Project and CNFO websites and social networking tools; airing on national and regional television, posting on YouTube, sharing with Fisheries Departments, Ministries with responsibility for the Environment, WECAFC Secretariat and French Overseas Departments;
 - b) Produce and disseminate educational materials on the EAF, Sub-Regional Fisheries Management Plan for Flyingfish in the Eastern Caribbean and the associated roles and responsibilities of the NICs and FACs in planning and decision-making.
 - c) Conduct of surveys on knowledge, attitudes and practices (KAP) on the ecosystem approach to managing flyingfish fisheries at the beginning and end of the project period to quantify the effectiveness of stakeholder awareness and EAF management engagement activities implemented under the Sub-Project to ascertain whether there have been improvements thereto.
 - d) Prepare bi-monthly technical activity progress reports
2. Work Package 2.
 - a) Facilitate at least three national stakeholder (mini-)consultations in each of at least four countries participating in the flyingfish fishery, allowing for representative participation by gender and by youth

- b) The consultations should / will: discuss ecological, socio-economic and governance issues; identify feasible options for management within the context of the EAF, including development, implementation, monitoring and evaluation of national management plans, validation of outputs from research activities and proposals for updates of the Sub-regional FMP for onward transmission through the policy cycle, overall flyingfish governance performance, including communication and reporting methods and performance; and, make recommendations on all of the above for onward transmission through the policy cycle;
 - c. Conduct of surveys on knowledge, attitudes and practices (KAP) at the beginning and end of the project to determine if stakeholder engagement in the policy cycle has improved.
 - d. Prepare bi-monthly technical activity progress reports
3. Develop, draft, revised and final versions of a final technical report which would comprise at least 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; National Missions / consultations; Reporting; Comments and Conclusions; Recommendations (including lessons learned); Annex 1 - Terms of Reference; Annex 2 - Inception Report; Annex 3 - Mission Reports; Annex 4 - Consultancy Products defined in the above work packages, project final financial report; other agreed reports
- Drafts of each product are to be reviewed by the CRFM, prior to finalization

The action will, specifically, cover: Barbados, Dominica, Grenada, Saint Lucia, Saint Vincent and the Grenadines, and Trinidad and Tobago

The action should be conducted over 30 months and must be completed by mid-February 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 would be helpful if these costs are broken down by activity and by deliverable.
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. Specific experience in ecosystem approaches to fisheries management (minimum 3 major assignments);
 - ii. Experience in developing and implementing monitoring programmes / plans (minimum 2 assignments);
 - iii. Experience in building stakeholder awareness and engagement;
 - At least a Master's Degree in Communications, with proven skills and experience in development of information products should be evidenced
 - At least 10 years demonstrated media communications experience in fisheries or a related field at the regional and national levels in the Caribbean, including relevant experience in writing about fisheries issues for a broad audience
 - Evidence of a working knowledge of French and / or French Creole would be an asset
 - iv. Experience in conducting KAP surveys;
 - v. Demonstrated knowledge of flyingfish fisheries;
 - vi. Familiarity with the fisheries management agenda internationally, as well as in CARICOM / CARIFORUM;
 - vii. The firm / company / consortium's approach and methodology for implementing the project.
 - viii. Experience in carrying out consultancy assignments for the UNDP 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 **23 September 2016 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 bid; b) the financial bid; 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)