

Title of the EOI:

Technical support to Enhance the governance arrangements for implementing an ecosystem approach for Flyingfish fisheries

Date of this EOI: 24 August 2016

Closing Date for Receipt of EOI: 23 September 2016

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

DESCRIPTION OF THE ACTION

The main deliverables expected are:

1. Updated recommendations for policy & management decisions in the context of the EAF for eastern Caribbean Flyingfish
2. Improved cooperation between CRFM and France regarding flyingfish conservation and management,
3. Increased engagement of National Inter-sectoral Committees (NICs) and Fisheries Advisory Committees (FACs) in the flyingfish fishery management process
4. Sub-regional data policy for EAF management (decision-support), incorporating data, information and indicators for monitoring performance of the Sub-Regional FMP for flyingfish in the Eastern Caribbean

The main tasks / activities are as follows:

- a) Review and update the first flyingfish management plan and recommendations for the management of eastern Caribbean Flyingfish arising from the new information generated under the Sub-Project;
- b) Develop appropriate information products (press releases, infographics and / or videos) to facilitate continued access to and processing of technical information on the EAF approach to management of flyingfish to support improved awareness [sensitisation] of the Ministerial Sub-Committee, as well as national Committees on flyingfish EAF management issues and other key decision makers and policy advisory at the national and regional levels, including Attorneys General's departments, Coast Guards / Police, Foreign Ministries, Environment Ministries, Finance Ministries;
- c) Develop a management partnership / cooperation agreement between the CRFM and France;
- d) Support cooperation between CRFM and France at the political level regarding flyingfish (FF) conservation and management, through *inter alia*, mechanisms to be agreed for:
 - i. Encouraging active cooperation between CRFM and France at the technical / scientific level;
 - ii. Facilitating Participation by French OTs in at least 2 Ministerial Sub-Committee and / or Ministerial Council Meetings during the Sub-Project lifespan;
 - iii. Supporting / facilitating development of a formal management cooperation agreement;
 - iv. Supporting endorsement of the management cooperation agreement by relevant authorities;
 - v. Facilitating / supporting active cooperation at the political and stakeholder levels, reflected in the cooperation arrangements laid out in the updated FMP

- e) Facilitate through meetings and other appropriate mechanisms, approval, strengthening and testing of proposed cooperation frameworks at the national and regional levels,;
- f) Support / facilitate annual meetings at the national level for awareness-building and discussions on issues related to ecosystem based management of flyingfish, and for enhanced management performance monitoring and accountability;
- g) Formulate / develop and finalise a CRFM sub-regional data policy through a consultative process, taking into account the needs and experiences of implementation of the Sub-regional Flyingfish FMP;
- h) Prepare an impact assessment tool for CRFM use in follow up work;
- i) Prepare bi-monthly technical activity progress reports;
- j) Prepare draft, reviewed 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; 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, namely, Work Plan; programme reports; formal management cooperation agreement with France; approved Data Policy; press releases, infographics and / or videos; project final financial report; other agreed reports.
 - i. Drafts of each product are to be reviewed by the CRFM, prior to finalization

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 major 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. Specific experience in ecosystem approaches to fisheries management (minimum 3 major assignments);
 - A post-graduate degree in fisheries management, fisheries biology and / or related areas should be in evidence
 - A degree in data management, systems management and / or related areas should be in evidence
 - ii. Experience in facilitating / supporting the development of governance frameworks
 - iii. Experience in developing and implementing monitoring programmes / plans (minimum 2 assignments);
 - iv. Demonstrated knowledge of flyingfish fisheries;
 - v. Familiarity with the fisheries management agenda internationally, as well as in CARICOM / CARIFORUM;
 - vi. The firm / company / consortium's approach and methodology for implementing the project
 - vii. Experience in carrying out consultancy assignments for the UNDP or other equivalent international development partners would be an advantage.
 - viii. High level of proficiency in spoken and written English; working knowledge of French and / or French Creole would be an asset

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)