

DATE: 13 December 2017

RFP No.: CP04/1718

TO:

FROM: JAMES MOVICK, DIRECTOR-GENERAL

**SUBJECT: REQUEST FOR PROPOSAL (RFP) FOR THE REVIEW OF THE REGIONAL FISHERIES
 TRAINING FRAMEWORK**

Attached herewith is an invitation to submit a Request for Proposal (RFP) for the provision of consultancy services to review the FFA's Regional Fisheries Training Framework.

Note that the deadline for submission of these Request for Proposals is 19 January 2018.

Should you have any questions, please contact Ms Allison Riley, Training Adviser on allison.riley@ffa.int

Otherwise we appreciate your assistance in disseminating this to interested parties/persons.

Yours Sincerely

James T. Movick
Director General

REQUEST FOR PROPOSALS

No: C P O 4 / 1 7 1 8

REVIEW OF THE FFA REGIONAL FISHERIES TRAINING FRAMEWORK

Background

The Pacific Islands Forum Fisheries Agency (FFA) traces its origin to the South Pacific Forum meeting in Port Moresby in 1978 which adopted a Declaration on the Law of the Sea and the establishment of a regional fisheries agency. The Agency is responsible for assisting its 17 member countries to build and develop human resource capacity in sustainable tuna fishery management and development of the tuna fishery resources while maintaining operational enforcement and compliance with national laws and regional tuna fisheries arrangements. The development of this human resource has been guided by the Regional Fisheries Training Framework.

FFA's Role for its Members

The Vision of the Members of the FFA is:

“Our people will enjoy the highest levels of social and economic benefits through the sustainable use of our offshore fisheries resources”.

The Mission for the FFA is:

“To drive regional cooperation to create and enable the maximum long term social and economic benefit from the sustainable use of our shared offshore fishery resources”

The work of the Agency is delivered through Divisional work programmes: These are Fisheries Management, Fisheries Development and Fisheries Operations, supported by High Level Advice and also a Corporate Services Division. Each of these Divisions have specific areas or topics that may require training for effective implementation.

Regional Fisheries Training Framework (RFTF)

A significant role for the Secretariat has been to support the capacity building and development needs of our membership. The purpose of the Regional Fisheries Training Framework ([RFTF](#)) is to outline how FFA will contribute to members' capacity building needs and improve the knowledge sharing across the region.

Objective of the Consultancy

The objective of this consultancy is to review the RFTF and also to assess the success (or otherwise) of FFA's work against this framework. The consultant(s) is required to review the RFTF to ensure it continues to be relevant, provide appropriate guidance to FFA staff in the types of training suitable and advice on best practice in developing training for adult learners. The consultant is also asked to determine how best to include FFA's policy on gender equity in the workplace into any redraft of the RFTF.

The consultant(s) will also interview by phone, questionnaire or online survey a selection of FFA staff and members to determine FFA's efforts in achieving the overall purpose of the RFTF.

Results from the review of the Framework and responses from staff and members are then to be analysed and a final report is to be developed including recommendations for improvement.

REQUEST FOR PROPOSAL (RFP)

Proposals are invited from companies or consultants who have demonstrated experience in the review of strategic documents and training materials. Work in the Pacific region is an advantage.

Proposals are requested to be no more than four (4) pages, detailing the consultants experience, approach to the review, understanding the Pacific context and financial proposal.

Terms of Reference

1. Review the current Regional Fisheries Training Framework as being fit for purpose, considering relevance, clarity and best practice in delivery;
2. Review FFA's effort to achieve the objectives of the Regional Fisheries Training Framework;
3. Make recommendations:
 1. To improve the Regional Fisheries Training Framework document
 2. To guide the staff of FFA in achieving the objectives as described
4. Work to be completed within 3 months from signing of contract.

Evaluation and Assessment of RFP

All bids shall be evaluated using a two stage procedure with evaluation of the technical proposal being completed prior to any financial proposal being reviewed and compared.

The overall evaluation weighting shall be 80% Technical and 20% Financial.

Bidders are required to submit their financial proposal as a separate document.

Technical Proposal

Evaluation Criteria	Weighting
Previous experience in evaluating strategic plans	15
Experience in the development of adult learning programmes	20
Proposed methodology against TOR	25
Experience in reviewing training	30
Experience working in the Pacific region	10
Total	100%

Only those bidders that attain a 70% overall rating on the technical bid will advance to consideration of the Financial bid.

Financial Proposal

Price must be quoted in United States Dollars (USD). Financial proposals are asked to be a single total cost and must include the cost of any flights and associated expenses to undertake any interviews, these will not be separately handled by the Agency but shall be invoiced by the contractor.

References

All submissions are required to provide evidence of professional or technical capacity such as details of experience on similar projects. Contact details should be provided for reference.

Request for further information

For additional information regarding the tender, or to request a copy of the RFTF, please contact Ms Allison Riley on email: allison.riley@ffa.int

Closing date of proposal

Tenders must be received by 5.00pm (Solomon Island time) on Friday, 19 January 2018

Tenders should be addressed to:

Director General
FFA Tender Committee
Forum Fisheries Agency (FFA)
CP04/1718 Review of RFTF
PO Box 629
Honiara

OR

Emailed to: procurement@ffa.int please note in the subject line: CP04/1718 Review of RFTF

Submission of RFP

1. All RFPs should be submitted together with all relevant documents and shall be in English.

Award of Contract

FFA reserves the right to accept any RFP, and to annul the solicitation process and reject all proposals at any time prior to award of any contract, without thereby incurring any liability to the affected Bidder(s) or any obligation to inform the affected bidder(s) of the grounds for such action.

Notification

The names of winning bidders shall be advertised on the FFA website;

www.ffa.int/employment/tenders/tender_results