



## **REQUEST FOR PROPOSAL**

**TO: SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS**

**RFP No. CP04\_2021 FFA CONSULTANCY FOR INTERNAL REVIEW OF FEES AND COST RECOVERY ACTION**

**DATE:** 3<sup>rd</sup> August 2020

**SUBJECT: PROFESSIONAL CONSULTANCY FOR INTERNAL REVIEW OF FFA FEES AND COST RECOVERY ACTION**

Interested parties are invited to submit a bid in response to the attached request for proposals to undertake an internal review of FFA fees and cost recovery action.

To enable you to submit a Request for Proposal (RFP) for this work, please find enclosed:

Annex I: Instructions to bidders

Annex II: Terms of Reference, containing a description of FFA's requirements for which these services are being sought

Annex III: FFA Standard Conditions of Contract

This letter is not to be construed in any way as an offer to contract to any specific party.

Yours Sincerely

Dr Manumatavai Tupou-Roosen  
Director General

## ANNEX I

### Request for Proposal

RFP No: CP04\_2021

### REQUEST FOR PROPOSALS: REVIEW OF FEES AND COST RECOVERY ACTIONS ADMINISTERED BY THE PACIFIC ISLANDS FORUM FISHERIES AGENCY (FFA)

#### Submission of Proposals

- 1.1. All proposals submitted together with all correspondence and related documents shall be in English. If any of the supporting documentation or printed literature is in any other language, a written translation of the document in English should also be provided. In such case the interpreted document will be used for processing and evaluation purposes.
  - 1.2. All prices in the proposals must be presented in US Dollars (USD).
  - 1.3. The deadline for submission of proposals is 5.00pm (SLB - GMT+11) on Friday 21 August 2020.  
  
Any proposal received after this date will not be considered. FFA may, at its discretion, extend the deadline for the submission of proposals by notifying prospective bidders in writing. The extension of the deadline may accompany a modification of the solicitation documents prepared by FFA on its own initiative or in response to a clarification requested by a prospective bidder.
  - 1.4. In submitting a proposal, interested parties should demonstrate a clear understanding of the Terms of Reference (TOR) as set out, with appropriate explanatory comments, proposed timelines for implementation and delivery of the required work.
  - 1.5. The successful bidder will be required to sign an FFA standard contract for the delivery of services. The FFA Standard Conditions for Contract are not negotiable.
  - 1.6. The proposal should also include:
    - (i) Documentation outlining the proposed methodology, inputs, personnel and time lines for undertaking the assignment as per the Terms of Reference (Annex II).
    - (ii) A maximum of 10 pages of information on the CVs of the personnel proposed to complete the work, the background and relevant experience of the consultants or agency proposed to complete the work as well as a summary of any similar or related experience.
    - (iii) A separately enclosed financial proposal providing a detailed cost summary for carrying out the work.
2. Period of validity of proposals:
- 2.1. Proposals shall remain valid for forty (40) days after the date of Proposal submission prescribed by FFA, pursuant to the deadline clause. A Proposal valid for a shorter period may be rejected by FFA on the grounds that it is non-responsive.
  - 2.2. In exceptional circumstances, FFA may solicit the bidder's consent to an extension of the period of validity. The request and the responses thereto shall be made in writing. A bidder granting the request will not be required nor permitted to modify its Proposal.
3. Outputs required
- The following outputs are required:
1. A well-managed implementation project with clear milestones to be achieved within a

- specified timeframe.
2. Fortnightly reports which will detail all activities undertaken, make recommendations on next steps and provide updates on progress of implementation.

#### 4. Evaluation Criteria

A two-stage procedure will be used in evaluating the proposals, with evaluation of the technical proposal being completed prior to any price proposal being reviewed and compared. The financial proposal will only be reviewed for submissions that have passed the minimum technical score of 70% of the total obtainable score in the evaluation of the technical proposals.

The technical proposal is evaluated on the basis of its responsiveness to the competency requirements as outlined in the following.

Competency Requirements	Score Weight (%)	Total Obtainable Score
Cited examples of relevant similar or relate experience.	20%	40
The methodology proposed to undertake the required work and timeline proposed for completion.  Also, if applicable, include as part of the methodology proposed arrangements due to travel restrictions.	50%	100
Qualifications and experience	30%	60
	100%	200
Qualification score	70%	140

In the Second Stage, the financial proposal of all bidders, who have attained a minimum of 70% score in the technical evaluation, will be compared. The contract will be awarded to the bidder(s) offering the best value for money taking in account the cumulative scores of the technical and financial evaluations.

Note: Submissions may include proposing an individual person to undertake this work or a team of personnel.

#### 5. Financial Proposals

The financial proposal should be submitted by separate cover and should not be included as part of the technical proposal. Financial proposals should provide a budget for the project including professional fees, and any other costs associated with the completion of this work. If applicable, also include travel and accommodation costs.

#### 6. Requests for further information

Queries or questions are to be emailed to the Manager Finance, Mr Maika Vulaono: [maika.vulaono@ffa.int](mailto:maika.vulaono@ffa.int)

#### 8. FFA's right to vary requirements at time of award.

FFA reserves the right at the time of award of contract to vary the quantity of services and goods specified in the RFP without any change in price or other terms and conditions.

#### 9. Closing date for proposals

Proposals should be emailed to [tenders@ffa.int](mailto:tenders@ffa.int) with copies to the above contacts with the subject line heading "**CONSULTANCY: REVIEW OF FFA FEES**". The deadline for receipt of proposals is 5.00pm (SLB - GMT+11) on Friday 21 August 2020.

## ANNEX II

### Terms of Reference

RFP No: CP04\_2021

### REQUEST FOR PROPOSALS: REVIEW OF FEES AND COST RECOVERY ACTIONS ADMINISTERED BY THE PACIFIC ISLANDS FORUM FISHERIES AGENCY (FFA)

## INTRODUCTION

The Pacific Islands Forum Fisheries Agency (FFA) is seeking a reputable accounting firm or Consultant to conduct an internal review of the fees charged by FFA both internally and externally with the aim to recover costs for services provided.

## BACKGROUND

The Pacific Islands Forum Fisheries Agency (FFA) strengthens national capacity and regional solidarity so its 17 members can sustainably manage, control and develop their tuna fisheries now and in the future.

Based in Honiara, Solomon Islands, FFA's 17 Pacific Island members are Australia, Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, New Zealand, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu and Vanuatu.

FFA was established to help countries sustainably manage their fishery resources that fall within their 200-mile Exclusive Economic Zones (EEZs). FFA is an advisory body providing expertise, technical assistance and other support to its members who make sovereign decisions about their tuna resources and participate in regional decision making on tuna management through agencies such as the Western and Central Pacific Fisheries Commission (WCPFC).

Since 1979, FFA has facilitated regional cooperation so that all Pacific countries benefit from the sustainable use of tuna – worth over \$3 billion a year and important for many people's livelihoods in the Pacific.

There are 5 main functional areas within FFA:

### 1) *The Executive team:*

The Executive Team of FFA provides high-level policy advice to FFA and members, and manages the work of the Secretariat and member support services in support of the five key output areas:

1. Policy Advice
2. FFA Governance
3. Strategic management
4. Relationship management
5. Legal Advice, Media, and Training

### 2) *Fisheries Management:*

FFA's Fisheries Management Division provides tuna fisheries management policy, planning and technical advice, and facilitates strategic engagement between international and regional fisheries management organisations and national fisheries stakeholders. The Fisheries Management Division also coordinates the regional FFA approach to the Western and Central Pacific Fisheries Commission (WCPFC), and in collaboration with the Operations Division, assists members with reporting, compliance and development of Conservation and Management Measures (CMMs).

### *3) Fisheries Operations:*

FFA's Fisheries Operation's Division leads Monitoring, Control and Surveillance services to Pacific nations. This arm of the agency, which includes the FFA Regional Fisheries Surveillance Centre, provides a central link with many Pacific Fisheries networks working against Illegal, Unreported and Unregulated Fishing (IUU) through the Regional Observer Program, Vessel Monitoring, Information and technology services, and working with member countries on Fisheries Operations Policy.

### *4) Fisheries Development:*

FFA's Fisheries Development Division provides policy, economic and technical advice to members assisting with market access, private sector participation, and analysis and facilitation of investment, including on-shore processing. The Fisheries Development Division also lead economic analysis of fisheries management and development options, and regularly collects information on the economic contribution of the tuna industry to the region.

### *5) Corporate Services:*

Corporate Services at FFA covers administration, budgeting, finance, human resources and other corporate functions of the organisation.

## **FFA FEES**

FFA, depending on the funding source, administers a number of fees to ensure sustainability and continuity of core FFA activities. The fees include:

#### **1) Member contributions levies:**

The member contributions are levied annually and are apportioned among the member governments based on the scale of assessments.

#### **2) Vessel Registration fees:**

Fees charged to fishing companies to register vessels of the FFA Vessel Register, or to have their annual registration renewed. The Registration fees are adjusted annually.

#### **3) Management fee levy:**

This is also levied on fishing companies after annual registration fees are paid.

#### **4) Programme Support Costs (Administration fees)**

Recovered from specific programmes and projects that are implemented by FFA for programme support costs and management oversight.

#### **5) Overhead cost recovery**

This is directly charged on staff costs that are allocated to the Agency's self-funded activities (The vessel registers and the administration of treaties and sub-regional arrangements)

#### **6) Housing management fees**

Housing management fees is based on the rent charges and is payable by each funding source.

## **OBJECTIVE**

To review all FFA fees charged (as per above) and determine whether current fees are reasonable. The review should also provide recommendations on a consistent approach in applying Programme Support Costs (administration fees) across all donor funded projects and sustainability of the Secretariat's funding.

## **ACTIVITIES**

The consultant will work closely with the Finance Manager of FFA and will regularly update the Director Corporate Service who will have overall oversight of this review.

## ANNEX III

### FFA STANDARD CONDITIONS OF CONTRACT

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### REQUEST FOR PROPOSALS: REVIEW OF FEES AND COST RECOVERY ACTIONS ADMINISTERED BY THE PACIFIC ISLANDS FORUM FISHERIES AGENCY (FFA)

1. Definitions
  - 1.1 In this Contract:
    - (a) "Consultancy Services" means the Consultancy Services described in Schedule A;
    - (b) "Memorandum of Agreement" means the agreement executed by and between FFA and the Institution in which these Conditions have been incorporated by reference;
    - (c) "FFA" means the Pacific Islands Forum Fisheries Agency, based in Honiara, Solomon Islands;
    - (d) "Contract" means the Memorandum of Agreement together with these Conditions and all other schedules and documents, if any, annexed to the Memorandum of Agreement or incorporated therein and intended to form part of the contractual relationship between the parties;
    - (e) "Confidential Information" means information that:
      - (i) is by its nature confidential;
      - (ii) is designated by FFA as confidential;
      - (iii) the Institution knows or ought to know is confidential;but does not include information which:
      - is or becomes public knowledge other than by breach of this Contract;
      - is in the possession of the Institution without restriction in relation to disclosure before the date of receipt from FFA;
      - has been independently developed or acquired by the Institution
    - (f) "Usual Place of Residence" means the place of residence of the Institutions during the duration of the consultancy, as designated in the Memorandum of Agreement;
    - (g) "Term of Engagement" means the entire period during which the Institutions will be expected to perform the Consultancy Services.
  - 1.2 Words importing a gender include any other gender.
  - 1.3 Words in the singular number include the plural and words in the plural number include the singular.
  - 1.4 Clause headings in this Contract are for convenient reference only and have no effect in limiting or extending the language of the provisions to which they refer.
  - 1.5 A reference to a Schedule is a reference to a Schedule to this Contract and includes such Schedule as amended or replaced from time to time by agreement in writing between the parties.
2. Fees
  - 2.1 FFA shall pay fees to the Institutions in respect of the Consultancy Services at the rate and in the currency specified in Schedule B to the Memorandum of Agreement on the basis of time spent by the Institutions in performing the Consultancy Services. For the purpose of determining the amount of such fees:
    - (a) Where the fees are expressed in terms of a daily rate the time spent in performing the Consultancy Services shall be determined solely on the basis of the number of days actually worked by the Institution in performing the Consultancy Services, including travel time.
  - 2.2 Except as otherwise agreed between FFA and the Institution, no fees will be paid in respect of work performed other than during the Term of Engagement.

### 3. Expenses

- 3.1 In addition to the fees specified in clause 2 and subject to Schedule A and Schedule B, FFA shall pay to or reimburse the Institution for the following:
- (a) A daily subsistence allowance (DSA) at standard FFA rates for every day during the term of engagement during which the Institution shall be absent from the Usual Place of Residence for the purpose of performing the Consultancy Services; provided that DSA will be paid for the day of departure from the Usual Place of Residence but not for the day of return thereto. The DSA covers all accommodation charges, including government taxes (where applicable), meals, laundry and incidental expenses.
  - (b) All transportation costs properly and reasonably incurred by the Institution in travelling for the purposes of the Consultancy Services whether within the Country of Assignment or elsewhere, including the cost of transportation by an appropriate means of public transport between the Usual Place of Residence and the nearest convenient international airport and the cost of economy class air travel.
  - (c) All other reasonable out-of-pocket expenses of the Institution arising directly out of the performance of the Consultancy Services, including communications charges, airport and departure taxes, visa fees, taxi fares, and photocopying charges.

### 4. Payment of Fees, Costs and Expenses

- 4.1 Consultancy fees payable under the Contract will be paid in accordance with Schedule B and to the satisfaction of the FFA.
- 4.2 Where the Consultancy Services have not been performed to the satisfaction of FFA, FFA may withhold the balance of the fees in whole or in part and may:
- (a) require the Institution to carry out whatever additional work is required to complete the Consultancy Services to the satisfaction of FFA; or
  - (b) terminate the Contract forthwith without prejudice to any right of action or remedy which has accrued or which may accrue in favour of FFA.
- 4.3 Printing and distribution costs and reimbursable costs and expenses referred to in clause 3 shall be paid by FFA upon written application made by the Institution to FFA, supported by such receipts or other evidence as FFA may reasonably require to establish that the expenditure was incurred in the amount and currency and in the manner claimed.
- 4.4 Unless otherwise agreed between the Institution and FFA, the fees shall be paid in the currency specified in Schedule B. All out-of-pocket expenses shall be paid either in the currency in which the same were incurred or in Solomon Island dollars or partly in one currency and partly in the other, as FFA shall reasonably determine in consultation with the Institution.
- 4.5 Whenever it shall be necessary to determine the equivalent of an amount in one currency in terms of another, the conversion shall be made at the rate which FFA shall determine was applicable at the time and place when the Institution incurred the expenditure or converted currency into the currency of expenditure, whichever first occurred.

### 5. Medical and Insurance

All medical and insurance costs shall be borne by the Institutions and FFA shall be under no liability in respect of medical expenses of the Institutions.

### 6. Indemnity

- 6.1 Subject to the provisions of this Contract, the Institutions shall at all times indemnify and hold harmless FFA, its officers, employees and agents (in this clause referred to as "those indemnified") from and against any loss (including legal costs and expenses on a solicitor/own client basis), or liability, reasonably incurred or suffered by any of those indemnified arising from any claim, suit, demand, action or proceeding by any person against any of those indemnified where such loss or liability was caused by any wilful, unlawful or negligent act or omission of the Institution in connection with this Contract.

6.2 The Institutions' liability to indemnify FFA under clause 6.1 shall be reduced proportionately to the extent that any act or omission of FFA or its officers, employees or agents contributed to the loss or liability.

6.3 The indemnity referred to in clause 6.1 shall survive the expiration or termination of this Contract.

## 7. General Covenants

7.1 The Institutions covenant and agree that:

- (a) During the Term of Engagement, they shall devote the whole of their time and attention to the performance of the Consultancy Services and shall at all times act with due diligence and efficiency and in accordance with the Terms of Reference. They shall make or assist in making all such reports and recommendations as may be contemplated by the Terms of Reference and shall at all times cooperate with FFA, its employees and agents. After the termination of the engagement they shall continue to cooperate with FFA to such reasonable extent as may be necessary to clarify or explain any reports or recommendations made by them.
- (b) At all times they shall act with appropriate propriety and in particular, refrain from making any public statement concerning the Consultancy Services without the prior approval of FFA.
- (c) They shall have no authority to commit FFA in any way whatsoever and shall make this clear as circumstances warrant.
- (d) They shall report immediately to FFA any circumstances or events which might reasonably be expected to hinder or prejudice the performance of the Consultancy Services, including circumstances and events relating to his transportation and accommodation.
- (e) All reports, notes, drawings, specifications, statistics, plans and other documents and data compiled or made by the Institution while performing the Consultancy Services shall be the property of FFA and upon termination of the engagement shall be disposed of as FFA may direct. The Institution may retain copies of such documents and data but shall not use the same for purposes unrelated to the Consultancy Services without the prior approval of FFA.

## 8. Conflict of Interest

8.1 The Institutions warrants that, to the best of their knowledge, at the date of signing this Contract, no conflict of interest exists or is likely to arise in the performance of his obligations under this Contract.

8.2 If during the Term of Engagement, a conflict of interest arises, or appears likely to arise, the Institutions undertake to notify FFA immediately in writing and to take such steps as FFA may reasonably require to resolve or otherwise deal with the conflict. If the Institutions fail to notify FFA or are unable or unwilling to resolve or deal with the conflict as required, FFA may terminate this Contract in accordance with the provisions of clause 10.

8.3 The Institutions shall not engage in any activity or obtain any interest during the Term of Engagement that is likely to conflict with or restrict the Institution in providing the Consultancy Services to FFA fairly and independently.

## 9. Disclosure of Information

9.1 The Institutions shall not, without the prior written approval of FFA, disclose to any person other than FFA, any Confidential Information. In giving written approval, FFA may impose such terms and conditions as it thinks fit.

9.2 FFA may at any time require the Institutions to give a written undertaking, in a form required by FFA, relating to the non-disclosure of Confidential Information. The Institutions shall promptly arrange for all such undertakings to be given.



9.3 The obligation on the Institutions under this clause shall not be taken to have been breached where the information referred to is legally required to be disclosed.

#### 10. Termination

10.1 FFA may, at any time by written notice, terminate this Contract in whole or in part. If this Contract is so terminated, FFA shall be liable only for:

- (a) payment under the payment provisions of this Contract for Consultancy Services rendered before the effective date of termination; and
- (b) subject to clauses 10.3 and 10.4, any reasonable costs incurred by the Institutions and directly attributable to the termination or partial termination of this Contract.

10.2 Upon receipt of a notice of termination the Institutions shall:

- (a) stop work as specified in the notice;
- (b) take all available steps to minimize loss resulting from that termination;
- (c) continue work on any part of the Consultancy Services not affected by the notice.

10.3 In the event of partial termination FFA's liability to pay fees under Schedule B shall, in the absence of agreement to the contrary, abate proportionately to the reduction in the Consultancy Services.

10.4 FFA shall not be liable to pay compensation in an amount which would, in addition to any amounts paid or due, or becoming due, to the Institutions under this Contract, together exceed the total fees set out in Schedule B.

#### 11. Default

11.1 If either party is in default under this Contract on account of the failure to perform or observe any obligation or undertaking to be performed or observed on its part under this Contract, the party not in default may terminate this Contract in whole or in part without prejudice to any right of action or remedy which has accrued or which may accrue in favour of either party.

#### 12. Waiver

12.1 A waiver by either party in respect of any breach of a condition or provision of this Contract shall not be deemed to be a waiver in respect of any continuing or subsequent breach of that provision, or breach of any other provision. The failure of either party to enforce at any time any of the provisions of this Contract shall in no way be interpreted as a waiver of such provision.

#### 13. Notices

13.1 Any notice, request or other communication to be given or served pursuant to this Contract shall be in writing and dealt with as follows:

- (a) if given by the Institutions to FFA, addressed and forwarded to the Director-General, Forum Fisheries Agency, P.O. Box 629, Honiara, Solomon Islands. Fax: (+677) 23995.
- (b) if given by FFA to the Institutions, signed by the Director-General or Deputy Director-General and forwarded to the Institution at the Usual Place of Residence.

13.2 Any such notice, request or other communication shall be delivered by hand or sent by pre-paid registered post, facsimile or telex to the address of the party to which it is sent.

13.3 Any notice, request or other communication will be deemed to be received:

- (a) if delivered personally, on the date of delivery;
- (b) if sent by pre-paid registered post, on the day that the acknowledgment of delivery is completed by the recipient; and
- (c) if sent by facsimile, on the business day next following the day of despatch providing that the sender receives an "OK" code in respect of the transmission and is not notified by the recipient by close of business of the next business day following the day of despatch that the transmission was illegible.

#### 14. Entire Agreement and Variation

- 14.1 This Contract contains the entire agreement between the parties and supersedes all communications, negotiations, arrangements and agreements, whether oral or written, between the parties with respect to the subject matter of this Contract.
- 14.2 No agreement or understanding varying or extending this Contract, including in particular the scope of the Consultancy Services in Schedule A shall be legally binding upon either party unless in writing and signed by both parties.

#### 15. Severability

- 15.1 Each provision of this Contract and each part thereof shall, unless the context otherwise necessarily requires it, be read and construed as a separate and severable provision or part. If any provision or part thereof is void or otherwise unenforceable for any reason then that provision or part (as the case may be) shall be severed and the remainder shall be read and construed as if the severable provision or part had never existed.

#### 16. Applicable Law

- 16.1 This Contract shall be governed by and construed in accordance with the laws of the Solomon Islands and the parties agree, subject to the Contract, that the courts of the Solomon Islands shall have jurisdiction to entertain any action in respect of, or arising out of, this Contract.