

REQUEST FOR PROPOSALS (RFP)

TO: SUITABLY QUALIFIED FISHERIES CONSULTANTS

RFP No: CP07_1819

DATE: 29th September 2018

**SUBJECT: ASSESSING THE CONTRIBUTION OF LANDINGS FROM
LOCALLY BASED COMMERCIAL TUNA FISHING VESSELS TO
FOOD SECURITY**

Proposals are sought from suitably qualified and experienced Consultant(s) or Consultancy firm(s) to collect data from fishing companies operating in Pacific Island countries on the volume of tuna and tuna-like species that are landed for local consumption. This is to establish baseline data for measuring progress towards one of the goals of the 'Regional Roadmap for Sustainable Pacific Fisheries' – to increase the supply of tuna for domestic consumption in the region by 40,000 tonnes over the period 2015-2024.

To enable you to submit a Request for Proposal 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 request is not to be construed in any way as an offer to contract to any specific party.

James T. Movick

Director General

Annex I

INSTRUCTIONS TO BIDDERS

RFP No: CP07_1819

ASSESSING THE CONTRIBUTION OF LANDINGS FROM LOCALLY BASED COMMERCIAL TUNA FISHING VESSELS TO FOOD SECURITY

1. Submission of Proposals

1.1. All proposals submitted together with all correspondence and related documents shall be in English.

1.2. All prices in the proposals must be presented in United States Dollar (USD).

1.3. Any proposal received after the 26th October will be rejected. FFA may, at its discretion, extend the deadline for the submission of proposals by notifying all 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 tendering a proposal, interested parties should demonstrate a clear understanding of the Terms of Reference (TOR) as set out, with appropriate explanatory comments, proposed methodology, work plan and timeline for completion of the entire scope of work. The FFA Standard Conditions for Contract are not negotiable.

1.5. The proposal should also include:

- i. A cover letter outlining proposed methodology confirming ability to comply with the time lines for undertaking the assignment as per the Terms of Reference (Annex II);
- ii. The CV of the consultant(s) proposed to complete the work, including background and relevant experience of the consultant(s) as well as a summary of any similar fisheries survey work;
- iii. A separate enclosed financial proposal providing a detailed cost summary for the implementation of the work which must include the daily fee rate(s) for the consultant(s).

2. Period of validity of proposals

2.1. Proposals shall remain valid for sixty (60) 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 their Proposal.

3. Outputs required

A suitably qualified and experienced consultant is expected to deliver the following outputs:

	Output
i	Work plan and proposed travel schedule
ii	Brief interim report detailing progress in collecting data and any issues that FFA may be able to assist with.
iii	Draft final report describing the methodology, results and conclusions on the total volume of tuna landed for local consumption as well as trends since 2015
iv	Final report incorporating any comments from FFA

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 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 technical proposals.

The technical proposal is evaluated on the basis of its responsiveness to the competency requirements as detailed in the evaluation criteria matrix.

Competency Requirements	Score Weight (%)
1. Demonstrated practical understanding of the difficulties of collecting accurate data on the disposal of fish catches on local markets in the Pacific Islands, and experience in collecting this data	30

2. Understanding of the regions tuna fisheries, and the operations of domestic and locally based tuna fishing vessels in the region	30
3. A good network of contacts in the tuna industry in the region	20
4. A record of producing high quality reports on a timely basis, addressing difficulties in collecting data	20
Total Score	100%
Qualification Score	70%

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 into account the cumulative scores of technical and financial evaluations.

5. Financial Proposals

The financial proposal should be submitted as a separate document and not included as part of the technical proposal. Financial proposals should provide a budget for the project including professional fees, travel and accommodation and any others costs associated with the completion of this work. The estimated time required for the consultancy is around 30 working days

6. Request for further information

Queries or questions are to be emailed to the Chief Economist, Fisheries Development Division, FFA, email: chris.reid@ffa.int

7. Award of Contract

FFA reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of 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.

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 Request for Proposal (RFP) without any change in unit price or other terms and conditions.

9. Closing date for proposals

Proposals should be emailed to procurement@ffa.int with the subject line heading 'Local tuna landings study'

All proposals must be received by FFA before 5.00pm (Local time) 26th October 2018

10. Timing of the Study

FFA will ensure prompt selection of the consultant, who should be ready to mobilise by mid-November 2018 if possible. The consultant may wish to consider opportunities to meet with representatives of tuna fishing companies at the WCPFC annual meeting in December. The work must be completed before the end of April 2019.

11. Notification

The names of winning bidders shall be advertised on the FFA website; www.ffa.int/employment/tenders/tender_results

TERMS OF REFERENCE

RFP No: CP07_1819

**ASSESSING THE CONTRIBUTION OF LANDINGS FROM LOCALLY
BASED COMMERCIAL TUNA FISHING VESSELS TO FOOD
SECURITY**

INTRODUCTION

The Forum Fisheries Agency (FFA) is seeking consultants to collect data from tuna fishing and processing companies operating in FFA Pacific Island member countries on the volume of tuna and tuna-like species that are landed for local consumption. The report should present an estimate for a recent calendar year for which data is available and not commercially sensitive (preferably 2016), as well as indicating any recent changes and trends. Note that FFA has already collected this information from domestic and locally based fishing companies in Fiji for 2016, so the focus should be on other FFA member countries. The consultants should also collect information and opinions from fishing companies on any obstacles to increasing the supply of tuna to local markets, particularly those that could be addressed by adjustments to Government policy.

BACKGROUND

In 2015 FFA Fisheries Ministers developed a 'Regional Roadmap for Sustainable Pacific Fisheries' which was endorsed by Forum Leaders. The roadmap sets ambitious goals for a 10 year period, and the process includes an annual report card which tracks progress through a number of key indicators. Data for most of these indicators are already collected by FFA (with SPC providing information on stock status) and published annually in the 'Economic Development Indicators and Statistics (EDIS)' report. However there is a gap with respect to Tuna Fisheries roadmap goal 4 which envisages an increase in the supply of tuna for domestic consumption of 40,000 tonnes across the region by 2024.

Tuna for domestic consumption comes from four main sources:

- Canned (mainly dark meat) tuna which is produced by local and overseas canneries and supplied to Pacific Island Countries – *a collaborative study on this contribution, involving FFA, SPC and other partners, has recently been completed and a paper submitted for publication in Marine Policy.*
- Purse seine and longline by-catch landed from foreign vessels during transshipment operations – *this makes an important contribution in a number of urban centres, but the trade is mainly 'informal' which creates difficulties in collecting data. Some form of market survey in the key transshipment ports is*

likely to be the best way to get a handle on landings. This will be addressed by FFA in the future.

- Catches from small-scale artisanal fishing operations – *accurate data from this sector in most FFA member countries remains elusive, despite many projects that have sought to improve its collection. SPC is the regional organisation with responsibility for data collection from this important fishery.*
- Landings from local and locally based purse seine, pole and line, and longline fishing vessels which are provided for local consumption, rather than being processed and/or exported; as well as fresh and frozen fish products supplied from processing plants. While this will mainly comprise sales on the local market, information should also be collected on fish that is donated or provided to processing workers where the volumes are significant. ***This will be the focus of the consultancy.***

OBJECTIVE

To collect and compile data from fishing companies operating in FFA Pacific Island member countries on the volume of tuna and tuna-like species that are landed for local consumption for a 'baseline' year – preferably 2016. As far as possible the study should indicate any recent changes and trends, as well as noting the views of industry on any obstacles to increasing the supply and how these could be addressed.

ACTIVITIES/ DETAILED TOR

The activities expected of the Consultant(s) shall include, but not necessarily be limited to the following:

- i. Identify the countries and companies from which data will need to be collected, noting that FFA has already collected information from Fiji in connection with another economic survey;
- ii. Develop a plan for collecting this data which may include email, telephone interviews, use of locally based consultants (FFA can provide contact details for their economic data collectors in 10 countries), working with fishing industry associations, field visits, collecting information on the fringes of meetings, or other methods – and submit this plan to FFA for comment and approval;
- iii. Prepare estimates for the volume of fish supplied onto local markets by domestic fishing and processing companies, in whole fish equivalent weights. Where possible provide information on product forms, prices and recent trends in supply;
- iv. Based on discussions with fishing and processing companies, report on issues or impediments for companies supplying fish for local consumption (if any), and develop brief recommendations on how these might be addressed in each country;
- v. Note any lessons learned from this study, and make recommendations to FFA on how this information can be collected on a regular basis going forward.

APPROACH

Possible approaches to the study have been outlined above. The consultant will be expected to develop these, and perhaps other ideas, in the work plan – taking account of any observations or advice from FFA. The project has deliberately been given an extended time-line so that consultants who are working in the region will have opportunities to combine this activity with other travel, and to take account of the holiday season over Dec/Jan.

OPERATIONAL ARRANGEMENT

The consultant will report to the Director of Fisheries Development, FFA. The Chief Economist will be the first point of contact for any enquiries. The consultant shall liaise closely and take into account advice and recommendations made in relation to the Consultancy and other matters related thereto.

ASSISTANCE TO BE PROVIDED BY FFA

1. As far as possible, provision of necessary documents, on a confidential basis if necessary, to the consultant upon request.
2. Liaison with relevant stakeholders as required, including official notification to advise of the nature of the project and requesting cooperation.

OUTPUTS/MILESTONES

The Consultant shall prepare the following, which will also serve as triggers for contract payments:

Output	Proposed time-line
Work plan and proposed schedule	Within one month of contract signature
Brief interim report detailing progress in collecting data and any issues that FFA may be able to assist with.	By mid-February 2019
Draft final report, responding to the detailed TOR above.	By end of March 2019
Final report responding to any comments or suggestions from FFA on this draft	By end of April 2019

AWARD OF CONTRACT

FFA reserves the right to accept or reject any Proposal, and to annul the solicitation process and reject all Proposals at any time prior to award of 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.

FFA'S RIGHTS TO VARY REQUIREMENT 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 Request for Proposal (RFP) without any change in unit price or other terms and conditions.

CLOSING DATE FOR PROPOSALS

Proposals should be emailed to procurement@ffa.int with the subject line heading 'Local tuna landings study'.

All proposals must be received by FFA before 5.00pm (Local time) 26th October 2018

Please note that the FFA Standard Conditions of Contract are not negotiable.

Annex III

FFA STANDARD CONDITIONS OF CONTRACT

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 Consultants in which these Conditions have been incorporated by reference;
- (c) "FFA" means the South Pacific 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 Consultant 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 Consultant without restriction in relation to disclosure before the date of receipt from FFA;
 - has been independently developed or acquired by the Consultant.
- (f) "Usual Place of Residence" means the place of residence of the Consultants during the duration of the consultancy, as designated in the Memorandum of Agreement;
- (g) "Term of Engagement" means the entire period during which the Consultants 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 Consultants 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 Consultants 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 Consultant in performing the Consultancy Services, including travel time.
- 2.2 Except as otherwise agreed between FFA and the Consultant, 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, FFA shall pay to or reimburse the Consultants for the following allowances, costs and expenses:
- (a) A daily subsistence allowance (DSA) at standard FFA rates for every day during the term of engagement during which the Consultant 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 Consultant 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 Consultants 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 The consultancy fees payable under the Contract will be paid to the consultants 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 Consultant 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 The travel costs and DSA (other than those paid in advance by FFA under Schedule B) shall be paid by FFA upon written application made by the Consultant to FFA, supported by such receipts or other evidence as FFA may reasonably require to establish that the Consultant was absent for the purpose of the Consultancy Services from the Usual Place of Residence. Where

an advance of DSA has been made, FFA shall require the Consultant to complete a reconciliation of advance against actual entitlement.

- 4.4 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 Consultant 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.
- 4.5 Unless otherwise agreed between the 'Consultants'; and FFA, the fees shall be paid in the currency specified in Schedule B. All travel costs, allowances, and out-of-pocket expenses shall be paid either in the currency in which the same were incurred or in US dollars or partly in one currency and partly in the other, as FFA shall reasonably determine in consultation with the 'Consultants'.
- 4.6 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 Consultants incurred the expenditure or converted currency into the currency of expenditure, whichever first occurred.

5. Medical and Insurance

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

6. Indemnity

- 6.1 Subject to the provisions of this Contract, the Consultants 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 Consultants in connection with this Contract.
- 6.2 The Consultants' 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 Consultants 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 Consultants 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 Consultants 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 Consultants 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 Consultants 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 Consultants 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 Consultants shall not engage in any activity or obtain any interest during the Term of Engagement that is likely to conflict with or restrict the Consultants in providing the Consultancy Services to FFA fairly and independently.

9. Disclosure of Information

- 9.1 The Consultants 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 Consultants to give a written undertaking, in a form required by FFA, relating to the non-disclosure of Confidential Information. The Consultants shall promptly arrange for all such undertakings to be given.
- 9.3 The obligation on the Consultants 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 Consultants and directly attributable to the termination or partial termination of this Contract.
- 1.2 Upon receipt of a notice of termination the Consultants 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 Consultants 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 Consultants 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 Consultants, signed by the Director-General or Deputy Director-General and forwarded to the Consultants 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 Solomon Islands and the parties agree, subject to the Contract, that the courts of Solomon Islands shall have jurisdiction to entertain any action in respect of, or arising out of, this Contract.