



TO: SUITABLY QUALIFIED AND EXPERIENCED SERVICE PROVIDERS

SUBJECT: Expressions of interest to register on the FFA preferred supplier database of training advisers in offshore fisheries.

DATE: 2 February 2021

Greetings from the FFA Secretariat.

Submissions are invited from interested parties to submit a proposal in response to the attached call for expressions of interest to register on the FFA preferred supplier database of training advisers in offshore fisheries.

Please find following the tender document containing a description of the supplier services required and submission instructions.

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

We look forward to hearing from you.

Yours sincerely

Dr Manumatavai Tupou-Roosen
Director-General

CALL FOR EXPRESSIONS OF INTEREST

PREFERRED SUPPLIER DATABASE

EXPERTISE IN TRAINING AND CAPACITY DEVELOPMENT IN RELATION TO OFFSHORE FISHERIES

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 and outlined its functions. FFA's governing council, the Forum Fisheries Committee (FFC) recognised the value of training provided by FFA and recommended adapting existing training into accredited qualifications offered through recognised higher educational training providers in the Pacific. These study programmes in fisheries range from competency-based TAFE qualifications to post-graduate courses.

FFA's Role for its Members

The Secretariat, with a current establishment of approximately ninety positions, is organised into four divisions: Fisheries Management, Fisheries Development, Fisheries Operations, and Corporate Services. An executive management unit headed by the Director-General leads FFA.

The Vision of the Members of the Pacific Islands Forum Fisheries Agency is: "Our people enjoying the greatest possible social and economic benefits from the sustainable use of offshore fisheries resources."

The Mission of the Forum Fisheries Agency is, "Empowering FFA Members to take collective and national action for the sustainable use of offshore fisheries resources".

The work of the Agency is through three programmes: Fisheries Management, Fisheries Development and Fisheries Operations. Each of these programmes have specific areas or topics that require training for effective implementation.

Fisheries Training

The Regional Fisheries Training Framework (RFTF) endorsed by FFC91 in 2014 provides the framework within which FFA contributes to Members' capacity building needs. The RFTF recognises the need to provide quality and relevant training, delivered by qualified and skilled trainers.

Each year Members submit requests for assistance in capacity building; this work forms the Secretariat's annual work programme and budget. Supporting our Members in their efforts to achieve the highest levels of social and economic benefits from our fisheries resources finds FFA in roles of mentoring, coaching, facilitating and delivering learning development and building activities.

To provide meaningful and recognised training opportunities, FFA collaborates with Members, the University of South Pacific (USP), the Pacific Community (SPC), and other Council of Regional Organisation Parties (CROP) to analyse and address the training needs of the region.

A 2019 training needs analysis by Peter Southen identified a need for more fisheries qualifications at the vocational level of education that are easily accessible to Pacific people across the region.

At the Special Officials Forum Fisheries Committee 112th meeting in 2019 Members agreed training plays a valuable role in developing the capacity of administrations and supported the development of courses in fisheries investigation and prosecution and leadership and management for fisheries officers.

In 2020 an Observer protection and livelihood study was undertaken by MRAG and the report noted training strengthens skills and improves opportunities for supplementary forms of income in the future.

Considering the broad range of advice and development opportunities provided by FFA, the Secretariat is seeking to list interested consultants or companies, with skills and qualifications in training course development relevant to offshore fisheries, on the FFA training database of preferred suppliers. Successful consultants and companies will enter into a two-year preferred supplier agreement for training with the FFA.

Expression of Interest (EOI)

FFA calls for EOIs from consultants or companies to be added to the FFA preferred supplier database and have specific training and capacity development qualifications and expertise in fisheries related areas such as:

- fisheries management;
- fisheries trade
- fisheries policy development;
- investment appraisal and fisheries economics;
- seafood safety and hygiene;
- fisheries observers;
- fisheries enforcement and compliance;
- investigate boarding and inspection;
- fisheries negotiations;
- evidence gathering and prosecutions;
- port and flag state measures to combat illegal fishing;
- gender equity and social accountability
- Office systems management (MS suite) and train the trainer

The training skills required include but are not limited to:

- Training needs identification
- Unit standard development
- Training and assessment strategy design
- Training delivery
- Assessment validation
- Learner and training evaluations
- eLearning content and assessment development

The advisory function associated with a preferred supplier agreement and the fact that some of the work will be FFA Member-driven means that work may comprise of small or discreet

tasks that occur at unpredictable intervals and involve aspects of projects, and projects themselves, that cannot be foreseen with any accuracy.

FFA will evaluate the EOI submissions received, and shortlist up to three consultants in each field for our pool of preferred supplier. This pool will be drawn from for ad hoc consulting and work that may be required over the next 2 years, without further competitive processes. FFA will issue approved consultants with an ‘umbrella contract’ that details the agreed areas of work and daily contract rate.

Prior to the commencement of any task commissioned under this contract, FFA and the Consultant will on a written summary Terms of Reference, work schedule, anticipated outputs and indicative budget for each task, which shall be approved a member of the FFA Executive. This is known as the “Tasking Note”.

Evaluation Criteria

All submissions will be evaluated using a **two-stage** process with evaluation of a *technical* proposal being completed prior to the consideration of any *financial* proposal.

Candidates are required to submit financial proposals as a **separate document**.

Technical Proposal

The evaluation will be in accordance with the following criteria:

Evaluation Criteria	Weighting
Demonstrated capability and experience in the type of work	30%
Experiences of working in a Pacific Island or other Developing Country setting	25%
Expected cost of service per day	25%
Demonstrated capability in the training skills required	20%
Total	100%

Financial Proposal

Price is to reflect a daily rate for service and quoted in United States Dollars. *Submission are to be a separate document.*

Submission of EO

1. All EOI should be submitted together with all relevant documents and shall be in English.
2. The EOI should comprise:
 - a. A detailed CV providing information on relevant qualifications and experience as well as the contact details of at least two professional referees;
 - b. A brief 2-page application letter summarising the candidate’s claim for the work (key strengths and abilities)
 - c. Any inclusions that must be considered in the development of an umbrella contract (note that FFA also pays a per diem for days away from the consultant’s home country and this should not be included in the fee rate)
3. Submission of EOIs responding to this invitation should be received by 5pm on the **26th February 2021 (Solomon Islands time and date)**. Late applications will not be

considered. Hard copy applications shall be sealed and should comply with the directions contained herein and addressed to: Procurement CP11/2021, Pacific Islands Forum Fisheries Agency, PO Box 629, Honiara, SOLOMON ISLANDS - Telephone (677) 21124 and Fax (677) 23995. –Submission of bids as electronic PDF files will be acceptable, sent by email to procurement@ffa.int

Request for further information

For further information regarding this invitation, please contact the FFA Training Adviser on email: allison.delvendiep@ffa.int

Award of Contract

FFA reserves the right to accept any EOI, 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. Unsuccessful bidders will be notified by email.