

TERMS OF REFERENCE

MCS Training Needs Analysis: For the identification of training requirements and the effective means of meeting those requirements, in support of the Regional MCS Strategy 2010 - 2015



FFA

Background

The Regional Monitoring Control and Surveillance Strategy 2010 – 2015 (RMCSS) was adopted by Pacific Islands Fisheries Forum Leaders in May 2010. The vision of the RMCSS is:

“...An efficient and effective MCS framework in the Western and Central Pacific Ocean region which supports the sustainable management of tuna resources and maximises the economic returns and social and development benefits, while minimising adverse environmental impact...”

Through the RMCSS, FFA member countries have collectively identified MCS outcomes that will require regional collaboration and cooperation as well as national action.

As a major policy development, the RMCSS, with regionally agreed goals and outcomes, may have an impact on existing MCS training regimes. The RMCSS also acknowledges that the most important assets in any MCS regime are its people and, as such, any consideration in implementing the RMCSS should be accompanied by appropriate programs to strengthen human capacity across the region.

Based on the tenants outlined within the RMCSS, the FFA will undertake an MCS Training Needs Analysis (TNA); a systematic analysis to identify MCS training requirements for members and recommend the most effective means of meeting those requirements. Proposed countries to be apart of the TNA are the Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, and Vanuatu (herein referred to as member countries).

The MCS TNA has been made possible by DEVFISH II, a joint project of the FFA, SPC and EU.

Objectives

Objectives of the MCS TNA are:

1. Review relevancy and effectiveness of current MCS training delivered by FFA Secretariat and Member's MCS agencies.
2. Review training needs of member countries MCS agencies involved with implementing regional and national MCS strategies.
3. Identify and assess the availability and suitability of existing training providers to meet identified training needs.
4. Prepare recommendations for training which will enhance MCS capacity at national, sub-regional, and regional levels through to 2015.

Specific Tasks

The study team will independently undertake country-specific training needs analysis (CS-TNA). The analysis of each country will be compiled to form one report titled: *'MCS Training Needs Analysis: For the identification of training requirements and the effective means of meeting those requirements in support of the Regional MCS Strategy 2010 – 2015'*.

Each CS-TNA will:

1. Identify potential training needs for the management of MCS information, including the following:
 - * Use of hardware and software systems to manage MCS information;
 - * Standardization of data terminology and formats;
 - * Prioritization of MCS data needs;
 - * Implementation of MCS collection plans;
 - * Analysis of MCS data (e.g. data matching MCS data sources);
 - * Availability and quality of MCS data;
 - * Exchange of data at the national, sub-regional, and regional levels;
 - * Secure storage of data.
2. Identify potential training needs for the integration of MCS advice into fisheries management, including the following:
 - * Flow and exchange of information and priorities between fisheries management and MCS departments.
3. Prioritising and planning MCS activities using such tools as risk assessments, including the following:
 - * IUU threat (risk) assessment, methodology and application;
 - * Consolidation and sharing of IUU threat (risk) analysis with national and regional MCS agencies;
 - * Integration of MCS threat (risk) analysis into fisheries management planning;
4. Identify the potential training needs for compliance activities, including the following,
 - * Understanding the drivers of compliant behaviour (voluntary and deterrent);
 - * Processes for promoting voluntary compliance;
 - * Use of surveillance and enforcement assets;
5. Identify the potential training needs for MCS coverage in support of supply chain measures and mechanisms, including the following:
 - * Use of catch traceability, certification, inspection and observer schemes;
 - * Port state measures.
6. Identify the potential training needs for the development of policy frameworks and legislation that supports MCS activities, including the following:

- * National strategic committees, policy and legislative frameworks for the implementation of coordinated MCS activities.
7. Provide a summary of findings with key recommendations for MCS training at the national and regional levels. This will include options for governance and coordination of a:
 - a. a regional training framework; and
 - b. an FFA training framework
 8. The identification of potential training needs must include an assessment of existing training regimes.
 9. TNA consultations should include, but not be limited to the following:
 - * National/State/Provincial Fisheries Authorities
 - * Ministries of Natural Resources
 - * National/State/Provincial Law Enforcement Authorities
 - * Ministries of Justice
 - * Port Authorities
 - * Customs Services
 - * Relevant Organizations That Provide MCS Training
 - * Industry representatives and associations.

Expected Outcomes and Outputs

The expected outcome of this initiative is a report titled: *MCS Training Needs Analysis (MCS TNA) in support of the Regional MCS Strategy 2010 – 2015, identifying national and regional training requirements and the means to effectively meet those requirements.*

The MCS TNA will be a reference and coordinating tool for providers and recipients of MCS training programs in the region.

A review of the relevancy and effectiveness of current MCS training delivered by FFA Secretariat and Member's MCS agencies.

The required outputs are:

- i. CS-TNA reports for each member country, CS-TNAs should be no more than 15 pages in length, including up to two pages of Executive Summary but excluding annexes and tables. The CS-TNAs shall be prepared in close liaison and to the satisfaction of the Forum Fisheries Agency.
- ii. Following receipt of a CS-TNA, the FFA, shall reserve 10 working days to provide feedback on the draft to the consultant(s).
- iii. A summary TNA report developed in collaboration with FFA MCS personal: *'MCS Training Needs Analysis: For the identification of training requirements and the effective means of meeting those requirements in support of the Regional MCS Strategy 2010 – 2015'.*

Anticipated inputs and Expertise required

Two specialists are required.

One of the specialists should have substantial demonstrated experience undertaking training needs analysis either as a stand-alone activity or integrated within an overall capability programme. It is preferable that this experience is demonstrated in a governmental regulatory environment. The other specialist should have substantial demonstrated experience with involvement in fisheries enforcement or MCS programmes in an operational or management capacity. It is preferable that that experience is demonstrated in the Pacific context.

Either specialist may be proposed in the lead consultant role.

It is anticipated that the combined inputs of both consultants will not exceed 65 days and will be divided to allow for the lead consultant to work with FFA staff in the preparation of the final report.

It is desirable for the specialists to have:

- (i) a post-graduate qualification in business administration, criminology, international trade, education, MCS or related field;
- (ii) contacts with major operators in the fisheries industry, particularly in the Asia-Pacific region;
- (iii) proven ability to communication in English in a clear and concise manner using verbal and written medium;
- (iv) proven ability to meet strict deadlines; *and*
- (v) willingness to travel to member countries for the purpose of conducting CS-TNAs.

Timeframe and Proposal

The consultant(s) will be a part of a study team of FFA MCS staff led by the FFA Director of Fisheries Operations. Each member of the team will be allocated countries to independently conduct CS-TNAs.

In order to standardize how the CS-TNAs are undertaken the study team will conduct an initial CS-TNA together. The remaining countries will be divided among the team members who will undertake country assessments independently.

Upon completion of all CS-TNAs the lead consultant will collate a draft TNA with assistance from the study team.

It is intended to award and conclude a consultancy contract in September 2011 and for work to commence as soon as possible thereafter with the intention that work will be completed by early December, 2011.

In submitting a proposal to conduct the report, interested consultants are required to submit both a technical and financial proposal in separate envelopes or electronic files which should be clearly marked as follows:

- Technical Proposal – Forum Fisheries Agency – MCS Training Needs Analysis – Attention Mark Young
- Financial Proposal – Forum Fisheries Agency – MCS Training Needs Analysis – Attention Mark Young

The technical proposal should demonstrate a clear understanding of the TOR and set out, with appropriate explanatory comments, a proposed methodology, work plan and timelines for completion of the work. The proposal should also include:

- detailed curriculum vitae of the consultant(s);
- the names and contact details of three referees;
- the date of availability to take up consultancy; and
- the recruitment location of the consultant(s)

The financial proposal should:

- Be expressed in US dollars; and
- Indicate fees per person day and lump sum amount.

The financial proposal does not require the inclusion of airfares or DSA as these will be calculated and organised by FFA.

Evaluation of Bids

Bids for the consultancy will be evaluated for technical merit against the following criteria:

Methodology

- A clear and logical outline of the plan of work;
- A demonstrated understanding of the issues to be addressed.

Consultant – essential experience and qualifications

- Experience undertaking Training Needs Analysis as a standalone activity or integrated within an overall capability programme.
- Qualification in Business Administration, Education, MCS or related field;
- Experience working with national or regional governmental organisations.

Confidentiality/ownership of material

The report shall be confidential and the consultant may not disclose or use the report or any of the information contained in the report except with the written consent of the Pacific Islands Forum Fisheries Agency.

Any documents and reports produced pursuant to this consultancy shall be the property of the Pacific Islands Forum Fisheries Agency and any intellectual property

rights in such documents and reports shall be the property of or assigned exclusive rights to the Pacific Islands Forum Fisheries Agency

Application Deadline

Submission of proposals responding to this invitation should be received by 5pm on the **7th September, 2011**. (Solomon Islands time and date).

All applications should comply with the directions outlined above, and be sent to the Pacific Islands Forum Fisheries Agency, PO Box 629, Honiara, SOLOMON ISLANDS - Telephone (677) 21124 and Fax (677) 23995.

Written applications shall be clearly marked FFA Tender for MCS TNA study with the technical bid and financial bit contained in separate envelopes within a single sealed envelope.

Electronic bids should be contained in a single email titled FFA tender for MCS TNA study with the technical bid and the financial bid contained as separate files. Electronic bids should be addressed to the contact point given below.

For further information regarding this TOR please contact the Forum Fisheries Agency.

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