



TERMS OF REFERENCE (TOR) FOR THE ESTABLISHMENT OF A FRAMEWORK FOR SCIENTIFIC OBSERVATION OF SIOFA FISHERIES

Project Code: SEC2022-OBS1

1. Introduction

Paragraph 17 of SIOFA [CMM 2022/02](#) (Data standards) states that: *“By 2023, the Meeting of the Parties, based on recommendations from the Scientific Committee and the Compliance Committee shall adopt a SIOFA framework for scientific observation clarifying all the aspects related to the role”*.

To achieve this, the SIOFA Scientific Committee recommended an intersessional workshop to initiate discussions on the harmonisation of standards and an evaluation process for CCPs scientific observer programmes (para 70, Sixth Scientific Committee of the Southern Indian Ocean Fisheries Agreement (SIOFA) 2021 – [SC6 Report](#)). In addition, the Scientific Committee recommended an intersessional workshop be held holding further discussions on e-monitoring schemes (para 66, Sixth Scientific Committee of the Southern Indian Ocean Fisheries Agreement (SIOFA) 2021).

The Workshop on Harmonisation of Scientific Observers’ Programmes of the Southern Indian Ocean Fisheries Agreement (WHSOP) [SC-07-INFO-07](#) took place in 27 October, 3 & 10 November 2021. The Workshop recommended that in order to make operational the harmonisation of scientific observers’ the SC should evaluate and agree on data collection forms and minimum standards on CCPs observer programs for scientific data collection.

The Seventh SIOFA SC endorsed the Workplan on the harmonisation of scientific observers’ programmes as agreed in the WHSOP and endorsed the recommendation to support the Secretariat on the implementation of the Workplan by hiring a consultant (para 223, Seventh Scientific Committee of the Southern Indian Ocean Fisheries Agreement (SIOFA) 2022 – [SC7 Report](#)).

The Ninth Meeting of the Parties endorsed the recommendations in paragraph 223 of the SC7 Report regarding the harmonisation of scientific observers’ programmes (para 101, Ninth Meeting of the Parties to the Southern Indian Ocean Fisheries Agreement (SIOFA) 2022 – [MoP9 Report](#)).

In 2022, the EU agreed to a 1.5-year funding arrangement to enable SIOFA to commission a series of scientific studies to support the SIOFA/Scientific Committee’s Work Plan. These studies are integrated with SIOFA’s ongoing and planned scientific studies. This EU funding arrangement is designed to deliver on three strategic scientific components focusing on the SIOFA Area, being one of them the establishment of a framework for scientific observation creating a consistent set of standards for scientific observation of fisheries.

2. Terms of Reference

This project addresses the requests of the SC and the MoP aiming at developing a harmonised scientific observer programme framework and identifying minimum standards on data collection quality for scientific observers.

2.1 Overall objectives

The project “Establish a framework for scientific observation of SIOFA fisheries” aims to ensure that the scientific observers working in SIOFA fisheries operate using a consistent set of standards for observation and measurement, resulting in high-quality data that will inform scientific advice for conservation and sustainable management of SIOFA fisheries addressing the following five main objectives:

1. Objective 1: Analysis of CCPs observers’ programmes.

Task 1 will focus on Data collection and minimum standards on CCPs observer programs for scientific data collection and Develop templates for the observer reports, and for an observer data collection form.

Task 1 will follow the WHSOP agreed procedure of action (WHSOP Workplan) in delivering on the harmonisation of observer data templates:

- a) Using the SIOFA [CMM 2022/02](#) (Data standards) Annex B & develop a series of fishery specific data collection forms¹.
- b) Circulate² those for comment.
- c) Amend the forms as needed and get agreement on the finalised forms.
- d) Create electronic forms that reflect the agreed forms with all fields linked to the specific fishing set that is being observed.
- e) Develop standard reporting formats and codes to populate the forms and hard wire these into the e-forms to ensure the data quality and consistency in reporting across observer programs.
- f) Circulate for comment.
- g) Amend standard reporting formats as needed.
- h) Develop a manual that describes how to collect these data and complete each data field.
- i) Circulate those for comment.
- j) Amend them as needed.
- k) Develop a database that each CCP can use to capture and store the data in country. These data can be submitted annually to the secretariat and housed at the secretariat on a single database.

¹ In addition to CMM 2022/02 (Data Standards), it would be necessary to consider paragraph 5c of SIOFA [CMM 2020/01](#) (Interim Management of Bottom Fishing), which pertains to guidelines for evaluating and approving electronic observer programs for scientific data collection.

² The SIOFA Scientific Committee will consider establishing an ad-hoc Working Group on Harmonisation of Scientific Observer Programmes (WG HSOP) for a close follow up of SIOFA Scientific Observer Programmes developments.

2. Objective 2: Identify synergies for improving scientific observer management and optimising coverage and deployment, with the aim of setting a consistent standard for scientific observation.

Task 2 will follow the WHSOP agreed procedure of action (WHSOP Workplan) in delivering on:

- 1) Establish minimum standards for observer programs:
 - a) Observer program infrastructure:
 - Covering areas such as administrative, financial, and logistical arrangements including IT data management.
 - b) Training of observers
 - Including programme content, documentation, and procedures.
 - c) Post-trip evaluation, data submission
 - Processes of submission of data and assessment of data quality.
- 2) Design of the process for evaluation of observer programs
When developing forms, manuals, codes and metrics, the work should consider existing manuals, forms from SIOFA'S CCPs programs and CMMs requirements.

3. Objective 3: Describe and recommend potential tools and operational characteristics for electronic observer monitoring on board vessels.

Task 3 will describe and recommend potential tools and operational characteristics for electronic observer monitoring in main SIOFA fisheries.

4. Objective 4: Propose potential updates of the SIOFA CMM-02 on Data Standards, focusing on Annex B (Observer Data).

Task 4 will elaborate, based on the findings, a proposal for updating SIOFA CMMs on Data Standards, focusing on Annex B (Observer Data).

5. Objective 5: Provide a first draft proposal for a new CMM for regulation of scientific observer harmonisation in SIOFA.

Task 5 will provide, considering the findings of the project and similar initiatives already implemented in other RFMOs, a first draft proposal for a new CMM for regulation of scientific observer harmonisation in SIOFA.

SIOFA is looking to contract a consultant, or team of consultants, to undertake this project and meet these objectives. The key output of this project will be a report, or reports, that will be considered at the 9th Scientific Committee meeting in 2024.

A SIOFA framework for scientific observation will ensure that the scientific observers working in SIOFA fisheries operate using a consistent set of standards for observation and measurement, resulting in high-quality data.

2.2 Reporting requirements

1. Report No 1 — Data collection forms and minimum standards on CCPs observer programs for scientific data collection.
2. Report No 2 — Templates for the observer reports, and for an observer data collection form.
3. Report No 3 — Draft report on Minimum standards for Observer Programs (Maximum 75 pages).
4. Report No 4 — Final report on Minimum standards for Observer Programs (Maximum 90 pages).
5. Report No 5 — Draft design of the process & framework for evaluation of Observer Programs (Maximum 75 pages).
6. Report No 6 — Final design of the process & framework for evaluation of Observer Programs (English with Executive Summary in French and English - Maximum 90 pages).
7. Report No 7 — Final report on e-monitoring schemes (Maximum 75 pages).
8. Report No 8 — Final report presentation at the 9th SIOFA's Scientific Committee to be held in 2024.

2.3 Confidentiality and distribution of project outcomes

The Consultant shall not release confidential data provided for conducting this study to any persons nor any organisations, other than SIOFA Secretariat. The consultant shall delete all the confidential data after the completion of the contract. Any arrangements for ownership, storage, or disposal of physical samples shall be agreed by SIOFA as a part of the contract.

All Intellectual Property generated as a part of this contract shall become the property of SIOFA unless otherwise excluded in the proposal and agreed by SIOFA in the contract.

All reports and presentations will be reviewed by the SIOFA Secretariat prior to any form of further distribution. The Consultant will revise the report according to comments received from the review process before the report or presentation is accepted as a submission against the requirements in the Terms of Reference.

2.4 Relevant SIOFA information

Report of the Workshop on Harmonisation of Scientific Observers' Programmes of the Southern Indian Ocean Fisheries Agreement (SIOFA), 2021.

3. Workplan and payment schedule

The project should end May 2024 (extensions could be possible, if duly justified, but need to be negotiated). The funds for this project are budgeted under the EU SIOFA-SEAs Grant (Grant Agreement 101078892, <https://siofa.org/node/962>), for a total allocated budget of 48,000 Euro (including all costs and including any travel related expenses).

The consultant shall follow the timeline described in Table 1 below.

Table 1: Timeline for payments, milestones, and report submission

Milestone	Date	Activities
Initiation of contract	7 April 2023	First instalment payment (30% of the total contract sum)
Delivery of draft report	1 March 2024	Submission of draft report to SC9
Delivery of final report	31 May 2024	Submission of final report and project information to SIOFA. Final instalment payment (70% of the total contract sum) on acceptance of the final report and the submission of project information

4. Submission of applications

The applicants should have appropriate experience and knowledge of developing similar projects. The applicants should submit a proposal to the project coordinator (SIOFA Science Officer - Marco Milardi, marco.milardi@siofa.org) containing the following items:

1. A current CV that summarises the applicant(s) relevant educational background and professional experience.
2. A brief proposal (indicatively 1-2 pages) outlining the proposed methods and analyses, including a description of how the objectives of the ToRs will be achieved.
3. Any proposed exclusions to the intellectual property clause.
4. The proposed consultancy price (including all consultant expenses and project related costs), noting the available budget for this work as laid out in Section 3.
5. Identification of any project risks and associated mitigation and management required to successfully complete the project.
6. A statement that identifies any perceived, potential, or actual conflicts of interest of the applicant(s), including those described in paragraph 4 of the SIOFA recruitment procedure (see Box 1), and
7. Any additional relevant information the applicant(s) wish to submit.

Applications received before 12 PM (9 AM UTC) on Monday the 27th of March 2023, Reunion Island time, will be considered in the following selection process.

5. Evaluation criteria for the selection of candidates

The selection criteria will be developed by an evaluation panel along with at least the SC Chairperson and Vice Chairperson, the Secretariat, the Coordination Manager, and if available the WG Chairs.

The selection grid will include at least the following criteria:

1. Adequate submission of information to allow the panel to evaluate the candidate

2. Evaluation of the proposal from the candidate, including the proposed contract price
3. Ability to undertake and complete the analyses or work required in the ToR
4. The candidate's agreement with confidentiality provisions required for the project
5. Acceptable conflict of interest statement (See Section 9.1)
6. Agreement with the data submission and intellectual property terms required in this ToR, and
7. Financial and resourcing considerations.

6 Conflicts of interest. Paragraph 4 of [SIOFA's Recruitment Procedure](#)

To ensure that situations relating to potential and actual conflict of interests are avoided, persons falling into the following categories may not normally be considered for SIOFA consultancy: (i). any person designated as a designated representative or alternate representative of a CCP to the Meeting of Parties (MOP) as per Rule 3.1 of the Rules of Procedure, and to the SC and any other subsidiary bodies of the MOP, as per Rule 21.3 of the Rules of Procedure; (ii). Any person fulfilling the function of Chair or Vice-Chair of the MOP or Chair or Vice-Chair of a SIOFA subsidiary body or working group; (iii). Any person acting as a member of a delegation involved in the SIOFA decision-making process resulting in recommendations and/or approval for the SIOFA work requiring the engagement of a consultant; and (iv). Individuals who were SIOFA Secretariat staff members at the time when the recommendations and/or approval for the SIOFA works were adopted or who are members of immediate family (e.g., spouse or partner, father, mother, son, daughter, brother, or sister) of any Secretariat staff member or of the persons identified in 4 (i), (ii), and (iii).

10. Contacts

Project Coordinator – SIOFA Science Officer (Marco Milardi, marco.milardi@siofa.org)

Administration – SIOFA Executive Secretary (Thierry Clot, thierry.clot@siofa.org)