



SIOFA | APSOI

Southern Indian Ocean Fisheries Agreement
Accord relatif aux Pêches dans le Sud de l'Océan Indien

Project title: Expert Review Panel for the Development of the SIOFA Precautionary Approach and Management Projects

Project Code: PAM-2024-04

Terms of Reference

1. Introduction

The SIOFA Precautionary Approach and Management (SIOFA-PAM) programme will further enhance the scientific advice of the SIOFA Scientific Committee (SC) for the SIOFA Meeting of the Parties (MoP), in particular towards ensuring the sustainable management of fish stocks and the environmental impacts associated with fishing.

The SIOFA-PAM programme has three main projects that focus on the development of a framework to ensure the sustainable management of fish stocks and managing the environmental impacts associated with fishing activities within the SIOFA Area. These aim to guide, inform, and enhance resource protection and to improve sustainable resource management measures, especially in the context of the information-limited fisheries. A fourth project provides for expert review and advice across the three main projects.

The specific projects of SIOFA-PAM are to:

PAM-2024-01: Develop the SIOFA Precautionary Approach Framework. This project involves establishing a framework for high, medium, and lower information stocks to apply the precautionary approach within the SIOFA Area. This framework will provide guidelines and principles to help ensure that fisheries management decisions are made in a precautionary manner using the best scientific evidence available, consistent with the Objectives (Article 2) and General Principles (Article 4) of the SIOFA Agreement (SIOFA, 2006).

PAM-2024-02: Determine Biological Reference Points (BRPs) for key SIOFA fish stocks. This project focuses on developing and scientifically evaluating BRPs for the key fish stocks within the SIOFA Area, based on the best available scientific data and methods.

PAM-2024-03: Develop harvest strategies for key SIOFA fish stocks. Building upon previous workshops and ongoing efforts by the SC and MoP, this project aims to develop formal harvest strategies for key fish stocks.

PAM-2024-04: Expert Review Panel for the Development of the SIOFA Precautionary Approach and Management. Provide external expert review and advice to the project teams and SC for the work and outcomes of the three main projects.

Collectively, these projects will provide the SC with the information required for it to advise the MoP on management approaches and actions to achieve sustainable exploitation rates while considering socio-economic factors and ecosystem impacts.

This project (PAM-2024-04) is for an Expert Panel who will provide external expert review and advice on the work and outcomes of the three main projects: PAM-2024-01 (Development of the SIOFA Precautionary Approach Framework), PAM-2024-02 (Determination of Biological Reference Points for key SIOFA fish stocks), and PAM-2024-03 (Development of Harvest Strategies for key SIOFA fish stocks).

The Expert Panel will consist of up to three scientific experts, each with specialist expertise in at least two of the PAM-2024-1, PAM-2024-02, and PAM-2024-03 projects. The panel will be formed from qualified applicants to ensure adequate coverage of the scientific methods and approaches across all projects.

2. Methods

As a part of the PAM-2024-01, PAM-2024-02, and PAM-2024-03 projects, the project teams will be required to present preliminary methods, draft reports and final reports for review to the Expert Panel (this project) and the project Advisory Panels (composed by members of the SC and the Secretariat), before presenting to project workshops and the SC.

The Expert Panel will be tasked with providing an external expert review, by providing verbal and written recommendations including feedback on methods and interpretation of results to the project Advisory Groups and the SC over the life of those projects.

3. Project objectives

1. Review the progress and outputs of projects PAM-2024-01, PAM-2024-02, and PAM-2024-03.
2. Provide expert advice to the consultants of projects PAM-2024-01, PAM-2024-02 and PAM-2024-03 to assist them in developing their project outputs and expert scientific review for each of these projects.

4. Relevant SIOFA information

1. SIOFA data (provided by the Secretariat upon request)
2. Terms of Reference for the provision of scientific services to SC for projects PAM-2024-01, PAM-2024-02, and PAM-2024-03.
3. Preliminary and final reports and presentations for projects PAM-2024-01, PAM-2024-02, and PAM-2024-03.
4. SIOFA spatial data layers. Available at:
https://github.com/SIOFASecretariat/SIOFA_SC_Spatial_layers
5. SIOFA reporting templates. Available at:
https://github.com/SIOFASecretariat/SIOFA_Reporting_templates

6. SIOFA reports:
 - a. SIOFA SC, SC Working Groups and workshops, and National Reports. Scientific Committee Meeting | SIOFA (<https://siofa.org/>)
 - b. SIOFA MoP reports. Meeting of the Parties | SIOFA (<https://siofa.org/>)
 - c. SIOFA technical and scientific reports (public reports and abstracts of restricted reports are available from <https://siofa.org/>, and full restricted reports will be made available by the SIOFA Secretariat to the project consultant upon request and after the approval of relevant CCPs.

5. Key project indicators

1. Follow the project timeline as detailed in this agreement, including the submission of deliverables.
2. Collect any necessary data as early as possible, e.g. by submitting a data request to the Secretariat.
3. Attend the project initialisation meeting with the project consultants of the PAM projects and their Advisory Panels (composed by members of the SC and the Secretariat) to discuss the project setup and development. Further engage, as requested, to provide advice on relevant analyses or data interpretation for the project.
4. Provide verbal and written reviews and advice of any preliminary and final presentations and reports, as well as at any interim project meetings, to the project consultants of PAM projects and the projects Advisory Panels, and review any revised any project outputs based on that review.
5. Appropriately acknowledge the project funding source (i.e. the EU), with appropriate corresponding logos in prominent positions, within any project deliverables (logos available at https://github.com/SIOFASecretariat/SIOFA_Reporting_templates/tree/main/SC%20reports/EU%20logos).
6. Take into reasonable account the outcomes of the reviews and comments made by meeting participants when providing any written or verbal comments.

6. Deliverables

1. Attend (virtually) the project Advisory Panel meetings for the PAM projects and provide expert scientific advice and commentary on work deliverables under each project.
2. Attend (virtually) the SIOFA-PAM project workshops (virtual) to be organized during the SIOFA-PAM project timeline (tentatively Jan/Feb 2025 and Nov/Dec 2025) and provide expert commentary.
3. Attend (virtually) the presentation of methods and results of PAM projects to the SC annual meetings (March 2025 and March 2026) and provide expert scientific advice and commentary to these meetings on aspects of discussion related to the outputs of PAM projects.
4. A Draft Reviewers Report that addresses the draft outcomes of PAM projects. The report should follow the guidelines and format available at https://github.com/SIOFASecretariat/SIOFA_Reporting_templates. In particular, the report should include a concise (max 300 words) summary, and should detail the review, conclusions, and concise recommendations. The Draft Reviewers Report will also be submitted to the SC.
5. A Final Reviewers Report that follows the guidelines and format available at https://github.com/SIOFASecretariat/SIOFA_Reporting_templates and includes any final

review comments on the Final Report of PAM-2024 projects. The Final Reviewers Report will also be submitted to the SC.

6. Provide all the information collected to the Secretariat (including that sourced from the Secretariat) before the final payment of the contract. Such information includes electronic data files, analysis codes, biological samples, and other relevant data if applicable.

Presentations of reports to the Scientific Committee may be given virtually and travel to the meetings is not obligatory. All project meetings will take place virtually. No additional travel costs will be paid.

7. Acceptance of Draft and Final Reports

1. Draft and Final Review Reports must be submitted in English to the Project Coordinator at the SIOFA Secretariat.
2. Draft and Final Review Reports will be reviewed using the procedures outlined in paper MOP-09-12 (Annex B), see also:
https://github.com/SIOFASecretariat/SIOFA_Reporting_templates/tree/main/SC%20reports/Review%20template%20for%20consultant%20reports.
3. Payment of contracts milestones will be subject to acceptance of the submitted reports by SIOFA.

8. Intellectual Property clause and confidentiality

The Consultant shall submit all the information collected to the SIOFA Secretariat (including that sourced from the Secretariat) before the final payment of the contract is made to the consultant.

Such information includes electronic data files, analysis codes, biological samples, and other relevant data if applicable. 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.

The Consultant shall not release confidential data provided for conducting this study to any persons nor any organizations, other than SIOFA Secretariat.

The Consultant shall delete all the confidential data upon the completion of the contract.

9. Work timeline and payment schedule

The funds for this project, budgeted under the SIOFA-PAM EU Grant (<https://siofa.org/eu-grants>), allow for a maximum total budget of 30,000 Euro (including all costs and any travel related expenses) for up to three expert review consultants (funds will be allocated according to the number of consultants appointed).

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

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

| Milestone | Date | Activities |
|-----------------------------------|-------------------|--|
| Initiation of contract | 30 September 2024 | First instalment payment (30% of the total contract sum) |
| Delivery of draft reviewer report | 31 January 2026 | Second instalment payment (30% of the total contract sum) upon satisfactory submission of draft reviewer report, in a format suitable for submission to SC, to the Project Coordinator. |
| Delivery of final reviewer report | 30 April 2026 | Submission of final reviewer report in a format suitable for submission to SC and submission of all project information to the project coordinator. Final instalment payment (40% of the total contract sum) on acceptance of the final reviewer report by the advisory panel and the final submission of project information |

10. Submission of applications

1. A current CV that summarises the applicant(s) relevant educational background and professional experience.
2. A brief letter (indicatively 1-2 page) outlining the consultants relevant experience and scientific background that is relevant to the three project and the qualifications for being on the expert panel.
3. Any proposed exclusions to the intellectual property clause or variations to the work timeline and payment schedule.
4. The proposed consultancy price (including all consultant expenses and project related costs), noting that the available budget for this work indicated 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 Section 12), and
7. Any additional relevant information the applicant(s) wish to submit.

The applicants must have appropriate experience and knowledge of similar work in their portfolio.

The consultants for the Expert Panel must be independent of the consultants and organisations undertaking the work in Projects PAM-2024-01, PAM-2024-02, and PAM-2024-03. Once the consultants for those projects have been appointed, we may contact you for additional information on potential conflicts of interest before confirming the Expert Panel.

Applications must be submitted to the SIOFA Science Officer Marco Milardi (marco.milardi@siofa.org, CC secretariat@siofa.org). Only those applications received before 12:00 PM (9:00 AM UTC) on Sunday the 8th of September 2024, Reunion Island time, will be considered.

11. Evaluation criteria for the selection of candidates

An evaluation panel, the SIOFA Secretariat, and the Chair and Vice-Chair of the SIOFA Scientific Committee will select one successful applicant for this contract. The selection criteria will include the following:

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 this ToR
4. The candidate's agreement with confidentiality provisions required for the project
5. Acceptable conflict of interest statement
6. Agreement with the data submission and intellectual property terms required in this ToR, and
7. Financial and resourcing considerations.

12. 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).

13. Contacts

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

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

14. References

Terms of Reference for the provision of scientific services to SIOFA Scientific Committee for projects:

PAM-2024-01 Development of the SIOFA Precautionary Approach Framework (PAF)
(<https://siofa.org/science/sc-works/PAM-2024-01>)

PAM-2024-02 Determine Biological Reference Points (BRPs) for key SIOFA fish stocks
(<https://siofa.org/science/sc-works/PAM-2024-02>)

PAM-2024-03 Develop harvest strategies for key SIOFA fish stocks
(<https://siofa.org/science/sc-works/PAM-2024-03>)