

The Southern Indian Ocean Fisheries Agreement (SIOFA) 6th Meeting of the Parties
01-05 July 2019

Pearle Beach Resort & Spa conference centre, Flic en Flac, Mauritius

MoP6-Doc12

SIOFA Consultant Recruitment Procedure

Relates to agenda item: 13.3

Proposal ☐ Working Paper ☐ Information Paper ☐ Other Document ☒

SIOFA SECRETARIAT

Background

In 2018 a SIOFA Consultant Recruitment Procedure was developed by the Secretariat considering input received via intersession exchange of emails between CPs. This was prepared to ensure a standardised, fair and transparent approach for the recruitment of consultants to be engaged to conduct specific activities for the Scientific Committee.

At that time, it was requested by at least one CP, that there be an opportunity to review the procedure at the next ordinary Meeting of the Parties.

The MoP are invited to consider the attached 'SIOFA Consultant Recruitment Procedure'.

SIOFA Consultant Recruitment Procedure

Background

1. The SIOFA Secretariat endeavours to recruit the best possible professional consultants to conduct work and activities approved by the Meeting of the Parties.

Purpose

2. The purpose of this procedure is to provide clear principles and a procedure for recruiting consultants to conduct work for SIOFA.

Considerations

3. A consultant is generally engaged to perform functions for which SIOFA has a temporary but not continuous need. They may be recruited to perform functions of an advisory or consultative nature, for which they have the requisite academic background and/or relevant work experience.

4. To ensure that situations relating to potential conflict of interests are avoided, persons falling into the following categories may not normally be considered for SIOFA consultancy or any other such short-term paid employment:

- i. any person listed as an Official Contact of SIOFA;
- ii. any person acting as an adviser for a SIOFA Party involved in the decision-making process resulting in recommendations and/or approval for the SIOFA work requiring the engagement of a consultant; and
- iii. individuals who bear any of the following relationships to a Secretariat staff member or Official Contact of SIOFA: father, mother, son, daughter, brother, or sister.

5. Exclusion from selection of individuals identified in para 4 i and 4 ii is to avoid a situation in which an individual is in a position to derive personal benefit from actions or decisions made in their official capacity.

6. Exceptionally, in the best interests of meeting SIOFA objectives, where it is considered that a person identified in paragraph 4 would be the best possible professional consultant to conduct the work being required, approval from SIOFA Meeting of the Parties may be sought. Only with the approval of the Meeting of the Parties can such an individual be engaged in paid employment to undertake SIOFA activities.

Steps to support recruitment

Step	Responsibility
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Recommendation from a SIOFA subsidiary body for work/activities that need to be conducted for the benefit of SIOFA	Subsidiary body Committee
Approval for the work to be conducted and associated budget	Meeting of the Parties
ToR to be developed and approved. Project manager to be identified with the ToR	Chairperson(s) of the relevant Subsidiary body(ies) and Secretariat
Post to be advertised on the SIOFA website and circulated to Official Contacts for additional distribution. Post to be advertised for minimum 3 weeks	Secretariat
Candidates to submit a CV of no more than 3 pages and a cover letter	Candidates
Short listing and selection.	Project manager, Chairperson(s) of the relevant Subsidiary body(ies), and Secretariat
Meeting of the Parties approval if required in accordance with paragraph 6	Secretariat and Meeting of the Parties HoDs
Contract to be developed and approved.	Project manager, Chairperson(s) of the relevant Subsidiary body(ies), and Secretariat
Contract signed	Selected consultant and Secretariat

ANNEXES (to be developed)

- I. Template for ToR
- II. Model criteria for selection process
- III. Template for Consultants Contract
- IV. Model Acceptance Letter
- V. Model Rejection Letter



TERMS OF REFERENCE (TOR) FOR THE PROVISION OF SCIENTIFIC SERVICES TO SIOFA [NAME OF RELEVANT SUBSIDIARY BODY OR WORKING GROUP]

[TITLE OF THE PROJECT]

Southern Indian Ocean Fisheries Agreement (SIOFA) calls for a short-term consultancy to implement Scoping Study for [Title of the Project].

1. INTRODUCTION

[Background to the project, report reference identifying an agreed requirement for the project, why the work is needed, what will the results be used for etc. Example follows]

SIOFA CMM2018/01 directs the Scientific Committee (SC) to provide advice and recommendations to the Meeting of Party (MoP) on the status of stocks of principle deep-sea fishery resources (orange roughy, alfonsino and Patagonian toothfish) by the end of SC 2019 (March 29, 2019). In 2018, SC03 completed advice on stock assessments for orange roughy. In 2018/2019, the SC needs to complete this work for alfonsino and Patagonian toothfish, as described in the SC Operational work plan 2018-2021 (Annex M, SC3). In this regard, SC03 adopted Scoping Study (*) to be conducted by Consultants to investigate available information for stock assessments and managements (alfonsino and Patagonian toothfish), so that suitable stock assessment models can be selected and consequently reliable advice on stock status and managements can be provided. This is Term of Reference (ToR) for a Consultant to do the Scoping Study for Patagonian toothfish.

2. TOR FOR [TITLE OF THE PROJECT]

[General Explanation of the work to be conducted followed by a list of precise objectives and outputs. Example follows]

The Consultant should collect and compile available (historical) information of Patagonian toothfish for the stock assessments and to inform the SERWG and SC considerations. This work should be done in conjunction with the SIOFA Secretariat, SC Chair person, Co-chair of the stock assessment in SERA-WG the project manager and parties to the extent possible. Fisheries-

related information should cover not only commercial fisheries but also surveys, research cruises and other relevant activities. Information should be as detailed and at the finest spatial and temporal scale possible.

2.1 Fisheries information (SIOFA Area)

- Description of the fisheries (past and present) including number of fishing vessels operated by country, gear type, area, etc.; and
- Catch and bycatch by country, gear, area (log*lat), year, month, day, set etc.

2.2 Abundance related information (SIOFA Area)

- CPUE (catch and effort data) by country, gear, area (log*lat), year, month, day, set etc. Different types of effort need to be investigated.

2.3 Stock assessment information in CCAMLR

Collect CCAMLR stock assessment information relating to the SIOFA CA, including biological information, stock structure, harvest control rules, reference points, management measures and data poor method (CPUE by sea bed area method).

2.4 Biological information (SIOFA Area)

Following information need to be collected in SIOFA Area:

- Size/length data;
- Length and weight data;
- Sex data;
- Gonad/Maturity data;
- Fecundity information;
- Otoliths;
- Stock structure information (Genetic studies); and
- Other biological information

3. SOURCE OF INFORMATION (REFERENCES)

Following are important sources of information and references for the Consultant:

- SIOFA Parties are a key information source and the Secretariat and the Project Manager will help the Consultant contacting Parties and seek their inputs;
- [List all key sources of information]

4. SUBMISSION OF THE INFORMATION AND CONFIDENTIALITY

The Consultant should submit all the information collected to the SIOFA Secretariat (excluding that sourced from the Secretariat). The consultant shall not release confidential data provided for conducting this study to anybody, or any organisation, other than SIOFA Secretariat. Such information will remain the property of the SIOFA Secretariat, and subject to agreements by data providers and owners may be used for future SIOFA SC activities subject to SIOFA confidential rules in force.

The consultant shall delete all the data collected immediately after the termination of the contract.

5. REPORT

The Consultant shall make one report of the [Project Title] including followings points:

- Detail descriptions on the information collected;
- Data catalogue (inventory) of the information collected;
- Maps, Figures, Tables, Pictures, Diagrams and Illustrations as much as possible for anyone to understand contents easily;
- Advice and recommendations on future work; and
- Executive summary.

Refer to timeline (Table 1) on the submission schedule.

6. PAYMENTS (refer to the timeline, Table 1)

The SIOFA Secretariat will pay [amounts payable at identified milestones and any conditions of payment] in accordance with Payment Terms to be provided in the contract.

7. [ADDITIONAL POINTS AS REQUIRED]

8. CV FOR APPLICATION

Announcement of Call for the Consultant will be placed in the SIOFA home page during [date from – date to] and will be circulated to all Cooperating and Contacting Parties (CCPs). The applicants should send the CV (max 3 pages), a covering letter summarising relevant experience, how the objectives of the ToR may be achieved and identifying any threats to successful completion of the objectives that may have been identified, along with any additional information the applicant wishes to submit to Mr Jon LANSLEY, Executive Secretary jon@siofa.org by [Closing Date]

9. Timeline

The consultant shall follow the timeline described in Table 1.

Table 1: Timeline of [Title of Project] by a Consultant

Activities [to be adapted and amended as required]	
[Year]	
[Date from – Date to]	Call for the consultant through the SIOFA web site and also through the circulation to Cooperating and Contacting Parties (CCPs).
[Date from – Date to]	Selection of the Consultant by Secretariat in consultation with Project Manager and others included in the selection panel. After selection, the Secretariat will make a contract with the Consultant.
[Date from – Date to]	Working period of the Consultant and submission of the data and a draft report to Secretariat.
[Date from – Date to]	Review of the draft report by SC heads of delegations. Requests for additional works and/or revisions will be provided to the consultant by [date].
[Date from – Date to]	Following any requests for additional works/or revisions the consultant will complete the requests and submit the final report and all information/data to the Secretariat by [date].
[Date from – Date to]	The Secretariat and Project Manager will review the final draft and information/data submitted. If acceptable, the Secretariat will pay the consultant fees [EURO 4,000] by [date] and in accordance with Payment Terms provided in the contract.
[Date from – Date to]	Participation of the consultant to [relevant meeting] to present results of the scoping study. [IF APPLICABLE]

10.CONTACT PERSONS

SIOFA Secretariat

Jon LANSLEY, SIOFA Executive Secretary jon@siofa.org

Project Manager

[Name of Project Manager and contact email]

Annex II

SIOFA Consultant Recruitment Procedure

Model text for SIOFA website advertisement

[Project Name]

SIOFA calls for a short-term consultancy to implement [Project Name] in the SIOFA Area.

Please see ToR attached for full details. Any questions should be directed to the Project Manager [Project Manager Name], [SIOFA WG name if applicable] [Project Manager email contact].

Applicants should submit a CV of (no more than 3 pages) and a cover letter summarising; relevant experience; how the objectives of the ToR may be achieved; any threats identified that may affect the completion of the objectives, to Mr Jon LANSLEY, Executive Secretary, jon@siofa.org by [Deadline date].

SIOFA SCOPING STUDY FOR [Project Name]
Selection of Consultant
Summary of Scores

Consultancy selection criteria	Score and any comments		
	Consultant 1	Consultant 2	Consultant 3
Submission of application (CV and Cover Letter) Only to be completed by Secretariat. Submission of CV = 2.5 points Submission of Cover Letter = 2.5 points	0	0	0
Technical Qualifications relevant to the ToR	0	0	0
Demonstration of understanding of the objectives of the ToR	0	0	0
Previous experience relevant to the ToR that demonstrates an ability to deliver the ToR	0	0	0
Demonstrated ability to work with Secretariat, Parties and others as required in the ToR	0	0	0
Demonstrated ability to meet the confidentiality requirements	0	0	0
TOTAL	0	0	0

Scoring

1. Insufficient
2. Sufficient
3. Good
4. Very good
5. Outstanding



CONTRACT FOR THE PROVISION OF SCIENTIFIC SERVICES

PROJECT TITLE

Date: XX XX 20XX

Client: The Southern Indian Ocean Fisheries Agreement (SIOFA)		Project Manager:	Consultant:
Mr Jon Lansley Executive Secretary APSOI/SIOFA c/o Bâtiment B, Parc de la Providence, 97489 Saint-Denis Cedex, La Réunion Office: +262 976 31 89 70 Mobile: +262 692 37 63 95 Email: jon@siofa.org			
Details of Research			
Project	As per the attached Terms of Reference, the consultant will:		
Deliverables	1. <u>Date XX.XX.XX</u> <i>Description of deliverable</i> 2. <u>Date XX.XX.XX</u> <i>Description of deliverable</i> 3. <u>Date XX.XX.XX</u> <i>Description of deliverable</i>		
Materials	1. <u>ToR</u> . Provided attached 2. <u>Documents and Papers</u> . <i>List documents and papers to be used and/or to be sourced by consultant</i> 3. <u>Data</u> . <i>description of data and sources as applicable</i> . The data are confidential; thus, the consultant shall not release the data outside and shall delete all the data immediately after the termination of the contract. Attributes and specification of data (data types such as nominal catch, year, month, fleet, area, coverages etc.) and data sources need to be described as details as possible.		
Return Instructions	Before the termination of the contract (by Date XX.XX.20XX), the consultant shall provide the Secretariat <i>complete as necessary</i>		
Payments			
Total Payment (EUR)	XX,000.00		

Additional Expenses	Not Applicable
Payment Terms <i>Add/delete deliverables as necessary</i>	XX,000 EUR upon delivery to the secretariat of deliverable 1: <i>short description of deliverable</i> XX,000 EUR upon delivery to the secretariat of deliverable 2: <i>short description of deliverable</i> XX,000 EUR final payment within 10 working days of confirmation provided by the Project Manager that tasks satisfactory completed
Payment Method	Payment to be made by Bank Transfer Consultant to provide SIOFA Executive Secretary with bank details to enable transfer of funds Our Reference: <i>Short version of project title</i>

This proposal to enter into agreement (which will consist of this cover page and any attachments) is valid for [60] day from the date shown on the first page. To accept this proposal sign below and return all of the pages to SIOFA Executive Secretary, Mr Jon Lansley via email jon@siofa.org .

By signing below you confirm you have read and accepted the Agreement.

**Secretariat of the
Southern Indian Ocean
Fisheries Agreement**

XX XXX 20XX

_____ by _____ on _____
(Signature) (Print Name) (Date)

Consultant

XX XXX 20XX

_____ by _____ on _____
(Signature) (Print Name) (Date)

Southern Indian Ocean Fisheries Agreement (SIOFA/APSOI), c/o DAAF, Bâtiment B, Parc de la Providence, 97489 Saint-Denis Cedex, La Réunion

W: www.siofa.org | E: jon@siofa.org | T: +262 692 37 63 95

Annex V

SIOFA Consultant Recruitment Procedure

Model text for email acknowledging receipt of an application for consultancy work

Dear [Name],

Thank you for your interest and application for the short term consultancy [.....] for the Southern Indian Ocean Fisheries Agreement (SIOFA).

Applications close on [Date] at 23:59 Reunion time (UTC+4) and have to be sent electronically to this address. Following this date, all applications will be reviewed by a selection panel.

If you bear any of the following relationships to a Secretariat staff member or Official Contact of SIOFA you are required to disclose this information: father, mother, son, daughter, brother, or sister.

The selection process should be completed by [Date]. The selected candidate should be ready to take up this work from [Date].

Unsuccessful candidates will be notified that their applications have been unsuccessful.

Best regards

Jon Lansley
Executive Secretary
SIOFA

Annex VI

SIOFA Consultant Recruitment Procedure

Model text for an email advising successful candidates of selection

Dear [Name],

Thank you for your interest and application for the short term consultancy [.....] for the Southern Indian Ocean Fisheries Agreement (SIOFA).

The selection panel have completed their deliberations and I am pleased to be able to inform you that you have been selected for this consultancy.

I request that you confirm your acceptance of this work by signing and returning the attached contract by email.

Once a signed copy of your contract has been received you will receive further instruction and be provided with any initial data and information the Secretariat currently hold that will assist you with this work.

In addition to SIOFA Secretariat, your key contact for any questions relating to conducting this work is the Project Manager as identified in the ToR.

Best regards

Jon Lansley
Executive Secretary
SIOFA

Annex VII

SIOFA Consultant Recruitment Procedure

Model text for an email advising unsuccessful candidates not selected

Dear [Name],

Thank you for your interest and application for the short term consultancy [.....] for the Southern Indian Ocean Fisheries Agreement (SIOFA).

The Selection Panel has completed its deliberations and I wish to advise that on this occasion your application has not been successful.

We thank you for your interest in SIOFA and wish you well in your future professional endeavours.

Best regards

Jon Lansley
Executive Secretary
SIOFA