

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. Consultants are 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 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).

5. Exclusion from selection of individuals identified in paragraph 4 is to avoid a situation in which an individual may be 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 the SIOFA Meeting of the Parties may be sought. Only with the approval of the Meeting of the Parties can they be engaged as a consultant to undertake SIOFA activities.

Steps to support recruitment

Step	Responsibility
Recommendation from a SIOFA subsidiary body for work/activities that need to be conducted for the benefit of SIOFA	Subsidiary body Committee

Step	Responsibility
Approval for the work to be conducted and associated budget. Allocation of a unique identification code for the project by the Secretariat (e.g., ALF2020-01 [Ageing of alfonsino]) to be used on all ToR, correspondence, contracts, reports, data requests, and data storage associated with the project.	Meeting of the Parties Secretariat
ToR to be developed and approved. Project manager to be identified with the ToR	Chairperson(s) of the SC and/or other relevant Subsidiary body(ies), and Secretariat
Consultancy to be advertised on the SIOFA website for minimum 3 weeks and to be circulated to Official Contacts for additional distribution.	Secretariat
Candidates to submit an application containing the relevant information	Candidates
<p>Short listing and selection using an agreed set of selection criteria. The selection criteria will be developed by the evaluation panel along with the project manager, the Secretariat and the Chairpersons of the SC and/or other relevant subsidiary body(ies), and will appear in the ToR for the project.</p> <p>Selection criteria will include at least :</p> <ul style="list-style-type: none"> • adequate submission of information to allow the panel to evaluate the candidate ; • evaluation of the proposal from the candidate and their ability to undertake and complete the analyses or work required in the ToR ; • the candidate's agreement with confidentiality provisions required for the project ; • acceptable conflict of interest statement ; • agreement with the data submission and intellectual property terms required for a contract ; and 	<p>Project manager, Chairperson(s) of the SC and/or other relevant Subsidiary body(ies), and Secretariat.</p> <p>The evaluation panel shall be composed of at least 4 members. Each panel member shall declare any actual or potential conflicts of interest, including any personal or financial relationships in relation to any of the candidates.</p> <p>If, in the opinion of any other member of the evaluation panel, this creates an actual conflict of interest, that Member must withdraw from the panel. They will be replaced by another person from CCP delegations to the relevant subsidiary body, chosen by the remaining Members of the panel, who will also have the technical skills enabling them to judge the candidate's application.</p>

Step	Responsibility
<ul style="list-style-type: none"> financial and resourcing considerations. 	
Meeting of the Parties approval if required in accordance with paragraph 6	Secretariat and Meeting of the Parties
Contract to be developed and approved.	Project manager, Chairperson(s) of the SC and/or other relevant Subsidiary body(ies), and Secretariat
Contract signed	Selected consultant and Secretariat

ANNEXES

1. Template for ToR

It should be noted that an SC example has been used as template for ToR, however the Compliance Committee (CC) and/or the Secretariat can use this template to adapt ToRs, where required, for CC work.

2. Model Text for SIOFA Website Advertisement

3. Criteria for selection process

4. Template for Consultants Contract

5. Model text for email acknowledging receipt of an application for a consultancy work

6. Model Acceptance Letter

7. Model Rejection Letter

Annex 1 - 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 principal 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 (including that sourced from the Secretariat).

A copy of all electronic data files, analysis code, and methods shall be submitted to the SIOFA Secretariat before final payment of the contract is made to the consultant. The ownership, storage, or disposal of physical samples shall be a part of the consultant proposal and any arrangements for ownership, storage, or disposal of physical samples shall be agreed to the satisfaction of 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. In cases where SIOFA agrees that Intellectual Property rights are not passed to SIOFA, provision should be made for the use of any Intellectual Property for the purposes of scientific review and transparency following the conclusion of the contract.

The consultant shall not release confidential data provided for conducting this study to any person 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 activities subject to SIOFA confidential rules in force.

The consultant shall return and delete all the confidential data obtained as a part of the contract once a copy of all data and analysis files has been submitted and accepted by SIOFA, and immediately after the conclusion of the contract.

5. REPORT

The Consultant shall make at least 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;
- Methods and detailed descriptions of analyses in a manner that allows for scientific review and scientific reproducibility;
- Location and access for any data collections that are produced from this project;
- 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. SUBMISSION OF 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 submit a proposal that contains the following:

- An up-to-date copy of their CV that summarises the candidate's relevant experience;
- A document outlining the proposed methods and analyses, including a description of how the objectives of the ToR will be achieved;
- Specification of the final report, and any other reports, presentations, or other project outputs that will be produced for the contract;
- Any proposed exclusions to the intellectual property clause;
- The arrangements for collection, storage, or disposal (as required) of any physical samples collected as a part of this study;
- Identification of any project risks and associated mitigation and management required to successfully complete the project;
- A statement that identifies any perceived, potential, or actual conflicts of interest of the candidate, including those described in paragraph 4 of the SIOFA recruitment procedure ; and
- Any additional information the candidate wishes to submit.

The proposal must be submitted to [ES name], Executive Secretary, [ES email contact] by [Closing Date]

9. TIMELINE

The consultant shall follow the timeline described in Table 1.

Table 1: Timeline of [Title of Project]

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 Partiers (CCPs).
[Date from – Date to]	Selection of the Consultant by Secretariat in consultation with Project Manager and others included in the evaluation 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 study. [IF APPLICABLE]

11. EVALUATION CRITERIA FOR THE SELECTION OF CANDIDATES

The applicants will be evaluated in accordance with the following set of criteria :

To be completed for each ToR, in accordance with annex 3

10.CONTACT PERSONS

SIOFA Secretariat

[ES name], SIOFA Executive Secretary, [ES email]

Project Manager

[Name of Project Manager and contact email]

Annex 2 – 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].

The applicants should submit a proposal that contains the following:

- A up-to-date copy of their CV that summarises the candidates relevant experience;
- A document outlining the proposed methods and analyses, including a description of how the objectives of the ToR will be achieved;
- Specification of the final report, and any other reports, presentations, or other project outputs that will be produced for the contract;
- Any proposed exclusions to the intellectual property clause;
- The arrangements for collection, storage, or disposal (as required) of any physical samples collected as a part of this study;
- Identification of any project risks and associated mitigation and management required to successfully complete the project;
- A statement that identifies any perceived, potential, or actual conflicts of interest of the candidate, including those described in paragraph 4 of the SIOFA recruitment procedure; and
- Any additional information the candidate wishes to submit.

The proposal must be submitted to [ES Name], Executive Secretary, [ES email contact] by [Closing Date]

Annex 3 –CRITERIA FOR SELECTION PROCESS

The selection criteria are developed by the evaluation panel along with the project manager, the Secretariat and the Chairpersons of the relevant subsidiary body(ies), and will appear in the ToR for the project (see paragraph 11 of the ToR). The selection grid will include at least the following criteria :

- adequate submission of information to allow the panel to evaluate the candidate ;
- evaluation of the proposal from the candidate and their ability to undertake and complete the analyses or work required in the ToR ;
- the candidate's agreement with confidentiality provisions required for the project ;
- acceptable conflict of interest statement ;
- agreement with the data submission and intellectual property terms required for a contract ; and
- financial and resourcing considerations.

Annex 4 – TEMPLATE FOR CONSULTANTS CONTRACT**CONTRACT FOR THE PROVISION OF SCIENTIFIC SERVICES*****PROJECT TITLE***

Date: XX XX 20XX

Client: The Southern Indian Ocean Fisheries Agreement (SIOFA)	Project Manager :	Consultant :
[ES Name] 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 : +262 693 44 44 95 Email : [ES email]		
Details of Research		
Project	As per the attached Terms of Reference, the consultant will:	
Deliverables	<ol style="list-style-type: none"> 1. Date XX.XX.XX <i>Description of deliverable</i> 2. Date XX.XX.XX <i>Description of deliverable</i> 3. Date XX.XX.XX <i>Description of deliverable</i> 	
Materials	<ol style="list-style-type: none"> 1. ToR. Provided attached 2. Documents and Papers. <i>List documents and papers to be used and/or to be sourced by consultant</i> 3. Data. <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>
Intellectual property exclusions	Intellectual property resulting from this project shall be the property of SIOFA, except the following: <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, [ES name] via email, [ES email contact].

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

Secretariat of the Southern Indian Ocean Fisheries Agreement _____
(Signature) By _____
(Print Name) On XX XXX 20XX
(Date)

Consultant _____
(Signature) By _____
(Print Name) On XX XXX 20XX
(Date)

Annex 5 – 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 need 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 commence this work from [Date].

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

Best regards

[name]

Executive Secretary

SIOFA

Annex 6 – 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

[name]

Executive Secretary

SIOFA

Annex 7 – 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

[name]

Executive Secretary

SIOFA