

# Terms of Reference (ToR) for Developing a Capacity Building Action Plan for the Southern Indian Ocean Fisheries Agreement (SIOFA)

**Project title: Capacity Building Action Plan for SIOFA**

## 1) Invitation to Bid

The Southern Indian Ocean Fisheries Agreement (SIOFA) invites qualified consultants to submit bids to develop a *Capacity Building Action Plan* for SIOFA. Bids must comply with all mandatory requirements in these terms of reference.

Bids are to be submitted to the SIOFA Executive Secretary, Mr Thierry Clot, at [thierry.clot@siofa.org](mailto:thierry.clot@siofa.org) by 7 December 2026.

Key dates of the invitation to bid:

| Activity                                                            | Date             |
|---------------------------------------------------------------------|------------------|
| Call for bids issued:                                               | 28 October 2026  |
| Deadline for any request for clarifications from potential bidders: | 27 November 2026 |
| Deadline for submission of bids and proposals:                      | 7 December 2026  |
| Examination and evaluation of bids                                  | 10 December 2026 |
| Notification to successful bidder:                                  | 11 December 2026 |
| Contract signing:                                                   | 14 December 2026 |
| Start of Services:                                                  | 15 December 2026 |

## 2) Background

The Southern Indian Ocean Fisheries Agreement ([SIOFA](#)) is a Regional Fisheries Management Organization (RFMO) established following its adoption of the Agreement in 2006 and its entry into force in 2012. Its mandate is to ensure the long-term conservation and sustainable use of the fishery resources in the Area<sup>1</sup> through cooperation among the Contracting Parties, cooperating non-Contracting Parties and participating fishing entities (collectively CCPs) and to promote the sustainable development of fisheries in the Area, taking into account the needs of developing States bordering the Agreement Area that are Contracting Parties to the Agreement, and in particular the least-developed among them and small island developing States. To date, SIOFA comprises 13 CCPs.<sup>2</sup>

The Agreement recognises the special requirements of developing States bordering the Agreement Area. Article 13 of the Agreement requires Contracting Parties to cooperate to enhance the ability of developing States and Small Island Developing States (SIDS) to manage fishery resources, develop their fisheries and participate in fisheries for such resources. Article 13(4) identifies, inter alia, financial assistance, human resources development, technical assistance and technology transfer in areas including data collection and analysis, stock assessment, scientific research, monitoring, control and surveillance (MCS), capacity building, observer programmes and participation in SIOFA meetings and subsidiary bodies.

The need to strengthen SIOFA's approach to capacity building was also identified through the first SIOFA Performance Review. In particular, the Performance Review highlighted the need to strengthen support to developing States beyond assistance with meeting participation and recommended that

<sup>1</sup> "Area" means the area to which the Agreement applies, as prescribed in Article 3 of the Agreement.

<sup>2</sup> 10 Contracting Parties, two cooperating non-Contracting Parties, and one participating fishing entity.



SIOFA consider capacity-building activities for developing States, as well as periodic review of the implementation of Article 13 and more systematic identification of the needs and challenges of developing States. The Performance Review also identified capacity-building needs across a range of SIOFA functions, including fisheries management, compliance and reporting. The Review found that capacity constraints affect implementation across a range of SIOFA functions at CCP level.

Consequently, the 11<sup>th</sup> Meeting of the Parties (MoP11) tasked the Secretariat with developing a paper on options to facilitate and address the capacity-building needs of CCP developing States, encompassing a broad range of areas. MoP11 also tasked the Secretariat with developing a paper on existing mechanisms to support developing States and established a standing agenda item on implementing Article 13.

In response, the Secretariat consulted with CCP developing States and prepared options covering, among other areas, general capacity, compliance, data management, and science. At its 12<sup>th</sup> Meeting of the Parties (MoP12), the MoP noted this work and tasked the Secretariat with undertaking a second round of consultations with relevant CCPs to identify their preferred options and submit an updated paper for consideration by SC11, CC10 and MoP13.

The Secretariat subsequently undertook a second round of consultations and presented its outcome at the 13<sup>th</sup> Meeting of the Parties (MoP13).<sup>3</sup> The Secretariat highlighted the capacity-building needs, preferred options, implementation modalities, and indicative priorities identified by CCP developing States across four thematic areas (compliance, data management, science, and general capacity). The Secretariat also indicated capacity-building assistance that it has already delivered.

At MoP13, the Parties noted the capacity-building needs and selected options highlighted by the Secretariat and endorsed the recruitment of a consultant to develop a Capacity-Building Action Plan, to be funded through a voluntary contribution from The Pew Charitable Trusts (Pew), which the MoP gratefully accepted, with the MoP agreeing that the consultancy Terms of Reference should include the capacity-development indicated by the Secretariat and the use of Pew's Self-Assessment Tool to Evaluate a Country's Capacity to Engage in RFMO Compliance Review Processes ([CSAT](#))<sup>4</sup> The MoP also encouraged CCPs to use the tool to help inform the development of the Plan. The Capacity-Building Action Plan should therefore build on this body of work rather than constitute a new standalone needs-assessment exercise. It should consolidate information already available to the Secretariat, *validate* the capacity needs of eligible CCPs using existing evidence and, where relevant, the CSAT, map existing and planned capacity-building initiatives (particularly those under SWIOP), and identify and address gaps not adequately covered by existing initiatives. The MoP noted that some capacity-building activities may be delivered through SWIOP, which can reduce duplication where appropriate.

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<sup>3</sup> See [MoP-13-07 Rev1 Review of the options to facilitate and address the capacity building need of CCP developing States including Art.13](#).

<sup>4</sup> See [MoP-13-INFO-13: A New Self-Assessment Tool to Evaluate a Country's Capacity to Engage in RFMO Compliance Review Processes](#).



### 3) Purpose and Objectives of the Consultancy

The purpose of the consultancy is to develop a practical, prioritised and resource-informed SIOFA Capacity-Building Action Plan for eligible CCPs. The Action Plan should build on the capacity-building needs and selected options submitted by CCP developing States rather than repeat that work and should make use of the CSAT, as agreed by the MoP.

The specific objectives of the consultancy are to:

1. Establish a consolidated, evidence-based and prioritised understanding of the capacity-building needs of eligible CCPs, building on the needs identified in MoP-13-07-Rev1.
2. Ensure that the capacity needs of each eligible CCP are validated through CCP completion of the CSAT and consideration of information already available to the Secretariat, resulting in structured CCP capacity-needs profiles and the identification of any additional needs across relevant SIOFA functions and obligations.
3. To establish a consolidated overview of capacity-building activities undertaken, underway or planned by the SIOFA Secretariat, and of those delivered or planned through SWIOP and other relevant external initiatives, and to ensure that capacity-building activities are coordinated across SIOFA workstreams and external initiatives, in consultation with CCPs and other stakeholders.
4. To determine the extent to which identified needs are met by existing and planned support, classifying each need as:
  - already adequately addressed;
  - partially addressed;
  - planned to be addressed;
  - not currently addressed; or
  - in need of further assessment.
5. To identify the capacity-building gaps that are not adequately covered by SWIOP or other existing initiatives.
6. To ensure that the interventions and implementation modalities already selected by CCPs are confirmed or refined and complemented by practical activities that address the remaining gaps without duplicating SWIOP and other relevant programmes.
7. To establish transparent criteria for prioritising assistance among eligible CCPs and for sequencing activities, taking into account factors such as the urgency of the need, the vulnerability and capacity constraints of the CCP, relevance to SIOFA obligations, potential impact, existing support, feasibility and available resources.
8. To establish a costed implementation framework from January 2027 setting out priority actions, the most suitable delivery modality (virtual or in person), responsible actors, estimated resources and potential funding sources, including the costing of in-person workshops.
9. To establish a monitoring and reporting framework enabling periodic review of progress in implementing the Action Plan, and to support the practical implementation and periodic monitoring of Article 13.

The Action Plan should be practical enough to guide implementation from the conclusion of the 14<sup>th</sup> Meeting of the Parties (MoP14) and flexible enough to be updated as CCP needs, SIOFA requirements and available initiatives evolve.

### 4) Scope of Work

The consultant shall undertake the following tasks. Together, they deliver the consultancy objectives.

#### Task 1 – Review of background and existing evidence

The consultant shall review relevant SIOFA documentation to establish how SIOFA's approach to capacity building has evolved. This ensures the Action Plan builds on earlier decisions and does not treat the MoP13 requests in isolation. The review should cover, as relevant:



- the 2023 SIOFA Performance Review and the recommendations adopted by the MoP;
- MoP decisions and requests from MoP10 to MoP13, including any MoP13 decision on the practical operationalisation of Article 13, and relevant Scientific Committee and Compliance Committee advice;
- existing Article 13 mechanisms, MoP-12-25-Rev1<sup>5</sup> and MoP-13-07-Rev1, including the needs, selected options and priorities in Tables 1 to 4 in both papers;
- CCP Annual National Reports, final SIOFA Compliance Reports and recommendations, data-submission and data-quality information, and relevant SC, CC and Secretariat workplans; and
- Secretariat records of past capacity-building assistance and relevant project documentation.

The consultant shall consolidate this information into a single matrix of capacity-building needs for eligible CCPs. The consultant shall use information already available to the Secretariat. Where significant gaps remain, the consultant shall consult the relevant CCP in a targeted way.

## **Task 2 – Capacity assessment and CCP profiles**

The consultant shall incorporate the CSAT into the assessment. The MoP agreed that the consultancy would use the tool and encouraged CCPs to use it to inform the Action Plan. The consultant shall:

- Attend training with The Pew Charitable Trusts to familiarise themselves with the CSAT if required;
- Collaborate with eligible CCPs to complete all or relevant components of the CSAT through virtual or in-person sessions to introduce the tool, provide guidance on its completion, and support interpretation of the results.
- analyse CSAT results alongside existing SIOFA evidence, noting where they corroborate capacity gaps previously identified by the Secretariat and where they reveal additional constraints, but not treat the CSAT as the sole measure of capacity.

The consultant shall then prepare a profile for each eligible CCP, covering its SIOFA responsibilities, capacity strengths and constraints, priority needs, existing and planned support, outstanding gaps, preferred delivery modalities and indicative priority. The profiles should distinguish constraints that training and technical assistance can address from those needing longer-term institutional, technological, financial or organisational change.

## **Task 3 – Mapping of existing and planned support**

The consultant shall establish a baseline of what is already being done before any additional activities are proposed. This covers:

Secretariat activities: Those undertaken, underway or planned, including training, missions, workshops, and data, compliance and scientific support. For each, record the status, target CCP, thematic area, timing, delivery modality and expected outcome.

SWIOP: Confirm its current status and scope with the programme. Identify the thematic areas covered, the eligible beneficiaries, activities delivered and planned, timing and modalities, and the extent to which identified needs are addressed. Note where SIOFA activities could complement SWIOP and which needs fall outside it.

Other initiatives: Consider other regional or international programmes, where information is available.

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<sup>5</sup> [MoP-12-25-Rev1: Options for facilitating and addressing the capacity-building needs of CCP developing states](#)



## Task 4 – Gap analysis

The consultant shall compare each identified need with existing SIOFA support, SWIOP support and other support, and determine what gap remains. Each need should be classified as:

- adequately addressed;
- partially addressed;
- planned to be addressed;
- not currently addressed; or
- requiring further assessment.

The consultant shall identify any activities that should be left out of the Action Plan because another initiative already addresses them adequately.

## Task 5 – Interventions and prioritisation

For each significant remaining gap, the consultant shall propose practical, outcome-oriented interventions. These should start from the options and delivery modalities CCPs selected in MoP-13-07-Rev1, confirming or refining them. Interventions may include technical training, in-country missions, regional or virtual workshops, mentoring and peer exchanges, guidance materials, national procedures and data systems, technical assistance, and longer-term institutional measures.

The consultant shall also develop a transparent framework to prioritise assistance among eligible CCPs and decide which activities to implement first. Eligibility itself is determined by developing-State or SIDS status. The framework should consider, at minimum:

- the severity of the capacity constraint;
- the vulnerability and circumstances of the CCP;
- relevance to SIOFA obligations, including compliance implications;
- urgency and recurrence;
- the number of CCPs benefiting and regional benefits;
- availability of alternative support and risk of duplication; and
- feasibility, cost, sustainability and available resources.

The criteria shall not prejudice decisions that belong to the MoP.

## Task 6 – Action Plan, implementation and monitoring

The consultant shall develop a consolidated multi-year Capacity-Building Action Plan. For each activity, it should set out, at minimum:

- the capacity need and supporting evidence, including CSAT findings where applicable;
- existing support and the remaining gap;
- the proposed intervention and expected outcome;
- the delivery modality;
- the priority level and indicative timing;
- the indicative budget and potential funding source; and
- a monitoring indicator.

The Plan should distinguish activities that:

- can be delivered using existing Secretariat resources;
- can be delivered through other existing initiatives;
- need coordination between SIOFA and external partners;
- need additional funding; or
- are longer-term and need further development or MoP consideration.



The Capacity-Building Action Plan should cover sequencing, an indicative multi-annual workplan, responsible actors, resources and estimated costs, coordination arrangements, expected outputs and outcomes, reporting, and periodic review. It shall also include a monitoring framework, and the plan shall be ready for implementation by the conclusion of the 114<sup>th</sup> Meeting of the Parties (MoP14). It should be designed so that new needs arising from compliance assessments, SC or CC recommendations, CCP requests or CSAT results can be added without redeveloping the whole Plan.

## 5) Methodology

The consultant shall propose a methodology for delivering the tasks in Section 4, setting out the approach, sources of evidence, consultation arrangements and timeline in the technical proposal. The methodology should be evidence-based and consultative, make maximum use of information already held by the Secretariat, and keep the reporting burden on CCPs low. It should be proportionate to the consultancy's scope and timeline and can be refined in agreement with the Secretariat during inception.

The consultant may consider the following approaches:

- a desk review and consolidation of existing SIOFA documentation and records, handling restricted and closed-session material in line with the SIOFA Meeting Document Framework;
- use of the CSAT, supplemented by SIOFA-specific evidence;
- targeted consultation with eligible CCPs where clarification or additional information is needed;
- consultation with Secretariat officers responsible for compliance, science, data, projects and administration;
- engagement with SWIOP to confirm the scope and status of relevant activities;
- validation of the draft Action Plan with relevant stakeholders before it is finalised for consideration through the SIOFA governance process.

The consultant may propose additional or alternative approaches where these would improve the quality, efficiency or usefulness of the Action Plan.

## 6) Deliverables

The consultant shall produce the following deliverables.

### *Deliverable 1 – Inception Report*

A short inception report setting out:

- the proposed methodology, refined in agreement with the Secretariat;
- the workplan and timeline, including the schedule for the SC, CC and MoP presentations;
- information requirements;
- the proposed approach to the CSAT and to consultation with eligible CCPs; and
- the proposed structure of the Capacity-Building Action Plan.

### *Deliverable 2a – Consolidated Capacity Needs Assessment*

A consolidated assessment of the capacity needs of eligible CCPs, including:

- CCP capacity profiles;
- the evidence base, including CSAT findings and needs outside the scope of the CSAT;
- identified priorities; and
- cross-cutting and CCP-specific needs.

### *Deliverable 2b – Mapping of Existing Support and Gap Analysis*



A consolidated mapping of existing and planned support, covering Secretariat activities, SWIOP, other relevant initiatives and existing Article 13 mechanisms, together with a gap analysis that classifies each need as:

- adequately addressed;
- partially addressed;
- planned to be addressed;
- not currently addressed; or
- requiring further assessment.

The gap analysis should also identify the remaining gaps for which additional SIOFA interventions are proposed.

### *Deliverable 3 – Draft Capacity-Building Action Plan*

A practical multi-year Capacity-Building Action Plan (the Action Plan), submitted in time for consideration by the Scientific Committee, containing:

- priority activities, with the prioritisation criteria applied;
- beneficiary CCPs;
- delivery modalities;
- an implementation timeline;
- indicative budgets, potential partners and funding sources;
- expected outcomes and monitoring indicators; and
- the implementation and monitoring framework.

### *Deliverable 4 – Presentations to the Scientific Committee and Compliance Committee*

Presentation of the draft Action Plan to the Scientific Committee (SC12, March 2027) and the Compliance Committee (CC11, June 2027), virtually. Each presentation shall be accompanied by a brief summary of the comments and recommendations received from the committee.

### *Deliverable 5 – Final Capacity-Building Action Plan*

A final Action Plan, updated to reflect the inputs received from the SC and CC, and submitted to the Secretariat for presentation to MoP14 for final endorsement. The consultant shall support the Secretariat as required in preparing the MoP14 document.

## **7) Schedule of Contract performance and deliverables**

The bidder shall propose, with its submission, a schedule of contract performance in accordance with the services determined in these terms of reference. The schedule shall include, at a minimum, the deliverables indicated above. The proposed timeline should enable the draft Capacity-Building Action Plan to be considered by the relevant SIOFA subsidiary bodies and subsequently presented to the Meeting of the Parties.

## **8) Coordination and Reporting**

The consultant will work under the overall supervision of the SIOFA Secretariat.

The Secretariat will provide access to relevant SIOFA documents, project information and other available information necessary to undertake the consultancy.

The consultant will coordinate, as appropriate, with relevant Secretariat staff covering:



- compliance;
- science;
- data;
- project management; and
- administration/finance,

The Secretariat will coordinate engagement with SWIOP and other external initiatives.

The consultant shall not independently commit SIOFA, its CCPs or external partners to activities or funding arrangements.

The consultant should submit the draft Capacity-Building Action Plan to the Secretariat for review before circulating it to relevant SIOFA bodies.

The final Action Plan should be prepared taking into account comments and recommendations from:

- the SIOFA Secretariat;
- the Scientific Committee, as appropriate;
- the Compliance Committee, as appropriate; and
- the Meeting of the Parties.

The Action Plan should support the Secretariat's future coordination and periodic reporting of Article 13-related needs, activities and progress, as requested by MoP13.

## 9) Required Expertise, Submission and Evaluation of Bids

### *Required expertise*

The consultant or consultancy team shall demonstrate:

- experience in capacity development and institutional strengthening, including needs assessments, capacity-gap analysis and the development of multi-year action plans;
- knowledge of regional fisheries management organisations (RFMOs) and international fisheries governance, including familiarity with RFMO compliance review processes;
- experience in one or more of fisheries compliance, MCS, data management and fisheries science;
- understanding of the capacity constraints of developing States and SIDS;
- experience in stakeholder consultation; and
- the ability to analyse and consolidate information from multiple sources and to translate identified needs into practical, costed and implementable interventions.

Experience with the CSAT or comparable capacity-assessment tools would be an advantage.

### *Submission of bids*

Bids shall be submitted to the Executive Secretary, Mr Thierry Clot ([thierry.clot@siofa.org](mailto:thierry.clot@siofa.org)), and shall contain, at minimum:

- a technical proposal describing the bidder's understanding of the assignment and the proposed approach, with clear indications of compliance with these Terms of Reference, including the proposed methodology and approach to the CSAT;
- a workplan and timeline, with detailed timeframes for each deliverable, including the presentations to the Scientific Committee and Compliance Committee and the submission of the final Action Plan for MoP14;



- the profile of each person proposed to carry out the assignment (and, where more than one, their respective roles), including a current CV summarising their relevant educational background and professional experience, and references from comparable assignments;
- a description of the proposed consultation approach;
- an identification of project risks and the mitigation and management measures needed to complete the assignment successfully;
- a statement identifying 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 14)
- Any exclusions to the intellectual property clause, or variations to the work timeline;
- a confirmation that all deliverables will be provided in English, the working language of the Organisation; and
- a financial offer for the services required, in Euros and exclusive of taxes, with itemised pricing (for example professional fees, and/or any other costs associated with delivering the assignment, including the SC and CC presentations), together with a proposed payment schedule.

The deadline for submission of bids is the Secretariat's close of business on 7 December 2026.<sup>6</sup>

### *Evaluation of Bids*

Bids will be evaluated against these Terms of Reference. Bids will be considered only if they include adequate documentation to allow the Secretariat to assess them against these Terms of References. Failure to comply with any mandatory requirement may result in disqualification. The Secretariat also reserves the right to disqualify firms, contractors and consultants on the basis of documented prior poor performance, including poor quality of goods or services, late delivery or unsatisfactory performance. The contract will be awarded to the most competitive bid that complies with these Terms of Reference.

### **10) Contacts**

Bidders may direct any questions and requests for clarification to the SIOFA Compliance Officer, (Mr. Johnny Louys, [johnny.louys@siofa.org](mailto:johnny.louys@siofa.org)).

The deadline for any request for clarifications is 27 November 2026.

### **11) Additional information to bidders**

1. All bids must be received in English and in a format compatible with Microsoft Office (e.g. Microsoft word, excel) and/or Adobe Reader (e.g. .pdf files).
2. All bids must identify a designated Contact Point (including a name, phone number and email address).
3. SIOFA is not obliged to accept any bids that do not meet these submission requirements.
4. Bidders should identify in their bid any information which should be protected as confidential information under any contract between the bidder and SIOFA, including the reason for its confidentiality. If the bidder fails to identify any information in the bid, SIOFA will consider that the respondent has no information which should be protected as confidential under the contract. SIOFA reserves the right, at its discretion, to refuse the request to treat information as confidential. In this case, SIOFA will notify the respondent in writing.
5. Bidders must disclose in their bid any potential or actual conflict of interest in the course of delivering. (See Section 14).
6. Bids received by email after the deadline of 7 December 2026 will be neither considered nor acknowledged by SIOFA.
7. If a bidder wishes to revise or modify any aspect of its submitted bid, revisions must be in writing from its Contact Point, clearly identified and accompanied by a clear statement from the respondent about the action that the bidder wishes SIOFA to take with the original submission.

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<sup>6</sup> 13:00hrs UTC



All revisions must be submitted before the deadline for the submission of bids. If a revision is received after the deadline, the revision will be disregarded.

8. The successful bidder can expect to be notified by 11 December 2026.

## 12) Disclaimer

1. Bidders are responsible for ensuring that:
  - a. They have examined these terms of reference, and the requirements specified within.
  - b. They have examined any information made available to bidders for the purpose of their bid, including the relevant conservation and management measures referred to by these terms of reference.
  - c. The bid submitted is complete, accurate and realistic in terms of its delivery and cost.
2. Bidders are responsible for all costs incurred in the preparation and lodgement of any bids; and in respect of any discussions, negotiations, enquiries or any work undertaken by them after the bid has been submitted. SIOFA is not liable for any costs or compensation in relation to these matters, regardless of whether SIOFA terminates, varies or suspends the invitation to bid process; or takes any other option under this invitation to bid.
3. SIOFA will not accept responsibility for any misunderstanding arising from the failure of a respondent to comply with the requirements set out in these terms of reference or arising from any ambiguity, discrepancy, inconsistency, error or omission contained in a bid.
4. Nothing in these terms of reference or any bid submitted by a bidder gives rise to contractual obligations between SIOFA and the bidder.
5. Any bid submitted becomes the property of SIOFA for the purpose of the bidding process and will be made available for use by SIOFA and its CCPs for any purpose connected with the bidding process.
6. SIOFA reserves the right to enter into negotiations or discussions with one or more bidders.

## 13) Conflict of Interest

To ensure that situations relating to potential and actual conflicts of interest 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 / or any of its 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 the 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 (i), (ii), and (iii).

## 14) Ownership of Outputs, Intellectual Property and Confidentiality

All reports, databases, matrices, analytical products, tools and other materials developed specifically under the consultancy, and all intellectual property generated as part of the contract, shall become the property of SIOFA, unless otherwise excluded in the proposal and agreed by SIOFA in the contract.



# SIOFA | APSOI

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

This is subject to any third-party intellectual property rights applicable to tools or materials provided by external partners, including the CSAT.

Before final payment is made, the consultant shall submit to the Secretariat all information collected or produced for the consultancy, including information sourced from the Secretariat, electronic data files, analysis code and other relevant materials.

Any information provided by CCPs or held in restricted SIOFA records, including CSAT responses and compliance-related information, shall be treated as confidential. The consultant shall not release it to any person or organisation other than the SIOFA Secretariat. Upon completion of the contract, the consultant shall delete any and all confidential data.