



Madrid, 6 March 2013

ICCAT CIRCULAR # 991 / 2013

**SUBJECT: TERMS OF REFERENCE - CALL FOR TENDERS – GBYP 02/2013 -
BIOLOGICAL AND GENETIC SAMPLING AND ANALYSES
(ICCAT/GBYP – Phase 4 - 2013)**

I have the honor to transmit to you the attached Call for Tenders GBYP 02/2013 for “**Biological and Genetic Sampling and Analyses**” of the ICCAT Atlantic-Wide Research Programme on Bluefin Tuna (GBYP).

Please accept the assurances of my highest consideration.


Driss Meski
Executive Secretary

DISTRIBUTION:

– Commission Officers:

Commission Chair:	M. Miyahara	COC Chair:	C. Rogers
First Vice-Chair:	M. Aguilar Sanchez	PWG Chair	T. El Ktiri
Second Vice Chair:	M.G. Tackey	STACFAD Chair	S. Lapointe
SCRS Chair:	J. Santiago		

– Head Delegates/Head Scientists

– Cooperating Parties, Entities, or Fishing Entities

Attachment: Call for Tenders GBYP 02/2013.

CALL FOR TENDERS ICCAT/GBYP 02/2013
BIOLOGICAL AND GENETIC SAMPLING AND ANALYSES
ATLANTIC-WIDE RESEARCH PROGRAMME ON BLUEFIN TUNA
(ICCAT/GBYP – PHASE 4)

ICCAT/GBYP Background and objectives

The main objectives of the ICCAT Atlantic-Wide Bluefin Tuna Research Programme (GBYP) are to improve: (a) the understanding of key biological and ecological processes, (b) current assessment methodology, (c) the management procedures, and (d) advice.

Key tasks are to reduce uncertainty in stock assessment and to provide robust management advice. This requires improved knowledge of key biological processes and parameters. However, currently almost all the data used in stock assessments are obtained from the fisheries-dependent data. It is therefore important to obtain data from alternative sources, such as tagging studies, in order to verify the assumptions made when conducting the assessments.

This Call for Tenders concerns one of the main activities to be carried out in Phase 4 (February 2013 -January 2014): the Biological and Genetic Sampling and Analyses.

BIOLOGICAL AND GENETIC SAMPLING AND ANALYSES (ICCAT/GBYP 02/2013)
--

Background and objectives

One of the main objectives of the ICCAT/GBYP is to improve the understanding of key biological and ecological processes for Atlantic bluefin tuna. As part of this Programme, biological sampling of the main bluefin fisheries (i.e., baitboats, purse seine, longline, handline, traps and recreational fisheries), already started in 2011. This concerned the collection of data on age, length, weight, sex, maturity, fecundity and for genetic analyses for identification of sub-populations. The work to be carried out in Phase 4 will be basically the same, possibly extending sampling also to areas not covered or poorly covered in 2011 and 2012, according to the ICCAT/GBYP sampling design. At the same time, about two thirds of the available funds for this item will be devoted for carrying out a larger number of analyses and use most of the samples already collected in previous Phases.

The report of the ICCAT/GBYP Operational Meeting on Biological Sampling (February 17, 2011) provides an outline of the objectives and the work to be carried out, while the initial Sampling Design was carried out under an earlier call. The report of the ICCAT/GBYP Steering Committee in December 2012 provides an overview of the activity to be carried out in Phase 4 (http://www.iccat.int/GBYP/Documents/GBYP_STEERING%20COM_REPORT_DEC_2012_SETE.pdf).

As part of this Programme, scientific institutes and public or private entities are asked to submit tenders to carry out the project.

Contractor tasks

The tender will work in close consultation with the ICCAT/GBYP and will conduct biological and genetic sampling and analyses from various fisheries and areas according to the ICCAT/GBYP Sampling Design which is available at http://www.iccat.int/GBYP/Documents/Biological_Sampling_Plan_GBYP_2011.pdf. The document is provided in the original language only, as delivered to ICCAT. This involves sampling by strata and bluefin size classes, according to the Sampling Design. Further elements are provided by the recommendations of the ICCAT/GBYP Steering Committee (http://www.iccat.int/GBYP/Documents/GBYP_STEERING%20COM_REPORT_DEC_2012_SETE.pdf). However, any proposed change or adjustment to the Sampling Design and/or the recommendations made by the ICCAT/GBYP Steering Committee must be fully justified (for example, the proposed sampling levels are based on size information, which are not necessarily appropriate for sampling across all the different biological material). Also, duplication (i.e., of existing sampling programmes) must be carefully avoided.

Although ICCAT Recommendation 11-06 provides the means to ensure better conditions while carrying out biological and genetic sampling activities in international waters and those under jurisdiction of coastal States, most of which are ICCAT CPCs, the Tender will be responsible for all necessary agreements with local authorities, local fishermen and industries when carrying out sampling within national jurisdictions. The Tender will be also responsible for defining the necessary agreement with the team(s) in charge of the ICCAT/GBYP tagging activity, which shall also collect biological samples. This will be better defined by the ICCAT/GBYP Operational Meeting on Tagging and Biological and Genetic Sampling, to be held in April 2013. The biological samples collected and analyzed will be property of the ICCAT/GBYP at the end of the contract. In the meantime, the Tender should provide appropriate storage for any biological samples and hard parts collected.

The Contractor(s) shall be responsible for data management and for establishing a database in agreement with the ICCAT Secretariat.

The budget for the biological and genetic sampling and analyses in 2013 is considered sufficient to collect and analyze the samples specified in the Sampling Design and in recommendation provided by the ICCAT/GBYP Steering Committee. However, if costs estimated in the original design are deemed insufficient, then this should be indicated in the Tender. Approximately, about one third of the budget should be devoted for improving samplings and about two thirds for carrying out biological and genetic analyses, using also the samples collected in previous Phases.

This contract is for the period up to January 2014. However, it is likely that in following phases of the ICCAT/GBYP (i.e., in 2014 and on) a fourth call for biological and genetic sampling and analyses will be announced with a level of funding to be defined based upon the results of Phase 4. The objectives of this fourth call will be similar to those of the first, second and third calls and the sampling design and analyses will be improved based on those on the current calls and the recommendations of both the ICCAT/GBYP Steering Committee and the SCRS. Therefore, upon successful completion of work under this call, a fourth contract may be awarded for 2014 without going through a new bidding process. This will depend on the ICCAT/GBYP Steering Committee's evaluation of the work conducted.

The Tender shall provide a proposal including the following:

- a) Number of samples by stratum and bluefin size group;
- b) Specification of the biological data and samples to be collected; i.e., otoliths, other hard parts, genetic samples, sex, maturity, fecundity, including a clear prioritization under the budget. As a specific detail for the activity in 2013, otoliths and spines should be collected for ALK mostly for those age groups where already collected samples are less numerous; otoliths to be used for microchemistry analyses should be collected mostly in areas where sampling has been lower or absent (first priority) or where the sampling intensity was not adequate (second priority); genetic samples should be collected mostly in areas where sampling has been lower or absent (first priority) or where the sampling intensity was not adequate (second priority); gonad samples have a lower priority in 2013 and should be collected only if it is possible to ensure a wide geographical coverage during the main spawning season (May-July), possibly extending the time frame not outside April to August, but under the firm condition to sample only wild tunas and over the full fishing period by area.
- c) Protocols for the biological and genetic sampling and the analyses to be conducted (e.g., individual weight and length should always be recorded for all samples).
- d) Type and number of analyses (ageing, micro-constituents, genetic, histology, etc.) that will be conducted on the samples collected or already stored and available and their respective cost per analysis; Analyses are the first general priority in 2013.

The Tender should endeavor to ensure the full coverage of all strata and analyses of all samples, also taking into account the samples to be collected during the tagging activities, to be more precisely defined by the ICCAT/ICCAT Operational Meetings. Therefore, proposals including entities across geographic areas will be preferred. The Tender shall also clearly identify the availability for the scientific staff to participate to the ICCAT/GBYP Operational Meeting on a short notice. In the case of a Consortium or group of entities, an administrative and a scientific responsible entity should be identified, along with a Scientific Committee on which each entity carrying out a scientific duty will be represented. The Tender(s) can optionally apply for a specific task or sub-set of areas/coverage with a detailed description of the modifications and the research proposal.

The Tender can utilize the ICCAT Regional Observers Programme (ROP) and the team(s) in charge of the ICCAT/GBYP tagging activities to coordinate sampling and data collection in constant, close contact with the GBYP officer.

Contractor minimum qualifications

- Documented multi-year experience in bluefin tuna biological studies; previous experience in large-scale biological sampling.
- For the micro-constituent specialist(s): documented multi-year experience of micro-constituent analysis; previous studies on tuna species will be preferential.
- For the genetic specialist(s): documented multi-year experience of genetic analysis; previous studies on tuna species will be preferential.
- Availability of sufficient qualified scientific staff to carry out the duties.
- Availability of at least one specialist in managing biological databases.
- Excellent working knowledge of one of the three official languages of ICCAT (English, French, Spanish). A high level of knowledge of English is highly desirable.

Request for bids

Interested entities should submit an offer to the ICCAT Executive Secretary (driss.meski@iccat.int) and, in copy, to the ICCAT/GBYP Coordinator (gby@iccat.int) by **March 25, 2013**, including:

- a) The detailed offer, based on the Sampling Design, describing the strata where the sampling will be conducted (taking into account the sampling to be done during the ICCAT/GBYP Tagging activity), the minimum number and type of samples to be collected, the expected variance associated, if applicable, the number and type of analyses to be conducted, the protocols to be adopted, the structure of the data bank, and the sub-areas for the purpose of the draft final report (**Deliverable #4**) and the final report (**Deliverable #5**). Departures from the Sampling Design and the ICCAT/GBYP Steering Committee recommendations may be made with justification.
- b) The curricula of the scientific staff.
- c) The curriculum of the institution(s) or entity(ies) applying for the ICCAT/GBYP Biological and Genetic Sampling and Analyses for 2013, with any documented experience in these fields, including recent and relevant contracts for the same or similar items and other references (including contract numbers, points of contact with telephone numbers and other relevant information).
- d) The preliminary estimated budget for the biological and genetic sampling, the analyses and the data bank, to be detailed by individual components (e.g., biological sampling, genetic sampling, age determination, micro-constituent analysis, genetic analysis, data bank, personnel cost, travel, consumables, etc.), and any discount terms (overhead to cover administrative and general costs could be admitted within a maximum limit of 10% of the personnel costs), while subcontracts can be allowed up to a maximum of 40% of the budget and must be detailed in the proposal.
- e) The name, address, and telephone number of the tendering body.
- f) The institutional and administrative background of the tendering body (e.g., statutes, type of institution, annual budget, budget control procedures, etc.).
- g) A detailed list of any subcontracting activities.
- h) A declaration that the offering institution will follow the Scheme for the Biological Sampling design provided by ICCAT/GBYP (http://www.iccat.int/GBYP/Documents/Biological_Sampling_Plan_GBYP_2011.pdf), along with the present Call for Tenders, the GBYP Steering Committee Recommendations (http://www.iccat.int/GBYP/Documents/GBYP_STEERING%20COM_REPORT_DEC_2012_SETE.pdf), and/or approved modifications agreed upon, and the administrative rules specified in the contract.
- i) A declaration that all the comments eventually made on the draft final report (**Deliverable #4**) will be incorporated in the final report (**Deliverable #5**) prior to the submission to the ICCAT SCRS.

- j) A declaration that the staff and all the subcontract staff will be covered by a full insurance for the biological and genetic sampling activities to be carried out according to the Call for Tenders, excluding the ICCAT from all the responsibilities concerning the job to be done by each offering institution;
- k) Acknowledgment of this Call for Tenders (if applicable) (**ICCAT/GBYP 02/2013**).
- l) A statement specifying the extent of agreement with all terms, conditions, and provisions included herein.

Offers that fail to furnish the required documentation or information, or reject the terms and conditions of the Call for Tenders may be excluded from consideration.

Contractors can be either research institutions such as government or private laboratories, universities, or private consultancy firms or other entities having the qualifications required.

The Contractor should be available to report to any meeting requested by ICCAT.

The Contractor shall be available for any ICCAT/GBYP inspector at any time, on short notice.

The ICCAT Secretariat will make a selection of the offers and, in consultation with the ICCAT/GBYP Steering Committee, will decide the contract(s) to be awarded. The ICCAT Secretariat will notify the result of the selection process by **March 27, 2013**, at the latest.

Deliverables

#1 A short report on sampling activities, including all protocols for samplings and the analyses, and the agreement with team(s) engaged in the ICCAT/GBYP Tagging activity and/or the ICCAT ROP observers, including the description of the work carried out up to that date, to be submitted at the latest 30 days after the signature of the contract.

#2 An update of the short report on the sampling and analyses activities to be submitted at the latest by **September 17, 2013**, including the description of the work carried out up to that date and a short PowerPoint presentation, to be used also for informing the SCRS.

#3 Another short report for further updating the previous reports by **November 4, 2013**, to be used for informing the ICCAT Commission;

#4 A draft final report to be submitted at the latest by **December 16, 2013**, including comments on:

I. The scientific report, taking into account relevant scientific literature, containing:

- a) A full description of the work carried out during the biological and genetic sampling and analyses;
- b) A detailed description of the methodology and protocols;
- c) Maps of the areas in which the sampling was carried out, in accordance with the biological sampling design;
- d) Detailed tables with the definitive number of samples by stratum, fishery, and type, with the related statistical analysis;
- e) A detailed description of the analysis carried out on the samples and results.
- f) A detailed description of the data bank and its structure; link(s) with the ICCAT Secretariat database;
- g) An Executive Summary of the final report.

II. An updated PowerPoint presentation of the main results.

#5 The final report, to be prepared taking into account any comments provided by ICCAT, and the full administrative report including copies of all the administrative documents, and to be submitted by **January 10, 2014**, at the latest.

To facilitate the reporting requirements, the ICCAT/GBYP could possibly provide a template for the reports.

Payment details

Disbursements will be made according to the following schedule:

- 1. 30% of the total amount of the contract upon **signing of the contract**;

2. 25% upon completion and acceptance of **Deliverable #1**;
3. 25% upon completion and acceptance of **Deliverable #2**;
4. 20% after the approval of the final report (**Deliverable #5**) upon incorporation of comments by the ICCAT GBYP Steering Committee and the approval of the administrative documents.

Logistics

All documents provided by the Contractor must be in MS Word or compatible software, tables must be in Excel format or compatible, figures and pictures must be in JPEG or TIFF format or compatible. The format of the data bank shall be agreed with the ICCAT Secretariat. All documents submitted must be in English, French or Spanish.

Copyright

All of the material produced by the Contractor will remain the property of ICCAT/GBYP and it must be kept confidential.

For further information concerning this Call for Tenders, please contact the ICCAT/GBYP Coordinator at the following address: **antonio.dinatale@iccat.int**.