



Madrid, 29 April 2015

**ICCAT CIRCULAR # 02341/2015**

**SUBJECT: TERMS OF REFERENCE – CALL FOR TENDERS – ICCAT GBYP (06/2015)  
BIOLOGICAL STUDIES  
(ICCAT GBYP Phase 5)**

I have the honour to transmit to you the attached Call for Tenders ICCAT GBYP 06/2015 for “Biological Studies” of the ICCAT Atlantic-Wide Research Programme on Bluefin Tuna (ICCAT GBYP).

Please accept the assurances of my highest consideration.

Driss Meski  
*Executive Secretary*

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**Attachment:** Call for Tenders ICCAT-GBYP 06/2015.

# CALL FOR TENDERS ICCAT/GBYP 06/2015

## BIOLOGICAL STUDIES

### ATLANTIC-WIDE RESEARCH PROGRAMME ON BLUEFIN TUNA (ICCAT GBYP – PHASE 5)

#### 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 5 (2015-February 2016): the Biological Studies.

#### BIOLOGICAL STUDIES (ICCAT GBYP 06/2015)

#### 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, otoliths shape and tissue samples for genetic and micro-chemical analyses for identification of sub-populations. The work to be carried out in Phase 5 will be basically the same, extending sampling also to areas and fisheries not covered or poorly covered in previous Phases, according to the ICCAT GBYP sampling design. Particular attention will be devoted to the collection of otoliths and to ageing studies with the objective of developing an updated ALK for 2015. The ageing calibration exercise will be carried out even in Phase 5. At the same time, funds 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 (17 February 2011, **Annex 2**) ([https://www.iccat.int/Documents/Meetings/Docs/2011\\_GBYP\\_WORKSHOPS\\_ENG.pdf](https://www.iccat.int/Documents/Meetings/Docs/2011_GBYP_WORKSHOPS_ENG.pdf)) 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.

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 studies 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](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. A catalogue of available samples already collected under ICCAT GBYP in previous Phases for the various strata is available at ICCAT GBYP. 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. 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. A specific work for providing an updated and detailed catalogue of all available ICCAT GBYP samples stocked at the date shall be included in the biological studies under Phase 5.

The budget for the biological and genetic sampling and analyses in Phase 5 is considered sufficient to collect and analyze the samples specified in the Sampling Design and in recommendation provided by the ICCAT GBYP Steering Committee in its meetings (<http://www.iccat.int/GBYP/en/scommittee.htm>). However, if costs estimated in the original design are deemed insufficient, then this should be indicated by the Tender. Approximately, about one third of the budget should be devoted for improving samplings and about two thirds for carrying out biological studies, using also the samples collected in previous Phases, but these proportions might be adjusted according to the research plan in Phase 5.

This contract is for the period up to January 2016. However, it is likely that in following phases of the ICCAT GBYP other calls for biological studies will be announced with a level of funding to be defined based upon the results of Phase 5. The objectives of this fifth call will be similar to those of the previous 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, another contract may be awarded for the next Phase 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, tissue samples, sex, etc., including a clear prioritization under the budget. Special emphasis should be placed on collecting otoliths and spines for size classes and strata that had been under-represented in the samples from previous years, with a goal of collecting at least 10 samples for each 10 cm length class and stratum. Special focus should be placed on collecting otoliths from fish harvested at farms in Phase 5, with a target of 200 samples covering all length classes (tuna heads shall be collected at the harvesting, along with the necessary length and possibly sex data; the cooperation of tuna farms owners is necessary);
- 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). These protocols shall provide the opportunity for carrying out several analyses on the same otolith (e.g. shape analyses, age and elemental composition), optimizing at the best the collection efforts.
- d) The ageing calibration exercise shall be repeated in Phase 5, using the same methodology adopted in Phase 4 (see pages 76-78 on: [http://www.iccat.int/GBYP/Documents/BIOLOGICAL%20STUDIES/PHASE%204/\\_GBYP\\_Biological\\_studies\\_Final\\_Report\\_2014.pdf](http://www.iccat.int/GBYP/Documents/BIOLOGICAL%20STUDIES/PHASE%204/_GBYP_Biological_studies_Final_Report_2014.pdf)).
- e) Type and number of analyses (ageing, micro-constituents, genetic, otoliths shape, etc.) that will be conducted on the samples collected or already stored and available and their respective cost per analysis; otoliths, ageing and analyses are the first general priority in Phase 5. Ageing shall be carried out on the available hard parts already collected and those that will be collected in 2015, across the full range of size that are available for each year. The ALK analyses needs to address the assignment of individuals to cohorts – e.g. it needs to consider the time of year when bands are formed and whether there is a dark or light edge.
- f) A full detailed catalogue of all samples available in the GBYP biological bank, including all residuals from previous Phases and those of Phase 5 which were not used for analyses; the catalogue shall be detailed by stratum and size classess and shall be updated at the end of the contract.

- g) A comprehensive study of the genetic and micro-chemical analyses conducted in all GBYP Phase, to provide a complete set of plausible hypotheses about stock structure consistent with the data for the MSE operational model. The study shall also harmonize as much as possible the reference areas, which were presented in different styles and formats in previous reports. This study shall be made in strict cooperation with the GBYP coordination.

The Tender should endeavor to ensure the full coverage of all strata and analyses of all samples, also taking into account the limited number of samples to be collected during the tagging activities. 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 any 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) (particularly for supporting the sampling to be done in tuna farms) 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](mailto:driss.meski@iccat.int)) by **11 May 2015**, including:

- a) The detailed offer, based on the Sampling Design, describing the strata where the sampling will be conducted (taking into account the very limited sampling to be done during the ICCAT GBYP Tagging activity 2015), the minimum number and type of samples to be collected (with a special focus also on samples to be collected in tuna farms), 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 any 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 studies for Phase 5, 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 collection of the samples, the following analyses and the data bank, to be detailed by individual components (e.g., biological sampling of hard parts, tissue sampling, age determination, age calibration, micro-constituent analysis, genetic analysis, otoliths shape analysis (if any), 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](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/en/scommittee.htm>), 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 sampling activities and the laboratory work 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 06/2015**).
- 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 **14 May 2015**, 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, the agreement with the tuna farms owners for the collection of samples at the harvesting, 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 **17 September 2015**, 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 **2 November 2015**, to be used for informing the ICCAT Commission;
- #4** A draft final report to be submitted at the latest by **15 January 2016**, 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 studies;
    - 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, size class 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 if it will be developed in Phase 5;
- 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 **31 January 2016**, 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](mailto:antonio.dinatale@iccat.int).