

**CALL FOR TENDERS FOR THE DEVELOPMENT OF AN
ICCAT SPECIFIC PORT INSPECTION TRAINING MODULE**

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1. Introduction

The International Commission for the Conservation of Atlantic Tunas (ICCAT) is an intergovernmental organization established under the Convention signed in 1966 and entered in force in 1969. ICCAT is mandated to manage tuna and tuna-like species in the Atlantic Ocean and adjacent seas with as the primary objective, the conservation and optimum utilization of stocks for long-term sustainability.

In 2012, given the awareness that port State measures are a powerful and cost effective compliance tool to combat IUU fishing and related activities in the Atlantic Ocean, the *Recommendation by ICCAT for an ICCAT Scheme for Minimum Standards for Inspection in Port* [Rec. 12-07] was adopted by ICCAT which entered into force in June 2013. The fisheries administrations of ICCAT coastal Contracting Parties and Cooperating non-Contracting Parties, Entities or Fishing Entities (CPCs) where foreign fishing vessels offload tuna and tuna-like species, are responsible for the implementation of the Recommendation.

2. Objective of the Call for Tenders

The purpose of the assignment is to develop a specific ICCAT Inspector Training Curriculum, including the production of training manuals and supply of supporting training materials (e.g., work aides), related to conducting inspections of foreign-flagged vessels carrying ICCAT managed species in accordance with ICCAT Recommendation 12-07 and other applicable ICCAT measures. The Training Curriculum is intended both for course trainers and for trained port inspectors who have already undergone a basic port inspection training programme, but who require additional expertise specific to the implementation of ICCAT measures. The course should not be designed to target basic port inspection training which may be covered by other entities (e.g. relevant port State measures capacity development initiatives of other CPCs and other inter-governmental and non-governmental organizations.)

The ICCAT Inspector Training Curriculum will be developed from a fisheries inspector perspective and will take into account existing initiatives that discuss best practices for conducting port inspections and other international instruments such as legal framework and capacity need assessment guides as to support harmonization and standardization of fisheries inspector training globally. The ICCAT Inspector Training Curriculum will avoid repeating the text from ICCAT recommendations and should put the items outlined in Recommendation 12-07 and other relevant ICCAT measures into context. The Curriculum will have the ability to be appended to or incorporated into other existing basic port inspection training initiatives.

The Curriculum should include practical components where practical boarding and inspection exercises and other relevant table-top exercises will be conducted. The practical component(s) will include opportunities to conduct mock inspections of foreign fishing vessels and will incorporate use of the ICCAT inspection form. A particular focus of the Curriculum will be monitoring and inspection of landing or transshipment of ICCAT managed species operations in port. The knowledge of the participants will be assessed who should be able to demonstrate the ability to conduct a thorough inspection of a foreign-flagged fishing or fishing-support vessel through practical exercises during this training through an exam to be designed as part of the training module. The test will be conducted at the end of the training session and ICCAT Training Certificates will be issued to successful participants.

Lastly, the Curriculum will utilize a train-the-trainer approach to ensure the long-term sustainability of the Curriculum to be delivered by national instructors within the recipient countries.

3. Schedule of Requirements

3.1 *Technical requirements*

The ICCAT Inspector Training Curriculum and supporting materials will assist ICCAT foreign-flagged vessel inspections in accordance with Recommendation 12-07 and other applicable ICCAT measures and will include but not be limited to the following:

- Pre-inspection procedures and verifications
 - Identify the target for inspection
 - Ensure landings take place in designated ports
 - Sharing of prior inspection history among inspectors within these ports
 - Recommended list of specialized ICCAT boarding equipment
 - Prior Notifications
 - Risk analysis
 - Data collection
 - Information sharing
 - VMS-AIS data interpretation

- Conducting Port Inspections (to include practical exercises)
 - Opening a control sheet (feeding into the database)
 - Relevant ICCAT recommendations for conducting inspections, particularly ones that lead to violations (e.g., quotas)
 - Document analysis and verification
 - How to check the catch (minimum size, measurements)
 - An ICCAT species ID training module and species ID guide
 - Checking fishing gear
 - Fishing areas (VMS, logbook, etc.) – Information analysis
 - Training module on control of position device (training on satellitaire, Argos, Imarsat, Iridium or other types)
 - Prohibitions

- Procedure in the event of apparent infringements
- Post inspection procedures and reporting
 - Use of ICCAT inspection form
 - Sharing of inspection reports to relevant entities

3.2 Expected outputs/delivery

Digital copies (noting that image quality should allow for successful printing) of all training materials including but not limited to:

- Training Manual for Instructors/Trainers (keeping in mind the train-the trainer approach)
- Training Manual for Fisheries Inspectors/Trainers
- Applicable boarding work aides (include in manual inspectors /trainees)
- Species identification guides (include in manual inspectors /trainees)
- Power Point presentations of the course, course work Curriculum (subject/module descriptors, learning outcomes, learning tasks)
- Course lecture programme (include in manual inspectors)
- Course agenda (include in manual inspectors)
- Practical examination and possibly a complimentary theoretical exam
- An ICCATPSM Training Library (training documents and/or videos as applicable). The information provided will later be published by the Secretariat on the ICCAT website.

The ICCAT Secretariat will be the owner and custodian of the training materials developed by the Offeror. All materials shall be made available in English, French and Spanish.

3.3 Qualifications and experience

The development of the training course package will be undertaken by [a] training / MCS expert[s] or consultancy company with previous experience in the design of fisheries MCS course, preferably for RFMOs. The selected consultant/company should be able to demonstrate a successful history of consultancy engagements in the MCS field, and preferably in the context of port inspection.

- The [lead] consultant or project coordinator, responsible for the deliverables, should have a degree, and preferably a higher degree or equivalent in a relevant subject area such as fisheries management/MCS;
- The expert should have a high level of proficiency in at least one of the three official languages of ICCAT;
- Minimum 10 years of experience in fisheries management/MCS;
- Excellent communication, report-writing and project management skills;
- Previous experience in the design of training package in the field of MCS;
- Knowledge of Atlantic fisheries;
- Good knowledge of existing international fisheries instruments.

4. Timeframe, supervision and location

Timeframe

A first draft of all deliverables listed in Section 3.2 of this Tender should be delivered to the Secretariat within four months of the acceptance of the Tender. The drafts will be reviewed by the Expert Group and their comments returned to the Offeror two months following receipt; the Offeror will then submit a final draft, taking into account the comments received, one month following receipt of comments.

Technical Supervisor

The Technical Supervisor will be the ICCAT Port Inspection Expert Group for Capacity Building and Assistance, through the staff of the International Commission for the Conservation of Atlantic Tunas (ICCAT).

Location

This assignment is office based and can be carried out from any location. The consultant will be liaising regularly with the ICCAT Expert Group through correspondence while developing the training course. Such liaison will be coordinated by the ICCAT Secretariat.

5. Instructions to Offerors

Agencies which can fulfil the responsibilities and requirements, set out in the schedule of requirements should send their Tenders to the ICCAT Secretariat before the deadline of **XXX** at the following address:

Mr. Camille Jean Pierre Manel
ICCAT
C/ Corazón de María, 8-6º
28002 Madrid
Spain
info@iccat.int

Offers received after the date indicated above will not be considered.

As a minimum, offers must show:

- a) The name, address, and telephone number of the offeror;
- b) A technical description of the items being offered in sufficient detail to evaluate compliance with the requirements in this Call for Tender;
- c) Price and any discount terms, together with a summary of costs;
- d) Past performance information to include 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); and
- e) Statement specifying the extent of agreement with all terms, conditions, and provisions herein included;
- f) If applicable, offers should also show:
Documentation showing legal status of company and solvency of same;
Acknowledgment of Amendments to the Call for Tender (if applicable).

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

The completion and submission of the above items will constitute an offer (proposal) and will indicate the offeror's unconditional agreement to the terms and conditions of this Call for Tenders and any attachments hereto. Alternate proposals will not be considered. Proposals should be submitted in one of the official ICCAT language (English, French and Spanish).

6. Invoicing and Payment

1. All payments must be in accordance with the conditions agreed between the supplier and the ICCAT Secretariat.
2. Payment will be made within 30 days of receipt and acceptance of the invoice issued following receipt of authorized supporting documents.
3. Neither ICCAT nor the ICCAT Secretariat will accept any responsibility for payments not previously authorized or agreed on acceptance of tender. Neither ICCAT nor the ICCAT Secretariat will pay any invoice for items or services, which were not committed within the duration of the contract.

7. Optional components

Those submitting offers may also wish to submit prices for the optional components of translation and training. Note that ICCAT may accept the offer for elements contained in 1–6 and does not commit to accepting any offers for the optional elements in Section 7. Notwithstanding, such offers may be borne in mind if ICCAT decides to externalise either of these two components.

- 7.1 The training course Curriculum, manuals and related materials must be delivered in one of the three official languages of ICCAT (English, French and Spanish). Offerors are invited to provide price quotes for the translation of the materials into the other two languages. Note that if opting for this component, a very rigorous standard of professional translation will be expected and will be subject to scrutiny by the Expert Group and the Secretariat.
- 7.2 ICCAT may wish the course developer to provide one or more courses for future trainers. However, as many CPCs already have highly qualified trainers available, this option may not be taken up. Offerors are invited however, to quote prices for imparting the course to trainers in the event that CPCs decide that this is needed. It is expected that such courses would comprise individuals with a good prior knowledge of port inspection, and that call size would not exceed 20-25 people.