

## ANNEX II: TERMS OF REFERENCE

### SETTING UP NATIONAL OBSERVER PROGRAMME (NOP) AND IMPROVE EXISTING PROGRAMME

<b>1. BACKGROUND INFORMATION .....</b>	<b>3</b>
1.1. Partner country .....	4
1.2. Contracting Authority .....	7
1.3. Country background .....	7
1.4. Current situation in the sector .....	7
1.5. Related programmes and other donor activities .....	10
<b>2. OBJECTIVE, PURPOSE &amp; EXPECTED RESULTS .....</b>	<b>10</b>
2.1. Overall objective.....	10
2.2. Purpose .....	10
2.3. Results to be achieved by the Contractor.....	10
<b>3. ASSUMPTIONS &amp; RISKS .....</b>	<b>11</b>
3.1. Assumptions underlying the project .....	11
3.2. Risks .....	11
<b>4. SCOPE OF THE WORK.....</b>	<b>11</b>
4.1. General.....	11
4.2. Specific work.....	12
4.3. Project management.....	12
<b>5. LOGISTICS AND TIMING .....</b>	<b>13</b>
5.1. Location .....	13
5.2. Start date & Period of implementation of tasks .....	13
<b>6. REQUIREMENTS .....</b>	<b>13</b>
6.1. Staff .....	13
6.2. Office accommodation.....	15
6.3. Facilities to be provided by the Contractor.....	15
6.4. Equipment.....	15
<b>7. REPORTS .....</b>	<b>16</b>
7.1. Reporting requirements .....	16
7.2. Submission and approval of reports .....	16
<b>. MONITORING AND EVALUATION.....</b>	<b>16</b>
8.1. Definition of indicators.....	16
8.2. Special requirements.....	17

Strategic Action 2.8	Support regional and national observer schemes
Workplan 2.8.3	Setting up of National Observer Programmes (NOPs) in Member States where they are inexistent
Activity 2.8.3.1	Technical assistance for setting up NOPs
Beneficiary	Coastal states of the PRSP participating states
No. and type of experts (2)	Two key experts
Assignment duration	Key expert 1 = 120 working days Key Expert 2 = 70 working days Total 190 working days  Implementation period 15 months
Expected starting date	1 <sup>st</sup> July 2023
Targeted geographical areas	EA-SA-IO REGION
Officer in Charge of the Fisheries Project:  <b>Marc MAMINIAINA</b>	Date:  <i>Signature</i>
Team Leader:  <b>Soobaschand SWEENARAIN</b>	Date:  <i>Signature</i>
Project Manager EUD Mauritius:  <b>Madev BALLOO</b>	Date:  <i>Signature</i>

## BACKGROUND INFORMATION

Fisheries are central to the development of a country's marine resources, as fish and their habitat are the key renewable resources in its territorial seas and exclusive economic zone. The goal of fisheries management, is to maximize the economic opportunities and benefits from the State's waters within sustainable harvesting limits.

Fisheries observer are normally independent specialists, trained by an Observer Programme to collect a broad range of information, on board commercial fishing vessels, or other platforms. Fisheries observers are employed by an Observer Programme, either directly via a government agency or by a third-party contractor.

Fisheries observation and monitoring are the eyes and ears on the water. They include collection of data from commercial fishing vessels as well as from shoreside landings and transshipments activities. Fisheries observers are professionally trained biological technicians gathering first-hand data on what's caught and discarded by commercial fishing vessels. Observations also track interactions with marine mammals, sea turtles, and seabirds. The high-quality data observers are expected to collect are used to monitor fisheries, assess fish populations, set fishing quotas, and inform and support sustainable fisheries management. It also supports compliance with fishing and safety regulations and provide valuable data for policy makers.

The interest to develop observer programmes in the South West Indian Ocean Region (SWIO) dates back to 2010 with the development of the Indian Ocean Tuna Commission's (IOTC) resolution 11/04 on a Regional Observer Scheme (ROS) and in the context of the South West Indian Ocean Fisheries Project (SWIOF-P) that supported the establishment of national observer programmes by training observers. In Conformity to the IOTC resolution 11/04 the IOC followed up on the work done by SWIOF-P and established an Observer Working Group (WG) in 2015 funded by the SmartFish and SWIOFish projects, both managed by the Indian Ocean Commission (IOC)

During the height and uncertainty of the COVID-19 pandemic and in almost all parts of the world, fisheries observers could not board fishing vessels to undertake observation missions, carry out fish sampling and monitor transshipments in port. The absence of observers brought about a level of uncertainty on the reliability of the catches reported by the fishing fleets, and most importantly on the catches of yellowfin tuna, in line with the IOTC resolution on an interim plan for rebuilding the Indian Ocean yellowfin tuna stock.

Most of the onboard observers in the Indian Ocean, who monitor the region's multibillion dollar tuna fishery dominated by the purse seine fleets, have remained onshore for a good period during the COVID pandemic, since April 2020. This absence of onboard observers has not only undermined the report of catch and other scientific data, but also eliminated a deterrent against Illegal, Unreported and Unregulated (IUU) fishing.

Follow up to the comprehensive review on the status of National and Regional Observer Programmes (NOP and ROP) in the EA-SA-IO region by Mr. Vincent Lucas<sup>1</sup>, this TOR describes the scope and depth of the works to be carried out to provide technical assistance to develop NOPs in countries where its non-existence and improve existing NOPs. The work will be supported by activity 2.8.3.1 of Strategic actions 2.8 of the result 2 of the E€ofish marine fisheries work plan.

---

<sup>1</sup> Comprehensive review on the status of National and Regional Observer Programmes (NOP and ROP) in the EA-SA-IO region -

The countries to be supported and level of support are defined in the comprehensive review on the status of National and Regional Observer Programmes (NOP and ROP) in the EA-SA-IO region and stipulated in table 1 below.

This technical assistance work will further contribute to the greater envisioned development of a regional observer programme.

### **Partner countries**

To date there are seven active NOPs in the SWIO region. Regarding the other two participating states Mauritius and Somalia, Mauritius has an inactive programme and Somalia does not have an NOP. The setup level and effectiveness of these NOPs varies based on their level of implementation of the IOTC Resolution 22/04, IOTC ROS Standards, Observer and Observer Programme Standard Operation Procedures (SOPs), as described in the E€ofish 2022 report of Teresa Athayde <sup>2</sup>.

Table I below illustrate the partner countries involved for this technical assistance and the status of their respective NOP.

---

<sup>2</sup> *Development of Standard Operating Procedures (SOPs) and harmonisation of procedures for regional coordination*

Table 1: NOP status of partner countries

SURVEY PARAMETERS	COMOROS	REUNION	KENYA	MADAGASCAR	MAURITIUS	MOZAMBIQUE	SEYCHELLES	FEDERAL REPUBLIC OF SOMALIA	UNITED REPUBLIC OF TANZANIA
<b>Year of initiation</b>	2015	2005	2016	1999	2015	2012	2014	N/A	2015
<b>Current</b>	Active	Active	Active	Active	Not active	Active	Active	Inexistent	Active
<b>Legal framework</b>	National legislation / RFMO obligation access	RFMO Obligation / EU Common Fisheries Policy	National legislation / RFMO obligation	Access agreement obligation	National legislation / RFMO obligation	National legislation / RFMO obligation / Access agreement obligation	National legislation / RFMO obligation / Access agreement obligation	National legislation / RFMO obligation	National legislation / RFMO obligation / Access agreement obligation
<b>Mandated institution</b>	Centre national de Control et Surveillance de Pêche (CNCSP)	French Research Institute for the sustainable Development (IRD)	Kenya Fisheries Services (KeFS)	Centre de Surveillance de Pêches (CSP)	Ministry of Blue Economy, marine resources Fisheries and Shipping	National Fisheries Research Institute (IIP)	Seychelles Fishing Authority	Ministry of Fisheries and Marine Resources	Deep Sea Fishing Authority
<b>Objective</b>	Scientific / Compliance	Scientific	Scientific / Compliance	Scientific / Compliance	Scientific / Compliance	Scientific / Compliance	Scientific	N/A	Scientific / Compliance

<b>Involvement in ROP</b>	Yes. OCUP programme, SWIOFP, IOC Observer Coordination Working Group	Yes: OCUP EU data Collection Framework (DCF) programme, IOC Observer Coordination Working Group	Yes SWIOFP <sup>3</sup> , IOC Observer Coordination Working Group	Yes, OCUP, IOC SmartFish <sup>4</sup> , SWIOFP, IOC Observer Coordination Working Group	Yes, IOC SmartFish, SWIOFP, IOC Observer Coordination Working Group	Yes, IOC SmartFish, SWIOFP, IOC Observer Coordination Working Group	Yes, OCUP programme, IOC - SmartFish, SWIOFP, IOC Observer Coordination Working Group	Yes, IOC Observer Coordination Working Group	Yes, IOC Observer Coordination Working Group, SWIOFP
<b>Interest in future ROP</b>	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
<b>Annual budget</b>	Info not provided	500K USD	100K USD	29,705K USD	Info not provided	100K USD	20K USD	N/A	20K USD

---

<sup>3</sup> The SWIOFP was a project and has since ended, was not an ROP per say but develop a regional database for observer information sharing

<sup>4</sup> Was not an ROP per say but a regional observer coordination working group, with objective to establish an ROP. Presently financed by the IOC Ecofish Marine fisheries Workplan.

## Contracting authority

Indian Ocean Commission (IOC)

## Country background

### Fisheries sector

The shared tuna fishery of the Indian Ocean is managed under the umbrella of the Indian Ocean Tuna Commission (IOTC). Conservation and Management Measures (CMMs) adopted by the IOTC are also binding within member's national waters, but require translation into domestic legislation.

The catches of fish species under IOTC management within the IOTC area of competence are estimated at around 1,104,616 tonnes per year<sup>5</sup>. These are caught by over 800 vessels registered to the IOTC and licensed by the eight states participating to the IOC regional fisheries surveillance programme (PRSP 2014-2017). This magnitude of fishing over such a large area poses a challenge for national MCS and observation systems and calls for regional cooperation through the platforms of the IOC PRSP.

The PRSP member countries have chosen some innovative ways to ensure that fishing operations taking place within the zone of cooperation and adjacent high seas areas comply with agreed rules.

These innovative ways include: the use of PRSP VMS, the sharing of fisheries information via the StaRFISH web base, the participation to the regional observer working group, the adhering to the SWIOFC, Harmonized Minimum Terms & Conditions for fisheries access, and being party to the Port State Measure Agreement (eight PRSP states are party).

All countries are members of the IOTC and of the SWIOFC and participate in the PRSP. Four are members of the SIOFA and two of the SADC MCSCC.

The international MCS obligations, standards and norms are mostly addressed within the 1982 UN Convention on the Law of the Sea (UNCLOS), 1995 UN Fish Stocks Agreement (UNFSA) and the 2009 FAO Agreement on port State measures (PSMA).

Six countries are party to all three international obligations as shown in the shaded areas in the table 2. All are party to UNCLOS, six to UNFSA and eight to PSMA.

Table 2: Parties to International fisheries Instruments

	Comoros	Kenya	Madagascar	Mauritius	Mozambique	Seychelles	Tanzania	Reunion	Somalia
UNCLOS									
UNFSA									
PSMA									

---

<sup>5</sup> IOTC 2020 catch data <https://www.iotc.org/data/datasets/latest/NC-ALL>

## Current situation in the sector

### IOTC Resolution 22/04 on a Regional Observer Scheme<sup>6</sup>

The Indian Ocean Tuna Commission has developed and approved a Regional Observer Scheme which has as its core objective to collect verified catch data and other scientific data related to the fisheries for tuna and tuna-like species in the IOTC area. The implementation of the Regional Observer Scheme by IOTC CPCs (Contracting Parties and Cooperating Non-Contracting Parties) officially commenced on 1st July 2010, and is based entirely on national implementation.

IOTC Resolution 22/04 On a regional observer scheme, sets out *inter-alia*:

- ✓ the minimum observer coverage;
- ✓ the IOTC ROS standards<sup>7</sup> as the basis for the development of a regional pool of observers, composed of observers registered by the IOTC through CPC authorised observer providers;
- ✓ the CPCs primary responsibility to obtain qualified observers, to take all necessary measures to ensure that observers are able to carry out their duties in a competent and safe manner; to ensure that the vessel on which an observer is placed shall provide suitable food and lodging during the observer's deployment; and to require vessel masters to ensure that all necessary cooperation is extended to observers in order for them to carry out their duties safely including providing access, as required, to the retained catch, and catch which is intended to be discarded.
- ✓ the CPCs right to allow, any other CPC to place an observer in their flagged vessels to fulfil the tasks defined in the paragraphs 7, 15, 16 and 17 of the resolution;
- ✓ the Observer duties; and
- ✓ the minimum recording requirements and timelines for implementation and reporting by CPCs.

The IOTC Resolution 22/04, also states that:

- ✓ The IOTC Scientific Committee shall adopt by 2023 (December), the IOTC ROS Observer Manual and the IOTC Observer Forms used for reporting (including minimum data fields) and provide advice on a training program.
- ✓ Once adopted by the IOTC Scientific Committee, observers shall use the IOTC ROS Minimum Standard Data Fields, the IOTC data collection forms, the IOTC Species identification cards, the IOTC Regional Observers Scheme (ROS) Observer Manual and the IOTC Observer Forms when carrying out their duty.
- ✓ The Secretariat shall publish this information in a dedicated area of the IOTC website.

---

<sup>6</sup> <https://iotc.org/cmm/resolution-2204-regional-observer-scheme>

<sup>7</sup> [https://iotc.org/documents/WGEMS/01/INF\\_standards](https://iotc.org/documents/WGEMS/01/INF_standards)



Table 3 summarises the materials developed by CapMarine to support the IOTC ROS under the Contract No. 2019/SEY/FIDDD/IOTC-CPA 338540 - Development and Implementation of an Observer Training Programme to support implementation of the Regional Observer Scheme in the Indian Ocean (June 2019 to November 2022).

Table 3: List of materials developed by CapMarine to support the IOTC ROS.

<p>Observer co-ordinators training package</p>	<ul style="list-style-type: none"> <li>- Observer co-ordinators manual to be adapted to individual CPC (SOPs);</li> <li>- Curriculums for observer co-ordinators training workshops; including session plans, training methodology and assessment methods.</li> <li>- Workshop training materials, including PPT presentations, reference documents, examples of necessary documentation, e.g.: MoUs, templates for observer reporting, check lists, etc.; and</li> <li>- Customised e-training tools and materials, including presentations, quizzes and tests on: <ul style="list-style-type: none"> <li>o IOTC ROS Standards and Guidelines;</li> <li>o IOTC ROS e-reporting tools;</li> <li>o Training observer debriefers; and</li> <li>o Training of trainers.</li> </ul> </li> </ul>
<p>Observer training package</p>	<ul style="list-style-type: none"> <li>- Observer training manual.</li> <li>- Data collection forms, matching the agreed standard data-fields as recommended by the IOTC SC21 and adopted by the 23<sup>rd</sup> session of the Commission.</li> <li>- Curriculums for observer training workshops, covering all technical and scientific aspects of training required, as well as expected learning outcomes from each component;</li> <li>- Programmes for observer training workshops including respective session plans, training methodology and assessment methods;</li> <li>- Workshop training materials, including PPT presentations, tutorials, exercises, video footage, visual aids, etc; and</li> <li>- Course assessment forms/tools, comprising a range of interactive tools for assessment (practical exercises, quizzes, self-training tools) and a final assessment developed based on observer competency expectations agreed to by the 23<sup>rd</sup> session of the Commission.</li> <li>- Guidelines for use of Data Collection Forms and on-board application of Observer data collection protocols for each of the following four gear types: <ul style="list-style-type: none"> <li>o Purse seine</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Longline</li> <li>○ Gillnet</li> <li>○ Pole &amp; Line</li> </ul>
--	--

### Compliance status to IOTC resolution 11/04 for 2020<sup>8</sup>

As tabulated below in table II, seven states that have vessels operating in the IOTC area of competence are required to implement IOTC resolution 11/04. On average it can be concluded that the implementation of the resolution is being partially implemented and more work need to be undertaken to improve compliance most particularly in strengthening of existing NOPs and put in place a NOP where there is none. It should be noted that in 2021 all countries were not assessed for resolution 11/04 due to COVID-19 pandemic, whereby all countries faced difficulties to deploy observers because of health protocols and lockdowns

Table II: compliance level to IOTC resolution 11/04 for year 2020

	TIMELINESS	CONTENT
<b>COMOROS</b>		
Regional Observer Scheme2 (No. of vessels monitored and coverage by gear type)	NA	NA
5% Mandatory, at sea (All vessels)	NA	NA
5 % Artisanal landings	C	C
Observer reports	NA	NA
<b>KENYA</b>		
Regional Observer Scheme2 (No. of vessels monitored and coverage by gear type)	PC	PC
5% Mandatory, at sea (All vessels)	PC	PC
5 % Artisanal landings	C	C
Observer reports	PC	PC
<b>LA REUNION (FRANCE OT)</b>		
Regional Observer Scheme2 (No. of vessels monitored and coverage by gear type)	NA	NA
5% Mandatory, at sea (All vessels)	NA	NA

<sup>8</sup> <https://iotc.org/meetings/19th-session-compliance-committee>

C=Compliance; PC=Partial compliance; NC=Not Compliance; L=late submission; NA= Not applicable  
(does not have a fishing fleet operating in the IOTC area of competence)

5 % Artisanal landings	NA	NA
Observer reports	NA	NA
<b>MADAGASCAR</b>		
Regional Observer Scheme2 (No. of vessels monitored and coverage by gear type)	NC	NC
5% Mandatory, at sea (All vessels)	NA	NA
5 % Artisanal landings	PC	PC
Observer reports	NA	NA
<b>MAURITIUS</b>		
Regional Observer Scheme2 (No. of vessels monitored and coverage by gear type)	C	C
5% Mandatory, at sea (All vessels)	C	C
5 % Artisanal landings	C	PC
Observer reports	C	C
<b>MOZAMBIQUE</b>		
Regional Observer Scheme2 (No. of vessels monitored and coverage by gear type)	NC	NC
5% Mandatory, at sea (All vessels)	NC	NC
5 % Artisanal landings	C	C
Observer reports	NC	NC
<b>SEYCHELLES</b>		
Regional Observer Scheme2 (No. of vessels monitored and coverage by gear type)	PC	PC
5% Mandatory, at sea (All vessels)	PC	PC
5 % Artisanal landings	C	C
Observer reports	PC	PC
<b>SOMALIA</b>		
Regional Observer Scheme2 (No. of vessels monitored and coverage by gear type)	NA	NA
5% Mandatory, at sea (All vessels)	NA	NA
5 % Artisanal landings	NA	NA
Observer reports	NA	NA
<b>TANZANIA</b>		
Regional Observer Scheme2 (No. of vessels monitored and coverage by gear type)	PC	PC
5% Mandatory, at sea (All vessels)	PC	PC
5 % Artisanal landings	C	C
Observer reports	L	PC

## **Related programmes and other donor activities**

N/A

## **OBJECTIVE, PURPOSE & EXPECTED RESULTS**

### **Overall objective**

The overall objective of the project of which this contract will be part is to contribute to the sustainable and equitable management of fisheries in participating States jurisdiction and the high seas of the region, thus leading to poverty alleviation and improving food security, through well-established NOP that will further add value to the development of a wider sub-Regional Observer Programme (ROP)

### **2.2 Specific objectives**

As part of Strategic Action 2.8; activity 2.8.3.1; Technical assistance for setting up National Observer Programme (NOPs) with focus on countries meeting their RFMO and international obligations. To that effect this assignment will assist the IOC secretariate in the setting up national observer programmes in beneficiary countries where it does not exist nationally and strengthen the same where it exists in line with the finding of the 2022 report of the Comprehensive review on the status of NOP in the EA-SA-IO region<sup>9</sup>

### **Purpose**

The purpose of this contract is to provide technical assistance to the Indian Ocean Commission (IOC) to realise the overall and specific objective of this consultancy and in doing so ensure countries improvement towards compliance to the IOTC resolution 22/04, and setting up the foundation for a much broader objective to establish a Sub Regional Observer Programme (Sub-ROP).

### **Results to be achieved by the contractor**

The expected outputs of this consultancy will be as follows

- a) priority countries identified and assisted;
- b) status of the NOP assessed;
- c) training priorities for each country and NOP established (RFMO and non RFMO Species);
- d) training modules developed or existing ones improved in line with the developed SOPs, IOTC Regional Observer Standards (ROS), and materials developed to support the IOTC ROS (Table 3);
- e) training modules develop for non RFMO species based on national priorities;
- f) country specific training workshops and e-learning training implemented; and
- g) a list of equipment required for each NOP provided.

---

<sup>9</sup> *A comprehensive review on the status of national and regional observer programmes in the EA-SA-IO region – Vincent Lucas*

## ASSUMPTIONS & RISKS

### Assumptions underlying the project

The need for this intervention is clearly reflected in result 2 of the fisheries marine workplan. The relevance of this activity is in line with the Observer managers working group objective to set up a regional observer programme in line with IOTC resolution 22/04 and needs of the countries based on fisheries covered by their NOP. The effectiveness of a regional programme will largely depend on the strength of national programmes, to that effect building capacity at national level is a priority and will strengthen the regional initiative.

### Risks and assumptions

Risks for the implementation of this contract are minimised since the main issue to be addressed was identified:

- a) as part of the 2017 Fisheries Ministers Conference recommendation;
- b) which is in line with administrative arrangement signed between the PRSP participating states and the IOC secretariat; and

***A letter of understanding (LoU) regarding the implementation of this contract will need to be addressed and signed between the beneficiary states and the IOC secretariat before training can be undertaken.***

The assumptions are that all beneficiary states governments and other associated stakeholders should be made aware of the intervention and are prepared to:

1. allocate official hours and resources to this post consultancy work for successful sustainability of the project. This will include supporting this contract by providing:
  - a. staff and staff time;
  - b. office space for the training and ongoing observer-related activities to take place;
  - c. logistical support for the consultancy team assisting with the implementation of this contract;
  - d. support for the project team to translate training materials into appropriate language/s other than English or French;
  - e. vessel time for training purposes;
  - f. access to relevant specimens for species identification training.
2. devise a suitable management structure with adequate staff and proper planning to allow for decision-making and feedback from national observer programme activities to enable the programme to progress. This will include establishing roles and responsibilities of a dedicated observer team and will include:
  - a. at least one senior level official with decision-making responsibilities to oversee progress of the national observer programme and to facilitate higher level

coordination, approval and seek permission for legislative, budgetary, staffing or administrative changes where necessary;

- b. at least one national observer programme coordinator<sup>10</sup>;
  - c. an administrator to support the national observer programme coordinator<sup>11</sup>;
  - d. a data-base manager to oversee the collection, processing and reporting of observer data within internal and external organisations, including the IOC and the IOTC<sup>12</sup>;
  - e. a team of dedicated fisheries observers selected based on IOTC ROS minimum pre-requisites for the accreditation of observers<sup>13</sup>.
3. seek to ensure that current national fisheries legislation enables and facilitates national observer programme activities. This will include ensuring provisions for observer monitoring for all vessels fishing on the high-seas, regardless of the size of the vessel;
  4. arrange an appropriate insurance policy to ensure observer safety-at-sea<sup>14</sup>;
  5. ensure that vessels boarded by observers meet the specified safety standards.

Failure to have project dates confirmed in stakeholder's calendar might affect participation. Failure of stakeholders to have institutional, legal, administrative, and financial arrangements in place will affect the successful implementation of this contract.

The participatory planning approach adopted in the development of this intervention will continue through implementation to ensure that risks of overlap and lack of co-ordination with other initiatives of governments and RFBs will be minimised; and to allow for stakeholders to follow Country Schedule Progress Checklists against LoU Commitments (and provide requested documentation) to validate their readiness for the implementation of contract activities.

---

<sup>10</sup> This should be a full-time dedicated appointment. The Observer Coordinator should have the authority to make decisions and deal with all observer related tasks: observer deployment logistics; briefing and debriefing and in trip health and safety reporting. The post will require dedicated workspace with means to communicate via telephone and internet with observers.

<sup>11</sup> Administrator shall support Observer Coordinator with financial arrangements for payments to observer in accordance with the observer contract; invoice and receive payments from vessels or companies that pay for the observer; and purchase of equipment to support the observer program.

<sup>12</sup> Database manager should have experience in data management to oversee the collection, processing, and reporting of observer data. For confidentiality purposes, the post will require secure office space to capture, process, and store data. Will also be responsible for QC of data before submission.

<sup>13</sup> Pre-training requisites: 1. Minimum age of 18 years; 2. Valid Certificate of Medical Fitness (STCW or equivalent) issued by an authorised medical practitioner; 3. Clear police record.; 4. Holder of a Secondary School Certificate or equivalent; 5. Holder of a valid passport. Post-training requisites: 6. Valid STCW Basic Safety Training Certificate (or equivalent); 7. Certificate of successful completion of a Basic Observer Training Course based on IOTC training guidelines and curriculum; 8. Acceptance of the code of conduct.

<sup>14</sup> Beneficiary state governments will have the sole responsibility for observer safety-at-sea by ensuring that vessels boarded by the observers and the observers meet the IOTC ROS safety standards.

## **4 SCOPE OF THE WORK**

### **4.1 General description of the assignment**

The approach to undertake the work will be in a first phase desk work to identify country specific needs to set up NOP where there is none, has an inactive programme and/or improve existing ones.

The second phase will be field work for conducting national training workshop.

The expected output this assignment will be as follows;

- I. Set up NOP through training programme for each country that do not have an NOP in line with developed SOPs, IOTC Regional Observer Standards (ROS), and materials developed to support the IOTC ROS (Table 3);
- II. Strengthen existing NOP in line with developed SOPs, IOTC Regional Observer Standards (ROS), and materials developed to support the IOTC ROS (Table 3); and gaps identified in the report of the comprehensive review on the status of national and regional observer programmes in the EA-SA-IO region.
- III. undertake country specific training workshop for the setting up or to strengthen existing NOPs to meet RFMO and international requirements, where applicable the training workshop will be partly physical and on-line using e-learning management system
- IV. provide a list of equipment required for each NOP.

**The timeframe for implementation will be fifteen (15) months with one hundred and ninety (190) working days, inclusive desk work and training workshops and e-learning programme**

#### **4.1.1 Geographical area to be covered**

The geographical area of this project extends to all PRSP Participating States territories and waters placed under their sovereignty or jurisdiction and the area of competence of IOTC and Southern Indian Ocean Fisheries Agreement (SIOFA).

#### **4.1.2 Target groups**

The target groups for this activity are all PRSP Participating States, and more particularly, their fisheries administrations.

### **4.2 Specific work**

The work is divided into two phases

#### **Phase 1**

Phase one of the project is expected to commence with a kick off briefing meeting with the IOC and the E€OFISH technical team to discuss the scope of the project, clarify any issue related to the TORs and contract Agree on the project delivery process.

The experts will focus home based work with desk top research work and develop country specific training programme based on developed SOPs, IOTC Regional Observer Standards (ROS), and materials developed to support the IOTC ROS (Table 3).

The expert may consult virtually with other national focal points of observer working group or any other person locally designated for this assignment.

## **Phase 2**

Phase 2, will start after the interim report providing a comprehensive status of NOP of countries and whereby country specific training programme to put in place an NOP or improve existing ones, will be develop and implemented, followed by reports of each country training workshop

### **4.3 Project management**

#### **Responsible body**

A Technical Team (TT) will be set up to monitor project implementation, advise and support the consultants on any technical issue that may arise under this assignment. The make-up of this TT will be agreed upon by the IOC.

#### **Management structure**

The Indian Ocean Commission (IOC) (French: Commission de l’Océan Indien, COI) is an intergovernmental organization that links five Indian Ocean nations: Comoros, Madagascar, Mauritius, Réunion (an overseas region of France), and Seychelles. IOC is headed by a Secretary General.

Created by the Port Louis Declaration in 1982, the IOC was institutionalized in Seychelles in 1984 by the General Cooperation Agreement, better known as the “Victoria Agreement “. IOC’s principal mission is to strengthen the ties of friendship between the countries and to be a platform of solidarity for the entire population of the African Indian Ocean region. IOC’s mission also includes development, through projects related to sustainability for the region, aimed at protecting the region, improving the living conditions of the populations, and preserving the various natural resources that the countries depend on.

It defends the interests of its member states on the continental and international arena.

It has projects covering a wide range of sectors like preservation of ecosystems, sustainable management of natural resources, maritime security, entrepreneurship, public health, renewable energies, and culture.

This experience and expertise make the IOC a key player for achieving the Sustainable Development Goals.

The IOC also implements projects which go beyond the geographic framework of its member states to cover the countries of eastern and southern Africa and the island countries of the western front of the continent.

## **5 LOGISTICS AND TIMING**

### **5.1 Location**



The Consultant will be home based during the inception phase, report writing and workshop preparation. Field activities will be carried out in the Comoros, Kenya, Madagascar, Mauritius, Mozambique, Seychelles, Somalia and Tanzania. Field work (training workshops) in the countries will be carried out according to the approved timeline and work plan presented by the Consultant, with due respect to the agreed start date.

With due consideration of security issues in Somalia, the national training workshop may be held in Nairobi Kenya.

## **5.2 Start date & period of implementation of tasks**

The intended start date is **1<sup>st</sup> July 2023** and the period of implementation of the contract will be **190 working** days over a duration for implementation of the contract of **15 months** from date of signatory. Please see Articles 19.1 and 19.2 of the special conditions for the actual start date and period of implementation.

## **6 REQUIREMENTS**

### **6.1 Staff**

Note that civil servants and other staff of the public administration of the partner country, or of international/regional organisations based in the country, shall only be approved to work as experts if well justified. The justification should be submitted with the tender and shall include information on the added value the expert will bring as well as proof that the expert is seconded or on personal leave.

#### **Key experts**

Key experts are defined and they must submit CVs and signed statements of exclusivity and availability.

All experts who have a crucial role in implementing the contract are referred to as key experts. The profiles of the key experts for this contract are as follows:

#### **Key expert 1: Fisheries expert and Team Leader**

##### *Qualifications and skills*

The consultant shall hold a BSc Degree in fisheries management or in natural resources sustainable development, Geology or equivalent

##### *General professional experience*

Minimum 15 years of experience in the field of fisheries management, governance and observation

##### *Specific professional experience*

At least 10 years' experience in fisheries national and/or regional observer program with specific competence in coordinating and providing capacity building for observer program

Very good knowledge and understanding of fisheries scientific observations,

Good knowledge of the politics of each participating country in PRSP in the EA-SA-IO region and the RFMOs and International fisheries instruments pertaining to the subject

## **Key expert 2: Fisheries Observer Programme Expert**

### *Qualifications and skills*

The consultant shall hold a BSC Degree in fisheries management or in natural resources sustainable development or ecology or equivalent

### *General professional experience*

Minimum 5 years of experience in the field of fisheries management and/or national and regional observer programme capacity building

### *Specific professional experience*

Experience with the framework of human observer data.

Proven knowledge of observer programme training including briefing and debriefing of observers and the analysis of observer data collected at national and regional level.

Good knowledge of the RFMOs and international fisheries instruments pertaining to the subject. Related experience in the Indian Ocean region is required (minimum 5 years) and providing capacity building for observer program.

All experts must be independent and free from conflicts of interest in the responsibilities they take on.

## **Other experts, support staff & backstopping**

CVs for experts other than the key experts should not be submitted in the tender but the tenderer will have to demonstrate in their offer that they have access to experts with the required profiles. The contractor shall select and hire other experts as required according to the needs. The selection procedures used by the contractor to select these other experts shall be transparent, and shall be based on pre-defined criteria, including professional qualifications, language skills and work experience.

The costs for backstopping and support staff, as needed, are considered to be included in the tenderer's financial offer.

## **6.2 Office accommodation**

Office accommodation for each expert working on the contract is to be provided by the Contracting Authority.

## **6.3 Facilities to be provided by the contractor**

The contractor shall ensure that experts are adequately supported and equipped. In particular it must ensure that there is sufficient administrative, secretarial and interpreting provision to enable experts to concentrate on their primary responsibilities. It must also transfer funds as necessary to support their work under the contract and to ensure that its employees are paid regularly and in a timely fashion.

To that effect the IOC will;

- facilitate list of personnel that consultant will need to engage with but not limited to, and will organise the training workshops most preferably physical and /or hybrid through virtual means;
- ensure payment of fees as per the signed contract in line with the E€ofish log frame;
- **incur the cost for training workshops that include location, logistic, travel and per diem for the consultants and participants (where applicable)**

All contractual communications including requests for contract modifications or changes to the Terms of Reference during the execution period of the contract must be addressed with a formal request to the Contracting Authority.

#### 6.4 Equipment

No equipment is to be purchased on behalf of the contracting authority / partner country as part of this service contract or transferred to the contracting authority / partner country at the end of this contract. Any equipment related to this contract which is to be acquired by the partner country must be purchased by means of a separate supply tender procedure.

## 7 REPORTS

### 7.1 Reporting requirements

The contractor will submit the following reports in English or French in one original and two copies:

- **Inception Report** of a maximum 12 pages to be produced not later than one week, from the start of implementation. In the report the contractor shall describe e.g. initial findings, progress in collecting data, a well-defined work plan, any difficulties encountered or expected in addition to the work programme and staff travel. The contractor should proceed with his/her work unless the contracting authority sends comments on the inception report.
- **Interim report** of a maximum of 25 pages to be produce not later than 95 days after from start of implementation. It will report on desk work undertaken, draft training programme and any possible amendments to the workplan.
- **Training and/or workshop reports** of a maximum of 5 pages excluding annexes to be produce not later than one week after the end of the workshops or fulfilling a training programme. It will report on the result of the training workshop or programme
- **Draft final report** of maximum 50 pages (main text, excluding annexes). This report shall be submitted no later than one month before the end of the period of implementation of tasks.
- **Final report** with the same specifications as the draft final report, incorporating any comments received from the parties on the draft report. The deadline for sending the final report is 15 days after receipt of comments on the draft final report. The detailed analyses underpinning the recommendations will be presented in annexes to the main report. The final report must be provided along with the corresponding invoice.

### 7.2 Submission and approval of reports

The report referred to above must be submitted to the **IOC officer in charge of fisheries matters** as identified in the contract. The **IOC officer in charge of fisheries matters shall;**

- be responsible to approve the inception, and interim reports. With regards to the final report, to seek approval from the participating states: and
- shall be responsible to circulate draft final reports to participating states for the perusal, inputs and comments within a reasonable time before the validation workshop that will provide further input for the final report.

## **8 MONITORING AND EVALUATION**

### **8.1 Definition of indicators**

The results to be achieved by the consultant are included in item 2.3 above. Progress to achieving these results will be measured through the following indicators:

1. Quality of consultants fielded and speed of mobilisation to the relevant country will indicate a positive start to the assignment;
2. Number of consultations carried out in the selected countries;
3. Reported involvement of stakeholders in the consultation;
4. Level of attendance, participation, and issues discussed at the consultation workshop;
5. Number and nature of comments received on the Draft Final Technical Report;
6. Respect of project milestone time schedule and reports time delivery
7. Quality of technical outputs.

The Consultant may suggest additional monitoring tools for the contract duration.

### **8.2 Special requirements**

Not applicable