



Request For Proposal for a Consultancy to Develop WCPFC Training Resources and Learning Aids to Improve Support for WCPFC Members

Date of Issue	10 December 2024
Proposal Submission Deadline	10 January 2025
Contact Information for Inquiries and Submission of Proposals	Aaron Nighswander, Finance and Administration Manager aaron.nighswander@wcpfc.int +691 320-1992

1. Introduction

The WCPFC Secretariat is progressing the development of a suite of training resources and learning aids. Some existing resources require updates to reflect decisions of the WCPFC Commission that have altered obligations and/or processes, and new resources are required. Member support has enabled funding for a short-term contract for such expertise to contract to and begin this process.

2. Background Information

Currently, the Secretariat provides in-person or on-line training sessions with individuals or groups of CCMs on processes and systems and has some short online documents providing an overview and steps on the navigation and use of some of our online systems. In addition, the Commission maintains standard operating procedures for the Commission Vessel Monitoring System (VMS). Overall, however, there are limited supporting resources that are available for Commission processes.

Increased outreach by the Secretariat over the last 24 months to support members with training has seen a strong and clear message of support for this work and the need for more. This outreach:

- complements existing well-defined training programmes;
- responds to changes occurring because of the need to respond to the Commissions ongoing work to modernise management needs for Pacific based tuna stocks and the fishing-related activities of the members that rely on them; and
- supports members who identify capacity assistance needs and where new staff engage with the WCPFC Secretariat due to staff turnover and/or routine rotations.

While the Secretariat has developed the current resources, we recognise the benefit of bringing in specific educational expertise in the development of teaching aids. The use of such expertise to deliver more effective presentations for our diverse membership will

ensure we are using modern approaches and tools to optimise member engagement and their understanding and retention of information. It is also anticipated that more dynamic and learning focused resources will extend the outreach that can be achieved, giving more opportunities for CCMs to engage in learning opportunities. This may simplify the needs for Secretariat staff involvement in some situations. The intent is to better support the use and outcomes from Secretariat staff in their support of members interactions with Commission processes.

3. Objective

The principal aim is for expert assistance to support the development of a Secretariat approach for the design and delivery of more effective training resources and learning aids. These resources will facilitate members ability to understand and apply Commission processes and systems, either on their own initiative or as a supplement to Secretariat outreach. The information to be provided will also add greater awareness of the Secretariat actions required in relation to those processes.

A secondary aim is to support the awareness of, and ongoing training and development, of WCPFC Secretariat staff, particularly those that engage with and support members learning needs.

Examples of processes to be developed include:

- the annual compliance monitoring scheme and system for reporting compliance, and supporting guidance on expected information in reports;
- how to request non-public domain data and what happens to requests;
- how to get inspection vessels on the Register of Inspection Vessels;
- high seas boarding and inspection reporting including documentation;
- processes associated with the data and use of the Record of Fishing Vessels (including chartering and vessel monitoring system);
- annual fish/did not fish reporting and the Secretariat process;
- VMS reporting requirements and activation procedures; and
- a member applying Article 25(2) of the WCPFC Convention.

4. Scope of Work

While some support material already exists, updates are required, and new supporting systems are under development. This will necessitate additional updates and new resources. It is anticipated that different interactive tools that combine a targeted and appropriate mix of, for example, visual, video, and audio aids will enhance member experience and uptake of information that better responds to the diversity of WCPFC members.

It is anticipated the scope and outputs of this consultancy are:

- A review of existing support materials;

- Recommending an approach to optimal presentations of training resources and learning aids and options for tools to support the delivery of a new approach for WCPFC members that considers:
 - The diversity of membership countries and languages (noting English is the language for the Commission),
 - The types and level of information to be covered in resources and learning aids,
 - A sustainable approach to the products and tool(s) that can be implemented by Secretariat staff over the long term,
- Developing some agreed initial resources/learning aids based on the agreed approach (recognising the need to identify priorities that consider potential time constraints for delivering the scope of the consultancy)
- Providing training and support to Secretariat staff to allow them to produce new and/or updated resources over time.

5. Timing and Resources

The work would be completed in the first quarter of 2025 (31 March 2025). While knowledge of fisheries is desirable, it is not essential. While the WCPFC Secretariat is based in Pohnpei, the Federated States of Micronesia, it is not essential that the successful consultant be in Pohnpei for the period of the contract. If necessary, some travel may be considered.

6. Place of Performance

The work would be done remotely. If necessary, some travel may be considered.

7. Duration of Appointment

Eight to ten weeks

8. Deliverables

The Consultant is expected to deliver the final training materials as agreed with the WCPFC by 31 March 2025.

9. Proposal Requirements

Interested consultants should submit a proposal that includes:

- Firm Overview: A brief description of the bidder, including size, areas of expertise, and years in business.
- Approach and Methodology: A detailed explanation of the bidder's approach and the methodology that will be used to undertake this work outlined.

- Experience and References: List relevant experience, particularly with international organizations in the public sector, and provide at least three client references.
- Timeline: A proposed timeline for the completion of the project.
- Fees: A detailed breakdown of fees, including any anticipated additional costs (e.g., travel, consultations).
- Additional Services: Any value-added services the firm can provide.

10. Submission Instructions

All proposals must be submitted electronically to aaron.nighswander@wcpfc.int by 10 January 2025.

Inquiries regarding this RFP should be directed to Aaron Nighswander at the email above.

11. Selection Process

The selection process will involve a comprehensive internal review of all submitted proposals to assess their alignment with the objectives and requirements outlined in the Request for Proposals (RFP). This review will evaluate the proposed approach, methodology, and the consultant's experience, ensuring that the selected proposal effectively addresses the development of training resources and learning aids for WCPFC members. The internal review will also consider the sustainability of the proposed solutions, the quality of the deliverables, and the consultant's ability to meet the specified timeline and milestones.

12. Terms and Conditions

The WCPFC reserves the right to reject any and all proposals, and to request additional information or clarification from any and all respondents. The selected firm will be required to enter into a formal contract with the WCPFC.

We look forward to receiving your proposal.