

TO ALL COMMISSION MEMBERS, COOPERATING NON-MEMBERS,
PARTICIPATING TERRITORIES AND OBSERVERS

Circular No.: 2025/92
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Subject: Request for Proposals for a Consultancy to Develop WCPFC Training Resources and Learning Aids

Dear All,

Please find attached a request for proposals (RFP) for a Consultancy to Develop WCPFC Training Resources and Learning Aids to Improve Support for WCPFC Members. The deadline for proposals is 17 January 2026.

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 to begin this process. Your assistance in circulating this request to interested parties is appreciated. This information is also available under the Opportunities section on the WCPFC website.

Yours sincerely,



Rhea Moss-Christian
EXECUTIVE DIRECTOR



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

Date of Issue	17 December 2025
Proposal Submission Deadline	17 January 2026
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 invites applications from suitably qualified consultants to develop training resources and learning aids. Funding is provided by Canada for a short-term consultancy for specialist expertise in the development of templates and associated training resources.

2. Background Information

Currently, the Secretariat provides in-person and on-line training sessions with individuals or groups of Members and Participating Territories and Cooperating Non-Members (CCMs) on WCPFC processes and systems. The Secretariat has some short online [Helpdesk](#) documents providing an overview and steps on the navigation and use of some of our online systems, however, there are limited supporting resources that are available for Commission processes.

Increased outreach by the Secretariat to support CCMs 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 through the Commissions ongoing work to modernise management of Pacific based tuna stocks and the fishing-related activities of the CCMs 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 some current resources, we recognise the benefit of bringing in specific educational and design expertise in the development of training resources.

The use of such expertise to deliver more effective presentations for our diverse membership will ensure we are using modern approaches and tools that recognise and 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.

3. Objective

The principal aim is for expert assistance to support the development of a Secretariat approach for the design and delivery of effective training resources and learning aids. These resources will facilitate CCMs 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 required Secretariat actions in relation to those processes.

A secondary aim is to support training and development of WCPFC Secretariat staff, particularly those that engage with and support members learning needs to be able to update and develop these training resources over time.

Examples of processes that are 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 associated Secretariat process;
- VMS reporting requirements and activation procedures; and
- application by a CCM/Member of 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:

- I. Integrating templates that modernise and optimise the approach to presentations of training resources and learning aids and options for tools to support the delivery of an approach for WCPFC members that considers:
 - the diversity of membership and languages (noting English is the official language for the Commission);
 - the types and level of information to be covered in resources and learning aids; and
 - a sustainable approach to the products and tool(s) that can be implemented by Secretariat staff over the long term.
- II. Developing at least two agreed resources/learning aids based on the agreed presentation approach (to be selected from the examples in Section 3. above).
- III. Providing training and support to Secretariat staff to allow them to produce new and/or updated resources in future.

5. Timing and Resources

The work should be completed by 31 March 2026. While knowledge of fisheries is desirable, it is not essential. The WCPFC Secretariat is based in Pohnpei, the Federated States of Micronesia, however, it is not essential that the consultant be in Pohnpei.

6. Place of Performance

The work would be done remotely.

7. Duration of Appointment

Eight weeks

8. Deliverables

The Consultant is expected to deliver the final training materials to the WCPFC Secretariat no later than 31 March 2026.

9. Proposal Requirements

Interested consultants should submit a proposal that includes:

- i. Consultancy Overview: A brief description of the bidder, including organisation, areas of expertise, and years in business.
- ii. Approach and Methodology: A detailed explanation of the proposed approach and the methodology that will be used to undertake the work.

- iii. Experience and References: List relevant experience, particularly with international organisations, and provide at least three client references.
- iv. Timeline: A proposed timeline for the completion of the project.
- v. Fees: A detailed breakdown of fees, including any anticipated additional costs.
- vi. 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 17 January 2026.

Inquiries regarding this Request for Proposals (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 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.