



National Environment & Planning Agency

10 & 11 Caledonia Avenue, Kingston 5, Jamaica W.I. Tel: (876) 754-7540 Fax: (876) 754-7595-6, toll free help-line: 1-888-991-5005
Website: <http://www.nepa.gov.jm>

REQUEST FOR PROPOSAL (RFP) For Consultancy Services

Queen Conch Management Plan RFP# 2014-06-FOM-03

June 11, 2014

1. On behalf of the Government of Jamaica, The National Environment and Planning Agency has committed funds to undertake [2013-06-FOM-03](#) for which this Request for Proposals is issued.
2. The National Environment and Planning Agency now invites proposal to provide the following consulting services: Queen Conch Consultancy. More details on the services are provided in the Terms of Reference.

It is not permissible to transfer this invitation to any other firm.

3. The firm will be selected under Quality and Cost Based Selection (QCBS) , in accordance with the Government of Jamaica Handbook of Public Sector Procurement Procedures which can be found at the following website: www.mof.gov.jm.
5. The RFP includes the following documents:
 - Section 1 - Letter of Invitation
 - Section 3 - Technical Proposal - Standard Forms
 - Section 4 - Financial Proposal - Standard Forms
 - Section 5 - Terms of Reference
6. Please inform us in writing at the following address upon receipt:
 - (a) (a) that you received the Letter of Invitation; and
 - (b) (b) whether you will submit a proposal alone or in association.

YOURS SINCERELY,
Procurement Officer
National Environment & Planning Agency
10 & 11 Caledonia Avenue
Kingston 5

Paragraph Reference	
1.1	Name of the Procuring Entity: <u>National Environment and Planning Agency</u> Method of selection: <u>Quality Cost Based Selection (QCBS)</u>
1.2	Financial Proposal to be submitted together with Technical Proposal: Yes <u>X</u> (in two separate sealed envelopes clearly labelled <u>Technical Proposal and Financial Proposal</u>) Name of the assignment is: <u>Queen Conch Consultancy</u>
1.3	The Procuring Entity's representative is: <u>Procurement Officer</u> Address: <u>11 Caledonia Avenue, Kingston 5.</u> Telephone: <u>754-7540</u> Facsimile: <u>754-7596</u> E-mail: <u>procurement@nepa.gov.jm</u>
1.12	Proposals must remain valid <u>90</u> days after the submission date, i.e. until: <u>6 August 2013 @ 3:00 p.m.</u>

2.1	Clarifications may be requested not later than <u>8</u> days before the submission date. The address for requesting clarifications is: <u>11 Caledonia Avenue, Kingston 5.</u> Facsimile: <u>754 - 7596</u> E-mail: <u>procurement@nepa.gov.jm</u>
3.1	Proposals shall be submitted in the following language: English
3.7	Amounts payable by the Procuring Entity to the Consultant under the contract to be subject to local taxation: Yes X No ___ If affirmative, the Procuring Entity will : (a) reimburse the Consultant for any such taxes paid by the Consultant: No ; (b) pay such taxes on behalf of the Consultant: No Consultant is responsible for the payment of their local taxes Local consultant must submit TCC at time of bid submission. At the time of the contract award overseas bidder shall present to the Procuring Entity

	a valid Tax Compliance Certificate . Application forms may be obtained from the Inland Revenue Department website at www.jrs.gov.jm
3.8	Consultant to state local cost in the national currency: No
4.3	Consultant must submit the original and 2 copies of the Technical Proposal, and the original of the Financial Proposal in two separate sealed envelopes clearly labelled .
4.5	The Proposal submission address is: 11 Caledonia Avenue, Kingston 5. Queen Conch Consultancy RFP# 2013-06-FOM-03 Proposals must be submitted no later than the following date and time: Monday, June 30, 2014 @ 4:00 p.m.
5.6	The single currency for price conversions is: <u>JMD – Jamaican Dollars</u> The source of official selling rates is: <u>Central Bank of Jamaica</u> The date of exchange rates is: <i>NB. All bid prices quoted in foreign currencies will be converted at the prevailing selling rate established by the Central Bank of Jamaica on the date of bid submission</i>
5.7	The formula for determining the financial scores is the following: $S_f = 100 \times F_m / F$, in which S_f is the financial score, F_m is the lowest price and F the price of the proposal under consideration. The weights given to the Technical and Financial Proposals are: $T = \underline{0.75}$, and $P = \underline{0.25}$
6.1	Expected date and address for contract negotiations: <u>On or before the end of July 2014 at 11 Caledonia Avenue, Kingston 5, Jamaica.</u>
7.2	Expected date for commencement of consulting services <u>August 1, 2014</u>

The Agency reserves the right to reject any or all bids received

TERMS OF REFERENCE
For a
FISHERY CONSULTANT
Updating Jamaica’s Queen Conch Fishery Management Plan

1.0 BACKGROUND

The purpose of these terms of Reference is to procure the services of a Fisheries Expert to update the Jamaica Queen Conch (*Strombus gigas*) Fishery Management Plan. The major objective of the Plan is to ensure the sustainable use of the Queen Conch (*Strombus gigas*) Fishery, Pedro Bank.

Queen conch (*Strombus gigas*) is a valuable marine gastropod mollusc that is harvested in many Caribbean countries, and is badly over-exploited in most. However, the Queen Conch population in Jamaica-- one of the largest remaining conch populations--is [considered to be] in a relatively healthy state.

Queen conch has been fished in Jamaica for centuries, first by the Tainos and later by the successive groups that arrived from the Old World. While the fishery started as a small-scale free-diving fishery on the southern part of the Island shelf, in the 1960s it expanded to include the shallow waters of the Pedro Cays. In 1990, a large unexploited queen conch population was discovered in the central part of the Pedro Bank which led to the development of a large-scale industrial fishery.

The Government of Jamaica, through the Fisheries Division of the Ministry of Agriculture and the Natural Resources Conservation Authority (NRCA), moved quickly at the start of the development of the large-scale industrial fishery to ensure the sustainable use of this valuable resource by progressively establishing management systems after extensive consultation with relevant stakeholders to inter alia, reduce fishing effort and establish sustainable catch quotas. This industrial, export-oriented fishery is considered of significant economic importance to Jamaica as it has earned millions of dollars in foreign exchange annually, since the 1990’s up to the present time.

Queen Conch has been listed in Appendix II of the Convention on International Trade in Endangered Species of Wild Flora and Fauna (CITES) since 1992 and is also on Schedule II of Jamaica’s Endangered Species (Protection, Conservation and Regulation of Trade) Act of 2000.

In Jamaica the industrial queen conch fishery is regulated by three legislative/regulatory instruments:

1. The Fishing Industry Act, 1975 and the Fishing Industry (Conservation of Conch (GENUS STROMBUS)) Regulations, 2000;
2. The Aquaculture, Inland and Marine Products and By-Products (Inspection, Licensing and Export) Act 1999 and Regulations; and
3. The Endangered Species (Protection, Conservation and Regulation of Trade) Act, 2000 and Regulations.

As guided by the relevant legislation, the industrial fishery is managed by a catch quota, limited access, a special licensing system and export quota management system administered by the Fisheries Division and NEPA respectively. Also critical to the management system are sanitary and phyto-sanitary requirements under the Aquaculture, Inland, Marine and By Product (Inspection, Licensing and Export) Act, 1999 administered by the Veterinary Services Division, Ministry of Agriculture and Fisheries.

2.0 PROJECT OUTCOMES

On completion of the project, it is expected that the Jamaica Queen Conch Fishery Management Plan will be revised to address all current and emerging issues of the Queen Conch fishery, environmental accounting, data collection and stock assessments, population monitoring, control and monitoring of fishing, quality management and processing, research needs, and collaboration among local regulatory agencies and boards as well as with the regional management regimes. The revision will be benchmarked with other plans developed by regional fisheries bodies or implemented by Range States. Reference will be made to the United Nations Food and Agricultural Organisation (FAO) guidelines and any others related to the management of Queen Conch and CITES decisions 16.141 and 16.148 "Regional Cooperation on the Management of and Trade in Queen Conch."

3.0 CHARACTERISTICS OF CONSULTANCY

- 3.1 **Type of Consultancy:** Individual
- 3.2 **Duration of Consultancy:** 28 days (a work day of 8 man hours) over a three month
- 3.3 **Dates of Engagement:** 1 August - 30 October 2014
- 3.4 **Level of Effort:** Part-time

3.5 **WORK LOGISTICS:** NEPA WILL PROVIDE OFFICE SPACE, OFFICE EQUIPMENT AND ALL RELEVANT DOCUMENTATION WILL BE PROVIDED BY NEPA AND THE FISHERIES DIVISION.

3.6 **LANGUAGE OF DELIVERY:** ENGLISH
The consultant should be fluent in English, as all oral communication and written documents will be presented in English.

4.0 SCOPE OF WORK

The consultant should update the existing but now outdated Jamaica Queen Conch Management Plan through inter alia the following activities:

(a) The consultant should use existing verifiable data during the review of the Jamaica Queen Conch Fishery Management Plan.

(b) The consultant will be required to consult with the following stakeholders:

- National Environment and Planning Agency;
- Fisheries Division, Ministry of Agriculture and Fisheries;
- Veterinary Services Division, Ministry of Agriculture and Fisheries;
- Queen Conch Industry members and artisanal fishers;
- Local retailers;
- Members of the CITES Scientific Authority;
- Environmental Management Division, Ministry of Water, Land, Environment and Climate Change;
- Jamaica Customs Agency;
- other relevant persons from the Ministry of Agriculture and Fisheries;
- The University of the West Indies, Mona; and
- The Caribbean Regional Fisheries Mechanism (CRFM).

(c) Specifically, the Consultant will also carry out the following tasks:

(1) Develop and administer a questionnaire instrument to all stakeholders;

(2) Conduct interviews with the selected stakeholders as above;

(3) Review conch related documents which include but are not limited to :

- a. Caribbean Queen Conch Workshops;
- b. 2012 CITES Decisions 16.141 and 16.148;
- c. Caribbean Fishery Management Council;
- d. Fisheries and their management in Caribbean by Stephanie Theile, 2001; and
- e. Other Caribbean Queen Conch management Plans held by CRFM, Belize

(4) Update the Jamaica Queen Conch Fishery Management Plan.

5.0 EXPECTED OUTPUTS

1. The revised Jamaica Queen Conch Fishery Management Plan.

2. A report detailing the methodologies and mechanisms employed to revise the plan which should include the questionnaire instrument and summary report and summary of meetings held with stakeholders.

6.0 DELIVERABLES

The following are the deliverables to be submitted by the consultant:

Deliverable	Description	Due Date
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Deliverable 1 – Outline of study	Work Plan and design of Questionnaire instruments	3 Days
Deliverable 2 -	Questionnaire report and Minutes of Stakeholders and draft Outline of Plan	10 Days
Deliverable 3 -	First Draft of Queen Conch Fishery Management Plan	20 Days
Deliverable 4 -	Final Queen Conch Fishery Management Plan	28 days

Final document (Deliverable 4) will be submitted as three (3) soft copies (on CD) and three (3) hard copies in MSWord format in English.

7.0 QUALIFICATION:

The consultant must have the following minimum qualification:

A post graduate degree in Fishery Ecology/ Fish Biology/ Fisheries and or related field.

8.0 EXPERIENCE:

1. Minimum of 10 years working experience in fisheries management or as a Fishery Ecologist/Fish Biologist;
2. Working Knowledge related to Queen Conch Abundance Surveys or similar living benthic marine resource surveys;
3. Experience in information gathering related to Catch per Unit Effort;
4. Developing natural resource management plans;
5. Working knowledge of how to design a questionnaire (A copy of a previous questionnaire designed should be submitted with the proposal by the consultant);
6. Working experience in the Caribbean region; and
7. Knowledge and understanding of CITES/UN Food and FAO Guidelines.

9.0 REPORTING RELATIONSHIP

The consultant will report directly to the Senior Manager, Protection and Conservation Sub-Division, NEPA and indirectly to the Chair of the Scientific Authority and Director of Fisheries, Fisheries Division. NEPA and Fisheries Division will provide the relevant information on the management of Queen Conch in Jamaica. All relevant information will be made available to the consultant in English.

10.0 MEETING REQUIREMENT

The Consultant shall meet with the Scientific Authority and the Chief Executive Officer, Fisheries Division and the Director of Fisheries, Fisheries Division before the final draft is presented to NEPA. All meetings will be conducted in English.

11.0 OWNERSHIP OF MATERIAL

All material developed during the course of the consultancy remains the sole property of the National Environment and Planning Agency (NEPA) and the Fisheries Division, Ministry of Agriculture and Fisheries.

12.0 EVALUATION CRITERIA

The proposals will be evaluated using the below criteria, minimum mark for Technical proposal is 75 points, cost score is 25 points.

Selection Criteria	Maximum Score
<p><i>Qualification and Training:</i></p> <ul style="list-style-type: none"> ▪ Postgraduate degree in Fishery Ecology/Fish Biology/Fisheries and or related field 	20

<p><i>Experience:</i></p> <ul style="list-style-type: none"> ▪ Minimum of ten years experience in: Fisheries Management or as a Fishery Ecologist/Fish Biologist (13) ▪ Working knowledge related to Queen Conch Abundance Surveys or similar living benthic marine resource surveys(10) ▪ Experience in information gathering related to Catch per Unit Effort (5) ▪ Expertise in developing natural resource management plans (10) ▪ Working knowledge and understanding of CITES/UN Food and FAO Guidelines (2) ▪ Working experience in the Caribbean Region (5) ▪ Knowledge of how to design a questionnaire (5) 	50
<p>Adequacy of the proposed methodology and work plan in responding to the terms of reference</p> <ul style="list-style-type: none"> ▪ Technical approach and methodology (20) ▪ Work Plan (10) 	30
<i>Total</i>	100

2. SECTION II. TECHNICAL PROPOSAL - STANDARD FORMS

- TECH-1 Technical Proposal Submission Form
- TECH-2 Consultant's Organization and Experience
 - A Consultant's Organization
 - B Consultant's Experience
- TECH-3 Comments or Suggestions on the Terms of Reference and on Counterpart Staff and Facilities to be Provided by the Procuring Entity
 - A On the Terms of Reference
 - B On the Counterpart Staff and Facilities
- TECH-4 Description of the Approach, Methodology and Work Plan for Performing the Assignment
- TECH-5 Team Composition and Task Assignments

FORM TECH-1 TECHNICAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Procuring Entity]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Proposal. We are hereby submitting our Proposal, which includes this Technical Proposal, and a Financial Proposal sealed under a separate envelope¹.

We are submitting our Proposal in association with: [Insert a list with full name and address of each associated Consultant]²

We hereby declare that all the information and statements made in this Proposal are true and accept that any misinterpretation contained in it may lead to our disqualification.

If negotiations are held during the period of validity of the Proposal, i.e., before the date indicated in Paragraph Reference 1.12 of the Data Sheet, we undertake to negotiate on the basis of the proposed staff. Our Proposal is binding upon us and subject to the modifications resulting from Contract negotiations.

We undertake, if our Proposal is accepted, to initiate the consulting services related to the assignment not later than the date indicated in Paragraph Reference 7.2 of the Data Sheet.

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

FORM TECH-2 CONSULTANT'S ORGANIZATION AND EXPERIENCE

A - Consultant's Organization

[Provide here a brief (two pages) description of the background and organization of your firm/entity and each associate for this assignment.]

B - Consultant's Experience

**FORM TECH-3 COMMENTS AND SUGGESTIONS ON THE TERMS OF REFERENCE
AND ON COUNTERPART STAFF AND FACILITIES TO BE PROVIDED BY THE
PROCURING ENTITY**

A - On the Terms of Reference

[Present and justify here any modifications or improvement to the Terms of Reference you are proposing to improve performance in carrying out the assignment (such as deleting some activity you consider unnecessary, or adding another, or proposing a different phasing of the activities). Such suggestions should be concise and to the point, and incorporated in your Proposal.]

B - On Counterpart Staff and Facilities

[Comment here on counterpart staff and facilities to be provided by the Procuring Entity according to Paragraph Reference 1.4 of the Data Sheet including: administrative support, office space, local transportation, equipment, data, etc.]

**FORM TECH-4 DESCRIPTION OF APPROACH, METHODOLOGY AND WORK
PLAN FOR PERFORMING THE ASSIGNMENT**

(For small or very simple assignments the Procuring Entity should omit the following text in *Italic*)

[Technical approach, methodology and work plan are key components of the Technical Proposal. You are suggested to present your Technical Proposal (50 pages, inclusive of charts and diagrams) divided into the following three chapters:

- a) Technical Approach and Methodology,*
- b) Work Plan, and*
- c) Organization and Staffing,*

a) Technical Approach and Methodology. In this chapter you should explain your understanding of the objectives of the assignment, approach to the services, methodology for carrying out the activities and obtaining the expected output, and the degree of detail of such output. You should highlight the problems being addressed and their importance, and explain the technical approach you would adopt to address them. You should also explain the methodologies you propose to adopt and highlight the compatibility of those methodologies with the proposed approach.

b) Work Plan. In this chapter you should propose the main activities of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Procuring Entity), and delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan. A list of the final documents, including

reports, drawings, and tables to be delivered as final output, should be included here. The work plan should be consistent with the Work Schedule of Form TECH-8.

c) Organization and Staffing. In this chapter you should propose the structure and composition of your team. You should list the main disciplines of the assignment, the key expert responsible, and proposed technical and support staff.]

FORM TECH-5 TEAM COMPOSITION AND TASK ASSIGNMENTS

(i) Professional Staff				
Name of Staff	Firm	Area of Expertise	Position Assigned	Task Assigned

3. SECTION 4. FINANCIAL PROPOSAL - STANDARD FORMS

Financial Proposal Standard Forms shall be used for the preparation of the Financial Proposal according to the instructions provided under para. 3.6 of Section 2. Such Forms are to be used whichever is the selection method indicated in para. 4 of the Letter of Invitation.

FIN-1 Financial Proposal Submission Form

FIN-3 Breakdown of Costs by Activity

FORM FIN-1 FINANCIAL PROPOSAL SUBMISSION FORM

[Location, Date]

To: [Name and address of Procuring Entity]

Dear Sirs:

We, the undersigned, offer to provide the consulting services for [Insert title of assignment] in accordance with your Request for Proposal dated [Insert Date] and our Technical Proposal. Our attached Financial Proposal is for the sum of [Insert amount(s) in words and figures¹]. This amount is exclusive of the local taxes, which shall be identified during negotiations and shall be added to the above amount.

Our Financial Proposal shall be binding upon us subject to the modifications resulting from Contract negotiations, up to expiration of the validity period of the Proposal, i.e. before the date indicated in Paragraph Reference 1.12 of the Data Sheet.

Commissions and gratuities paid or to be paid by us to agents relating to this Proposal and Contract execution, if we are awarded the Contract, are listed below²:

Name and Address Commission of Agents	Amount and Currency	Purpose of or Gratuity
_____	_____	_____
_____	_____	_____
_____	_____	_____

We understand you are not bound to accept any Proposal you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: _____

Name and Title of Signatory: _____

Name of Firm: _____

Address: _____

FORM FIN-5 BREAKDOWN OF REIMBURSABLE EXPENSES

Information to be provided in this Form shall only be used to establish payments to the Consultant for services requested by the Procuring Entity

N°	Description ¹	Unit	Unit Cost ²
	Per diem allowances	Day	
	International flights ³	Trip	
	Miscellaneous travel expenses	Trip	
	Communication costs between [Insert place] and [Insert place]		
	Drafting, reproduction of reports		
	Equipment, instruments, materials, supplies, etc.		
	Shipment of personal effects	Trip	
	Use of computers, software		
	Laboratory tests.		
	Subcontracts		
	Local transportation costs		
	Office rent, clerical assistance		
	Training of the Procuring Entity's personnel ⁴		

1 Delete items that are not applicable or add other items according to Paragraph Reference 3.6 of the Data Sheet.

2 Indicate unit cost and currency.

3 Indicate route of each flight, and if the trip is one- or two-ways.

4 Only if the training is a major component of the assignment, defined as such in the TOR.

FORM FIN-3 BREAKDOWN OF COSTS BY ACTIVITY¹

Group of Activities (Phase):² _____	Description:³ _____			
a. Cost component	Costs			
	<i>[Indicate Foreign Currency # 1]⁴</i>	<i>[Indicate Foreign Currency # 2]⁴</i>	<i>[Indicate Foreign Currency # 3]⁴</i>	<i>[Indicate Local Currency]</i>
Remuneration ⁵				
Reimbursable Expenses ⁵				
Subtotals				

- 1 Form FIN-3 shall be filled at least for the whole assignment. In case some of the activities require different modes of billing and payment (e.g.: the assignment is phased, and each phase has a different payment schedule), the Consultant shall fill a separate Form FIN-3 for each group of activities. For each currency, the sum of the relevant Subtotals of all Forms FIN-3 provided must coincide with the Total Costs of Financial Proposal indicated in Form FIN-2.
- 2 Names of activities (phase) should be the same as, or correspond to the ones indicated in the second column of Form TECH-8.
- 3 Short description of the activities whose cost breakdown is provided in this Form.
- 4 Indicate between brackets the name of the foreign currency. Use the same columns and currencies of Form FIN-2.
- 5 For each currency, Remuneration and Reimbursable Expenses must respectively coincide with relevant Total Costs indicated in Forms FIN-4, and FIN-5.