



FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS

Terms of Reference for Consultant ☒/PSA ☐

Minimum number of years of relevant experience required: 1yr ☐ 5yrs ☒ 12+yrs ☐

Name:			
Job Title:	IT Expert		
Division/Department:	FIDT		
Programme/Project Number:	Indian Ocean Tuna Commission		
Location :	TBD		
Expected Start Date of Assignment:	March 2016	Duration :	41 days
Reports to:	<i>Name</i> :	<i>Title:</i>	

GENERAL DESCRIPTION OF TASK(S) AND OBJECTIVES TO BE ACHIEVED

Drafting of the “cahier des charges” for the development of integrated monitoring and reporting information system (e-MARIS) for IOTC CPCs

Background

The Indian Ocean Tuna Commission is an intergovernmental organisation established under article XIV of the FAO constitution. The IOTC agreement was concluded in 1993 and entered in force in 1996. The IOTC is mandated to manage tuna and tuna-like species in the Indian Ocean and adjacent seas, with the primary objective the conservation and optimum utilisation of the stocks for long term sustainability.

Since 1998, the members of the IOTC have dedicated most of their effort to the scientific component of fisheries management to manage the tuna and tuna-like resources. Since 2008, more emphasis has been dedicated to the compliance component of this tuna RFMO. A Compliance Committee was set up to assess and review all compliance aspects related to the implementation of the IOTC Conservation and Management Measures and provide support to Contracting and Cooperating Parties (CPCs) in the implementation of Monitoring, Control and Surveillance (MCS) tools adopted by the IOTC Members (IUU vessel lists, authorised & active vessels list, documents on board, marking of fishing vessels and gears, Vessel Monitoring System, fishing logbooks, regional observers scheme, transshipments programme, catch certification/trade documentation schemes).

Since 2010, the compliance assessment process has changed and is now based on a country approach, where compliance is assessed by country. For the implementing year 2014, there were 71 reporting requirements derived from the IOTC Resolutions (25 Resolutions and the Agreement) on which the CPCs have to provide information, data and reports. At present, the reporting of data and information is primarily made by CPCs via email, by the submission of reports, forms or template reports developed by the Secretariat.

Global project presentation

- Phase 1 - Draft the Terms of Reference (Cahier des charges) to be used for the design and implementation of an integrated monitoring and reporting information system for IOTC CPCs (over a period of 2 months) after a thorough assessment of the current state of the art and in close consultation with the relevant CPCs as identified by the Secretariat.
- Phase 2 – Development of the application according to the Terms of Reference (Cahier des charges) to be used for the development of an integrated monitoring and reporting information system for IOTC CPCs (implemented by phase over a period of 2 to 6 years).
- Phase 3 – Technical assistance to IOTC secretariat (implemented over a period of 1 to 2 years).

Detailed information for all the envisaged tasks for these three phases are in the complementing document attached to the present TORs.

Scope of the assignment

The purpose of the assignment is to draft the Terms of Reference (Cahier des charges) to be used for the functional analysis, design and development of an integrated monitoring and reporting information system for IOTC CPCs to support and facilitate the reporting of data and information required by the IOTC Resolutions. **It corresponds to Phase 1 of the project only.**

Expected outputs/delivery of the consultancy

This consultancy work is divided into three components.

Component 1 – Briefing at the IOTC Secretariat to review the reporting requirements (4 wd);

i. Inception activities and document analysis:

- Briefing by IOTC Secretariat to discuss project objectives and agree with the IOTC on the methodology and the work plan for the assignment;
- Collect all relevant background information and documents;
- Assess the existing information, data management systems and procedures in place at IOTC for a seamless and flexible integration of current IOTC databases within the new application;
- Assess the existing information, data management system in other RFMOs related to web-based application for reporting purposes;
- Prepare briefing report,

Component 2 – Drafting of the detailed requirements (usage scenario and use-cases) and elaboration of the functional and technical specifications for the system and processes, taking into account the expectations of the IOTC resolutions (21 working days);

i. Preliminary draft of the system design and of its relevant processes and data workflows, both on the functional and on technical side, including :

- Preparation of the required terms of reference, (technical and functional specifications - cahier des charges),

Component 3 – Finalizing the draft ToR (2 days) following IOTC Secretariat comments and feedback.

Component 4 – Following the delivery of the draft ToR , the IOTC Secretariat shall organise a consultation and validation workshop where the resulting draft ToR will be presented, discussed and validated by CPCs. The consultant shall participate to the consultation / validation workshop (4 days participation and 5 days preparation works).

i. Regional consultation / validation workshop (4 days):

- Prepare a draft mock up application to be presented to the IOTC CPCs at the regional consultation / validation workshop,
- Prepare the workshop documents / material in close cooperation with the IOTC Secretariat (agenda, PowerPoint presentations, technical specifications of the system and others documents, as required),
- Prepare the workshop report including corrective actions and recommendations from CPCs concerning the technical specifications of the system.

Profile of the expert

Qualifications and skills of the IT expert(s):

Previous experience in the functional analysis and architectural design of comparable systems (remotely accessible, web-based applications with integrated and customizable business processes workflows). The selected expert(s) should be able to demonstrate a successful history of complex application design, preferably in the field of fisheries. The use of industry-validated, simple and robust technologies will be promoted, as well as open-source, free solutions rather than closed-source, proprietary solutions, unless already in use at the IOTC Secretariat.

Essential Requirements

- Graduate qualifications in information technology / management or other qualifications relevant to the demands of the assignment;
- Minimum eight years of experience in the field of information technology including activities such as functional analysis and requirement collection for complex client / server systems, design and implementation of web-based applications, relational database design and performance tuning, open source technologies and knowledge of multiple modern programming languages, front-end technologies and software engineering paradigms;
- Experience in strategic leadership and management of information and technology services including planning, performance, strategy development and policy frameworks;
- Excellent communication, interpersonal, relationship building and customer service skills;
- High level of proficiency in written and spoken English and French.

Desirable

- Prior experience working in the Indian Ocean region and / or developing countries;
- Knowledge and experience (or capability to rapidly acquire) of the application of information systems and services to fisheries management.

Technical Supervisor

The technical supervisors of the IT expert will be professional staff of the Secretariat of the Indian Ocean Tuna Commission.

Place and calendar

The activity is expected to start in March/April 2016 and shall be completed by August 2016. The implementation calendar will be defined following consultation between the IOTC Secretariat and the IT expert during the inception meeting at IOTC Secretariat. The indicative number of working days by sub-component is:

Indicative activity	No of working day
Component 1 - Briefing at the IOTC Secretariat to review the reporting requirements.	
Component 1	6
Component 2 - Drafting of the detailed requirements and elaboration of the technical specifications for the system/application.	
Component 2	21
Component 3 – Consultant to finalise the draft ToR following IOTC Secretariat comments on the draft ToR.	
Component 3	5
Component 4 – Consultation/validation workshop.	
Preparation.	5
Delivery/participation.	4

Component 4	9
Total working days	41

Reports

Reporting language: preferably English, or French.

- Organisation of content
 - Executive summary of no more than a half page
 - Index to numbered pages
 - Main text
 - Conclusions and Recommendations
 - Annexes:
 - ✓ These Terms of Reference
 - ✓ List of persons met
 - ✓ Other as required.
- MS Word Style for reports
 - Paper size A4, with all margins at 2 cm.
 - Normal style is language English; font Arial 12; text left aligned and single spaced with 6pt spacing after paragraphs with widows and orphans control.
 - Heading 1 style is Normal style with bold font size 14 all capitals; spaced with 12 pt before and 3 pt after with keep with next, numbered 1, 2, 3 etc
 - Heading 2 style is Normal style with bold font; spaced with 6 pt before and 6 pt after with keep with next, numbered 1.1, 1.2 etc
 - Heading 3 style is Normal style underlined, spaced 3 pt before and 6pt after with keep with next, numbered 1.1.1, 1.1.2 etc.
 - In the unlikely event of a need for additional headings, base these upon normal style with bold or italics with no numbering and vary the alignment.
 - Please use tables and plain bullets rather than text separated by tab marks.
- Delivery of report for each activity
 - 15 days after activity completion by email in MS Word format.
- Distribution of report
 - ABNJ, CPCs and IOTC Secretariat.

Beneficiary Countries

IOTC CPCs shall be involved in the project.

Risks

The main risk of this assignment is that the e-MARIS will imply a set of actions to be carried out and new procedures to be put in place that CPCs will not be able or willing to implement, due, for example, to lack of human resources. Another risk is related to the technological capacity of each CPC, especially in terms of Internet access. Therefore, the expert(s) will take into account the real capacity (both in terms of human resources and of IT infrastructure) of IOTC CPCs and will follow a participatory approach during the planning, development and implementation of the whole assignment (consultation workshop / regional training course).

For any enquiries: please contact secretariat@iotc.org

How to apply

To apply: please submit the following:

- ✓ Report describing the experience of the expert(s) and how it responds to the objective of the assignment and the ToR, as well as the description of the methodology to be proposed in line with the activities describe in the ToR – Maximum 2 pages,
- ✓ Financial offer taking into account the indicative number of working days by phase and the following requirements:
 - Component 1: Fees (6 days),
 - Component 2: Fees (21 days),
 - Component 3: Fees (5 days),
 - Component 4: Fees (9 days).
- ✓ A copy of current Curriculum Vitae of the expert(s).

Any travel(s) expenses related to the work as mentioned in the ToR will be paid under the ABNJ/IOTC budget according to FAO rules.

Email your application to secretariat@iotc.org with heading: E-MARIS - IT EXPERT 2016

Deadline for application is 29 February 2016.

Annex

e-MARIS global project presentation.

KEY PERFORMANCE INDICATORS

Expected Outputs:		Required Completion Date:
Indicative activity	No of working day	
Component 1 - Briefing at the IOTC Secretariat to review the reporting requirements.		
Component 1	6	End March 2016
Component 2 - Drafting of the detailed requirements and elaboration of the technical specifications for the system/application.		
Component 2	21	
Component 3 – Consultant to finalise the draft ToR following IOTC Secretariat comments on the draft ToR.		End May 2016
Component 3	5	End June 2016
Component 4 – Consultation/validation workshop.		
Preparation.	5	
Delivery/participation.	4	
Component 4	9	End August 2016
	41	

The phase 1 of the project is financially supported by Areas Beyond National Jurisdiction Program (ABNJ)

