



REQUEST FOR EXPRESSIONS OF INTEREST
for the selection of an Individual Consultant to undertake the "graphic design of IOTC documents related to the implementation of the IOTC Conservation and Management Measures (Resolutions) under the IOTC component of the SWIOFISH 2 project."

1. The Indian Ocean Commission (IOC) is an intergovernmental regional cooperation organization which brings together the Union of the Comoros, France, on behalf of Réunion, Madagascar, Mauritius and Seychelles. Its mission is to strengthen the bonds of friendship and solidarity between peoples and to contribute through regional cooperation to the sustainable development of its member states. The IOC has received a grant from the World Bank to support the SWIOFish regional project. It intends to use part of this grant to make payments under the Individual Consultant contract for " The graphic design of IOTC documents related to the implementation of the IOTC Conservation and Management Measures (Resolutions) under the IOTC component of the SWIOFISH 2 project."
2. The Consultant's mission is to make the graphic design layout of IOTC documents/items related to the implementation of the IOTC Conservation and Management Measures of the Indian Ocean Tuna Commission (IOTC) under the IOTC component of the SWIOFISH 2 project programmed for implementation over the years 2019 and 2023.
3. The mission will be carried out in the South-West Indian Ocean region plus SWIOFISH2 member countries.
4. The Consultant will work administratively under the supervision of the Indian Ocean Commission and technically with IOTC secretariat.
5. The estimated duration for carrying out this mission is one hundred and forty-six (146) days spread until 31 December 2021. The beginning is scheduled on June 2019.
6. The Indian Ocean Commission (IOC) now invites eligible consultants to express their interest in providing the services described above. They must provide information justifying that they are able to implement the necessary expertise and perform the services in question (curriculum vitae, copies of diplomas and attestations, references concerning the performance of similar contracts, etc.).
7. A version of the terms of reference is available on the website of the Indian Ocean Commission <http://commissionoceanindien.org>
8. Expressions of interest must be filed electronically in uncompressed format at the address below no later than Friday, 31 May 2019 at 16:30 (Mauritius time UTC+4):
e-mail: innocent.miada@coi-ioc.com and njiva.r@coi-ioc.com
Reference: " graphic design of IOTC SW2/Y2-C014"
9. Individual Consultants will be selected in accordance with the procedures set out in the World Bank Guidelines on Selection and Employment of Consultants.
10. The individual consultants concerned may obtain further information during working hours at 9:00 to 16:00 (Mauritius time UTC+4) from the Indian Ocean Commission (IOC) by sending e-mails to the addresses referred in paragraph 8.



DEMANDE DE MANIFESTATIONS D'INTERET

pour la sélection d'un consultant individuel chargé de la "conception graphique des documents de la CTOI liés à la mise en œuvre des mesures de conservation et de gestion de la CTOI (résolutions) au titre du volet CTOI du Projet SWIOFISH 2"

1. La Commission de l'Océan Indien (COI) est une organisation intergouvernementale de coopération régionale qui regroupe l'Union des Comores, La France au nom de la Réunion, Madagascar, Maurice et Seychelles. Elle a pour mission de resserrer les liens d'amitié et de solidarité entre les peuples et de contribuer à travers la coopération régionale au développement durable de ses Etats membres. La COI a obtenu un don de la Banque mondiale pour financer le projet SWIOFish Regional (Second South West Indian Ocean Fisheries Governance and Shared Growth Project). Il se propose d'utiliser une partie de ce don pour effectuer des paiements autorisés au titre des contrats des Consultants Individuel qui assura la « conception graphique des documents de la CTOI liés à la mise en œuvre des mesures de conservation et de gestion de la CTOI (résolutions) au titre du volet CTOI du Projet SWIOFISH 2»
2. La mission du consultant est de faire la mise en page graphique des documents / éléments de la CTOI liés à la mise en œuvre des mesures de conservation et de gestion de la CTOI de la Commission des thons de l'océan Indien (CTOI) dans le cadre du volet CTOI du projet SWIOFISH 2 programmé pour la mise en œuvre les années 2019 jusqu'à 2023.
3. La mission sera effectuée au niveau de la région du Sud-Ouest de l'Océan Indien.
4. Le Consultant travaillera sous la supervision de la Commission de l'Océan Indien.
5. La durée estimée des prestations est de cent quarante-six (146) jours repartis jusqu'au 31 décembre 2021. Le début des prestations est prévu en Juin 2019.
6. La Commission de l'océan Indien (COI) invite les consultants admissibles à manifester leur intérêt pour la fourniture des services décrits ci-dessus. Ils doivent fournir les informations justifiant qu'ils sont en mesure de mettre en œuvre les expertises nécessaires et d'exécuter les prestations en question (curriculum vitae, copie des diplômes et attestations, références concernant l'exécution de contrats analogues, ...).
7. Une version des termes de référence est disponible dans le site web de la Commission de l'océan Indien <http://commissionoceanindien.org>
8. Les manifestations d'intérêt doivent être déposées en version électronique sous format non comprimé à l'adresse ci-après au plus tard le Vendredi 31 Mai 2019 à 16 heures 30 minutes (heures de Maurice GMT+4) :
e-mail : innocent.miada@coi-ioc.com et : njiva.r@coi-ioc.com
Référence : " graphic design of IOTC SW2/Y2-C014"
9. Les Consultants individuels seront sélectionnés en accord avec les procédures définies dans les Directives de la Banque Mondiale sur la Sélection et Emploi des Consultants.
10. Les consultants individuels intéressés peuvent obtenir de plus amples informations, pendant les heures de bureau du 09heures à 16heures GMT+4, auprès de la Commission de l'océan Indien (COI) en envoyant courriel aux adresses visées au paragraphe 8.

Terms of Reference for the graphic design of the guide for IOTC data and information reporting related to the implementation of the IOTC Conservation and Management Measures (Resolutions) under the IOTC component of the SWIOFISH 2 project.



INDIAN OCEAN
COMMISSION



Food and Agriculture
Organization of the
United Nations



Indian Ocean Tuna Commission
Commission des Thons de l'Océan Indien

iotc ctoi

South West Indian Ocean Fisheries Governance and Shared Growth Program (SWIOFish Regional)

Second South West Indian Ocean Fisheries Governance and Shared Growth Project (SWIOFish2)

Terms of Reference for the graphic design of IOTC documents related to the implementation of the IOTC Conservation and Management Measures (Resolutions) under the IOTC component of the SWIOFISH 2 project.

Assignment title	The graphic design of IOTC documents related to the implementation of the IOTC Conservation and Management Measures (Resolutions) under the IOTC component of the SWIOFISH 2 project.
Contract duration	146 working days, starting at signing of the contract in 2019 until the end of the project (2023).
Assignment location	Home based.
Financed by	IDA.

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1. Background

1.1. SWIOFISH 2

World Bank has been supporting various fisheries projects in the Africa Region. At the regional level, the most relevant of these is the South West Indian Ocean Fisheries Project (SWIOFP), which closed on March 31, 2013. The SWIOFP, which brought together all countries in the South West Indian Ocean (SWIO), including Kenya, Mozambique, South Africa, Seychelles, Comoros, Madagascar, Mauritius, France (non-beneficiary participant), Somalia (observer) and Tanzania, was successful in building regional capacity for fisheries management, including through establishing a network of fisheries researchers and managers, and developing a regional management framework. Ultimately the Member countries of the South West Indian Ocean Fisheries Commission (SWIOFC) agreed to reform the Commission, promoting it from an advisory body to a Regional Fisheries Management Organization (RFMO) of the Coastal States – enabling it to take binding decisions on fisheries management, and to negotiate in bloc with Distant Water Fishing Nations, among others.

Given the important achievements of SWIOFP, SWIOFC Member Countries have requested a follow-on program namely – ***the South West Indian Ocean Fisheries Governance and Shared Growth Program (SWIOFish Program)***.

The proposed program will be Series of Projects (SOP), over a 15-year period, using IDA and blended GEF resources, together with parallel support from other donors and trust funds. It will comprise a regional umbrella and a combined approach targeting both regional and national fisheries priorities. It will support regional integration of fisheries management, while expanding the approach beyond research and sound fisheries management to strengthen sector governance and harness the value of coastal and marine fisheries to national economies. ***Given the importance of sound fisheries management to livelihoods and economic growth, the SWIO coastal countries have decided to all participate in the SWIOFish Program through a regional platform hosted by the SWIOFC and supported by the Indian Ocean Commission (IOC).***

The first Project under the Program, entitled SWIOFish1, is now under preparation, and will implement, within 6 years, regional activities as well as country-level investments in Mozambique, Comoros and Tanzania. Other SWIO countries are expected to join progressively with country-level investments.

1.2. IOTC

The IOTC is an intergovernmental organization established under Article XIV of the FAO Constitution. The IOTC agreement was concluded in 1993 and entered in force in March 1996. The IOTC is mandated to manage tuna and tuna-like species in the Indian Ocean and

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adjacent seas with primary objective the conservation and optimum utilization 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 the mid 2000's, more emphasis has been placed on the compliance component of this tuna RFMO. A Compliance Section has been created to assist the Compliance Committee in the task of assessing and reviewing all aspects related to the compliance with IOTC conservation and management measures and to provide support to Contracting and Cooperating non-Contracting Parties (CPCs) in the implementation of Monitoring, Control and Surveillance (MCS) tools adopted by the IOTC Members (e.g. IUU vessel lists, authorized & active vessels lists, documents on board, marking of fishing vessels and gears, Vessel Monitoring System, fishing logbooks, regional observers scheme, transshipments programme, catch certification/trade documentation schemes). In 2010, aware of the powerful and cost effective compliance tool of Port States measures to combat IUU fishing activities in the Indian Ocean, the IOTC adopted a resolution on Port State measures to prevent, deter and eliminate illegal, unreported and unregulated (IUU) fishing (IOTC Resolution 16/11 on PSMR). The resolution, which entered into force on 1 March 2011 (Resolution 10/11), is inspired by the 2009 FAO Agreement on Port State Measures but placed in the context of the IOTC mandate. The fisheries administrations of the Coastal CPCs of the IOTC, where foreign fishing vessels offload tuna and tuna like species, are responsible for the implementation of the resolution.

The effective implementation of the IOTC Conservation and Managements Measures (CMMs; including the Port State measures resolution) by developing CPCs requires a variety of aspects to be considered, developed and/or strengthened, to improve the capacity of the concerned CPCs for the implementation of these CMMs.

The objective of the proposed IOTC capacity building activities is to strengthen the implementation of active IOTC CMMs, thus increasing the level of compliance and enhancing contribution of the developing States - coastal CPCs of the IOTC to the work of the IOTC.

2. Assignment Title:

Graphic design of IOTC documents related to the implementation of the IOTC Conservation and Management Measures of the Indian Ocean Tuna Commission (IOTC) under the IOTC component of the SWIOFISH 2 project.

3. Purpose of the assignment:

Terms of Reference for the graphic design of the guide for IOTC data and information reporting related to the implementation of the IOTC Conservation and Management Measures (Resolutions) under the IOTC component of the SWIOFISH 2 project.

The purpose of the assignment is to make the graphic design layout of IOTC documents/items related to the implementation of the IOTC Conservation and Management Measures of the Indian Ocean Tuna Commission (IOTC) under the IOTC component of the SWIOFISH 2 project programmed for implementation over the years 2019 to 2023.

This consultancy work is divided into 7 components related to the design of IOTC documents/items, they are:

- CMMs Compendium of active Resolutions (EN and FR): estimated working days 15 (Review; activity 1.1.3.3.1.0);
- Guide for IOTC data and information reporting (EN and FR): estimated working days 16 (Review; activity 1.1.3.4.1.0);
- PSM manual (EN and FR) and Inspector Fish ID guide (EN): estimated working days 30 (Review; activity 1.1.5.1.6.1),
- E-MARIS manuals (EN and FR): estimated working days 20 (New; activity 1.1.3.7.6.0),
- Inspector kits: estimated working days 15 (New; activity 1.1.5.1.6.2),
- e-PSM user manuals (EN and FR): estimated working days 30 (Review; activity 1.1.5.3.6.0)
- Manual on Regional Best Practices for Evidence Gathering (EN and FR): estimated working days 20 (New; activity 1.1.6.1.5.0),

4. Activities of the consultant:

Under the supervision of IOTC Secretariat, the consultant will implement the following 7 components:

1. CMMs Compendium of active Resolution (Review): 15 days;
 - Using the layout already approved for the compendium, review the design to adapt it according to the IOTC/FAO style and publication rules,
 - Update the content of the compendium with new Resolutions adopted by the Commission,
2. Guide for IOTC data and information reporting (Review): 16 days;
 - Using the layout already approved for the guide, review the design to adapt it to the IOTC/FAO style and publication rules,
 - Update the content of the guide with new Resolutions and requirements adopted by the Commission,
3. PSM manual (EN and FR) and Inspector Fish ID guide (EN): 30 days,

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For the PSM manual (New):

- Propose at least 3 models of the PSM manual which is easy to use,
- Propose the layout for each model (graphic designs/illustrations) for the manual. When designing the manual, the following should be considered:
 - Where appropriate, layout and graphic design illustrations should be in proper proportion to nearby text and according to FAO style,
 - The manual shall be easy to read and has easy to follow instructions; has an attractive design; uses illustrations to enhance understandings.

For the Fish ID guide (Review):

- Using the layout already approved for the guide, review the design to adapt it to the IOTC/FAO style and publication rules,
- Update the content of the guide with new species and illustrations,

4. e-MARIS manuals (EN and FR): 20 days (New),

- Propose at least 3 models of the manual which is easy to use,
- Propose the layout for each model (graphic designs/illustrations) for the manual. When designing the manual, the following should be considered:
 - Where appropriate, layout and graphic design illustrations should be in proper proportion to nearby text and according to FAO style,
 - The manual shall be easy to read and has easy to follow instructions; has an attractive design; uses illustrations to enhance understandings.

5. Inspector kits: 15 days (New),

- On the recommendations of the Secretariat, provide 2 propositions of design for each of the items composing the inspector kits,

6. e-PSM user manuals (EN and FR): 30 days (Review),

- Using the layout already approved for the manuals, review the design to adapt it according to the FAO style and publication rules,
- Update the content of the manuals,

7. Manual on Regional Best Practices for Evidence Gathering (EN and FR): 20 days (New),

- Propose at least 3 models of the manual which is easy to use,
- Propose the layout for each model (graphic designs/illustrations) for the manual. When designing the manual, the following should be considered:
 - Where appropriate, layout and graphic design illustrations should be in proper proportion to nearby text and according to FAO style,

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- The manual shall be easy to read and has easy to follow instructions; has an attractive design; uses illustrations to enhance understandings.

For all documents mentioned above, the designer will identify and contact potential printing companies. The companies shall provide technical proposals related to the conduct of the printing works. Based on the technical proposals provided (including prototype) and exchanges with the printing companies, the designer will assess their capacity to produce the documents at the IOTC standard and according to the technical requirements of the publication to be printed. For each of the documents/items, the designer will produce a technical assessment report providing technical recommendations to IOTC/IOC, the report shall identify the printing company with the appropriate and best capacity to produce the documents/items.

5. Expected outputs/delivery:

- For each document/items, provide three models/layouts of the document to the IOTC Secretariat (except when a designed format already exist);
- The designed documents/items are ready to print in English and/or French version. The final documents will be provided to the IOTC Secretariat in electronic format by email and eventually by post on DVD (3 copies). Electronic document must be provided in high quality PDF and the original format of the design software;
- For each of the documents/items, one printing companies technical assessment report including recommendations to IOTC/IOC and identification of the printing company with the appropriate and best capacity to produce the document,
- Monitor the production of the documents/items to ensure the prototype comply with the technical proposal of the company, the IOTC requirements and standard.

At the end of each working days, the consultants shall provide by email a short summary of the technical activities undertaken during the day and shall provide the IOTC Secretariat the documents/items concerned by the work (which will include the update and work undertaken during the day).

A meeting may be needed to brief the designer on the nature of the audience for each component, as well as the level of understanding expected from them.

The Secretariat of the IOTC will be the custodian of the documents/items developed/designed by the consultant.

The IOTC Secretariat shall provide illustrations, graphs, flow charts, tables, pictures, screen displays and examples of finished tasks, as required.

6. Qualifications and experience of the Consultant:

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The selected consultant should be able to demonstrate a successful history of consultancy engagements in a field related to this Terms of Reference and the design of professional documents, publications, training materials.

Qualifications and skills

- A degree or equivalent in design of publications/documents,
- The expert should be proficient in written and spoken English and French.

Professional experience

- Knowledge and working experience for IOTC;
- Minimum 5 years of experience in the designing and laying out of publications, ideally for international organisations (RFMOs);
- Good command in using professional design software: Photoshop, Illustrator, Xpress, In Design, Dreamweaver;
- Technical knowledge of the implementation of FAO rules in terms of publication: FAO Style, rules of IOTC/FAO publication and rules of use of FAO logo,
- Ability to work under pressure and meet tight deadlines.

7. Beneficiary Country:

The beneficiaries of the initiative are the Contracting and Cooperating Parties (CPCs) of the Indian Ocean Tuna Commission, beneficiary of the SWIOFISH 2 project.

8. Technical Supervisor:

The technical supervisor of the expert will be the Secretariat of the Indian Ocean Tuna Commission.

9. Location, travel, and expected starting date:

This assignment is home based. The designer will liaise regularly with the IOTC Secretariat while designing the documents.

Travel: Briefing meeting at IOTC Secretariat and/or to the country of production of the documents for follow up of printing. A budget may be allocated to travel to Seychelles and/or the place of printing of the documents.

10. Indicative number of working days by activities:

Assignment duration: 146 working days over a period starting in 2019 and ending in 2023 (End of the project) with production of deliverables.

Working days unused for a specific component can be transferred to another component under this contract.

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Working days allocated to each components may be revised according to the need.

11. Payment schedule and conditions

Payment as defined in the contract with IOC and based on days worked. The consultants shall provide a time sheet every month.