



## Request for Quotations

### ***Consultancy on Human Resource Development for the Tuvalu Fisheries Department***

The Tuvalu Fisheries Department (TFD), implementing the New Zealand funded Tuvalu Fisheries Support Programme Phase 2 (TFSP2), is seeking quotations from suitably qualified and experienced consultants to advise on Human Resource Development for the Department. Details are provided in the terms of reference at [www.tuvalufisheries.tv](http://www.tuvalufisheries.tv)

#### *Timing and delivery*

It is expected that inputs of around 30-35 working days will be required, over one or, at most, two visits to Tuvalu. It is expected that an international consultant will be required, but proposals that involve a national consultant in a support role will be considered favourably.

#### *Requirements (qualifications and experience)*

Proposals will be assessed against the following criteria by the senior management committee of the TFD:

- Relevant qualifications and experience for providing advice and recommendations on human resource development in the Fisheries sector;
- Experience of assessing training needs for staff of Fisheries agencies in the Pacific region;
- Experience of reviewing the staffing structure and job descriptions against the key functional responsibilities of an organisation;
- Value for money.

#### *Submission of proposals*

Interested consultants should submit the following information in support of their proposal:

- a) Confirmation of the dates on which they will be available;
- b) A brief proposal addressing the requirements listed above and an outline of the methodology they will use to approach the assignment;
- c) A brief curriculum vitae of the consultant(s);
- d) A cost estimate providing fees (daily rate and total) and any incidental costs. A lump sum contract in Australian Dollars, with payment based on deliverables, is preferred.

Proposals should be sent by email to [michaelb@tuvalufisheries.tv](mailto:michaelb@tuvalufisheries.tv) and should reach him by 5.00 p.m. local time (in Tuvalu) on **Tuesday 31<sup>st</sup> January 2023**. Any questions on the proposed consultancy can be sent to the same email address and will be answered within 3 working days.

This request for proposals should not be construed as an offer to any consultant contacted. TFD reserves the right to reject any or all proposals, and to negotiate with any bidder if the original proposal is not acceptable.

## **Terms of Reference for Technical Assistance:**

### **Background**

The Mission of the Tuvalu Fisheries Department (TFD), as defined in its new Corporate Plan 2023-25, is to increase the contribution of Fisheries to socio-economic development and quality of life. The objective of the TFD Corporate Plan relevant to this consultancy is: 'Objective 6: Development of systems, staff capacity and facilities for a Tuvalu Fisheries Authority.' Specific activities identified are to review and revise the staff structure, and to carry out a training needs assessment.

The last institutional review of the Tuvalu Fisheries Department was carried out ten years ago, and it is now timely to take stock of the implementation of its recommendations and changes in the functions and HR needs since then. Recently the Government has approved in principle the transition of TFD to a statutory authority, and this will create additional requirements and opportunities to plan and strengthen human resources.

The Tuvalu Fisheries Support Programme Phase 2 (TFSP2), which is funded by New Zealand, is supporting the implementation of TFD's Corporate Plans, and is providing funding for this study. New Zealand, through TFSP2 and other mechanisms, also supports a range of training opportunities which could support implementation of the training needs assessment.

### **Objective:**

The objective of the consultancy is to prepare a human resource development plan for the Tuvalu Fisheries Department to improve its current performance and in preparation for its transition to a Fisheries Authority.

### **Scope of work:**

The Consultant will be expected to undertake the following main tasks:

- a) Develop a work plan for the assignment for approval by the Senior Management Committee of TFD;
- b) Through interviews and document review, examine the current roles, tasks and functions of the Department and how the job descriptions, qualifications and actual work of staff (both established and contract staff) align with these;
- c) Identify gaps in current performance as well as future needs for a Fisheries Authority and propose an improved staff structure and related proposals;
- d) Examine future HR needs, considering, among other issues, succession planning, attraction of talented individuals and technical staff needs;
- e) Examine job roles and skill gaps – determine training needs in collaboration with TFD staff and prepare a training needs analysis (TNA) including a training plan, which as far as possible, identifies appropriate training opportunities and resources;
- f) Prepare a draft Human Resources Development plan for discussion and comment which brings together findings and recommendations on all of the above;
- g) Prepare a final HRD plan, taking account of feedback.

### **Requirements (qualifications and experience):**

Proposals will be assessed against the following criteria by the senior management committee of the TFD:

- Relevant qualifications and experience for providing advice and recommendations on human resource development in the Fisheries sector;
- Experience of assessing training needs for staff of Fisheries agencies in the Pacific region and familiarity with training opportunities;
- Experience of reviewing the staffing structure and job descriptions against the key functional responsibilities of an organization and proposing effective reform;
- Value for money.

**Timing and delivery:**

It is expected that inputs of around 30-35 working days will be required, mainly undertaken by a single international consultant. The study should commence soon after the selection of the consultant, and should be completed by the end of August 2023.

**Deliverables:**

There are three deliverables:

- An inception report providing a plan and timetable for the consultancy study;
- A training needs assessment report (TNA);
- A final HRD plan report that addresses all aspects of the scope of work, and makes clear and concise recommendations for future action.

In the case of each deliverable, it is expected that a draft will be submitted to TFD for comment, before the final reports are prepared and submitted.

**Payment schedule:**

The proposed payment schedule is for a lump sum contract, payable in AUD, with payments on receipt and acceptance of deliverables as follows:

- 20% of fees on acceptance of the inception report;
- 20% of fees on acceptance of the TNA;
- 60% of fees and any eligible expenses on acceptance of the final report.

The consultant may propose an alternative payment schedule in their quotation if this is not acceptable.