



CALL FOR PROPOSAL: STATISTICAL FISH AGING DATA ANALYSIS WORKSHOP

CLOSING DATE & TIME

4 April 2017 – 16H30 (Namibian Time)

TECHNICAL ENQUIRIES

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CALL FOR PROPOSAL: STATISTICAL FISH AGING DATA ANALYSIS WORKSHOP

Project Ref. Number ECOFISH WP2.3

TITLE FIVE-DAY TRAINING NG WORKSHOP ON STATISTICAL ANALYSIS OF FISH AGING DATA

Background The Benguela Current Convention was signed on 18 March 2013 in the town of Benguela (Angola) by the three Governments of Angola, Namibia and South Africa. It entered into force on 10 December 2015 and on 13 July 2016, it was registered with the Secretary-General of the United Nations in New York. The Convention is the first in the world to be based on large marine ecosystem concept. It is a ground-breaking environmental treaty that entrenches a permanent inter-governmental organisation. This Convention is the first in the world to be based on the Large Marine Ecosystem (LME) concept of ocean governance – a move towards managing transboundary resources at the larger ecosystem level (rather than at the national level) and balancing human needs with conservation imperatives.

The BCC is governed through the Ministerial Conference with its operational decision making body being the Commission, and has three permanent advisory committees which are the Ecosystem Advisory Committee, Finance and Administration Committee and the Compliance Committee. The BCC Secretariat, is based in the coastal town of Swakopmund and is headed by the Executive Secretary, is entrusted by the member states to lead the coordination of the BCC activities. Professional staff are recruited from Member States with gender equity at the forefront of the recruitment process.

The coordination by the Secretariat is guided by the signed Strategic Action Programme (SAP, 2015 – 2019) for the implementation of the BCC activities. The SAP has been translated into a five-year business plan to ensure the practical operational plan of the SAP. The Secretariat works with national, regional and international partners to coordinate research and capacity development programmes to provide Member States with best available scientific information and advice for management decisions related to the transboundary resources and issues. The core values of the BCC are: Integrity, Accountability, Transparency, Equity and Environmental sustainability.

The European Union is supporting the BCC to improve the enhance the management of shared important fish stocks through advanced stock assessment methods. One of the essential inputs in modelling is accurate fish ages. A consultant is required to conduct a training workshop on statistical analysis of fish age data.

Rationale Knowing the age of fish is essential input in stock assessments model and for the development of management or conservation plans. Fish size is generally associated with fish age, although there are variations in sizes at any particular ages for most fish species, make it challenging to estimate one from the other with precision. BCC marine research institutions (INIP

in Luanda, NatMIRC in Swakopmund and DAFF in Cape Town) have collected otoliths for commercially important shared fish stocks for decades. Most of the otoliths are read and results validated, but statistical analysis has not been done due to shortage of skills is pending and hence the need for this training workshop.

Objectives

The specific objective:

The objective of ECOFISH WP 2.3 is to improve, validate and standardise the techniques used in the region to estimate the age and growth rates of commercially important fish species, particularly those with a transboundary distribution. Growth is a vital component in discerning the population dynamics of fishes and modelling age-length relationships requires the ability to effectively compare and discriminate among alternative hypotheses that represent biological realism. Many workshops on age determination criterion have been held in the past. Consequently, most participants have been trained on practical age determination but may lack guidance in calculating and reporting age estimates. Therefore, the Regional Fish Aging Determination Working Group (RFAD-WG) under its remit to co-ordinate the plans of WP 2.3 proposed this workshop. In the process, countries would have a chance to learn how to analyse and prepare data using the best estimates from age data, resolve specific issues related to their sampling programmes and to apply other, possibly new, methods to provide national age estimates.

Scope of Work

The Contractor is expected *inter alia* perform the following activities:

Data Analysis

1. Fitting VBGF growth curves using Excel or any other statistical program.
 - Estimating growth parameters
 - Model selection criteria
 - Growth parameters from Length Frequency data.
 - Age length keys
2. Calculating:
 - Catch at age.
3. Statistical treatment of age data.
 - Non-linear curve analysis as in the case of the VBGF and maturity at age ogives.
 - Statistical methods for comparing growth curves.
 - Age reading comparison tools.
 - Precision errors.
 - Impacts of ageing errors.
 - Sampling protocols for collecting commercial and scientific age data.
 - Propose best practices for summarizing and reporting the results of ageing data.

Implem. Plan

Proposer to supply implementation plan.

Outputs & Deliverables

Expected output/deliverable are:

- a) A work plan for the workshop.
- b) Training manual composed of the key elements described in the scope of work
- c) Statistical training workshop facilitated and conducted covering all elements described in the scope of work above
- d) Report summarising the results of the workshop

Project team Potential contractor / consultant would need to demonstrate the following capacity:

- To undertake the work successfully
- Experience in statistics and modelling
- Knowledge in conducting similar training workshops

Equipment Required Contractor to have his / her own laptop

Timeframe 10 days (24 – 27 April 2017)

Venue Swakopmund

Budget Breakdown Contractor / consultant to supply

INSTRUCTIONS TO TENDERERS:

1. TIMEFRAMES

- 1.1 The contract will be awarded to a successful bidder within 5 days of closing of this tender.
- 1.2 The successful bidder will commence work within fourteen (14) days from the date of signature.

2. SUBMISSION OF THE PROPOSAL

- 2.1 The Proposal should be emailed to kumbi@benquelacc.org
- 2.4 The deadline for the submission of tenders is 4 April 2017 **(16h30 Namibian Time)**.

4. FINANCIAL ARRANGEMENTS

- 4.1 Contractors are solely responsible for their own costs in preparing the tender.
- 4.2 Payments for all products and services (professional fees and reimbursements) covered by this tender shall be made within 30 (thirty) days subject to receipt of appropriate invoices, the satisfactory completion of work, and adherence to the BCC Secretariat's Financial Policy.
- 4.3 The BCC Secretariat shall not be liable for any losses, damages, costs, charges or expenses caused by defects or damage to the bidders equipment and supplies.
- 4.4 The BCC Secretariat shall not be liable for any losses, damages, costs, charges or expenses caused by injuries to the bidder's staff during the execution of their duties.

5. CONFIDENTIALITY

- 5.1 Tenders submitted will not be revealed to any other bidders.
- 5.2 The BCC Secretariat reserves the right to seek clarification or verification of any information contained in the tenders.
- 5.3 All information pertaining to BCC obtained by the bidder as a result of participation in this tender is confidential and must not be disclosed without written authorisation from the Executive Secretary of BCC.

6 OWNERSHIP OF DATA

- 6.1 All tenders, including any supporting documents and or training materials or any other documentation with reference to this tender, submitted to the BCC Secretariat becomes the property of BCC.
- 6.2 Ownership of all data belonging to BCC whether under its control or the bidder's control shall continue to vest in BCC. Any data of whatever nature resulting from the provision of the Products and Services shall be the property of BCC and may be used by BCC without restriction. All data or information that may be shared with the successful bidder during the provision of the Products and Services shall upon termination of the contract, be returned to the BCC Secretariat.

7. MODIFICATION OF TERMS

- 7.1 The BCC Secretariat reserves the right to add, modify or omit certain portions of the tender scope at any time at its sole discretion. This includes the right to cancel this tender at any time prior to entering into a contract with the successful bidder.

8. TENDER FORMAT

- 8.1 Bidders are required to address the issues and requirements in Appendix A to ensure that their tender receives full consideration.

9. EVALUATION OF TENDERS AND AWARD CRITERIA

9.1 ELIGIBILITY CRITERIA

- (a) Only tenders received as specified in Section 2 (Submission of Tender Proposals) will be considered.
- (b) Only bidders that have provided the following will be considered:
- (i) Certified copies of a Certificate of Registration or Incorporation with the relevant national authorities in the case of companies or corporations; for partnerships, consortiums and joint ventures, the relevant agreement between the parties; and in the case of individuals, certified copies of the ID, proof of physical address will be required;
 - (ii) A certified copy of a current Certificate of Good Standing from the Ministry of Finance (for Namibians) or an original copy of Income Tax Clearance Certificate or exemption thereof from the relevant national authorities.
- (c) Tenders will not be evaluated if the bidder's current or past shareholding or other interests may, in the BCC Secretariat's opinion, give rise to a conflict of interest in connection with this tender.
- (d) This tender is only open to citizens of the BCC Member States or service providers that are majority owned by citizens of the BCC Member States (with proof of shareholding) and registered within any of the BCC Member States.

9.2 QUALIFICATION CRITERIA

- (a) Eligible tenders will be considered provided that all the documentation as specified in Appendix A of this document has been supplied.

9.3 AWARD CRITERIA

- (a) The contract will be awarded from the qualifying tenders on the basis of the most economically advantageous proposal by applying the following award criteria:
- (i) Technical Knowledge, Qualifications and Experience;
 - (iii) Price

9.4 CONTRACT ADMINISTRATION

- (a) The award will be subject to the successful conclusion of a Service Level Agreement (SLA) to confirm the Terms and Conditions of the Tender.
- (b) The BCC Secretariat reserves the right to negotiate the terms of the tender proposal and the value

APPENDIX A - TECHNICAL PROPOSAL

Bidders must address all the issues and requirements which appear in this Appendix

A.

10. GENERAL INFORMATION

- 10.1 One-page letter of introduction identifying the bidder and signed by the person(s) authorised to bind the bidder to statements made in the proposal.
- 10.2 A Profile of the consultant.
- 10.3 Proof of technical knowledge or qualifications or experience of staff that will carry out the work as specified in the deliverables.
- 10.4 All bidders are required to clearly state the name of the Primary Party with whom the BCC Secretariat will enter into an Agreement.

11. UNDERSTANDING OF THE ASSIGNMENT

- 11.1 A detailed proposal indicating a clear understanding of the Terms of Reference will be required.

12. REFERENCES

- 12.1 A record of previous similar assignments undertaken by the bidder.
- 12.2 Bidders must provide a minimum of three (3) customers (names, addresses and telephone numbers) who may be contacted for references in connection with the scope of works.
- 12.3 These references should be current, stipulate the nature of work undertaken and where the work was executed.
- 12.4 The BCC Secretariat reserves the right to undertake a full background check on all references submitted prior to awarding the contract.

References:

Company	Contact number/s	Contact Person

APPENDIX B - FINANCIAL PROPOSAL

Bidders must address all the issues and requirements which appear in this Appendix B.

13. SCHEDULE OF COSTS/FINANCIAL PROPOSAL

The schedule must take the following format:

- (a) All costs must be quoted in Namibian Dollars (NAD).
- (b) The total cost of the proposal (best and final offer).
- (c) All prices must be quoted excluding VAT.
- (d) A breakdown of the pricing and cost components for Services set out in this invitation to tender (ITT).
- (e) Prices and costs included in this financial proposal must cover all the bidder's costs, including but not limited to surcharges, cancellations, transportation cost, warehouse charges, installation charges and all other charges associated with meeting the requirements.
- (f) The price for each Service as specified in cost schedule must be set out.

- (g) Consideration must be given to the bulk pricing discounts to be offered to the BCC Secretariat, based on services to be carried out.
- (h) Should the bidder not provide a particular Service, please indicate this as set out in the Tender. The bidder will not be excluded from the evaluation of those Services offered.
- (i) After the award has been made, the BCC Secretariat reserves the right to source alternative travel quotations as part of its procurement governance process, in order to ensure the services provider (s) demonstrated a proactive approach in reducing cost, e.g travel cost.