



Ref. GFP-003

STATEMENT OF WORK (SOW)

1 SCOPE OF WORK

The required work is for the development of a Guide for Developing National Strategies Regarding Biofouling Management (the Guide).

2 PURPOSE

The aim of the Guide is to assist the twelve beneficiary countries of the GloFouling Partnerships project (Brazil, Ecuador, Indonesia, Fiji, Jordan, Madagascar, Mauritius, Mexico, Peru, Philippines, Sri Lanka, and Tonga – referred to as Lead Partnering Countries, in short LPCs) in developing their own national strategies on biofouling management. The objectives of the Guide are three-fold:

- Help define a national policy to address the risk of aquatic invasive species introduced via biofouling, based on the specific status of the issue in each country;
- Help define a strategy (strategic priorities) in line with the national policy to enhance national frameworks for biofouling management, including national legal frameworks; and
- Guide the development of action plans for the implementation of the strategy on the short, medium and long term.

The Guide is expected to offer guidance in line with the *Guidelines for the control and management of ships' biofouling to minimize the transfer of invasive aquatic species* (IMO Biofouling Guidelines), adopted in 2011 under the aegis of the International Maritime Organization (IMO). These Guidelines provide a globally consistent approach to the management of biofouling of ships, by recommending a set of management measures to prevent the introductions aquatic invasive species.

3 CONTEXT AND BACKGROUND INFORMATION

GloFouling Partnerships (<https://www.glofouling.imo.org/>) is a 5-year technical cooperation project and a joint initiative of IMO with the United Nations Development Programme (UNDP) and the Global Environment Facility (GEF), to protect marine ecosystems from the negative effects of invasive aquatic species transferred through biofouling on ships and other marine structures.

IMO implements (through the GloFouling Partnerships' Project Coordinating Unit - GloFouling PCU) the project activities, including the identification of appropriate strategies for legal, policy and institutional reform with a view to implement the IMO Biofouling Guidelines (and other relevant guidelines or codes of conduct).

To inform and achieve the said legal, policy and institutional reform, a set of guidance documents are expected to be developed under the GloFouling Partnerships project,

including guidance for developing a National Biofouling Management Strategy and Action Plan (NBMS).

Specifically, an NBMS is expected to cover all major facets of biofouling management, including regulatory issues; institutional strengthening; compliance, monitoring and enforcement systems; maintenance of capacity; and regional and sub-regional cooperation. Consideration should also be given to any existing national biodiversity strategies and other relevant strategies and plans when developing and implementing a NBMS.

4 REQUIREMENTS

The Guide must achieve the following:

- Brief description of the context for undertaking this exercise (the issue; IMO Guidelines; GloFouling Partnerships project) and its end purpose (implementation of biofouling best management practices at the national level);
- Explanation of the benefits of developing and using a National Biofouling Management Strategy and Action Plan (NBMS) to improve biofouling management;
- Description of information needed (situational analysis) based on which policy options can be defined;
- Identification of policy options for responding to risks caused by invasive aquatic species introduced in the marine environment via biofouling;
- Description and explanation of policy process(es) for establishing strategic priorities and legal acts and for implementing these through an action plan;
- Identification of criteria for the assessment of feasibility and impacts (costs and benefits) of identified policy options;
- Description of rationale and best practices for organizing and conducting consultations with stakeholders, inside and outside national authorities responsible for or impacted by the management of biofouling;
- Recommendations on how to present options and communicate internally and externally on these options; and publicising outcomes of consultations and final decision;
- Recommendations on how to ensure implementation, enforcement, monitoring and evaluation of policies and legal acts and other initiatives aiming at addressing biofouling management at the national level;
- List of references and sources of information; and
- Links to further resources.

The list of requirements outlined above is comprehensive but may not necessarily be exhaustive. The Expert is encouraged and expected to provide any additional suggestion on the content and/or format of the Guide that is deemed relevant in fulfilling the objectives of this Assignment.

5 DESIGN, FORMAT AND LANGUAGE

The Guide will take the form of a practical, user friendly document with format and content designed for end users (i.e. civil servants and staff from various national departments,

working directly and indirectly on the development and implementation of operational, technical and legal measures to mitigate marine biodiversity loss).

A Strategy and Action Plan **Template** with sections to be filled-in will be included as part of the Guide. This Template will be an important part of the Guide as countries will be using it to develop the main document incorporating key elements of the NBMS.

The Guide should, as much as possible, take the form of a "How to" Guide, with steps, examples and check lists.

The Guide shall be drafted in English. To the extent possible, clear/plain language, tables and visuals must be used throughout the Guide as well as when designing the Template so it is easy for both specialized and non-specialised audience to understand what is required.

6 QUALITY CONTROL

A quality control process must be undertaken by the Expert early in the development process of the Guide to ensure that the final version is adequately designed and formatted to achieve its end purpose.

7 MILESTONES AND FINAL DELIVERABLE

The Expert shall achieve all seven Milestones and deliver the Guide Final Draft (Final Deliverable) for the completion of this Assignment. Milestones and Final Deliverable are described hereunder:

Milestone 1 – Initial Meeting: a meeting will be organised between the PCU and the Expert/Expert team to discuss the present SOW and best approaches for the completion of this Assignment, as well as any other relevant issue.

Milestone 2 - Detailed Methodology and Work Plan: Based on discussions with the GloFouling PCU for this Assignment during the **initial meeting**, the Expert must provide a final methodology and work plan. This document must describe, in detail, the methodology (how the Expert intends to approach the development of the Guide) and work plan (based on actual calendar) to achieve the Requirements outlined above. This document must also reflect interactions with the PCU during the initial meeting and any further discussion after the meeting.

The PCU will review this document and provide comments to the Expert within eight (8) working days after receiving the document.

Milestone 3 - Preliminary Observations: Presentation of preliminary observations by the Expert during a **second meeting**, no later than five (5) weeks after the Assignment award date, will provide an opportunity to confirm direction, timelines and to discuss any issues the Expert or the PCU may foresee.

Milestone 4 – Table of Contents/Outline: The Expert must provide a Table of Contents or a general outline of the different parts/sections of the Guide describing its structure and content, including the Strategy and Action Plan Template mentioned in Section 5 of the present SOW.

The titles of sections and subsections must be indicated with a brief description of their contents, and how they link to requirements.

The PCU will review and provide comments to the Expert within one (1) week after receiving the document.

Milestone 5 – Guide Draft 1: The Expert must provide one electronic copy of the Guide Draft 1 in Microsoft Word. Draft 1 shall contain all sections as well as the Strategy and Action Plan Template and reflect work on Requirements as per the Statement of Work.

The Draft 1 must also consider and address any comments from the PCU and discussion outcomes received during and after meetings and communications between the PCU and the Expert.

The PCU will review and provide comments to the Expert within two (2) weeks after receiving the Guide Draft 1.

Milestone 6 – 3rd (mid-project) Meeting: A third meeting will be required following the PCU review of the Guide Draft 1 to confirm direction, timelines and provide the opportunity to discuss any issues the Expert or the PCU may foresee.

Milestone 7 – Guide Draft 2: The Expert must provide one electronic copy of the Draft Report in Microsoft Word. Draft 2 shall be an almost finalised version that incorporates/addresses all comments provided by the PCU on Draft 1; during the 3rd Meeting and during communications exchanges thereafter between the PCU and the Expert.

The PCU will review Draft 2 and provide comments to the Expert within two (2) weeks after receiving it.

Deliverable – Final Draft Guide: The Final Draft must incorporate/address all comments provided by the PCU during the completion of this Assignment. The Final draft document will be considered as final and meeting all requirements of the present Assignment only at the satisfaction of the PCU.

The Expert must provide the Final Draft electronically in Microsoft Word and Adobe Acrobat (PDF).

8 REQUIREMENTS REGARDING MATERIAL PRODUCED

Background material, information or other items used to develop the Guide (such as notes, text, graphics, surveys, raw data, spreadsheets and records of discussions) shall be made available to the PCU.

All rights, including title, copyright and patent rights, in any work produced by the Expert for this Assignment, shall be vested in IMO, which alone shall hold all rights of use. Where necessary, adequate authorisation shall be secured for any third-party materials included in the Guide.

9 COMMUNICATION

Regular feedback (every two weeks as feasible) through email, and/or phone calls must be maintained between the expert and the PCU during the completion of this Assignment.

10 SCHEDULE FOR DELIVERABLES

The Guide Final Draft (Final Deliverable) shall be provided no later than twenty (19) weeks after the Assignment award date (AAD). A timeline for Milestone and delivery of Guide Final draft is outlined in this Table:

Task/Deliverable	Delivery Timeline
Initial Meeting (Milestone 1)	Within 8 working days of AAD
Methodology & Work Plan (Milestone 2)	No later than 3 weeks after AAD
Preliminary Outline/ 2nd meeting (Milestone 3)	Week 5
Table of Contents/Outline (Milestone 4)	No later than 6 weeks after AAD
Guide Draft 1 (Milestone 5)	No later than 8 weeks after AAD
3rd Meeting (Milestone 6)	Week 11
Guide Draft 2 (Milestone 7)	No later than 14 weeks after AAD
Guide Final Draft (Final Deliverable)	No later than 20 weeks after AAD

11 WORK LOCATION

All work will be performed from the Expert's place of business. All eventual meetings with the PCU (and any other relevant PCU team member or other IMO staff) and presentations will be conducted by conference call or in person (if practical). In this latter case, travel costs related to the meeting shall be borne by the GloFouling Partnerships project.

12 EXPERT/EXPERT TEAM PROFILE

The expert/expert team should have a legal educational background with sound knowledge of, and direct experience with, the development of national strategies and policy processes, including processes for proposing, adopting and monitoring the implementation of domestic law.

The expert/expert team should have good knowledge of shipping and related environmental issues (familiarity of biofouling management and maintenance practices would be considered an asset).

The expert/expert team should also have solid drafting skills. Capacity to present recommendations and instructions in a practical and clear, understandable manner is essential.

13 TENTATIVE ASSIGNMENT START AND END DATE

Start: 1 April 2020.

End: 15 August 2020.