



Ref. GFP-001

STATEMENT OF WORK (SOW)

1 **SCOPE OF WORK**

The Scope of Work is the development of a Guide for National Status Assessments on Biofouling Management (the Guide).

2 **PURPOSE**

The aim of the Guide is to assist the twelve GloFouling Partnerships project's beneficiary countries (referred to as Lead Partnering Countries (LPCs), namely Brazil, Ecuador, Indonesia, Fiji, Jordan, Madagascar, Mauritius, Mexico, Peru, Philippines, Sri Lanka, and Tonga) in developing their own national status assessment reports on the current status of biofouling management with focus on aquatic invasive species introductions. The national status assessment report is expected to produce high-quality, reliable information for decision-makers to support policy development.

3 **BACKGROUND**

GloFouling Partnerships is an initiative of the International Maritime Organization (IMO), in collaboration 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.

Within the framework of the GloFouling Partnerships project, it is expected that each of the twelve project's beneficiary countries (LPCs) will develop their national status assessment report with information on current biofouling management issues and practices to prevent introduction and the spread of invasive aquatic species. These national status assessment reports are aimed at providing the appropriate understanding and knowledge baseline on which the future country strategy and initiatives to address the issue will be developed.

4 **REQUIREMENTS**

The Guide must achieve the following:

- Brief description of the context (biofouling vectors and impacts; IMO Guidelines; GloFouling Partnerships project) and the issue at stake (implementation of biofouling best management practices at the national level);
- Explanation of the benefits of developing and using a national status assessment (situational analysis);
- Details on the type and format of information needed: Identify, list and describe in detail what data and information are required to build the baseline information that will be needed for the development of a national policy on biofouling management. At a minimum, the information should include biofouling pathways and vectors in the country, industries and resources affected, existing industry (including ports) practices to manage biofouling,

as well as existing international, regional and national legislative/policy regime and requirements applicable in the country, and available technical and scientific expertise. Economic data and/or research on impacts of biological invasions (especially biofouling-mediated invasions) on natural resources and assets should be part of this information;

- Recommendations on how to ensure data standardization and conduct data quality assessment;
- Guidance on how to analyse the results, including data gap analysis;
- A rapid national assessment Template with sections to be filled in by the countries. This template is an important part of the Guide as it will be used as an analytical summary document presenting key findings to national policy development teams;
- 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/Expert Team is encouraged and expected to provide any additional suggestion or information that is deemed relevant in fulfilling the objectives of this Assignment.

5 FORMAT/LANGUAGE

The Guide, and especially the Template, will take the form of a practical, user friendly document with format and content designed for end users. Unnecessary information, i.e. information that is not directly related to the purpose of the Guide, should not be included.

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 Rapid assessment 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/Expert Team early in the report development process to ensure data are reliable; quantitative and/or qualitative data analysis is done rigorously; and the Final Report is adequately written and formatted to achieve its end purpose.

7 DELIVERABLES

The Expert/Expert Team shall provide the following deliverables:

Deliverable 1 - Detailed methodology and work plan: Based on discussions with the GloFouling Project Coordination Unit (PCU) designated resource person for this Assignment during the **initial/inception meeting**, the Expert/Expert Team must provide a final methodology and work plan. This document must describe, in detail, the methodology and work plan with respect to requirements outlined in the Requirements outlined above. This

document must also reflect interactions with the PCU's designated resource person during the initial meeting and any further discussion after the meeting.

The PCU's designated resource person for this Assignment will review this document and provide comments to the Expert/Expert Team within (1) week after receiving the document.

Deliverable 2 - Preliminary observations: Presentation of preliminary observations by the Expert/Expert Team during a second meeting, no later than 5 weeks after the Assignment award date, will provide an opportunity to confirm direction, timelines and to discuss any issues the Expert/Expert Team or the PCU may foresee.

Deliverable 3 – Table of Contents: The Expert/Expert Team must provide a Table of Contents which describes the structure of the proposed Guide and the content of the Final Report.

This must describe the structure of the proposed content of the Guide including annexes as/if applicable. The titles of sections and subsections must be indicated with a brief description of their contents, and how they link to requirements.

The PCU's designated resource person or its representative will review and provide comments to the Expert/Expert Team within one (1) week after receiving the document.

Deliverable 4 – Interim Report: The Expert/Expert Team must provide one electronic copy of the Interim Report. The Interim Report must contain all the study findings and reflect work on Requirements as per the Statement of Work.

This Interim Report must also consider, and address comments received during regular progress of the project and comments provided on Deliverables 1 and 2.

The PCU's designated resource person will review and provide comments to the Expert/Expert Team within two (2) weeks after receiving the Interim Report.

Deliverable 5 – Third (mid-project) meeting: A third meeting will be required following the PCU's designated resource person review of the Interim Report to confirm direction, timelines and provide the opportunity to discuss any issues the Expert/Expert Team or the PCU may foresee.

Deliverable 6 – Draft Report: The Expert/Expert Team must provide one electronic copy of the Draft Report. The Draft Report must contain all the study findings and reflect work on Requirements (see hereunder) as per the Statement of Work. It must incorporate/address all comments provided by the PCU's designated resource person on Deliverable 3 and 4.

The PCU's designated resource person will review and provide comments to the Expert/Expert Team within two (2) weeks after receiving the Draft Report.

Deliverable 7 – Final Report: The Final Report must incorporate/address all comments provided by the PCU's designated resource on Deliverable 4, and on the Draft Report (Deliverable 6).

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

Deliverable 8 – Webinars: The Expert/Expert Team will deliver a series of 6 webinars (90-minute presentations, including a 30-minute question period) to LPCs using Webex, to explain how to use the Guide and fill in the rapid assessment Template. The webinars will be organised and coordinated by the PCU in collaboration with the Expert/Expert Team.

8 REQUIREMENTS REGARDING MATERIAL PRODUCED

The background material, information or other materials used to develop the Guide must be documented in the Report and be available to the PCU's designated resource person over the course of 5 years after completion of the Final Report.

All documents, reports and correspondence produced by the Expert/Expert Team will be subject to review by PCU's designated resource person for this Assignment. All work is to be performed in accordance to the satisfaction of the PCU's designated resource person for this Assignment.

In addition to the Final Report, the Expert/Expert Team must provide the PCU's designated resource with hard and electronic copies of all notes, text, graphics, surveys, raw data, spreadsheets and records of discussion used for the delivery of this Assignment upon request.

In order to achieve the requirements outlined above, the Expert/Expert Team must complete all Deliverables 1 to 8.

Once completed, the Final Report will be reviewed and may be edited by the PCU before publication as part of the GloFouling Monograph series and distribution to Lead Partnering Countries.

9 COMMUNICATION

Regular feedback (at least every two weeks) through email, and/or phone calls must be maintained between the Expert/Expert Team and the PCU's designated resource person for this Assignment.

10 SCHEDULE FOR DELIVERABLES

All deliverables shall be provided no later than twenty (20) weeks after Assignment award as outlined in this Table:

Task/Deliverable	Delivery Timeline
Initial Meeting	Within 5 working days of Assignment Award Date (AAD)
Final detailed methodology & work plan (deliverable 1)	No later than 3 weeks after AAD

Task/Deliverable	Delivery Timeline
Present preliminary observations (Deliverable 2)/Second meeting	Week 5
Table of contents (Deliverable 3)	No later than 6 weeks after AAD
Interim Report (Deliverable 4)	No later than 8 weeks after AAD
Mid project meeting (Deliverable 5)	Week 11
Draft Report (Deliverable 6)	No later than 14 weeks after AAD
Final Report (Deliverable 7)	No later than 19 weeks after AAD
Webinars (Deliverable 8)	No later than 24 weeks after AAD (exact dates to be defined)

11 WORK LOCATION

All work will be performed from the Expert/Expert Team's place of business. All eventual meetings with the PCU's designated resource person (and any other relevant PCU team member or other IMO staff) and presentations will be conducted by conference call or in person (if practical).

12 EXPERT/EXPERT TEAM PROFILE

The proposed Expert/Expert Team should have sound knowledge of, and direct experience with, the development of baseline status assessment reports and policy development processes.

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

The proposed Expert/Expert Team should also have extensive knowledge of quantitative/qualitative methods for data collection and data analysis. Solid drafting skills and capacity to present recommendations and instructions in a practical and instructive manner are essential.

13 PROPOSED ASSIGNMENT IMPLEMENTATION TIMELINE

Mid-March to end of July 2020 (Final Report) and end of September 2020 (Webinars).