



Ref. GFP-008

STATEMENT OF WORK (SOW)

1 SCOPE OF WORK

1.1 The required work is to develop a framework of guidance and documentation to support the establishment of regional strategies and action plans for biofouling management.

1.2 This assignment may be undertaken by an individual or a team of experts or consultants. Henceforth, this statement of work will invariably refer to all options simply as “Consultant”.

2 BACKGROUND

2.1 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 (IAS) transferred through biofouling on ships and other marine structures. The project started in January 2019 and will end in December 2023.

2.2 The GloFouling Partnerships Project Coordination Unit (PCU), based at the International Maritime Organization (IMO) Headquarters in London, United Kingdom, manages this Assignment.

3 PURPOSE

3.1 The aim of the assignment is to assist the Regional Coordinating Organizations (RCOs)¹ participating in the GloFouling Partnerships project to create and establish regional strategies and action plans that will ensure a harmonized and consistent approach to biofouling management across their respective regions. All five RCOs are expected to have hosted regional awareness-raising seminars on biofouling management prior to start developing regional strategies.

3.2 The guidance provided to RCOs will be based on the experience accumulated and lessons learned by multiple stakeholders in different regions in the development of regional strategies to address similar marine environmental issues. All guidance will be 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 of aquatic invasive species.

¹ The Regional Coordinating Organizations participating in the GloFouling Partnerships are: Comisión Permanente del Pacífico Sur (CPPS); Partnerships in Environmental Management for the Seas of East Asia (PEMSEA); Regional Organization for the Conservation of the Red Sea and Gulf of Aden (PERSGA); South Asia Cooperative Environment Programme (SACEP); Secretariat of the Pacific Regional Environment Programme (SPREP).

4 DUTIES OF THE CONSULTANT

4.1 The Consultant shall deliver the following duties and outputs:

- .1 Liaise with the GloFouling Partnerships' RCOs and conduct an information gathering and rapid gap analysis exercise among selected regional organizations, and develop a summary of findings (no more than 15 pages) that will identify:
 - Current status of each region in relation to the development of a regional strategy, including reference to any existing strategies that may be applicable to biofouling management, regional operational capacity and institutional coordination;
 - Strengths and weaknesses of the arrangements in each region;
 - Information on the specific steps (roadmap) required in each region for the adoption of regional policies;
 - Recommendations for the successful development and implementation of regional strategies, including how to present options and communicate with regional stakeholders; and
 - links to any relevant resources.
- .2 Based on the findings in the rapid Gap analysis, develop a draft Strategy Template with minimum common key elements that should be included in a regional strategy on biofouling management.
- .3 Facilitate and conduct online two or more (according to time zones and availabilities) roundtable meetings with RCO representatives to discuss the findings in the Gap analysis and the draft regional Strategy Template. For the purpose of the roundtable meetings, the Consultant shall develop an agenda/programme and any other materials that may be required to facilitate the discussions. As a result of comments and feedback gathered during the roundtable meetings, the Consultant shall update the Strategy Template document.
- .4 Develop a set of sample meeting documents for the successful organization of regional Task Force meetings by RCOs to develop regional strategies on biofouling. The meeting documents shall include at least an agenda, programme, terms of reference for a regional Task Force and any other relevant documents that are deemed necessary for conducting the meetings.
- .5 Participate in regional meetings (to set up regional Task Forces) organised by RCOs in each region in relation to the development of a regional strategy for biofouling management. The Consultant shall facilitate the discussions among country representatives and provide expert advice where required.

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

5 MODUS OPERANDI

5.1 All meetings related to requirements listed in paragraphs 4.1.1 to 4.1.4 will be conducted online. Regional meetings referred to in 4.1.5 may take place online or on site, subject to travel restrictions related to the COVID crisis.

5.2 The PCU will share the contact details of RCOs and experts with relevant knowledge and/or experience that may contribute to the assignment. The Consultant will be expected to take full responsibility for arranging individual consultations with RCOs and other key stakeholders. Additionally, the Consultant will be invited to attend one or two (number to be confirmed at the date of contract signature) short online awareness-raising seminars organised by RCOs. The purpose of these regional seminars is to familiarise riparian countries and key stakeholders on the subject of biofouling and invasive aquatic species. While the Consultant will not be expected to undertake any role during these seminars, participation will support information-gathering on the status in each region.

5.3 The Roundtable meetings with RCOs shall be organised and coordinated by the Consultant. The Consultant should take note that, due the existence of several time zones, the Roundtable meetings may need to be held in two sessions.

5.4 RCOs are expected to take the lead in their respective regions to adapt the Strategy Template as needed, use the sample meeting documents and convey regional stakeholders into a regional meeting to set up a regional Task Force to discuss their respective regional strategies. Dates and times for each regional Task Force meeting will be consulted with the Consultant to ensure availability. It is expected that the regional Task Force meetings will be held between October 2021 and May 2022.

6 DESIGN, FORMAT AND LANGUAGE

6.1 All documents resulting from this assignment (Summary of findings of the gap analysis, strategy template and the supporting sample meeting documents) shall be drafted in English and using models provided by the GloFouling PCU. To the extent possible, clear/plain language and tables must be used so it is easy for non-specialised audience to understand what is required and make informed decisions.

7 QUALITY CONTROL

7.1 A quality control process must be undertaken by the Consultant early in the development process of this assignment to ensure that the final versions of all documents are adequately designed and formatted to achieve their end purpose.

8 MILESTONES AND FINAL DELIVERABLES

8.1 The Consultant shall achieve, for the completion of this Assignment, all Milestones and Deliverables are described hereunder:

Milestone 1 – Initial Meeting: a kick-off meeting will be organised between the PCU and the Consultant within the first week following the signature of the contract, to discuss the present SOW and best approaches for the completion of this Assignment, as well as any other relevant issues.

Milestone 2 - Methodology and Work Plan: Based on discussions with the GloFouling PCU for this Assignment during the **initial meeting**, the Consultant must provide within three (3)

working days after the initial meeting at the latest, a final work plan (based on actual calendar) and methodology to achieve the Requirements outlined above in paragraph 4.1. This document must also reflect interactions with the PCU during the initial meeting.

The PCU will review this document and provide comments to the Consultant within three (3) working days after receiving the document.

Milestone 3 – Gap analysis (Draft 1): The consultant must provide a first draft of the gap analysis, in the Word format, to the PCU, not later than 4 weeks after confirmation by the PCU of the Methodology and Work Plan. The PCU will provide comments to the Consultant within five (5) working days after receiving Draft 1 of the Gap analysis.

The comments will be discussed during a **2nd meeting**, no later than five (5) working days after the PCU comments are received by the Consultant. This will provide an opportunity to confirm direction and timelines, and to discuss any issues the Consultant or the PCU may foresee.

Deliverable 1 – Gap analysis (Final Draft): The Consultant must provide a final draft of the Gap analysis, in Microsoft Word format, to the PCU, incorporating the comments of the PCU, discussion outcomes during the 2nd meeting and any further communications between the PCU and the Consultant, no later than five (5) working days after the 2nd meeting.

Milestone 4 – Strategy Template and sample regional Task Force meeting documents (draft): The Consultant must provide a first draft of the Strategy Template, in Microsoft Word format, to the PCU, not later than two (2) weeks after completion of the Gap analysis. The PCU will provide comments to the Consultant within five (5) working days after receiving the draft Strategy Template.

Milestone 5 – 3rd Meeting: A third meeting, no later than five (5) working days after the PCU comments are received by the Consultant, will be required to discuss comments as/if needed and the finalization of documents, confirm timelines and arrangements for the roundtable meetings, and any issues the Consultant or the PCU may foresee.

Milestone 6 – Roundtable meeting(s): The Consultant shall conduct roundtable meeting(s) with RCOs to present the findings of the Gap analysis and to review the draft Strategy Template. The Roundtable meetings shall be conducted no later than 30 September 2021.

Deliverable 2 – Strategy Template and sample regional Task Force meeting documents (final draft): The Consultant will collate the outcome of comments and suggestions received from RCOs during the roundtable meeting(s) and include them in the final version of the Strategy Template. The Consultant will also finalize the meeting documents for the regional Task Force meetings.

The Consultant must provide a final draft of the Strategy Template and sample regional Task Force meeting documents, in Microsoft Word format, to the PCU, no later than two (2) weeks after the last Roundtable meeting. The final draft of the Strategy Template and sample regional Task Force meeting documents will be distributed to RCOs by the PCU.

Milestone 7 – Regional Task Force meetings: The Consultant shall participate in the five regional Task Force meetings organized by each of the RCO to facilitate discussions and provide expert advice when required.

Deliverable 3 – Final report: The Consultant will provide the PCU with a final report (no more than 10 pages in length) presenting the main conclusions in each of the regional meetings and

relevant recommendations that may support the approval and implementation of a national strategy for biofouling management in each region.

The Consultant must provide the Final report electronically in Microsoft Word, no later than two (2) weeks after the last regional Task Forced meeting has taken place.

9 REQUIREMENTS REGARDING MATERIAL PRODUCED

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

9.2 All rights, including title, copyright and patent rights, in any work produced by the Consultant 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 documents and reports. For IMO's records the Consultant must provide separate supporting document (in any suitable format) outlining all the obtained copyrights (for non-commercial use), required credit and contact details of the source for each externally obtained visual (infographic, photo, graphic and similar).

10 COMMUNICATION

10.1 In addition to the meetings mentioned in Section 8, regular feedback (every two weeks as feasible) through email, and/or video or phone calls must be maintained between the Consultant and the PCU during the completion of this Assignment.

11 WORK LOCATION

11.1 All work will be performed from the Consultant's place of business. All eventual meetings with the GloFouling PCU, RCO representatives and any other relevant person or other IMO staff will be conducted by conference call. Subject to developments related to COVID-19, travel may be required to participate in Task Force regional meetings. In this latter case, travel arrangements and costs related to the meeting shall be borne by the GloFouling Partnerships project.

12 CONSULTANT (OR TEAM OF CONSULTANTS) PROFILE

12.1 The Consultant(s) should have an academic background in Law, International Relations, Marine environment or Shipping, with sound knowledge of, and direct experience with legal analysis and research and/or the development of national or regional strategies or policy processes related to marine environment protection.

12.2 The Consultant(s) should have good knowledge of shipping and related environmental issues. Familiarity with biofouling management and/or IAS would be considered an asset.

12.3 The Consultant(s) 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: 17 May 2021.

End: 31 May 2022.

14 APPLICATION PROCESS

Recommended Presentation of Proposal:

- a. **Letter of Confirmation of Interest and Availability**
- b. **CV**
- c. **Brief description of approach to work/technical proposal** of why the individual considers him/herself as the most suitable for the assignment, and a proposed methodology on how they will approach and complete the assignment; (max 1 page)
- d. **Financial Proposal** that indicates the all-inclusive fixed total contract price.
- e. All application materials should be submitted by email to the address glofouling@imo.org indicating the following reference: Ref. GFP-008

Criteria for Evaluation of Proposal: Only those applications which are responsive and compliant will be evaluated. Offers will be evaluated according to the Combined Scoring method – where the educational background and experience on similar assignments will be weighted at 70% and the price proposal will weigh as 30% of the total scoring. The applicant receiving the Highest Combined Score will be awarded the contract, subject to acceptance of IMO's General Terms and Conditions.
