

Title of the Request for Proposal (RfP):
Technical assistance to evaluate fisheries and aquaculture value chain and assess sustainable/renewable energy interventions for improving energy efficiency to reduce carbon footprint in the marine fisheries and aquaculture sectors

Date of this RfP: 28 April 2025

Closing Date for Receipt of RfP: 27 May 2025

RfP Reference: STAR-Fish/FAVC/01/25

DESCRIPTION OF THE ACTION

The main deliverables expected are:

- Consultancy inception report with agreed work plan
- Report on energy costs linked to production, challenges and opportunities for integrated sustainable energy uptake
- Report on technology, national policies and financing available to support the application of renewable/low carbon energy technology
- Report on selection of fisheries and aquaculture value chains for sustainable energy interventions
- Final technical report on the consultancy

The main tasks/activities are as follows:

1. Attend an initial virtual briefing meeting with the STAR-Fish Technical Team, and other key stakeholders as far as possible, to discuss the objectives, activities, approach, expected outputs and any other issues related to the execution of the assignment that require clarification;
2. Within five (5) days of the briefing meeting, The Consultant will prepare a report of the briefing (inception report) and work plan clearly identifying an outline and timelines for the execution of the actions.
3. Identify energy costs linked to production, challenges and opportunities for integrated sustainable energy uptake.
4. Undertake detailed examination of technology, national policies and financing available to support the application of renewable/low carbon energy technology
5. Identify challenges and opportunities for integrated sustainable energy uptake
6. Facilitate National and regional workshops to present findings of all technical assessments conducted relating to renewable energy
7. Evaluate appropriate fisheries and aquaculture value chains for sustainable energy interventions.
8. Select at least four (4) value chains for sustainable energy intervention.
9. Develop, draft, revised and final versions of a final technical report which would comprise at least the following sections: Acknowledgements; Abbreviations and Acronyms; Executive Summary; Introduction; Approach to the Assignment; Comments on Terms of Reference; Organization and Methodology ; Delivery of Terms of Reference ; Description of Activities Carried Out; Project Mobilization; National/regional consultations; Reporting; Comments and Conclusions; Recommendations (including lessons learned); Annex 1 Terms of Reference ; Annex 2 Inception

Report and work plan ; Annex 3 Mission/workshop Reports ; Annex 4 Consultancy Products defined in above, consultancy final financial report; other agreed reports

- a. Drafts of each product are to be reviewed by the CRFM, prior to finalization

The action should be conducted over 8 months and must be completed no later than the end of February 2026

SPECIFIC REQUIREMENTS for PROPOSAL SUBMISSION

1. Proposals will be evaluated using a Quality and Cost-Based Selection (QCBS) procedure, in which the Technical Proposal can be awarded a maximum of 70% of the evaluation score, and price, a maximum of 30% of the evaluation score.
2. Proposals must be written in Standard English and consist of a technical proposal and a financial proposal.
3. The Technical Proposal should provide the following information:
 - a. A description of the firm's/company's/consortium's experience on comparable assignments
 - b. At least three client references, with information regarding similar services along with contact information (name, telephone numbers and e-mail addresses).
 - c. A detailed description of work plan/schedule for performing the assignment
 - d. Recent CVs of principal/key staff members
 - e. A detailed description of the proposed methodology.
4. The Financial Proposal should be in Canadian Dollars and lists all costs associated with the assignment. It is expected that the stipulated costs would be broken down by activity and outputs.
5. In the case of a Firm/Company, proof of Legal status must be submitted.
 - a. Articles of incorporationIn the case of a consortium of individuals
 - b. Written commitment to be a part of the consortium by all members of same
6. The following contact information must be provided:
 - a. Legal Name of Company/Individual(s)
 - b. Company's Authorised Representative(s) (Name/Title) (in the case of a Firm)
 - c. Full address
 - d. Telephone and Fax numbers
 - e. Skype Address
 - f. Email address
 - g. Website
 - h. Number of technical persons in the company
7. The cost of preparing and submitting the proposal is not reimbursable as a direct cost of the assignment.

8. CRFM is not bound to accept any of the proposals submitted.
9. CRFM's policy requires that respondents provide professional, objective, impartial advice and at all times, hold CRFM's interests paramount without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests. Respondents shall not be hired for any assignment that would be in conflict with their prior or current obligations to other clients, or that may place them in a position of not being able to carry out the assignment in the best interest of CRFM.

SUBMISSION, RECEIPT, AND EVALUATION OF PROPOSALS

Proposals shall be evaluated taking into consideration, but not limited to, the requirements listed below:

Sustainable Energy Specialist

- At least five (5) years' experience working in sustainable energy
- Demonstrated knowledge of Caribbean sustainable energy policy and policy development, including the CARICOM Energy Policy approved by the Forty-First Special Meeting of the COTED on Energy, the Caribbean Sustainable Energy Roadmap and Strategy (C-SERMS) and the SIDS DOCK targets.
- Experience in evaluating energy costs linked to production in fisheries value chains and identifying challenges and opportunities (minimum 3 assignments)
- Experience in examination of technology, national policies and financing available to support the application of renewable/low carbon energy technology (minimum 3 assignments)
- Working experience in the Caribbean region is a requirement
- The Sustainable Energy Specialist should possess suitable/appropriate qualifications in energy management, engineering and/or related areas

Fisheries Value Chain Specialist

- At least five (5) years' experience working with fisheries value chains
- Demonstrated knowledge of Caribbean fisheries management policy and policy development
- Experience in reviewing of fisheries operations and fisheries value chain analysis (minimum 3 assignments);
- Working experience in the Caribbean region is a requirement
- The Fisheries Value Chain Specialist should possess a degree in fisheries management, living marine resources management, marine/maritime economics and/or related areas

Output manager

An output manager who will be responsible for ensuring the quality and timeliness of agreed outputs (other than and/or in support of the team leader) would be an asset

In addition to the Key technical professional staff outlined above, additional specialist expertise in the team to cover relevant aspects in support of the consultancy would be viewed favourably.

The completed proposal must be submitted to: the Executive Director, CRFM Secretariat no later than **27 May 2025 at 4:00 p.m. (GMT -6)** at the address below. Proposals submitted after this date will not be evaluated.

Address:
CRFM Secretariat
Princess Margaret Drive
P.O. Box 642
Belize City Belize, C.A.
Telephone: (501) 223-4443/4/5

Proposals are to be submitted in separate electronic (pdf format) files containing, respectively: a) the technical proposal; b) the financial proposal; and c) the legal documents (only applicable for Firms/Companies). All envelopes must be sealed and bear the name of the Firm/Company/Consortium Leader, Title and Number of RfP and the contents of the envelope.

NOTE: Inquiries pertaining to this solicitation are to be received by 12 May 2025 and directed to the attention of: The Executive Director, CRFM Secretariat, Belize, (jobs@crfm.int), copied to secretariat@crfm.int and include the RfP reference.

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