

**FISH4ACP – Training on safe and healthy handling of seabob products and improved working conditions for fishers, processors and vendors in the Guyana seabob value chain**

**Terms of Reference for a Consultancy to provide Training and Develop a Strategy for Occupational Safety and Health (OSH) in the Seabob Industry and Value Chain for Guyana**

**1.0 Background**

The “Sustainable Development of Fisheries and Aquaculture Value Chains in ACP Countries” – FISH4SCP Project is adopting a holistic approach to sustainability and promoting investments into fisheries and aquaculture value chains with the goal of stimulating inclusive growth, poverty reduction and improving food and nutrition security, while at the same time ensuring the sustainability of marine and aquatic resources. In Guyana, the FISH4ACP programme began in 2020 with a thorough value chain analysis (VCA) of the seabob value chain. This VCA was built on the Sustainable Food Value Chain (SFVC) approach of Food and Agriculture Organisation of the United Nations (FAO), and that of the European Commission - Value Chain Analysis for Development (VCA4D). The result of the VCA was the development of a 10-year upgrading strategy (2022-2032) for the seabob industry.

There are two channels in the seabob value chain (VC). The largest is the industrial channel, which accounts for almost all (99 percent) of total seabob catch in Guyana and is export-oriented. Although industrial firms generate employment for nearly 800 people, the VCA found that a lack of attention to labour conditions and gender equality have given rise to weaknesses within the value chain. To address these issues, the FISH4ACP project will support stakeholders to develop and implement an Occupational Safety and Health (OSH) Strategy for the seabob value chain. The process will involve a comprehensive review of existing occupational health and safety policies and practices currently in place along the value chain including in the three export-oriented seabob processing firms, and an industry-wide strategy for OSH which also takes into account gender issues, will be developed.

To operationalise the strategy, training manuals on risk assessment and risk management developed under this component of the project will be finalised, and training provided so that it can be adopted and implemented by management and workers across the three firms and endorsed by members of the Guyana Association of Trawler Owners and Seafood Processors (GATOSP). Artisanal (Chinese Seine) seabob fishers will also receive training through the fisherfolk cooperatives on basic OSH risk assessment and risk management practices to improve the wellbeing of fishers at sea and on land. Capacity building support will also be provided as appropriate for government organisations/institutions with duties and responsibilities for improving OSH in the seabob industrial channel.

The Caribbean Regional Fisheries Mechanism (CRFM) a specialized Caribbean Community (CARICOM) institution established in 2002 by CARICOM Heads of States focuses on promoting sustainable use of the living marine and other aquatic resources by the development, efficient management, and conservation of such resources. The CRFM’s purpose is to promote the development, conservation, and management of the shared living aquatic resources of the region in a responsible and sustainable manner, and to improve the quality of life of the thousands of people who depend upon the fishery resources for their well-being and livelihood. The CRFM will be implementing training activities under the FISH4ACP project

specific to the development of Guyana's seabob value chain. The CRFM Secretariat developed two draft OSH manuals related to this activity; namely (1) Seabob Artisanal Channel Risk Assessment Training Modules and (2) the Seabob Export Industrial Channel Training Manual. It is expected that this consultancy will finalize these advance manuals. These manuals aim to help build and support the capacities of artisanal fishers to upgrade their health and safety conditions as well as support the updating of policies and protocols, and programmes to improve occupational health, working conditions, safety, social security and welfare of fishers and fishing communities. The training activities are well aligned with the CRFM's mandate and the FISH4ACP project objectives.

## **2.0 Objective**

The objective of this consultancy is to support stakeholders to develop and implement an Occupational Safety and Health (OSH) Strategy for the seabob industry and value chain actors in Guyana. The process will involve a comprehensive review of existing occupational health and safety policies and practices currently in place along the value chain including in the three export-oriented seabob processing firms, and an industry-wide strategy for OSH which also takes into account gender issues, will be developed to reduce the risk of injury and illness to workers and fisherfolk associated with the various activities that occur along the seabob value chain.

Activities under this consultancy will lead managers and workers in industrial firms/fish handling and processing establishments, artisanal fishers and the institutions/competent agency staff that support the enforcement of OSH standards to:

- Receive training on risk assessment and risk management of health and safety risks to workers in the workplace in processing factories, at landing sites and on boats to improve the wellbeing of fishers at sea and on land;
- Incorporate a gender perspective in these training sessions to take into account the specific risks to health and safety that face women workers operating within the seabob value chain and how best to address these;
- Build capacity within government organisations/institutions with duties and responsibilities for improving OSH in the seabob industrial channel to improve monitoring and enforcement of OSH standards; and
- Utilise the national OSH strategy for improving safety standards within the seabob industry.

## **3.0 Key Activities**

- 3.1 Participate in an inception meeting with the CRFM Secretariat, FAO/FISH4ACP staff, Guyana Fisheries Department, to review the Terms of Reference, and obtain clarifications and additional directions, if required. Prepare an inception report which will include a detailed workplan and timelines for the execution of all activities as well as expected outcomes. Submit the inception report to the CRFM Secretariat for review and approval.
- 3.2 Conduct a study to assess the existing OSH conditions nationally and across the Seabob exporting firms (Pritipaul Singh Investments Inc., Noble House Seafoods, Gopie Investments Inc.) and artisanal channel (Chinese seine cooperatives). This study includes:
  - a) Conducting stakeholder consultations with the relevant government agencies responsible for OHS and processors, fishers, and vendors. Stakeholders include, but not limited, The Guyana Agricultural and General Workers Union, Ministry of Labour (OHS for land-based

workers), Fisheries Department, Ministry of Public Works (fishing vessel safety), Guyana Association of Trawler Owners and Seafood Processors, and Maritime Administration Department (Port and Flag State Control). Consideration should also be given to consulting with agencies responsible for OHS labour inspection (land-based workers), and inspection of working and living conditions on board fishing vessels.

- b) Conducting a comprehensive review of the existing occupational safety and health policies and practices currently in place along the value chain for the three export-oriented seabob processing firms, and artisanal channel (Chinese seine fishery).
- 3.3 Prepare OSH Status Report for review and comments from key stakeholders (i.e., the CRFM Secretariat, FAO/FISH4ACP staff, Guyana Fisheries Department and the Guyana Association of Trawler Owners and Seafood Processors and other fishers, vendors and processors involved in the seabob fishery, Trade Unions, the Ministry of Labour, Maritime Administration and others as required).
  - 3.4 Submit revised draft of the risk assessment manuals (Seabob Artisanal Channel Risk Assessment Training Manual and the Seabob Export Industrial Channel Manual) for the industrial and artisanal seabob industry, including specific OSH guidelines for women workers. Finalization involves the customisation of the manuals (i.e. addition of the relevant national legislation and policies etc.) and the development of a simplified risk assessment manual for the artisanal seabob industry (Chinese seine cooperatives) for fisherfolk delivery. Upon receiving comments, update and submit finalised manuals.
  - 3.5 Prepare training curriculum and materials (based on finalised manuals) for review and comments by the CRFM Secretariat and FAO/FISH4ACP staff.
  - 3.6 Develop and submit OHS strategy for review and comments from key stakeholders (i.e., the CRFM Secretariat, FAO/FISH4ACP staff, Guyana Fisheries Department and the Guyana Association of Trawler Owners and Seafood Processors and other fishers, vendors and processors involved in the seabob fishery, Trade Unions, the Ministry of Labour, Maritime Administration and others as required). Upon receipt of comments, finalise and submit to the CRFM Secretariat for final review and transmittal to FAO.
  - 3.7 Convene and deliver a first round of OSH training (2-day workshop) on OSH strategy, risk assessment, and risk management to 3 industrial firms (Pritipaul Singh Investments, Noble House Seafoods, Gopie Investments Inc.) and a 1-day training session for government counterparts and artisanal fishers' cooperatives during mission 1. (2 rounds of training for ~80 participants - 3 firms x 15-20 managers and seniors workers + 10 government officials).
  - 3.8 Convene and deliver the second round of in-depth training for industrial firms (3-day workshop) on OSH Strategy, risk assessment and risk management during mission 2 and a 1-day follow-up training for Chinese seine cooperatives (2 sessions x 3 cooperatives/~60 participants + 5 FD staff).
  - 3.9 Prepare and submit the Final Technical Report to the CRFM Secretariat. The report should include annex such as the Training workshop reports, National OSH Strategy and the finalised training manuals on OSH Risk Assessment and Risk Management for the industrial channel including

guidelines for women workers; and a Simplified OSH Risk Assessment and Risk Management manual for the artisanal sector.

#### 4.0 Expected Outcomes and Deliverables

- 4.1 *Product 1: Inception Report* – Based on an inception meeting with the CRFM project management team, FAO/FISH4ACP, Guyana Fisheries Department. The Consultant will prepare a report outlining their detailed workplan and timelines for the execution of all activities, expected outcomes specific to sections 2.0 and 3.0.
- 4.2 *Product 2: OSH Status Report and Revised Draft Manuals* – Report on current state of OSH across seabob industry and gaps; powerpoint presentation to tripartite actors (government, firms, workers) on findings and importance of OSH and develop a National strategy. Updated draft manuals submitted to the CRFM for review and transmittal to FAO.
- 4.3 *Product 3: National OSH Strategy and Finalised Training Manuals* – Based on all the data and information from consultations, desktop review and trainings, develop a national strategy for occupational health and safety within the Guyana seabob sector; and training manuals finalised on OSH Risk Assessment with guidelines for women workers, submitted to the CRFM for review and transmittal to FAO.
- 4.4 *Product 4: Training Materials* – Based on the finalised training manuals, prepare training materials to be submitted to the CRFM for review to be transmitted to FAO for validation prior to the training sessions.
- 4.5 *Product 5: Final Technical Report* – Report on all activities.

#### 5.0 Project Schedule and Milestones.

Deliverables	Timeframe	Payments
Product 1: Inception Report	1 week after contract signature	10% of contract value
Product 2: OSH Status Report and Revised Draft Manuals	1 month after contract signature	20% of contract value
Product 3: National OSH Strategy and Finalised Training Manuals	2 months after contract signature	30%
Product 4: Training Materials	2 months after contract signature	20% of contract value
Product 5: Final Technical Report	3 months after contract signature	20% of contract value

#### 6.0 Reporting Requirements

Under the general direction of the CRFM Deputy Executive Director, the Consultant will be contracted to undertake the assignment. The Consultant will work in close collaboration with the Research Assistant, Research and Resource Assessment, and the Advisor, Fisheries Management and Development in the delivery of the assignment.

Although, the Consultant will work in close collaboration with the above-mentioned personnel, it is understood that the Consultant is responsible for producing the deliverables of this assignment and contribute to its outputs.

The Consultant will present the deliverables following the schedule established in section 5.0 of these Terms of Reference. The deliverables must be developed and submitted in English using Microsoft Word; other formats may be required where applicable. All reports, studies, plans, drawings, source code, technical data, specifications, and any other material prepared by or worked upon by the Consultant exclusively for the CRFM under this Agreement are the property of the CRFM and the FAO as such the CRFM and FAO has exclusive title, rights, and interest in all such material including the right of dissemination, reproduction, and publication.

## **7.0 Acceptance Criteria**

Payments will be authorized once the CRFM accepts the products specified by the Terms of Reference. The CRFM will have up to two weeks to provide written comments/recommendations to the Consultant(s) reports. Unless previously determined, the CRFM will generally accept the deliverables once the Consultant or consulting firm confirms the following: (i) receipt and additional inclusion of comments/recommendations in a revised version and (ii) provision of date for presentation of the revised versions of the submitted deliverables. The Consultant is expected to include these comments two weeks after receipt.

## **8.0 Required qualifications and experience**

The Consultant is expected to:

1. At minimum, hold a Bachelor's degree in occupational health and safety or a closely related field (e.g. industrial hygiene, environmental health and safety);
2. Demonstrate practical experience in the field (a minimum of 5 years); making note of any relevant certifications, registrations or licenses;
3. Demonstrate experience in the fisheries sector with knowledge of Caribbean fisheries;
4. Demonstrate knowledge and expertise in conducting OSH reviews and analyses;
5. Demonstrate capability to facilitate training workshops;
6. Knowledge and expertise with developing training materials/manuals for OSH
7. Possess exceptional writing and communication skills;
8. Work well within a team setting to execute tasks and deliver on outputs and outcomes; and
9. Possess good time management and organisational skills

## **9.0 Application and Selection Procedure**

9.1 Interested applicants are invited to submit their Curriculum Vitae (CV), financial proposal (inclusive of taxes), a declaration of availability and a declaration of no conflict of interest.

9.2 Applications will be evaluated based on a review of Curriculum Vitae (CV). Once the CRFM has selected the applicant with the CV that best meets the requirement of the Terms of Reference, contracting will be dependent on a successful price negotiation between the CRFM and the selected applicant, within the limits of the budget approved for this activity.

9.3 Please submit your application in PDF format by 30 August 2024 to [jobs@crfm.int](mailto:jobs@crfm.int) and [Sandra.grant@crfm.int](mailto:Sandra.grant@crfm.int) and [delmar.lanza@crfm.int](mailto:delmar.lanza@crfm.int).