



Consultancy

Mid-Term Evaluation of Western Pacific East Asia – Improved Tuna Monitoring Activity

The Western and Central Pacific Fisheries Commission was established to ensure, through effective management, the long-term conservation and sustainable use of highly migratory fish stocks in the western and central Pacific Ocean. The Commission's Secretariat which is located in Pohnpei, Federated States of Micronesia now invites applications for the consultancy to undertake a mid-term evaluation of the Western Pacific East Asia - Improved Tuna Monitoring Activity.

Recognising the importance to the WCPFC of continuing to improve tuna data from these Vietnam, Indonesia and the Philippines, the Government of New Zealand is providing NZD 4.91 million over 6 years for the Western Pacific East Asia Improved Tuna Monitoring (WPEA-ITM) Activity. The goal of the WPEA-ITM is to improve monitoring and management of tuna catches in Indonesia, Philippines and Vietnam and contribute to reduced Illegal, Unreported and Unregulated (IUU) fishing.

The WPEA-ITM Activity is being managed by the WCPFC Secretariat, working closely with the national fisheries authorities in the three countries, and with the Secretariate of the Pacific Community playing a critical implementation role.

The key objective of the mid-term evaluation is to inform the design and implementation of a possible future phase of the project. The mid-term evaluation will consider the progress of the WPEA-ITM activities, and identify possible changes or improvements based on the Activity's experiences so far.

The Term of Reference (TORs) for the Mid-Term Evaluation of Western Pacific East Asia – Improved Tuna Monitoring Activity can be found at <http://www.wcpfc.int/vacancies-opportunities>.

If needed, additional information can be obtained from the Finance and Administration Manager (Aaron Nighswander) at Aaron.Nighswander@wcpfc.int.

Applications for the consultancy should include the following:

- Cover letter including proposed methodology, including timeframes, for the evaluation and a capacity statement against the knowledge, skills and experience required in the ToR (under “Evaluator/Team Requirements”);
- Financial proposal; and
- CV for the nominated consultant/s.

All submissions shall be submitted by **14 June 2021** to Aaron.Nighswander@wcpfc.int.



Terms of Reference for the Evaluation of *Western Pacific East Asia – Improved Tuna Monitoring*

11 May 2021

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Project Manager

About this document

This document specifies the terms of reference for the mid-term evaluation of an Activity in the fisheries sector.

The document guides the Western and Central Pacific Fisheries Commission (WCPFC) and Respondents in the procurement of the services required by MFAT to evaluate the New Zealand Aid Programme Activity *Western Pacific East Asia - Improved Tuna Monitoring (Activity)*.

Goals and Outcomes

The key objective of the evaluation is to inform the design and implementation of a possible future phase of the project.

This will be done by assessing the project with reference to the six Development Assistance Committee (DAC) criteria for evaluation¹, with the addition of gender and social inclusion.

- 1) Relevance
- 2) Coherence
- 3) Effectiveness
- 4) Efficiency
- 5) Impact
- 6) Sustainability
- 7) Gender and social inclusion

A list of indicative evaluation questions is included in Appendix A.

The mid-term evaluation will consider the progress of the WPEA-ITM activities against the Activity Results Framework (Appendix C), and

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<https://www.oecd.org/dac/evaluation/dacriteriaforevaluatingdevelopmentassistance.htm>

identify possible changes or improvements based on the Activity's experiences so far. The results of the evaluation will be reported to the Activity project team, WCPFC Secretariat, and MFAT, national implementing agencies that are involved in the Activity and may be disseminated to other key stakeholders.

Scope of the Evaluation

The evaluation will cover the period from December 2016 to December 2020. The geographic focus will be the East Asian countries that participate in the project, Indonesia, Philippines and Vietnam. The target groups are the key implementing agencies in the three partner countries, SPC scientists, the WCPFC Secretariat, and NZ MFAT staff who have been involved with the Activity.

The mid-term review shall be conducted against the Activity Results Framework, and provide recommendations on any improvements needed to update the existing workplan and targets in the Activity Results Framework. The review should also assess the level of country ownership, progress with the exit strategy, and the use of any savings for related and prioritised work that is not part of the Activity Design Document (ADD).

Services

The Services and outputs the successful Respondent will be responsible to provide and deliver are as follows:

No.	Services/ output	Inputs/tasks	Due date
1	<i>Evaluation work plan</i>	<i>Desk top review of relevant materials</i> <i>Briefing with WCPFC and MFAT on Activity and midterm evaluation expectations</i> <i>Propose and agree a final evaluation plan with WCPFC and MFAT</i>	3 weeks from commencement
2	<i>Submit Draft Report</i>	<i>Carry out consultations and review of materials as agreed in Evaluation workplan</i> <i>Draft Mid-Term Evaluation Report prepared and submitted to WCPFC and MFAT</i>	6 weeks from commencement

No.	Services/ output	Inputs/tasks	Due date
3	Modify and submit the Final Evaluation Report	<p><i>Draft Mid-Term Evaluation Report is reviewed by WCPFC (including the participating countries and SPC) and MFAT (2 week period allowed)</i></p> <p><i>Draft is modified to respond to comments and required improvements</i></p> <p><i>A Final evaluation report is submitted to WCPFC and MFAT</i></p>	9 weeks from commencement

The dates indicated above are preferred, taking into account expected procurement timeframes. Respondents should, however, submit a proposal reflecting their own availability, including the possibility of completing work in an earlier time frame.

Methodology

Respondents are invited to submit their own methodology for the achievement of the Services. The methodology used must:

- Generate credible evidence that corresponds to the evaluation's purpose and the questions being asked;
- Proactively identify and manage any potential risks, including the procedural risks that relate to the delivery of this international assignment due to restrictions derived from the COVID-19 pandemic;
- Comply with the requirements of the New Zealand Aid Programme policies on Activity Quality, Activity Planning, Activity Implementation, and cross-cutting issues (see [NZ MFAT Tools and Guides](#));
- Demonstrate good value for money in line with the New Zealand Aid Programme's Value for Money Guideline; and
- Comply with the requirements of the New Zealand Aid Programme's [ADD template](#).

It is anticipated that the work will be desk-based, and will include consultations (either online or in person, depending on the location of the consultant) with the three target countries (Indonesia, Philippines and Vietnam), MFAT, the WCPFC Secretariat and WPEA Project Manager, and the SPC Activity contact.

Respondents should note that MFAT will acquire all intellectual property rights in relation to the mid-term evaluation outputs.

Schedule and budget

Budget

- The contract price consists of lump sum payments based on milestones
- The approved budget allocated for the mid-term evaluation is NZD 35,000 including consultant fees, research and contingency.
- Payment will be made upon receipt of invoices in line with the agreed payment schedule.

An indicative schedule of milestone payments is below:

Output	Description	Target delivery date	Indicative % of fees
1.Contract signing	Signature of contract and the provision of an invoice	June 2021	20%
2.Evaluation plan	Document review, briefing and finalised evaluation plan; and the provision of an invoice	3 weeks from commencement	15%
3.Draft report	Preparation of draft report and submission to WCPFC and MFAT. Presentation to WCPFC and MFAT in order to discuss report and plan next steps; and the provision of an invoice	6 weeks from commencement	35%
4.Final report	Review Draft report by WCPFC and MFAT; Reviewers finalise and submit final report; and the provision of an invoice	9 weeks from commencement	30%

Evaluator/Team Requirements

The successful Respondent will provide the following knowledge, skills and experience to provide the Services required. The Respondent will also need to work in close collaboration with Activity stakeholders.

Role	Knowledge , skills and experience
<i>Evaluator/Team</i>	<p><i>Previous experience in the evaluation of development activities, preferably gained in the East Asian fisheries sector.</i></p> <p><i>Excellent research, analysis, and writing skills.</i></p> <p><i>Excellent written and spoken English and cross-cultural communication skills.</i></p> <p><i>Knowledge, experience, and understanding of East Asian region's political, economic, social and cultural context</i></p> <p><i>Understanding of gender, human rights, and environmental issues in activity design and implementation.</i></p>

Proposer(s) are invited to submit a capacity statement and provide curriculum vitae for each nominated consultant for the evaluation.

Performance Standards

General

All Services must be provided in a professional manner and in accordance with the WCPFC's and MFAT's reasonable expectations.

In respect of Implementation, the Evaluator must meet or exceed the applicable targets stated in the Results Framework

The Services will also be delivered in a manner which provides the best outcomes in terms of the Evaluation Criteria specified by the OECD DAC Network on Development Evaluation: relevance, coherence, efficiency, effectiveness, impact and sustainability.

Background

Brief history of the programme/Activity

The tuna fisheries in the Pacific Ocean waters of Indonesia, the Philippines and Vietnam represent around 30% of the annual catches of key tuna species in the Western and Central Pacific Ocean. The lack of accurate data on catch, effort and the composition of catches in these waters has been highlighted as a key uncertainty in stock assessments at the Western and Central Pacific Fisheries Commission (WCPFC) for a number of years.

In an effort to improve understanding of these fisheries and increase the accuracy of data available for stock assessments, a series of projects have been implemented since 2000 to support data collection in Indonesia, Philippines and Vietnam. These projects have included the Indonesia and Philippines Data Collection Project (IPDCP), the West Pacific East Asia Oceanic Fisheries Management Project (WPEA-OFM), and the Sustainable Management of Highly Migratory Fish Stocks in the West Pacific and East Asian Seas (WPEA-SM). The WPEA-SM project, implemented by the WCPFC Secretariat and the UNDP, working closely with national project coordinators in the three countries, terminated on 27 April 2019.

Since these projects were first instituted in 2000, significant progress has been made on data collection, data analyses and verification, and the provision of catch estimates. Consequentially, the uncertainty in WCPO tuna stock assessments associated with tuna data in these three countries has been reduced.

Recognising the importance to the WCPFC of continuing to improve tuna data from these three countries, the Government of New Zealand is providing NZD 4.91 million over 6 years for the Western Pacific East Asia Improved Tuna Monitoring (WPEA-ITM) Activity. The goal of the WPEA-ITM is to improve monitoring and management of tuna catches in Indonesia, Philippines and Vietnam and contribute to reduced Illegal, Unreported and Unregulated (IUU) fishing.

The WPEA-ITM Activity is being managed by the WCPFC Secretariat, working closely with the national fisheries authorities in the three countries, and with SPC FAME playing a critical implementation role.

The WPEA-ITM Activity commenced in 2017, but the full implementation of planned activities were delayed due to capacity constraints associated with the cross over with the WPEA-SM project and administrative delays. However, since April-May 2019, when the MOUs between WCPFC and the three countries were completed and the WPEA-SM project wrapped up, implementation of the WPEA-ITM activities has gathered momentum. The Activity is currently scheduled to end in March 2023.

Relevant reports/documentation / information

Relevant documents will be provided to the evaluator/team prior to the evaluation. These key documents will form the basis of the document review and include:

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- Activity Design Document for *Western Pacific East Asia Improved Tuna Monitoring Activity*
- Activity Progress Reports for Years 1,2, and 3

Other key documents will be provided at the commencement of the evaluation.

Governance and management

The contract will be managed by the Executive Director of the WCPFC.

Appendix A: Indicative Evaluation Questions

1: Relevance

- How relevant is the Activity to the priority needs of the partner countries (WPEA region) and the Commission (WCPO region) in relation to tuna fisheries data collection, monitoring and management?
- Is there a need to review the program theory and adapt the workplan for future years based on new emerging priorities (since project design in 2016)?

2: Coherence

- How well does this Activity fit with WCPFC priorities?
- To what extent is this Activity coherent with other New Zealand Aid Activities?

3: Effectiveness

- What progress has been made against the outputs and short and medium term outcomes described in the Results Diagram? What are major factors that have affected the achievement of results?
- What (if any) unintended outcomes (positive and negative) were there? Why?

4: Efficiency

- Have outputs been achieved in a timely manner? If yes/no why?
- Could similar outputs be achieved with fewer funds or in a different way?
- Were there any impacts on the efficiency in achieving the outputs due to the COVID-19 pandemic situation?

5: Impact

- What positive and negative medium and long term impacts at the national and regional levels have resulted, or could result, from the Activity?
- What would happen without the Activity or a similar scheme at the national and regional levels?

6: Sustainability

- What critical success factors, including donor support, are in place to maintain the provision of critical services and activities beyond the life of this Activity?
- Considering catch reporting is the obligation of WCPFC members, cooperating non-members and participating territories, what, if anything, needs to be changed to ensure sustainability of the current services offered by the three countries?

7: Gender and social inclusion

- To what extent is the Activity contributing to gender equality and the empowerment of women and girls in all their diversities? Considering each country's working environment, what, if anything, could be changed going forward?

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- To what extent is the Activity contributing to social inclusion and the realisation of economic and employment benefits among a variety of social groups? What, if anything, could be changed going forward?

Appendix B: Reporting Requirements

Evaluation Plan

The evaluator/team will develop an evaluation plan in consultation with the WCPFC Secretariat and Project Manager. The intended results of the activity/programme (i.e. the goal, outcomes and outputs) will be clarified and described in a results diagram (program logic, logic model) in the evaluation plan. The plan may need to be redrafted if it does not meet required standards or is unclear. The evaluation plan must be approved prior to the start of any fieldwork or other substantive work. The evaluation plan is to be appended to the main written report.

It is anticipated that the evaluation plan will identify how the information needs can be met through current documentation (including undertaking documentary analysis), and/or what information gaps will remain due to the inability to undertake in-country fieldwork at this time. Data collection methods, for example, in-depth interviews, focus groups, direct observation and case studies should be outlined. Research ethics including but not limited to risk, confidentiality and voluntary participation must be considered and addressed within the evaluation plan. Evaluation plan templates can be found on the [MFAT Tools and Guides](#) webpage.

Mid-Term Evaluation Report

The evaluation report must meet quality standards as described in the [Evaluation Policy for the New Zealand Aid Programme](#) and should not be longer than 25 pages. The report must include a one to two page evaluation summary written in plain and simple language.

The mid-term review shall be conducted against the Activity Results Framework, and provide recommendations on any improvements needed to workplan and targets. The review should also assess the level of country ownership, progress with the exit strategy, and the use of any savings for related and prioritised work that is not part of the ADD.

The findings, conclusions and recommendations must be based on clear evidence presented in a way that allows readers to form their own views on the validity and reliability of the findings, including assessing the vested interests of sources. Where there is conflicting evidence or interpretations, the report should note the differences and justify the findings.

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The evaluation report will be presented via an online forum to the staff from MFAT, WCPFC Secretariat, SPC and national implementing agencies that are involved in the Activity. This presentation will involve shared discussion of the report's findings, their implications for a possible future phase of the Activity, and next steps.

Appendix C: Activity Results Framework

<i>From agreed Results Measurement Table in the Activity Design Document</i>			
Results	Planned indicators	Planned targets	Planned methodology and data sources
Long-term outcome - National & international cooperation for the management of highly migratory fish stocks in the West Pacific Ocean and East Asia (Indonesia, Philippines and Vietnam) results in the sustainable management of WCPO stocks and reduced IUU fishing	Status of harvesting of shared oceanic tuna stocks in the WCPFC Statistical Area vis-à-vis sustainability criteria set by the WCPFC Convention. Number of oceanic fish stocks within safe biological limits	Improved monitoring of oceanic tuna fisheries in the EAS and coverage increased to 40%	Annual CMM compliance reviews and reports Stock assessment reports WCPFC reports and statistics
Medium-Term Outcome 1 – Integrated fishery monitoring programmes for tuna species implemented by Philippines, Indonesia and Vietnam which are compliant with WCPFC requirements	Indonesia, Philippines and Vietnam’s compliance with the WCP Convention requirements and WCPFC Conservation and Management Measures (CMMs) and Standards for fishery monitoring Progress by countries in the degree of implementation of international instruments aiming to combat illegal, unreported and unregulated fishing.	Targets to be established.	Annual CMM Compliance Reviews
Medium Term Outcome 2. Uncertainties in WCPO catch and stock assessments reduced	Regional tuna stock assessment results presented to annual Scientific Committee and Independent Peer Review of those	Assessment results accepted by the annual Scientific Committee of WCPFC and independent peer reviews are favourable	Annual WCPFC Scientific Data Gaps paper.
Medium Term Outcome 3. Improved national catch estimates and stock assessments inform national	Convergence of national data collection and stock estimate methodologies with the WCPFC management and harvest strategy	Baseline and targets to be established.	Annual catch estimate and data workshop reports National fisheries management and harvest strategies

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fisheries management & harvest strategies	recommendations and standards		
Short-term outcome 1 – For Vietnam, Philippines and Indonesia, adequate resources for tuna monitoring and assessments are provided within coordinated and supportive policy and legal frameworks	National and RFMO tuna monitoring and stock assessments functions resources and staff. Number of fisheries legislation, plans, strategies, that have been agreed and implemented.	National governments are meeting the co-funding targets that they committed to at the December 2018 Steering Committee Meeting in Honolulu.	A mix of quantitative (e.g. budget/staff number comparisons, increasing self-sufficiency, etc.) and qualitative, to be elaborated. Steering Committee Meetings and review confirmations of adequacy
Short-term outcome 2 – Strengthened national capacities in fishery monitoring and catch estimation	Adequacy of national observer and port monitoring programmes in Indonesia continue to meet Regional Observer Programme (ROP) standards. Number and percent of people showing improvements in knowledge, attitude or practice after receiving training/support.	At the end of training programs Observer Trainers, Observer Briefers and Debriefers, and Observer participants are assessed as qualified. Observer programmes assessed as adequate and in compliance with the ROP standards	Training Program Reports submitted by the Trainers. SPC Audits of the Annual Reporting of Catches of Oceanic Tuna and By-Catch indicate there are not any serious gaps/problems/issues.
Short-term outcome 3 – Improved national data and knowledge management systems and processes for catch estimation and stock assessment.	Adequacy of annual national catch estimates and operational catch effort data. National database systems that provide complete and accurate information to the RFMOs are compliant with WCPFC requirements	Countries submitting estimates of annual catches and operational catch effort data to WCPFC by 30 April and with improved completeness and quality. Tufman1 Target: By Year 3 all fully functional. Most recent versions of common platform database supporting the consolidation of all tuna fishery data (e.g. Tufman 2) used effectively to manage and report tuna fishery data in Philippines, Indonesia and Vietnam	Catch estimate and stock assessment reports and SPC's assessment of data completeness and quality
Output 1. National policy, institutional, governance and coordination arrangements implemented	Activity Results Framework and Implementation Schedule (timeline) confirmed/updated with country stakeholders, complementary to WPEA Project	Target: Year 1, first Steering Committee meeting approves Activity Results Framework budgets and work plans	Revised and approved ADD, plans and budgets. Steering Committee approved minutes
	MOUs developed with the national fisheries	MOUs with each of the three countries developed by the end	Amended MOU

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	authority of each country to define respective parties' roles and responsibilities and an appropriate exit strategy which gradually transfers funding responsibility to the national government	of the first 6 months in Year 1 and exit strategy confirmed by middle of Year 2.	
	WCPFC-SPC Service Provider MOU updated to incorporate this new Activity	Amended in Year 1, Quarter 1.	Amended MOU
	Reviews of supportive policy/legal frameworks in Indonesia, Philippines and Vietnam	Country specific policy/legal framework reviews conducted in Vietnam	Legal and policy reviews and assessments
	Technical meetings conducted demonstrating good participation and exchange of knowledge between countries (number of meetings, number & type of participants (M/F))	Technical exchanges and collaborations. Two technical meetings (in years 3 to 5)	Meeting and consultation proceedings and reports. Anecdotal feedback from stakeholders
Output 2. Increased port catch measurement and sampling – Indonesia and Vietnam	Number & location of new landing sites selected based on needs assessment	New landing sites selected by end of Year 1	
	Change in number of Enumerators (E), ports sampled (P), and Reports (R)	In Vietnam: Between Years 2 and 5 Add 12 new E and 5 new P by Year 5; In Indonesia, between Years 2 and 5 add 6 new E, and 5 new P	WCPFC back to office reports
	Trainings, supervisory and technical support visits by WCPFC to each country	One visit per year per country by WCPFC	WCPFC back to office reports
	Tuna monitoring workshops in Indonesia	3 in 2019, 1 in 2020	Workshop reports
	Support for enumerators previously funded under WPEA-SM	[Funds available for support at agreed amounts, number of Enumerators stays and 30 and not below]	WCPFC back-to-office reports
	Training workshops for provincial staff in Vietnam covering improved sampling of tuna catch and analysis and interpretation of data	3 workshops	Workshop reports

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Output 3. Expanded observer program – Indonesia and Vietnam	Increases in numbers of Observers (N), Ports where stationed (P) and Observer Trip Days (TD) for Vietnam and Indonesia	Year 3 Targets: Vietnam: 12 N, 2 P, and TD 200 Indonesia: 80 N, 2 P, and 200 TD Year 4 Targets: Vietnam: 24 N, 4 P, and 400 TD Indonesia: 80 N, 6 P, 300 TD Year 5 Targets: Vietnam: 36 N, 6 P, and 600 TD Indonesia: 80 N, 6 P, and 360 TD	Wage slips, observer reports
	Training for observer trainers and/or observers in each country (total participants, M/F)	One training for 15 participants in Vietnam and Indonesia each year	WCPFC training, workshop and proceedings reports
	Training for Observer briefers and debriefers (total participants, M/F)	One workshop for 15 participants in Vietnam and Indonesia each year	WCPFC workshop reports
	Observer programme cost recovery study and associated issues – Indonesia and Vietnam	Observer cost recovery study completed by Year 4 with recommendations and options provided	Completed Cost Recovery Studies
Output 4 – National sampling plans, data analysis, catch estimates and reporting implemented.	Number of participants from each country attending annual SPC regional workshops on tuna data review and stock assessment (total, M/F)	On participant per country in Years 1 & 2, and 2 participants per country in years 3-5.	Production of data that SPC views as adequate for eventual submission of catch report to WCPFC. Workshop reports Data reports submitted
	Number of participants at annual in-country national tuna data workshops (total, M/F)	All of the enumerators and participants from other key agencies, such as RIMF in Vietnam, OneData in Indonesia, Philippines Statistical Authority, Fishing Industry representatives, etc.	Workshop reports
	SPC staff participating in the annual country catch meetings in each country	1 staff member each year on four visits (2 to Indonesia and 1 each to Vietnam and Philippines)	
	WCPFC support for participation at meetings	No target	
	Annual Regional Stock Assessment Workshops	2 people from each country each year	
	National staff attachments to SPC	Two people from each country annually	
	Attendance at SC, TCC, and WCPFC meetings by participants from each country	One staff member from each country attend each SC, TCC and WCPFC meeting each year	

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	Training programs in Vietnam on sampling, data analysis, tuna management plans, revising management plan	One national and 12 provincial workshops	
Output 5 – National databases developed, functional and utilised	Number of national fisheries staff receiving training and assistance in use of common platforms for data management, analysis and reporting that is tailored to national needs and meets regional reporting requirements (total, M/F)	Numerical target not established	Observation and reporting
	Additional custom development of database systems to satisfy WPEA countries requirements	Target (i) provincial offices have ability to enter and manage data without seeing other provincial offices data (central office can view all data), (ii) cloud hosted database system set up in the central office of each country, (iii) complete redevelopment of the Philippines NSAP database system as a cloud hosted database system	(i) Provincial offices working as targeted. (ii) Cloud hosted database system operating (iii) NSAP database system working as cloud hosted
Output 0 – Efficient, responsive, value-for-money project management	Timely financial and progress reports meeting agreed standards	Meets MFAT minimum requirements and international accounting standards, showing satisfactory budget and work plan performance with no unexplained/unagreed variances	Periodic progress and financial reports
	WCPFC – SPC Service Provider MOU amended to reflect the new Activity budget and work plan	MOU with SPC amended by the end of the first three months	Progress and financial reports, audit management letter, reviews
	Unqualified audits submitted annually	Annual external auditors report without qualifications	Audit report and management letter
	Mid-term review conducted on progress against Results Framework, and provides recommendations on any improvements needed to workplan and targets	Mid-term review completed at the end of Year 2.	Audit report and management letter
	Steering Committee’s leadership of the Activity efficient and effective	Annually, progress assessed. Matters arising actioned in a timely manner	Reports and other documents. Project Manager performance

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			assessments. Partner's feedback
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