

Invitation to Tender Contractor to support and develop the IWC Strandings Initiative

Introduction

The International Whaling Commission (IWC) is an inter-governmental organisation established under the 1946 International Convention for the Regulation of Whaling. The Commission has a membership of 88 Contracting Governments and it meets in plenary session every two years. The IWC addresses the issue of strandings through its Scientific Committee and Working Group on Whale Killing and Welfare Issues (WKM&WI).

In 2016 the IWC endorsed a new Strandings Initiative, supported by an Expert Panel and a Strandings Coordinator. The aim of the Strandings Initiative is to build capacity in strandings response, research and data collection through sharing expertise and best practice, capacity development and supporting emergency response.

The Strandings Coordinator position became vacant in December 2019. Subject to approval by the Commission of a new four-year work programme for the initiative (2020-2024) and continuation of the coordinator position and available funding, this post will be advertised through open recruitment in October 2020. In the meantime, the need has arisen for a contractor to provide some interim support on some key tasks in the run up to the IWC Commission meeting in September 2020. A significant focus of this will be development of the new four year costed work programme. Further details are set out in the Scope of Work below.

Application Process

This Invitation to Tender calls for a suitably qualified Contractor to develop a new four year costed work programme for the Strandings Initiative and provide some further support to the programme. Responses to this Invitation to Tender should provide:

1. A description of the tenderer's background and experience, with evidence of how the requirements in the Contractor Specification are met;
2. The total cost for the Contractor to undertake the work, including, in a summary table a cost breakdown of each item in the Scope of Work section below, the estimated number of days and associated daily rates.
3. Confirmation that the timescales for completing the work can be met, as outlined in the Scope of Work below and/or any amendments needed;
4. Confirmation that the Contractor will be available to have regular meetings (which can be conducted remotely) with the IWC Secretariat.
5. Confirmation that the Contractor will be available to attend all or part of the forthcoming IWC Scientific Committee meeting.

Responses to this Invitation to Tender should be provided by email to: julie.creek@iwc.int. Responses must be received by 28th February 2020. All responses will be acknowledged. With any informal queries potential respondents can contact sarah.smith@iwc.int.

Contractor Specification

The Contractor must have excellent interpersonal skills, with a proven ability to work independently, and to engage with stakeholders from many fields and diverse cultural backgrounds.

She/he should have experience of convening groups, and proven experience of working strategically to develop new work programmes and/or strategies and of setting appropriate budgets.

She/he should have a good knowledge of all issues related to strandings including investigation, response and practical experience related to marine mammal strandings response.

She/he should also demonstrate an understanding of the IWC and how it can contribute on this issue.

She/he will be fluent in spoken and written in English and well used to preparing high quality documents.

Candidate Evaluation

Candidates will be evaluated against the criteria outlined in the Contract Specification and then through a face-to-face discussion of their application (either in person or via Skype).

The successful Contractor will be notified by 6 March 2020 and work will be completed by 11 September 2020.

Scope of work for support to and development of the IWC Strandings Initiative

Working with the IWC Secretariat, the Strandings Expert Panel and Steering Group and other IWC experts, the Contractor will:

- i. Develop a new four year costed work programme for the Strandings Initiative covering, but not necessarily limited to its main aims of disseminating information and best practice; capacity building and supporting emergency response. A first draft work programme will need to be developed for submission to the IWC Scientific Committee in May 2020 and the draft work programme finalised before submission to the Commission at the end of September 2020.
- ii. Undertake all necessary consultations in development of the work programme above, including to review progress of the initiative so far and lessons learnt. This process must include the opportunity for review by the IWC Strandings Expert Panel, Steering Committee and Secretariat.
- iii. Engage with and contribute to discussions of the Global Strandings Network for all marine mammal species initiated at the World Marine Mammal Conference 2019 in Barcelona, (in consultation with the Expert Panel and the IWC Secretariat), particularly with a view to identifying any implications for the IWC Strandings Initiative four year work programme.
- iv. Undertake dialogue (largely through remote means) with the most relevant international organisations (e.g. ASCOBANS, ACCOBAMS, CMS, CITES and OIE) to explore synergies with the work of the IWC and help to determine the best role of the IWC to be articulated through the new four year work programme.
- v. Work with the Secretariat to ensure alignment with other IWC work programmes and processes and on details of the work programme, including on establishing appropriate budgets.
- vi. Assist with the preparation of documents on the IWC Strandings Initiative for the Scientific Committee and Commission meetings
- vii. Work with the IWC Secretariat and Expert Panel to identify fundraising opportunities for the four year work programme and to provide a concise fundraising strategy document [It is not anticipated at this stage that the consultant would develop any specific funding bids but should the opportunity arise then time for this would be contracted separately].
- viii. Provide temporary coordination for the Expert Panel for queries relating to discussion of training requests and its provision of emergency response advice. Given that it is difficult to calculate a time commitment for this, it is envisaged that this will be reimbursed on the basis of actual time spent up to a maximum number of hours per month to be agreed with the Contractor. It is not anticipated that the consultant will deliver any training under this contract.

It would be useful for the contractor to travel to the forthcoming IWC Scientific Committee to present the draft work programme to the SC and to use the opportunities for further engagement with the Panel and other IWC stakeholders. No other travel is anticipated.

Working Methods

This work will be conducted through a combination of i) desktop review and consultations; ii) liaison with the Expert Panel, Strandings Steering group, Secretariat and others in the IWC community and iii) liaison with other organisations.

It is understood that the Contractor may act as a Contractor, or be engaged in any other working relationship, or provide services to third parties, provided such arrangements do not prevent the proper provision of the Services. The Contractor is under no obligation to notify the Organisation of or obtain any approval or consent from the Organisation in respect of, such arrangements.

For the avoidance of doubt, the Contractor is not subject to any restrictions regarding the provision of services to any third party.

Support to contractor

The Secretariat will assist to ensure all required documents are available and will establish contact between the Contractor and key stakeholders in the IWC community.

The Secretariat will provide guidance on an ongoing basis, as required. The Contractor will be able to draw on the expertise of the Strandings Expert Panel, Scientific Committee and other members of the IWC community.

Reporting

The Contractor will be required to (remotely) attend at least monthly meetings with the IWC Secretariat to discuss progress, and more regularly if required and also keep the Expert Panel updated.

Work schedule

The work will commence by 10th March 2020. Upon commencement of the contract, the Contractor and the IWC Secretariat will agree a work schedule, which will include the following milestones. Payment with respect to development of the four-year work programme and related consultations will be made on delivery of these milestones.

Task	Completion date
Establish process and timetable for development of four-year work programme (building in the consultation needed at various stages)	17 March 2020
Completion of first draft four year costed work programme for submission to Scientific Committee and assistance with related SC papers	15 May 2020
Completion of fundraising strategy for the new four-year work programme	1 July 2020
Completion of final four year costed work programme for submission to Commission and assistance with related Commission papers	7 September 2020
Coordination of emergency response assistance and training/capacity building requests	Ongoing- payment on basis of actual days worked
Project completion	11 September 2020

Budget

The maximum budget available for tasks i-vii- in the Scope of Work above is £7,000. An additional £2000 maximum budget would be available for task viii (coordination of Expert Panel response to emergency response assistance and discussion on training/capacity building requests) based on actual hours work requested by the Organisation. Costs of attending the IWC Scientific Committee for a period of 5-7 days will be covered separately by the IWC.