

**TERMS OF REFERENCE:
CAPABILITY AUDIT & ASSESSMENT FOR FISHERIES AND
AQUACULTURE INDUSTRY**

Purpose

1. To audit and assess the existing RD&E capability in the field of fisheries and aquaculture, and their aquatic ecology and biodiversity, within a national context, and including all research providers in this field.
 2. To identify the gaps in the current RD&E capability in the fields of fisheries and aquaculture with respect to meeting defined future sector strategic priorities.
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Background

In April 2005, Primary Industries Ministerial Council (PIMC) endorsed the concept of National research with Regional development and Local extension for Primary Industries in Australia. The concept recognises that basic and strategic research (R) can be provided from a distance, with regional adaptive development (D) and local extension (E) required to improve the uptake of innovation by industry. A copy of the Statement of Intent that describes what is planned is provided.

Subsequently, in April 2006, PIMC agreed to a set of principles to facilitate further cooperation between agencies and industry for improving the efficiency and effectiveness of the national RD&E capability. These principles emphasise cooperation, information sharing, maintaining funding, access to capability and reporting.

It was decided that the implementation of the framework would be lead by the relevant Research and Development Corporation supported by Primary Industry Standing Committee (PISC) agencies. A meeting of the PISC Research and Development Sub-Committee and the Council of Research and Development Corporation Chairs on 8 July 2008 ratified that the Fisheries Research Development Corporation (FRDC) and PISC agencies of South Australia, Victoria and Tasmania would take the lead in developing a national research, development and extension framework for the fisheries and aquaculture industries.

The framework will be implemented through an assessment of the status of the relevant industries, the completion of an RD&E capability audit, identification of national RD&E priorities and development of a strategy to guide RD&E investment and capability development nationally.

Seven steps are planned for the development of the framework –

1. Sector Overview
2. Current Sector Resource Audit and Analysis
3. Future Strategic RD&E Plan
4. Capability Analysis Against the Plan
5. Change Plan
6. Approvals (PIMC)
7. Implementation

This consultancy will contribute to addressing steps 2 and 4.

**Steering
Committee**

The working group that will steer the project will comprise Dr Patrick Hone, Executive Director of the Fisheries Research Development Corporation, Mr Anthony Hurst, Executive Director Fisheries, Department of Primary Industries (Victoria), Prof Mehdi Doroudi Chief, Aquatic Sciences, South Australian Research and Development Institute and Mr Robert Gott, Director Marine Resources, Department of Primary Industries and Water (Tasmania).

Scope

It is proposed to engage a consultant to undertake the capability audit and assessment to ensure an expert, comprehensive and independent approach is taken in relation to this assessment and analysis. The audit will assess and analyse fisheries and aquaculture RD&E capability including the ecological and biodiversity interactions.

Both staff resources and infrastructure will be considered as capability. Staff resources will be limited to research scientists. There will be a need to define “research scientist” in a national context to ensure consistency in assessment between various research providers across all jurisdictions. The audit will include the State government research providers, CRC’s (e.g. Invasive animals, Seafood), Universities, AIMS, CSIRO (divisions and flagships), Geoscience Australia, ABARE, BRS, ARI, Museums, Industry, private sector, and other relevant research providers as well as relevant capabilities in New Zealand.

The consultancy will have two stages. The first will cover current capability. The second stage, consisting of a gap analysis, will be completed at a later date once a sector overview and future plan are developed (these are separate activities been managed by the steering committee). The second stage will utilise the current audit (stage one) to determine what future capability will be required to deliver the future needs for the fisheries and aquaculture industries.

Methodology

- The capability audit will follow and be informed by the outputs of the sector overview assessment consultancy.
 - Develop agreed terminology to ensure consistency in assessment across sectors
 - Complete an agreed list of institutions and government research providers to be utilised for the purpose of this audit.
 - Develop an agreed template for capability matrix (see attached example) to include existing national capability in the field of fisheries and aquaculture RD&E. Major headings and sector categories will be provided by the Fisheries and Aquaculture Working Group.
 - Collect relevant data from institutions, government and private research providers and industry.
 - Analyse collected data and complete the capability matrix.
 - Based upon the capability matrix of existing national capability in the fields of fisheries and aquaculture and assessment of trends and future sector requirements, produce a gap analysis that identifies R,D&E capability and investment required to meet future industry needs.
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All above stages will be conducted by the consultant in close consultation with the working group.

Project outputs

The project outputs will be a:

1. Two written draft reports and recommendations for consideration.
 2. revised written report encompassing the deliberations of the steering committee.
 3. PowerPoint presentation and script to enable delivery of the outcomes to industry forums.
 4. brief 'user friendly' summary of the project and outcomes suitable for publication on the FRDC website.
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Project milestones

The project milestones will include:

Date	Action
7 August 2009	Call for quotes
19 August 2009	Deadline for receipt of project proposals by FRDC
24 August 2009	FRDC notifies successful applicant
25-27 August 2009	Agreement finalised
7 September 2009	Finalise with steering committee the capability categories.
28 September 2009	Stage one draft submitted
20 November 2009	Stage two draft submitted
11 December 2009	Final report submitted to steering committee

Resources

Resources will be as follows:

- The consultant will need to demonstrate what team they might use to ensure the breadth of knowledge is covered in the project
 - the consultant will provide their own administrative support, including word processing and printing requirements.
 - the FRDC Project Manager will provide assistance in accessing relevant documents and appropriate FRDC and industry representatives as required.
 - consultancy personnel allocated to the project cannot be changed during the project without notifying the FRDC Project Manager.
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***The FRDC
project
manager***

The FRDC project manager will be:

Ms Jo-Anne Ruscoe

Fisheries Research and Development Corporation
PO Box 222 Deakin West
ACT 2600

Tel: 02 6285 0400

Email: jo-anne.ruscoe@frdc.com.au

The proposal

The proposal must include:

1. Methodology:
 - Demonstrate an understanding of the project requirements;
 - Describe the proposed methodology to address the terms of reference and associated timeframes, and inclusive of the consultation process.
 2. Costing and payment:
 - Provide a costing including allocation of the consultant's time, material and other costs.
 - Detail when project payments are due.
 3. Qualifications of consultants:
 - Provide a statement of the names, roles, qualifications and experience of personnel allocated to the project.
 - Provide current references that demonstrate the experience of both the organisation and personnel nominated for this project.
 - Provide contact details for all personnel nominated for involvement in the project.
 - Clearly identify the project leader (the primary contact point)
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***Selection
criteria***

The working group will undertake the selection of the service provider based on the:

1. degree of understanding of the project demonstrated in the proposal.
 2. suitability of the method indicated for undertaking the project.
 3. qualifications and relevant experience of the consultants.
 4. cost effectiveness of the proposal.
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***Contract
issues***

In preparing the contract the consultants should be aware that the FRDC expects that:

1. the contract to be signed will be that at www.frdc.com.au
 2. confidentiality will be maintained at all times
 3. the copyright of all documentation and intellectual property developed, as a result of the project, will be vested with the FRDC
 4. the project is undertaken in an impartial, objective and professional manner
 5. EEO principles will be applied in both the selection of personnel for the project and in the conduct of the project
 6. the consultant has insurance cover for property damage and public risk, public liability and accident or injuries to employees of their company
 7. any areas of potential conflict of interest be identified at the time of the
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- consultant's response to the brief and updated during the course of the project should potential conflicts arise
8. the consultant's contract may be terminated or the work content reduced, with a fair and reasonable monetary adjustment determined by the FRDC, subject to the consultant being given notice in writing
 9. any material provided by the FRDC for this project, which has been developed by another consultancy or agent, will be used only for work done for the FRDC.
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References

- Statement of Intent
 - SA and Vic fisheries capability documentation
 - Ocean Policy Science Group capability audit for marine science
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**Lodgement
of response**

To respond to this tender request please:

- submit a proposal using FRDC's FishNet program utilising the Tactical Research Fund application form, and where necessary please attach any supporting documents by email
- Due date COB Wednesday 19 August 2009
- acknowledge all terms and conditions to:

Questions regarding the application process please call Jo-Anne Ruscoe or Patrick Hone on 02 6285 0400

Dr Patrick Hone
Fisheries Research and Development Corporation
PO Box 222 Deakin West
ACT 2600

Example of SA and Victoria Capability Matrix

<ul style="list-style-type: none"> DPI Vic (V) / SARDI (S) Capability Analysis 	<ul style="list-style-type: none"> Stock Assessment 	<ul style="list-style-type: none"> Population Biology 	<ul style="list-style-type: none"> Aging 	<ul style="list-style-type: none"> Fish Modelling 	<ul style="list-style-type: none"> Statistical Analysis 	<ul style="list-style-type: none"> Data Management
<ul style="list-style-type: none"> comment 	<ul style="list-style-type: none"> Collaboration - science leadership 	<ul style="list-style-type: none"> Collaboration - science leadership 	<ul style="list-style-type: none"> Consolidation 	<ul style="list-style-type: none"> Consolidation 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> High organisational need
<ul style="list-style-type: none"> Environment/Climate Variability 	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> S 	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> S 	<ul style="list-style-type: none"> S 	<ul style="list-style-type: none"> S
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<ul style="list-style-type: none"> Abalone 	<ul style="list-style-type: none"> S 	<ul style="list-style-type: none"> S 	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> S 	<ul style="list-style-type: none"> S 	<ul style="list-style-type: none"> S
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<ul style="list-style-type: none"> Rock Lobster 	<ul style="list-style-type: none"> S 	<ul style="list-style-type: none"> S 	<ul style="list-style-type: none"> NA 	<ul style="list-style-type: none"> S 	<ul style="list-style-type: none"> S 	<ul style="list-style-type: none"> S
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<ul style="list-style-type: none"> Marine Scalefish 	<ul style="list-style-type: none"> S 	<ul style="list-style-type: none"> S 	<ul style="list-style-type: none"> S 	<ul style="list-style-type: none"> S 	<ul style="list-style-type: none"> S 	<ul style="list-style-type: none"> S
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<ul style="list-style-type: none"> Pelagic Fish 	<ul style="list-style-type: none"> S 	<ul style="list-style-type: none"> S 	<ul style="list-style-type: none"> S 	<ul style="list-style-type: none"> S 	<ul style="list-style-type: none"> S 	<ul style="list-style-type: none"> S
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<ul style="list-style-type: none"> Inland Fisheries 	<ul style="list-style-type: none"> S 	<ul style="list-style-type: none"> S 	<ul style="list-style-type: none"> S 	<ul style="list-style-type: none"> S 	<ul style="list-style-type: none"> S 	<ul style="list-style-type: none"> S

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• Aquaculture	• NA	•	•	• S	• S	• S
•	• NA	•	•	• V	• V	• V
• Blue crab	• S	• S	•	• S	• S	• S
•	•	•	•	•	•	•
• Prawn	• S	• S	•	•	• S	• S
•	•	•	•	•	•	•
• Pelagic Ecology	•	•	•	•	• S	• S

• Organisational need

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• Need to develop skills - skills weak

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• NA - not applicable

• Need to retain skills / skills strong

• Need access to skills / skills moderate to weak

• Blank - no capability