

TERMS OF REFERENCE SECTOR OVERVIEW ASSESSMENT

Purpose To undertake a strategic review and analysis of the business environment for the fishing and aquaculture industries (commercial, recreational and indigenous) to support the establishment of a national RD&E framework

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

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 stages are planned for the development of the framework –

1. Sector Overview
2. Current Sector Resource 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 stages 1 and 3

Terms of Reference

- To assess and analyse the current business and operating environments for the fishing and aquaculture industries
- To develop the scenario forecasts for the future business and operating environments for the fishing and aquaculture industries – including opportunities and threats
- Based on the forecasted scenarios, identify the R&D strategies to form the basis for a national RD&E plan

Methodology

- It is assumed that a significant proportion of the work can be completed by a desk stop assessment complemented by questionnaire (s) data from key providers and input from the working group.
- A workshop of key stakeholder is planned for 22-23 July – Adelaide. The successful tenderer will be expected to attend.
- The desktop study would need to map the users of the proposed national strategy, their activities and needs. Further, at a high level it would need to describe the current planning environment and describe how the proposed plan structure can meet these needs while creating a single national plan.

Project outputs

The project outputs will be a:

1. written draft report 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.

Project milestones

The project milestones will include:

- contract signed
- review current plans and users
- questionnaire developed for data collection
- attended workshop
- draft report delivered
- final report and deliverables completed

Date	Action
3 July 2009	Call for quotes
10 July 2009	Deadline for receipt of project proposals by FRDC
14 July 2009	FRDC notifies successful applicant
15-16 July 2009	Agreement finalised
22-23 July 2009	Stakeholder workshop
4 September 2009	Interim report presented to steering committee
2 October 2009	Final report submitted to steering committee

Resources

Resources will be as follows:

- the budget for the proposal is not to exceed \$40,000
- 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.

The FRDC project manager

The FRDC project manager will be:

Dr Patrick Hone

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

Tel: 02 6285 0400

Mob: 0419 628 400

Email: patrick.hone@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 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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Resources

- Statement of Intent
- review undertaken by SSA of seafood strategic plans
- AFMF R&D plan
- State industry sector plans
- FRAB plans
- Plans developed by OPSAG, MACC, FRDC and other stakeholders
- access to FRDC's report library

**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
- Due date COB 10 July 2009
- where necessary please attach any supporting documents by email
- 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
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ACT 2600
