



## South West Indian Ocean Tuna Forum (SWIOTUNA)

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### TERMS OF REFERENCE

#### CONSULTANCY FOR PREPARING FISH QUALITY, SAFETY AND HANDLING TRAINING MANUAL

##### Introduction and context

WWF over the years has been investing significant resources to empowering small-scale fishers in sustainable fish production in the South West Indian Ocean (SWIO) region. Small-scale fishers in the SWIO region contribute over 70% of the seafood products. Nevertheless, there exists some challenges facing small-scale fish producers including limited cold storage infrastructure, inadequate capacity for small-scale value addition/ processing, high post-harvest losses (some instances over 60%) and limited technical capacity and knowledge on fish quality, safety and handling by small-scale fish producers and handlers.

The key aspects of fish quality, quality control and proper fish handling entail planned and systematic actions necessary to provide adequate confidence that fish and fishery products meet specific quality requirements (fish quality assurance) and operational techniques and activities that are used to fulfil requirements for quality (Quality Control). Proper handling of fish between capture and delivery to the consumer is a crucial element in assuring final product quality. Standards of sanitation, method of handling and the time/temperature of holding fish are all significant quality factors. The presence of bacteria harmful to human beings generally indicates poor sanitation in handling and processing of fish and fishery products. Preventive strategies based on thorough analysis of prevailing conditions are much more likely to provide an assurance of fish quality and reduce post-harvest losses as well.

SWIOTUNA provides a capacity building opportunity for small-scale fishers, Civil Society Organizations (CSOs) and the private sector working on marine fisheries issues to advocate for sustainable use and management of marine fisheries in the SWIO range states with a view to ensuring that the respective countries and local communities derive more benefit from their fisheries resources. SWIOTUNA with the support of WWF would like to develop a fish quality, safety and fish handling training manual. South West Indian Ocean Tuna Forum

##### Scope and objectives of the assignment

SWIOTUNA with the financial support of WWF Mozambique-Leading the change Programme would like to enhance the capacity of small-scale fish producers and handlers in the SWIO region on fish quality, safety and hygiene handling of seafood products by preparing a fish quality and safety training manual that is easy to understand and usable by the small-scale fisher

folk. The main purpose of this consultancy therefore is to improve the quality and safety of seafood products from small-scale producers in the South West Indian Ocean (SWIO) region.

More specifically this assignment is to prepare and a training manual on fish quality, safety and handling targeting small-scale fish producers and handlers in the SWIO region. This will ensure that small-scale fishers who produce over 70% of seafood that is consumed locally and globally have access to relevant information on fish quality, safety and handling packaged in simple and easy format for them to understand, internalize and put to practice. This will ensure the safety and health of fish and fishery products with a view to protecting and safeguarding the health of consumers, ensure consumer confidence in fish and fishery products by providing and maintaining products of good quality and standards and reduce post -harvest losses. The training<sup>1</sup> manual will also help and ensure that fish and fishery products are able to compete effectively on the domestic, regional and global market as well as guaranteeing market access.

### **The main tasks assigned to this consultancy**

SWIOTUNA is seeking the services of a consultant to perform the following tasks.

1. Review relevant documents and information including The Hazard Analysis Critical Control Point (HACCP) system, certification under an Internationally Accepted Standard (ISO 9000 series) and Total Quality Management (TQM), existing fish quality and safety manuals and protocols held in different national and regional agencies.
2. Conduct relevant stakeholders and other key partners to collate, analyze, and synthesize existing information on fish quality, safety and proper fish handling to identify issues and challenges facing the small-scale fish producers and fish handlers and how they can be addressed.
3. On the basis of the information provided in 1 & 2 above, prepare a fish quality, safety and handling training manual that takes into consideration the needs for the small-scale fisher folk.
4. Share the draft fish quality, safety and handling manual with the SWIOTUNA Secretariat and other partners for further input.
5. Finalize and submit the fish quality, safety and handling manual to SWIOTUNA.

### **Deliverables to SWIOTUNA**

1. The inception report with details on the methodology, workplan and budget for executing this assignment
2. Fish quality, safety and handling training manual

NOTE: Further works or revisions of the training manual may be required and if the final document does not meet the requirements of the TOR, it may not be accepted and the client (SWIOTUNA) will be at liberty to reject it with service provider (Consultant) bearing the liability.

### **Implementation**

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<sup>1</sup> The manual refers to training manual

The selected consultant will have overall responsibility of the project. SWIOTUNA Coordinator will facilitate day-to-day administration and management of this assignment for effective guidance and leadership to ensure deliver of the results as outlined in this TOR.

### **Compensation**

SWIOTUNA will pay the consultant a professional fee to the winning bidder.

### **Indicative Timeline**

The duration of the assignment is within ONE calendar month although actual implementation plan could be discussed and agreed by both parties. It is expected that the whole task should be finished within four weeks from the starting date. The assignment is expected to commence immediately and takes max 30 days which includes desk review, preparation, field work, report-writing and submission of final report.

### **Required qualifications and experience**

1. An undergraduate University degree in fisheries science, natural resources, biology, food technology, or other relevant field, complimented with some background engagement on fish quality and safety and fish processing and SWIOTUNA related work.
2. At least 10 years of working experience in fisheries and related disciplines in the in the SWIO region, including fisheries management, fisheries research, fish quality and safety, fish trade and policy.
3. Expertise and profound knowledge with fisheries and seafood related issues including fish quality and safety, fish processing and exporting.
4. A good understanding of the SWIO region and working knowledge of English, both written and spoken.

### **How to apply**

Those interested are required to submit their letter of intent in English to the undersigned with the following;

1. A technical proposal outlining the methodology
2. A financial proposal (USD Currency) highlighting the budget of the entire consultancy including the work program and costs.
3. A profile and CVs of the consultant(s) undertaking the work indicating relevant experience and contribution of each one of them in this assignment.
4. Necessary brochures and other relevant information showing past experience in related field, demonstrate your expertise by showing the experience, academic background, an inventory of past and current assignments of similar nature.
5. Contact addresses (Postal, email and telephone) of at least three referees and any other information that may show the consultant's ability to carry out the assignment to satisfaction

The letter of intent, technical and financial proposal in electronic format should reach the undersigned on or before the 12<sup>th</sup> of August of 2021 at 12.00hrs (East African Time) via email [info@swiotuuna.org](mailto:info@swiotuuna.org) and cc [swiotuuna@gmail.com](mailto:swiotuuna@gmail.com) **with marking Fish Quality, Safety and Handling Training Manual**. No letter of intent and proposal will be accepted after the deadline. Consultants will be selected in accordance with the procedures and criteria set out by SWIOTUNA and their decision shall be final.

