



New England Fishery Management Council

50 WATER STREET | NEWBURYPORT, MASSACHUSETTS 01950 | PHONE 978 465 0492 | FAX 978 465 3116
John F. Quinn, J.D., Ph.D., *Chairman* | Thomas A. Nies, *Executive Director*

COUNCIL SOLICITING CONTRACT WORK **Council Program Review Assistant** **July 3, 2017**

Project Description

The New England Fishery Management Council (NEFMC) requires the services of an independent contractor to assist NEFMC staff in supporting a review of the Council's operating procedures and performance. This is a temporary contractor role, commencing on or about September 1, 2017 and ending when the review is completed (early 2018). It is anticipated that the contractor will initially work on an as needed basis, not to exceed 20 hours per week, but as the date of the actual review approaches the workload will increase and is expected to approach 40 hours per week for a one-month period.

Project Background

The NEFMC is initiating an independent review to assess its past performance, but more importantly, to identify improvements to its processes in order to successfully address ongoing and future challenges. The overall goal of this review is to seek external input on the strengths, weaknesses, and areas for improvement in NEFMC operations, in light of the constraints and limitations that exist in the overall system. Conceptually, this review is similar to recent reviews of Regional Fishery Management Organizations. These are described in the FAO's Food and Agriculture Circular No. 1108, available at <http://www.fao.org/3/a-i4869e.pdf>. The review will be tailored for the current U.S. management system.

The review will include an evaluation of:

- Foundations of NEFMC fishery management including scientific advice, policies, staff support and access to data.
- Council operating model for designing fisheries management in terms of specification of FMPs, the type and role of subsidiary bodies of the Council, and external coordination with other organizations and various stakeholders.
- Council performance in terms of processes and outcomes.

The review will be conducted by a panel of experts selected by the Council. This group will meet as a body in a public meeting of 3-4 days, expected to take place in early 2018. At this meeting they will review documents and presentations prepared for the panel and will question experts on the Council's operations. Subsequent to these discussions they will prepare a written report that summarizes their findings. This report will be presented to the Council and the public at a future Council meeting.

Additional information on the planned review can be found at <http://www.nefmc.org/library/april-2017-council-programmatic-review>.

Statement of Work

The primary role of this position is to support the conduct of the review. Under the overall direction of the Executive Director, the contractor will compile documents and other information for consideration of the review panel, work with the Chair of the review panel to develop an appropriate agenda, coordinate presentations with the Chair and the Executive Director, take notes during the panel's meeting, and assist the Chair and the panel with preparation of the report for the Council. The contractor will be expected to operate independently, with little administrative support. A key part of the contractor's assignment will be to organize the large amount of information for reviewers in a way that facilitates their understanding of the operations of the Council.

The Council may award an additional contract to survey stakeholders for their input to the Program Review. The contractor for this project will not be expected to participate in this effort, but will work with those conducting the survey to coordinate presentation of the results to the review panel.

Work hours will be coordinated with the Executive Director. Necessary office space and equipment will be provided by the contractor; approved travel expenses will be reimbursed by the Council.

Desired Experience and Demonstrated Skills

1. Familiarity with the U.S. federal fisheries management system, including an understanding of the key relevant statutes (e.g. Magnuson-Stevens Fishery Conservation and Management Act, National Environmental Policy Act, Administrative Procedures Act, Endangered Species Act, etc.) and regulatory guidance. Familiarity with federal fisheries management in New England is preferred but not required.
2. General understanding of fishery management programs at the state and international level.
3. Experience interacting with fisheries managers, scientists, and stakeholders.
4. Familiarity with the use of scientific information in the fishery management process.
5. Ability to research and compile fisheries management policies and procedures with minimal supervision.
6. Strong writing and speaking skills. Demonstrated ability to summarize complex policies and procedures in clear, easily read documents, or through concise verbal discussions.
7. Experience with coordinating meetings and preparing agendas, briefing documents, and meeting reports.
8. Advance degree in a fisheries policy or technical field preferred.

Expected Responsibilities and Deliverables

The following list illustrates the activities expected from the Contractor. This list is not all-inclusive.

1. Assist the Executive Director in preparing materials for the review panel.
 - a. Identify and compile applicable statutes, regulations, policy statements, strategies, and implementation plans.
 - b. As directed by the Executive Director, compile documents of representative fishery management actions and prepare summaries of the process followed. Prepare descriptions as necessary of the management program, Council organization, etc.

- c. Summarize the status of the stocks managed by the Council over the last 15 years and identify key management actions for each.
 - d. Coordinate summaries of public input on the Council's performance and review terms of reference.
2. Assist the Chair of the review panel in planning for, and conducting, the review panel meeting.
 - a. Assist in the conduct of any pre-meeting conference calls for planning the meeting.
 - b. Prepare an appropriate agenda and organize relevant documents that support the agenda.
 - c. Serve as rapporteur for the review panel meeting. Follow-up on any additional information requested by the Review Panel.
 - d. Under the supervision of the Chair, draft a meeting summary and report for the panel's review. Incorporate edits agreed to by the Panel and prepare a final report for panel approval.
 - e. Assist the Chair as necessary to prepare a presentation of the results to the Council.

Application Submission Contact

Interested professionals are encouraged to submit a letter of interest, current resume or CV, examples of similar work completed for other organizations or publications, and budget with expected expenses. In addition, applicants should describe the approach that would be used to meet the requirements of this project, including deliverables. Travel expenses need not be included as approved travel will be reimbursed by the Council. Letters of interest and supporting materials should be received **no later than July 28, 2017**, and addressed to Thomas Nies, NEFMC, 50 Water Street, Mill 2, Newburyport, MA 01950, or by e-mail tnies@nefmc.org. Questions concerning this proposal should be directed to the same address.