



WESTERN  
PACIFIC  
REGIONAL  
FISHERY  
MANAGEMENT  
COUNCIL

## Request for Proposals

### **Coordination of Council Inflation Reduction Act Projects and Activities**

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The Western Pacific Regional Fishery Management Council (Council), established through Congress under the Magnuson Fishery Conservation and Management Act (MFCMA) of 1976, is responsible for developing policies to manage US fisheries in the US Pacific Islands. The Council prepares management plans and plan amendments for fisheries in the US Exclusive Economic Zone waters off of the Territories of American Samoa and Guam, Commonwealth of the Northern Mariana Islands, the State of Hawaii and US Pacific Remote Island Areas.

The Council, composed of 16 public, State, and Federal members, meets four times a year to conduct its business. Council decisions are informed by advisory bodies that include a Scientific and Statistical Committee (SSC), Advisory Panel, Fishing Industry Advisory Committee, Plan Teams and other ad hoc committees of the Council. The Council is headed by an Executive Director with administrative and programmatic staff based in Hawaii and US Pacific Island Territories.

The Inflation Reduction Act (IRA) became law in December 2022 from which NOAA/NMFS made available funding to the Regional Fishery Management Councils to support climate-related fishery projects to be implemented within three years. Funds provided will support staff and contractor(s) to carry out this work and implement governance projects that meet the purpose and priorities of the IRA, which include: 1) implement fishery management measures that enhance climate resilience and readiness to address climate-related challenges; and 2) create plans and actions for fishery management to support underserved Pacific Island communities.

The Council is soliciting proposals for contractual services on a time and materials basis to support the coordination and management of Council programs, projects and activities that will be carried out to meet the priorities, goals and objectives of the IRA.

### **CONTRACT SERVICE: Coordination of Council Inflation Reduction Act Projects and Activities**

**CONTRACT PERIOD:** The contract is expected to begin in April 2024 and end in March 2026.

**SCOPE OF WORK:** The Contractor will oversee and manage the programs, projects and activities as funded through the Council's IRA award. Specific projects, deliverables and timelines will be provided to potential contractors during the contractor interview and selection process. The Council anticipates supporting governance-themed projects that address four priority areas:

1. Scenario planning for US Pacific Island fisheries to ensure resiliency and responsiveness to changing climate and related impacts.
2. Regulatory review of Council Fishery Ecosystem Plans, in coordination with local jurisdictions, to develop fishery management plans to improve alignment and increase management responsiveness to changing climates, and to improve services to underserved communities.
3. Protected species review and update of fishery management processes to ensure flexibility and adaptability to climate impacts and ecosystem drivers.
4. Community engagement and capacity-building to support underserved communities and address equity and environmental justice issues in US Pacific Island fisheries.

The Contractor will be required to:

1. Coordinate closely with Council staff on development of project plans, sub-contractor requirements, implementation schedules, monitoring and reporting of all projects funded through the IRA.
2. Oversee project-specific subcontractors, including development and monitoring of their scope of work, schedules and work products.
3. Regularly provide written reports to the Executive Director and program staff summarizing project status, issues and needs.
4. Coordinate and participate in all IRA program steering committee and project coordination meetings, including preparation of meeting materials, documents, presentations and reports.
5. Attend Council and Council family meetings as needed (e.g., Standing Committees, SSC, Archipelagic and Pelagic Plan Team, Advisory Panel, Fishery Industry Advisory Committee and other Council body meeting as appropriate.
6. Other duties as assigned by the Executive Director.

**ELIGIBILITY:** The potential Contractor must:

- Possess strong management and administrative skills coordinating complex programs with concurrent projects and oversight of professional personnel;
- Possess a detailed working knowledge of the Magnuson-Stevens Act and other policies, regulations, and guidance documents relating to marine resource management and conservation in the Pacific Islands Region;
- Be familiar with the responsibilities of the Council as well as Pacific Island community cultures and natural resources;
- Be familiar with territorial fishery agencies, federal fishery agencies, and fishing and seafood communities in the Western Pacific;
- Possess excellent verbal and written communication and leadership skills and ability to work independently to produce deliverables on schedule;
- Be able to travel to US Pacific Islands to support project development, monitoring and execution; and
- Be available to commence work in April 2024, and complete work in March 2026.

**REQUIREMENTS:** The contractor will work independently and coordinate with the Council program staff to meet deliverable timelines. Proposals will be evaluated on a competitive basis based on the eligibility criteria as stated above. The selected contractor will commence work in April 2024.

**HOW TO APPLY:** Proposal submissions should include the following items (maximum 3 pages): (a) Name, affiliation, and contact information of the principal contractor(s); (b) a brief statement addressing the qualifications and requirements as stated; (c) contractor's compensation rate, inclusive of all taxes and fees; and (d) a curriculum vitae or resume for each project participant.

Proposals may be submitted by e-mail (attach materials in PDF) to [info@wpcouncil.org](mailto:info@wpcouncil.org) or via regular mail to: Western Pacific Regional Fishery Management Council, 1164 Bishop Street, Suite 1400, Honolulu, HI 96813.

**SUBMISSION DEADLINE:** Proposals will be accepted until April 15, 2024, or until a contractor is engaged, whichever occurs first.