

Terms of Reference for Technical Assistance:

Background

The Mission of the Tuvalu Fisheries Department (TFD), as defined in its Corporate Plan 2023-25, is to increase the contribution of Fisheries to socio-economic development and quality of life. The objective of the TFD Corporate Plan relevant to this consultancy is: 'Objective 6: Development of systems, staff capacity and facilities for a Tuvalu Fisheries Authority.'

The Tuvalu Fisheries Support Programme Phase 2 (TFSP2), which is funded by New Zealand, is supporting the implementation of TFD's Corporate Plans, and is providing funding for this technical assistance. The project also provides funding for maintenance and equipment. In the longer term, New Zealand is committed to supporting Tuvalu's fisheries sector, and the recommendations of this work may be incorporated into the next phase of NZ support.

The Fisheries Office on Funafuti was completed in 2017, with New Zealand funding, and provides excellent facilities for the Department that manages Tuvalu's most important natural resource. The Department has also benefited from furniture provided under the same project; IT and other office equipment from various donors; as well as equipment and tools for building maintenance. There is a hybrid (battery/grid) photo-voltaic power system installed in 2019 which has never operated to its full potential. The Department maintains an asset register, on the software 'Asset Manager 2019 Enterprise' although there are gaps in this; but little consideration has been given to asset management in terms of service standards, health and safety, and the costs of maintenance and replacement in the longer term.

The building is mainly timber construction, but some of the design and materials used did not address the very corrosive atmosphere at the site, which is exposed to constant salt spray in conditions of high temperature and humidity. While some remedial maintenance work has been carried out on the exterior, a more permanent solution is needed. Also, after seven years of use, the interior of the building, furniture and other equipment are starting to look a bit tired. This highlights the need for a maintenance programme to be included in the asset management plan and adhered to.

The plan needs to take account of Tuvalu's remote location, limited international transport and shortage of skilled technicians – 'just-in-time logistics' takes on a new meaning when it can take six months to receive equipment from Australia or New Zealand by ship and the cost of a technician to install it includes several days travel time and thousands of dollars in airfares.

In mid-2025 the Fisheries Department will transition from its current status as a Government Department to a new Fisheries Authority. It will have ownership of its assets outside the Government system, with opportunities to dispose of surplus items, as well as greater responsibility for their management and upkeep.

A short-term consultancy is therefore now needed to develop an asset management plan that is realistically costed and can be used to guide the safeguarding and efficient use of

these assets in the medium term. The plan will cover a 20-year time frame and will focus on the Fisheries Office building and contents as the Department's most valuable asset. Separate work is in progress on planning and implementing the maintenance of the Department's inter-island vessels.

Objective:

The objective of the consultancy is to prepare an asset management plan for the Tuvalu Fisheries Department, focusing mainly on the office building, as well as furniture and equipment needed for its operation and maintenance.

Scope of work:

The Consultant will be expected to undertake the following main tasks:

- a) Develop a work plan for the assignment, including the timing of a proposed field visit, for approval by the Senior Management Committee of TFD;
- b) Review the Departmental Instructions for the Management of Assets, the Fisheries Maintenance Technician's Annual workplan, the inventory of Fisheries Department's assets, and any other relevant documents to assess the current situation and plans;
- c) Infer, or develop as necessary, the objectives, principles, requirements and responsibilities for a high level asset management plan;
- d) Propose service levels for key assets, including health and safety considerations, particularly fire and electrical safety, and how achievement of these can be monitored;
- e) Evaluate the accuracy and completeness of existing information on the inventory, condition and value of the assets with a focus mainly on the office building and contents and recommend improvements in data and systems as appropriate;
- f) Develop recommendation for building maintenance as well as servicing and replacement of equipment based on the expected life-cycle;
- g) Develop costings for maintenance and periodic replacement as above;
- h) Incorporate the above into a draft Asset Management Plan and submit for review by TFD;
- i) Prepare a final Asset Management Plan, taking account of feedback.

Requirements (qualifications and experience):

Proposals will be assessed against the following criteria by the senior management committee of the TFD:

- Relevant qualifications and experience for providing advice and recommendations on asset management, with a focus on management and maintenance of office facilities;
- Experience of developing asset management plans for small Government Departments or statutory authorities;

- Experience of asset valuation and the planning and costing of maintenance work in tropical Pacific Island countries;
- Experience of asset inventory software, preferably 'Asset Manager 2019 Enterprise' or similar;
- Value for money.

Timing and delivery:

It is expected that inputs of around 15-20 working days will be required, mainly undertaken by a single international consultant. The study should commence soon after the selection of the consultant, and, allowing for the Christmas and New Year season, should be completed by the end of March 2025.

Deliverables:

There are three deliverables:

- An inception report providing a plan and timetable for the consultancy study;
- A costed building upgrade and maintenance plan ;
- A comprehensive asset management plan which addresses all aspects of the scope of work, and makes clear and concise recommendations for future action.

In the case of each deliverable, it is expected that a draft will be submitted to TFD for comment, before the final reports are prepared and submitted.

Payment schedule:

The proposed payment schedule is for a lump sum contract, payable in AUD, with payments on receipt and acceptance of deliverables as follows:

- 20% of fees on acceptance of the inception report;
- 30% of fees on acceptance of the building upgrade and maintenance plan;
- 50% of fees and any eligible expenses on acceptance of the final asset management plan.

The consultant may propose an alternative payment schedule in their quotation if this is not acceptable.