

## TERMS OF REFERENCE (FFM/PPG/27)

### 1 BACKGROUND

1. The WTO [Fish Fund](#) is a dedicated financing mechanism that supports developing and least-developed country Members with implementation of the disciplines of the WTO [Agreement on Fisheries Subsidies \(AFS\)](#). The Fish Fund provides grants for targeted and practical assistance that enable Members to strengthen fisheries management, improve transparency, and build the institutional capacity that is necessary to meet their obligations under the Agreement.
2. The **Bureau of Fisheries and Aquatic Resources** (hereafter "BFAR") of the Philippines was awarded a project preparation grant (PPG) to undertake an assessment of the Philippines' existing fisheries subsidies programs in light of AFS implementation. The PPG will produce a baseline mapping of fisheries subsidies, clarify the implications of AFS provisions for national fisheries management, identify institutional and technical capacity gaps within BFAR, and produce a Category 2 project proposal.

### 2 CONTEXT

3. The Philippines' fisheries sector supports millions of small-scale fishers, coastal communities, and contributes to national food security, but the country faces challenges of overcapacity, declining fish stocks, and the persistence of illegal, unreported and unregulated (IUU) fishing. The AFS introduces disciplines on subsidies that contribute to IUU fishing, subsidies regarding overfished stocks, and subsidies for fishing and fishing-related activities on the unregulated high seas.
4. BFAR must ensure that its subsidy programs, monitoring systems and policy frameworks are consistent with the AFS. However, the Philippines lacks a comprehensive mapping of existing fisheries subsidies or a systematic assessment of their implications under the AFS, creating uncertainty about which programs may need to be adjusted, notified, or redesigned.

### 3 OBJECTIVES AND EXPECTED OUTPUTS

5. The main purpose of the PPG is to assess the Philippines' existing fisheries subsidies programs in light of AFS implementation; identify the technical and institutional capacity gaps affecting BFAR's familiarity with the AFS; and identify potential areas for future consultations with international organizations and regional fisheries bodies to inform subsequent project activities; and produce a Category 2 project proposal.
6. In order to fulfill the objectives of the PPG, the consultant (or consultants) is expected to deliver the following specific outputs:
  - a) **A national needs assessment report** that details the Philippines' fisheries subsidies programs in light of AFS implementation and identifies BFAR's technical and institutional capacity gaps to be addressed in relation to AFS implementation.
  - b) **A Category 2 project proposal** aligned with the Fish Fund theory of change, based on consultations and evidence collected, and demonstrating how the proposal will address identified gaps in AFS implementation in the Philippines.

- c) **A brief implementation and financial report at the end of the PPG** that describes the work carried out, the documents reviewed, stakeholders consulted, and main activities undertaken.

#### 4 ROLE OF THE INTERNATIONAL OR NATIONAL CONSULTANT

7. Under the overall supervision and guidance of BFAR, the international or national consultant will carry out the following activities to implement this PPG, working in collaboration with a national expert (as described in Section 6):

##### 4.1 Desk Review and Preparation

8. Review the existing PPG request document and collect, analyze and review all relevant literature and documentation related to the implementation of this PPG.
9. Contact key government authorities and stakeholders in the Philippines in close cooperation with BFAR to collect relevant information for project development and to receive guidance on organizing field missions and workshops.

##### 4.2 Missions and Stakeholder Engagement

10. Conduct up to **2 field missions** in the Philippines (approximately 15 days in total) to engage in detailed consultations with stakeholders identified during the preliminary analysis. During the field missions, the consultant will:
- Meet key stakeholders to gather information that will inform the needs assessment and identification of gaps and priorities.
  - Consult with key national stakeholders on the actions to be taken within the project framework and collect their feedback and commitment regarding the Category 2 project stemming from this PPG.
  - Lead **2 stakeholder workshops** to confirm the needs assessment and implementation gaps and to validate the findings and proposal coming out of the PPG.
11. Consult stakeholders (private sector, donors) with an interest in implementation of the AFS in the Philippines to identify possible support (financial or otherwise) for the resulting project.
12. Depending on possible interest and opportunities to obtain financing or co-financing from donors, the project proposal may be written in the format or template of one of these donors.

##### 4.3 Preparation of analytical and project documents

13. Prepare a national needs assessment report that details the Philippines' implementation gaps related to the AFS.
14. Prepare a project proposal for AFS Implementation in the Philippines aligned with the Fish Fund theory of change and based on the information gathered during the desk analysis, fieldwork consultations and needs assessment.
15. Discuss the draft project proposal with relevant national stakeholders and review and finalize the proposal based on feedback received.

#### 4.4 Finalization and reporting

16. Obtain letters of support for the resulting project proposal from key public sector stakeholders, in close cooperation with BFAR. These letters should demonstrate clear national commitment to taking the actions needed to ensure the success and sustainability of the project.
17. Prepare a brief implementation and financial report in cooperation with the BFAR describing the work carried out under the PPG, including the documents and persons consulted, the main activities undertaken, etc.

### 5 QUALIFICATIONS AND WORK EXPERIENCE OF THE CONSULTANT

- An advanced degree (Master's or Doctorate) in fisheries, natural resources, law, business administration, agriculture/veterinary science or other relevant field, with experience in fisheries, fisheries management, fisheries policy or law, and environmental or ocean-based projects.
- Excellent understanding of the disciplines of the WTO AFS and the challenges facing developing and LDC Members in implementation.
- Experience in project preparation, monitoring, and evaluation, including data collection (through questionnaires, surveys, consultations, and interviews involving multiple organizations and participants). Knowledge and experience in results-based project management and the theory of change.
- Experience conducting institutional capacity assessments and identifying gaps in legal, policy, or administrative frameworks related to fisheries management or subsidy governance.
- Experience working with regional fisheries management organizations, regional inter-governmental organizations or arrangements is highly desirable.
- Ability to draft high quality analytical reports, policy recommendations, and project proposals for international development partners or trust fund mechanisms.
- Excellent oral and written communication skills in English.

### 6 ROLE OF THE NATIONAL EXPERT

18. A national expert or focal point designated by BFAR will provide support to the consultant during the implementation of the PPG. The national expert will:
  - Liaise with relevant national stakeholders including government authorities, private sector, academia, donors, and development partners. This will include identifying relevant persons who should be consulted in the implementation of activities under the PPG.
  - Support the organization of stakeholder workshops and other meetings, including the preparation of agendas, distribution of invitations and logistical arrangements, preparation and distribution of a document outlining the project concept.

- Provide necessary support, including assistance with interpretation and translation as required to enable the consultant to successfully deliver on his or her activities.
- Accompany the consultant to meetings and visits, as needed.
- Provide technical review and feedback of the draft needs assessment and project proposal.

## 7 IMPLEMENTATION ARRANGEMENTS

19. In consultation with BFAR, the WTO will contract the consultant. The consultant should have the expertise and skills indicated in Section 6.
20. BFAR will serve as the lead agency for project implementation and monitoring progress, ensuring alignment with the Philippines' AFS disciplines, and reporting requirements under the WTO Fish Fund.
21. BFAR will acknowledge Fish Fund support in all outputs and disseminate the results of the assessment through official reports, policy briefs, and online channels, including its website and social media platforms. Findings will also be shared with relevant government agencies and development partners to inform future planning and potential Category 2 activities. This approach will ensure transparency, visibility of the Fish Fund's contribution, and accessibility of results to policymakers and stakeholders.

## 8 TIMEFRAME

22. The activities of this PPG will take place over a period which shall not exceed six months, including the submission and validation of all specified deliverables.

## 9 BUDGET

23. The budget available from the Fish Fund for implementation of the PPG is forty-nine thousand, two hundred and eighty-three United States dollars (**US\$ 49,283**).

Activity	Details	Unit	Rate in US\$	Total in US\$
<b>Consultant's fees (needs assessment + project development)</b>				
Desk review	Fish Fund contribution	6	600	3,600
Stakeholder engagement	Fish Fund contribution	5	600	3,000
Draft needs assessment	Fish Fund contribution	5	600	3,000
Consultations and follow-up to discuss findings	Fish Fund contribution	5	600	3,000
Finalize needs assessment	Fish Fund contribution	3	600	1,800
Draft project proposal based on needs assessment	Fish Fund contribution	5	600	3,000
Workshop to present and discuss project proposal	Fish Fund contribution	3	600	1,800
Revise and finalize proposal	Fish Fund contribution	3	600	1,800
<b>Implementation report</b>				
Prepare a brief implementation report for the Fish Fund Secretariat, covering activities carried out, deliverables, documents reviewed, people	Fish Fund contribution	5	600	3,000

consulted, workshop participant lists, and estimated versus actual expenses.				
<b>Consultant's travel and per diem (if any)*</b>				
Airfare (up to 2 round-trip flights in economy class)	Fish Fund contribution		2,000	2,000
Per diem (Manila)	Fish Fund contribution	15	239	3,585
Other expenses	Fish Fund contribution			1,000
<b>Outreach activities and engagement (e.g. premises, refreshments, participant per diem)*</b>				
Estimated workshop costs (e.g. premises, refreshments, participant per diem) for <b>2 workshops</b>	Fish Fund contribution	2	8,599	17,198
Other (e.g. printing, leaflets, reports)	Fish Fund contribution		1,500	1,500

*\*To be reimbursed based on actual expenses. Please keep copies of invoices, purchase orders, and send them to the Fish Fund Secretariat. The per diem is indicative and will be reimbursed based on the UN DSA rate at the time of travel.*