

TERMS OF REFERENCE (FFM/PPG/34)

1 BACKGROUND

1. The WTO [Fish Fund](#) is a dedicated financing mechanism that supports developing and least-developed 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 **Department of Fisheries and Aquatic Resources** of Sri Lanka (hereafter "DFAR") was awarded a project preparation grant (PPG) to conduct a comprehensive needs assessment and develop a Category 2 project proposal with targeted interventions to improve compliance with AFS disciplines.

2 CONTEXT

3. Sri Lanka has ratified the AFS, but its current fisheries management systems require technical and institutional support to fully implement the disciplines of the Agreement. The PPG aims to conduct a comprehensive needs assessment to identify gaps in Sri Lanka's fisheries management systems concerning the AFS with particular focus on Illegal, Unreported and Unregulated (IUU) fishing and overfished stocks.
4. The PPG is expected to create synergies with findings from World Bank research including a study entitled "Priorities for Sustainably Managing Sri Lanka's Marine Fisheries, Coastal Aquaculture, and the Ecosystems that Support Them" which provided a comprehensive, evidence-based assessment of Sri Lanka's marine fisheries governance, institutional capacity, data systems, and sustainability challenges.

3 OBJECTIVES AND EXPECTED OUTPUTS

5. The main purpose of the PPG is to align Sri Lanka's fisheries management with the AFS, with particular focus on IUU fishing and overfished stocks.
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** identifying regulatory, institutional, and technical gaps for compliance with AFS implementation. The gaps should be clearly ranked as critical, medium-term, and long-term. A simple compliance risk matrix and a clear action plan should be included.
 - 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 for AFS implementation in Sri Lanka.
 - 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 CONSULTANT

7. Under the overall supervision and guidance of DFAR, the international consultant will carry out the following activities to implement this PPG, working in collaboration with a national consultant (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 Sri Lanka in close cooperation with DFAR 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 **two field missions** in Sri Lanka (approximately ten 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 four stakeholder workshops including one 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 Sri Lanka 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 Sri Lanka's implementation gaps related to the AFS.
14. Prepare a project proposal for AFS implementation in Sri Lanka 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 DFAR. 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 DFAR 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 INTERNATIONAL 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 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 CONSULTANT

18. A national consultant will be sub-contracted by the international consultant to provide support to the international consultant during the implementation of the PPG. The national consultant 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 preparing agendas, distributing invitations, managing logistical arrangements, and preparing and sharing a document outlining the project concept.
 - Provide necessary support, including interpretation and translation, as required to support the international consultant's delivery of agreed activities.
 - Accompany and support the international consultant to meetings and visits, as required.

- Provide technical review and written feedback on the draft needs assessment and project proposal.

7 IMPLEMENTATION ARRANGEMENTS

19. In consultation with DFAR, the WTO will contract the international consultant who should have the expertise and skills indicated in Section 5.
20. DFAR will serve as the lead agency for project implementation and monitoring progress, ensuring alignment with Sri Lanka's AFS disciplines, and reporting requirements under the WTO Fish Fund.
21. DFAR will acknowledge Fish Fund support through press releases, website updates, and stakeholder workshops. Collaboration with fisheries associations and NGOs will ensure wider dissemination to fishers and local communities. Results of the project, including the needs assessment, recommendations, and outcomes of implemented measures, will be published in both national reports and international forums, highlighting the support provided by the Fish Fund. Workshops and seminars will be organized to share lessons learned and best practices with regional fisheries 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-four thousand four hundred and twenty United States dollars (**US\$ 44,420**).

Budget line	Activity	Details	Unit	Rate in US\$	Total in US\$
International consultant's fees (needs assessment + project development)					
1	Desk review	Fish Fund contribution	3	600	1,800
2	Stakeholder engagement	Fish Fund contribution	3	600	1,800
3	Draft needs assessment	Fish Fund contribution	2	600	1,200
4	Consultations and follow-up to discuss findings	Fish Fund contribution	3	600	1,800
5	Finalize needs assessment	Fish Fund contribution	3	600	1,800
6	Draft project proposal based on needs assessment	Fish Fund contribution	3	600	1,800
7	Workshop to present and discuss project proposal	Fish Fund contribution	1	600	600
8	Revise and finalize proposal	Fish Fund contribution	3	600	1,800
Implementation report					
9	Prepare and submit a brief implementation report to the Fish Fund Secretariat, covering activities carried	Fish Fund contribution	3	300	900

	out, deliverables, documents reviewed, people consulted, workshop participant lists, and estimated versus actual expenses.				
International consultant's travel and per diem (if any)*					
10	Airfare (up to 2 round-trip flights in economy class)	Fish Fund contribution			2,000
11	Per diem (Colombo)	Fish Fund contribution	10	192	1,920
12	Other expenses: internal transport arrangement for Consultant	Fish Fund contribution			3,000
Outreach activities and engagement (e.g. premises, refreshments, participant per diem)*					
13	National Consultant Fees (20 days of work at US\$300 per day)	Fish Fund contribution	20	300	6,000
14	Estimated workshop costs for 4 workshops (e.g. premises, refreshments, participant per diem)*	Fish Fund contribution			17,000
15	Other (e.g. printing, internet, phone calls)*	Fish Fund contribution			1,000
TOTAL					44,420

**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.*