



**DEPARTMENT
OF FISHERIES**
S E Y C H E L L E S

EXPRESSION OF INTEREST (EOI)

PROCUREMENT OF CONSULTANCY
SERVICES FOR THE PREPARATION OF A
HUMAN RESOURCE AND CAPACITY
DEVELOPMENT PLAN FOR THE
SEYCHELLES FISHERIES SECTOR

REF: PSF/EOI/102

PROCURING ENTITY: DEPARTMENT OF FISHERIES

AUGUST 2025

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Ministry of Fisheries and the Blue Economy

2nd Floor, Maison Collet,

Palm Street, P. O. Box 408, Victoria, Mahé, Republic of Seychelles

Tel. 248 4672300 Email: rclarisse@gov.sc



Please address all correspondence to the Principal Secretary of Fisheries

Ref: **PSF/EOI/102**

Dated: **11th August 2025**

EXPRESSION OF INTEREST

The Ministry of Fisheries and the Blue Economy (MOFBE) is inviting Expressions of Interest (EOI) from suitably qualified and experienced Consultancy Firms/Individuals/consultants for the **'Preparation of a Human Resource and Capacity Development Plan for the Seychelles Fisheries Sector'**. The EOI is expected to lead to a Request for Proposal (RFP) for the above-mentioned Consultancy Services from short-listed applicants.

The Expression of Interest ("EOI") document contains the following;

- i. Background and Objective;
- ii. Terms of Reference ("TOR");
- iii. Instruction to the Applicants;
- iv. Qualification Criteria; and
- v. Evaluation Criteria.

The EOI document can be requested by email or collected from the Office of the Ministry of Fisheries and the Blue Economy (MOFBE) at the address specified below from **Monday 11th August 2025 until Friday 22nd August 2025 at 0900Hrs to 1530Hrs Local Time**. All correspondence, requests and enquiries should be addressed to:

Principal Secretary

Department of Fisheries

Ministry of Fisheries and the Blue Economy

2nd Floor, Maison Collet, Palm Street, Victoria, Mahe

Phone: +248 4672300

Email: rclarisse@gov.sc; cc sheriffamorel@gov.sc;
stephanieradegonde@gov.sc

It is compulsory for all interested applicants to collect the EOI document before submitting any responses to this EOI.

All interested parties should convey their interest to the Ministry of Fisheries and the Blue Economy (MOFBE), either by email at the rclarisse@gov.sc with the heading **"Preparation of a Human Resource and Capacity Development Plan for the Seychelles Fisheries Sector"**; or responses can be hand delivered at the office of the **Principal Secretary for Fisheries, 2nd Floor, Maison Collet, Palm Street, Victoria, Mahe, Seychelles no later than 1100Hrs Local Time on Friday 29th August 2025**. No responses will be accepted after the set deadline, and the interested parties shall be notified accordingly via email.

Only the applicants meeting the qualification criteria shall be shortlisted. The Bid Document will be subsequently issued to the shortlisted applicants only.

Letter of Invitation

Ref: PSF/EOI/102

Dated: **11th August 2025**

Dear Sir/Madam,

The Ministry of Fisheries and the Blue Economy invites sealed Expression of Interest (EOI) from consultants/Individuals/consultancy firms for the Drafting of an integrated '**Human Resource and Capacity Development Plan for the Seychelles Fisheries Sector**'. The Ministry expects the EOI to lead to a Request for Proposal (RFP) for the above-mentioned Consultancy Services from short-listed applicants.

Please find enclosed the EOI Document, which contains the following;

- i. Background and Objective;
- ii. Terms of Reference ("TOR");
- iii. Instructions to the Applicants;
- iv. Qualification Criteria; and
- v. Evaluation Criteria.

You must submit your responses either by email to rclarisse@gov.sc or hand deliver the responses at the office of the **Principal Secretary for Fisheries, 2nd Floor, Maison Collet, Palm Street, Victoria, Mahe, Seychelles, no later than 1100Hrs Local Time on Friday 29th August 2025**. Responses submitted after the deadline will not be accepted or considered, and the interested parties shall be notified accordingly via email.

It is compulsory for all interested applicants to collect the EOI document before submitting any responses to the EOI.

Applicants meeting the criteria shall be shortlisted. A request for proposal (RFP) will be subsequently issued to the shortlisted applicants only.

Queries, if any, must be referred in writing to the undersigned.

Yours faithfully,

Roy Clarisse (Mr)
Principal Secretary
Department of Fisheries
Maison Collet, Palm Street
Victoria
Phone: +248 467 23 00
Email: rclarisse@gov.sc

1 Background

The fisheries sector is a cornerstone of the Seychelles economy, contributing significantly to national income, food security, employment, and trade. The sector provides direct employment in fishing, processing, and related activities, while also supporting the country's trade balance through seafood exports. Fish remains the primary source of protein for the population.

The project concerns the development of a comprehensive Human Resource and Capacity Needs Plan for the Seychelles fisheries sector. This initiative is being led by the Ministry of Fisheries and the Blue Economy (MFBE) as part of broader efforts to strengthen the sector's long-term sustainability and performance.

The Human Resource and Capacity Needs Plan will provide a strategic framework to identify existing skill gaps, define priority capacity-building needs, and propose actionable strategies to align the sector's workforce with its development goals. The Plan will address key challenges, including the shortage of technical expertise, an ageing workforce, limited specialised training, and difficulties in attracting and retaining skilled personnel. It will also build on ongoing policy, training, and research initiatives.

The objective is to enhance the sector's resilience, efficiency, and adaptability by ensuring that the human resource base is equipped to meet current and future demands.

2 Objectives:

To develop a comprehensive Human Resource and Capacity Development Plan for the Seychelles Fisheries Sector that:

- Provides a strategic framework to strengthen the knowledge, skills, competencies, and institutional capacity across the sector.
- Identifies current and future workforce needs, gaps, and targeted strategies to build and retain capacity.
- Aligns human resource development with national policies, organisational mandates, and evolving industry trends.
- Supports adaptability and resilience through a dynamic, forward-looking roadmap for workforce planning and capacity enhancement.

3 Terms of Reference (TOR):

Please refer to the annexed Terms of Reference document.

4 Duration of Engagement:

The engagement shall be for a period of nine (9) months.

INSTRUCTIONS TO THE APPLICANTS

1. Submission Requirement

Interested applicants may obtain further information in writing at the address below from 0800 hours to 1600 Hours during weekdays.

Principal Secretary
Department of Fisheries
Ministry of Fisheries and the Blue Economy
2nd Floor, Maison Collet, Palm Street, Victoria, Mahe
Phone: +248 4672300
Email: rclarisse@gov.sc; cc sheriffamorel@gov.sc;
stephanieradegonde@gmail.com

The Applicants are expected to examine all instructions, terms and other details in the EOI document carefully. Failure to furnish complete information as mentioned in the EOI Document or submission of a proposal not substantially responsive to the EOI documents in every respect will be at the applicant's risk and may result in rejection of the EOI.

The applicant may furnish any additional information which is deemed necessary to establish the capability to successfully complete the envisaged task mentioned in the EOI. However, superfluous information need not be furnished, and no information shall be entertained after submission of the EOI document unless specifically called for.

Any information furnished by the applicant found to be incorrect, either immediately or at a later date, would render him liable to be debarred from taking up the project.

2. Qualification Criteria:

The following will be the minimum pre-qualification criteria.

Each eligible applicant should possess all the following pre-qualification criteria. Responses not meeting the minimum pre-qualification criteria will be rejected and will not be evaluated.

No.	Pre-qualification Criteria	Supporting Compliance document
1.	The applicant must be registered as a Commercial entity.	Copy of Certificate of Incorporation or Certificate of Registration.
2.	Tax Clearance	Provide a copy of the Tax Clearance Certificate for the Financial Year 2025
2.	The applicant should be in the business of providing similar consultancy services for at least 7 years	List of projects/contracts for the past 7 years.

3.	<p>The applicant shall have the following qualifications and experience:</p> <ul style="list-style-type: none"> • Minimum 7 years of experience in human resources, capacity development, or workforce planning. • Experience in policy development and strategic human resource planning in the fisheries sector, or marine sectors, is highly desirable; • Experience working with government institutions, industry stakeholders and international organisations. 	<p>Project details:</p> <ul style="list-style-type: none"> • CVs of all key experts. • Project name • Client name (if permitted) • Date commenced • Date completed
4.	<p>Details of the capability to mobilise and commence work to meet the Client's schedule.</p>	<p>Letter of commitment to availability during the period</p>

3. Evaluation Criteria and Method of Evaluation of the EOI:

- a. Screening of EOIs shall be carried out as per the eligibility conditions mentioned in this document and based on verification of the testimonials submitted.
- b. The EOIs will be evaluated for short listing inter alia based on their past experience of handling similar types of projects and the strength of their manpower.
- c. The Ministry of Fisheries and the Blue Economy will take up references and reserves the right to pay due heed to the Applicant's performance elsewhere and any past experience.
- d. Shortlisted consultants will be issued a request for proposal (Bid Documents).
- e. EOI should not be taken as a guarantee of inclusion on the shortlist, and those applications not shortlisted shall be notified accordingly.

4. Response:

Applicants must ensure that their Bid response is submitted as per the **"APPLICANT'S EXPRESSION OF INTEREST RESPONSE-FORMAT** in Annexe 1

Responses must be submitted either by email with the e-mail subject clearly stated or hand deliver the responses in a sealed envelope marked, **"Preparation of a Human Resource and Capacity Development Plan for the Seychelles Fisheries Sector"**

2. Only One Application

The Applicant shall submit only one application. If an Applicant submits or participates in more than one application, all such applications shall be disqualified and rejected. This restriction does not preclude a Sub-consultant or the Consultant's staff from participating as Key Experts and Non-Key Experts in more than one Proposal when circumstances justify.

5. Conflict of Interest:

Where there is any indication that a conflict of interest exists or may arise, it shall be the responsibility of the Applicant to inform the Ministry of Fisheries and the Blue Economy, detailing the conflict in writing as an attachment to this Bid.

A Conflict of Interest is where a person who is involved in the procurement has or may be perceived to have a personal interest in ensuring that a particular Applicant is successful. Actual and potential conflicts of interest must be declared by a person involved in a Bid process.

6. Condition under which EOI is issued:

The EOI is not an offer and is issued with no commitment.

The Ministry of Fisheries and the Blue Economy reserves the right to withdraw the EOI and or vary any part thereof at any stage. The Ministry of Fisheries and the Blue Economy further reserves the right to disqualify any Applicant, should it be so necessary at any stage.

7. Last date of submission of EOI:

The last date for submission of the EOI is **Friday 29th August 2025 at 1100Hrs Local Time** as shown below:

- i. By email to the **Principal Secretary for Fisheries** at rclarisse@gov.sc with the subject marked **“Preparation of a Human Resource and Capacity Development Plan for the Seychelles Fisheries Sector”**.
- ii. Or hand deliver to the office of the Principal Secretary for Fisheries, 2nd Floor, Maison Collet, Palm Street, Victoria, Mahe, Seychelles, in a sealed envelope marked, **“Preparation of a Human Resource and Capacity Development Plan for the Seychelles Fisheries Sector”**.

3 Date of Opening of the EOI:

The date of opening of EOI is **Friday 29th August 2025 at 1100hrs Local Time**.

ANNEX 1: APPLICANT'S EXPRESSION OF INTEREST – FORMAT

The Principal Secretary for Fisheries
Ministry of Fisheries and the Blue Economy
2nd Floor, Maison Collet, Palm Street, Victoria

Sub: Submission of Expression of Interest for the Preparation of a Human Resource and Capacity Development Plan for the Seychelles Fisheries Sector.

Dear Sir/Madam

In response to the Invitation for Expressions of Interest (EOI) published on **Monday 11th August 2025**. For the above purpose, we would like to express interest in carrying out the above proposed task. As instructed, we attach the following documents:

1. Copy of Certificate of Incorporation or Certificate of Registration;
2. List of Related Experience;
3. List of Similar Contracts;
4. Qualifications and CV; and
5. Copy of the Tax Clearance Certificate for the Financial Year 2025.

Having examined the details given in the EOI Notice and the EOI document for the above project;

- a) I / We hereby certify that all the statements made and information provided and accompanying statements are true, complete, accurate and correct.
- b) I/we acknowledge that an inaccurate statement or essential omission in a personal declaration or another document required by the Ministry of Fisheries and the Blue Economy might result in the rejection of our application or any other administrative sanction by the Ministry of Fisheries and the Blue Economy.
- c) The Ministry of Fisheries and the Blue Economy may verify any statements which I made in this application.
- d) I / We have furnished all information and details necessary for EOI and have no further pertinent information to supply.
- e) I / We also agree that the Ministry of Fisheries and the Blue Economy and its authorised representatives can approach individuals, employers and firms to verify our competence and general reputation.

Sincerely yours,

Signature of the applicant

[Full name of applicant]

Date: