

Third-Party Evaluator (TPE) Job Description

EMPLOYER

Ulnooweg Development Group Inc. requires the services of a Third Party Evaluator for projects and proposals dealing with Commercial Fisheries Enterprises (CFEs). Funding for the Indigenous fisheries business development activity is supported by the Atlantic Integrated Commercial Fisheries Initiative (AICFI) and the Northern Integrated Commercial Fisheries Initiative (NICFI).

JOB SUMMARY

An Indigenous independent TPE is required to assist in evaluating proposals to AICFI and NICFI for support requested by Indigenous communities and their CFEs. Indigenous communities in the Atlantic and Quebec regions pursuing commercial fisheries including aquaculture, seek support for their proposals which, if supported, will impact the business development, returns, and sustainability of their fishing and fishery-related enterprises.

The TPE plays an important part of the rigorous application review process. Although considerable funding is available, support for each application can be limited as a fair distribution is sought. The process also must protect confidentiality and allow for due diligence. The TPE provides technical, business, and related information together with assessments and recommendations concerning the funding and any appropriate conditions.

RESPONSIBILITIES

Emphasis of work and projects proposed by Indigenous communities and their CFEs for funding support deals with business capacity building resulting in long-term sustainability. Commercial fisheries proposals and projects are wide-ranging, touching, for example, on governance, management, administration, and operations, as well as financial support for facilities, equipment, and resource access.

The independent TPE is responsible for providing timely and cost-effective assistance and advice concerning applications to the AICFI/NICFI Program Authority and the Application Review Board (ARB). Applications are subject to a full check, analysis, and assessment of completeness. The practicality, cost effectiveness, and relevance to program and community objectives are to be described, as well as explaining any financing and employment issues.

Some demonstrated business activities by CFEs, as required in support of applications, must be noted. These include Business Development Plans and use of the electronic Fisheries Management System (FMS) or an equivalent.

One responsibility is that of confirming adequate governance structures and administration of the CFE are in place as required in support of applications. The status of documented Business Development Plans and demonstrated use of the FMS or an equivalent must be addressed in the evaluation.

DUTIES

The TPE duties include the following:

- Verify each AICFI/NICFI application for completeness of information needed to carry out a technical evaluation of the proposal, especially in relation to the Work Plan, Schedule and Breakdown of Estimated Costs, and the Business Case.
- Confirm that an up-to-date Business Plan is in use or is being implemented and that the FMS (or equivalent) is in use for any fishing licenses, vessels and gear involved in the proposed work (this involves consulting with the Business Development Team).
- Evaluate Work Plan and Schedule and Breakdown of Estimated Costs to determine the practicality of the project, particularly in relation to CFE capacity to carry out the work within the Fiscal Year.
- Review the Business Case to assess the extent to which it provides an effective justification of the work proposed and how well the work aligns with the program, associated projects, and the CFE's long-term goals of capacity-building and improved enterprise sustainability.
- Evaluate the CFE's overall business development towards self-sustainability and identify its capacity status, needs and gaps.
- If the application is complete and the project is confirmed to be relevant to the long-term goals of the CFE and program objectives, prepare a report and recommendations on the application.
- Present reports and recommendations to AICFI Program Authority and ARB for funding or support.
- Assist with and/or review policy documentation/ statistical reports and provide technical advice on issues relating to the program and other matters, if required.

The following activities will be needed to satisfy the requirements:

- Site visits to participating communities and CFEs to conduct any necessary cross-checking of status and relevant CFE activities.
- As a member of certain committees and as an objective advisor, the TPE may be required to travel extensively to attend meetings, as required.

The TPE will submit the following types of reports:

- All documents relating to the application, analysis and report and recommendations are to be submitted as soon as the work has been completed to the AICFI Program Authority for onward submission to the ARB. All evaluation reports for program applications must include an explanation of the analysis of the work carried out, levels of funding required, project timing and the results of the evaluation. It must also be accompanied by recommendations regarding the completeness, practicality, and relevance of the project to capacity-building goals of the CFE.
- A verbal presentation of the application evaluation (including any conditions suggested) at ARB meetings, as required.
- Documentation/materials for meetings are to be submitted to DFO, as required.

QUALIFICATIONS and EXPERIENCE

The specialized nature of the work ideally requires knowledge and experience in many aspects of fisheries technology and a practical understanding of fishing, fish processing, and fishery science acquired through participation in commercial fisheries. Some significant exposure to Aquaculture is also needed.

In addition, some financial and commercial business training and experience are required to properly carry out the feasibility and investment evaluation aspects of the projects/proposals. Exposures to accounting and audit work are especially important.

A well-developed capability in gathering information and working with community and CFE leadership and staff is essential. Extensive travel to communities to obtain full understanding of proposed work is required.

The responsibility for information gathering is critical to the entire evaluation process. Sources of data include safety and resource managers, official publications, suppliers, and banking and financial experts. Indigenous professional expertise in any of the fields is most valuable and must be sought (issues of confidentiality to be respected).