Application Pack

SBE DAP Application Process and Form

Application for the Appointment of experts to the Sustainable Blue Economies (SBE) Technical Assistance Platform Development Advisory Panel (DAP)

CEFAS25-02

February 2025

1. **The Invitation**

This invitation is for applications for the appointment of experts to the Sustainable Blue Economies (SBE) Technical Assistance Platform Development Advisory Panel (DAP).

The following documents make up the full Application Pack.

* 1. SBE Technical Assistance Platform DAP Application Process and Application Form (this document)
  2. SBE Technical Assistance Platform DAP Handbook
  3. SBE Technical Assistance Platform DAP Appointment Letter and Terms and Conditions

This document sets out the process for submitting an application, the timetable, the process for assessment of applications and includes the application form that is to be completed for submission.

1. **The Opportunity**

This opportunity is advertised by Cefas. Cefas is responsible for advising Defra, as well as other public and private sector customers, on issues connected to the marine and aquatic environment and is leading on the management of the programme, Sustainable Blue Economies that this opportunity is supporting. For further information please visit [Centre for Environment, Fisheries and Aquaculture Science - GOV.UK (www.gov.uk)](https://www.gov.uk/government/organisations/centre-for-environment-fisheries-and-aquaculture-science)

1. **Background to the Requirement**

The Sustainable Blue Economies (SBE) Programme, is part of the UK Blue Planet Fund (BPF), which aims to support development of blue economies and enhance the resilience of Official Development Assistance (ODA)-eligible Small Island Developing States (SIDS) to the impacts of climate change and economic shocks. The Technical Assistance Platform is one component of the SBE Programme that provides the facility for SIDS to request specialist marine science and management advice to co-develop the knowledge, tools and capacity to develop climate resilient sustainable blue economies.

The primary role of the Development Advisory Panel (DAP) is to provide high quality socio-economic and development advice to ensure that the specialist technical marine assistance provided to the SIDS supports poverty alleviation in a manner that is sensitive to, and ideally empowering of, gender equality and social inclusion.

See SBE Technical Assistance Platform DAP Handbook for full details of the SBE Technical Assistance Platform and the Opportunity.

1. **Terms and Conditions**

The Terms and Conditions of Appointment are set out in SBE Technical Assistance Platform DAP Appointment Letter and Terms and Conditions. Please note that these are non-negotiable. Further details are provided in the DAP handbook.

1. **Payment Process**

Applicants appointed to the DAP as a Member or a Core Member can claim a day rate of £350, and applicant(s) appointed to the DAP as Chair can claim a day rate of £400. Further details of the payment process will be provided to appointed Members on their Appointment.

1. **The Application Process**

The Opportunity is advertised on Find a Tender Service (FTS) and Contracts Finder (CF). Additional advertisements may be posted elsewhere but will signpost all interested applicants to the Contracts Finder notice. The Application Pack documents are available via the Contracts Finder notice.

Applications are open to anyone. There are no specific eligibility criteria beyond demonstration of meeting the requirements as per the SBE DAP Handbook and this SBE DAP Application Process and Form.

All communication with Cefas in regard to the Opportunity must be via email to the Cefas Procurement Team at [procure@cefas.gov.uk](mailto:procure@cefas.gov.uk). Please ensure all emails state CEFAS25-02 SBE DAP in the subject.

Applicants may ask clarification questions which must be submitted as per above and in line with the below Timetable. Responses to clarification questions will be published on the [SBE Technical Assistance Platform on the News Page](http://www.sbe-platform.org.uk/) in line with the below Timetable.

All applications must be submitted to [procure@cefas.gov.uk](mailto:procure@cefas.gov.uk) and in line with the below Timetable, and must be submitted using this SBE DAP Application Process and Form document. Applications submitted in any other format will be considered as non-compliant and will not be assessed.

Assessment of applications will be as per **point 8. Assessment Process** set out below**.**

1. **Timetable**

The timetable below is subject to change from time to time as notified by Cefas.

|  |  |  |
| --- | --- | --- |
| **No.** | **Activity** | **Date (Time)** |
| 1 | Opportunity Notice published in Find a Tender System and Contracts Finder including Application Pack documents | 14/02/2025 at 15:00 GMT |
| 2 | Deadline for all clarification questions | 10/03/2025 at 12:00 noon GMT |
| 3 | Responses to clarification questions published on the [SBE Technical Assistance Platform on the News Page](http://www.sbe-platform.org.uk/) | 28/02/2025 by 19:00 GMT, and;  12/03/2025 by 19:00 GMT |
| **4** | **Deadline for submission of applications** | **17/03/2025 at 12:00 noon GMT** |
| 5 | Stage 1 - assessment of applications | 18/03/2025 – 24/03/2025 |
| 6 | Notification of outcome of Stage 1 | 25/03/2025 – 26/03/2025 |
| 7 | Stage 2 - interviews | 31/03/2025 – 11/04/2025 |
| 8 | Notification of final outcome | 14/04/2025 – 17/04/2025 |
| 9 | Standstill period- a mandatory minimum time period between the notification of the contract award decision and the actual award of the contract. | 18/04/2025 – 28/04/2025 |
| 10 | Due diligence processes and Terms and Conditions of Appointment confirmed (alongside the standstill period) | 18/04/2025 – 30/04/2025 |
| 11 | Appointment end date | 30/04/2027 with option for 2 further periods of 12 months each |

1. **Assessment Process** 
   1. **Stage 1 – Application Form Submission**

This stage will be assessed in accordance with the criteria set out in **Annex 1 – Application Form** and in accordance with the **Scoring Guidance** below.

The total score of all Application Form questions, alongside consideration of a balanced membership across the SIDS regions, will be taken into account during the assessment.

As per the DAP Handbook, the aim is to balance membership of the DAP with experience across the SIDS regions (Caribbean: Pacific: Atlantic & Indian Ocean). Whilst attempts will be made to achieve a geographic balance of experience amongst the DAP, Cefas retains the right to appoint to achieve a wider balance of skills, experience and expertise across the DAP from the applications.

If a large number of applications are received then Cefas will complete an initial sift based on responses to the **core questions 8, 10 and 11.**

Questions 14 and 15 are only required for applicants for the chair role. If applying for the Chair role then the assessment and scoring of questions 14 and 15 will be completed separately from the rest of the application questions.

If you pass Stage 1 then you will be invited to participate in Stage 2 – Interview.

If you are unsuccessful at Stage 1, you will be notified by email. Unfortunately, feedback will not be provided.

**Scoring Guidance**

|  |  |  |
| --- | --- | --- |
| **Descriptor** | **Score** | **Definition** |
| Very good | 100 | Addresses all the requirements with relevant supporting information set out in the Application Form. There are no weaknesses and therefore Cefas has complete confidence all the requirements will be met to a high standard. |
| Good | 70 | Addresses all requirements with relevant supporting information set out in the Application Form. The response contains minor weaknesses and Cefas has confidence that all the requirements will be met to a good standard. |
| Moderate | 50 | Addresses most of the requirements with some relevant supporting information set out in the Application Form. The response contains moderate weaknesses and therefore Cefas has confidence that most of the requirements will be met to a suitable standard. |
| Weak | 20 | Substantially addresses the requirements but not all and provides supporting information that is of limited or no relevance and therefore raises concerns for Cefas that the requirements may not all be met. |
| Unacceptable | 0 | No response or provides a response that gives Cefas no confidence that the requirement will be met. |

* 1. **Stage 2 – Interview**

Applicants successful at Stage 1 will be invited via email to attend an interview online on MS Teams.

You must be available to attend the interview as per the dates given in the above Timetable. Applicants will be given options for interview dates and time, and Cefas will aim to confirm the most suitable where this is possible.

Interviews will be conducted by two Cefas staff in their capacity as Tier 1 Programme Team delivering the SBE programme.

The interview may last up to 45 minutes, where you will be asked to explain in further detail 1) your interest in joining the DAP, 2) your experience working in SIDS or SIDS relevant countries, 3) your experience in marine economies and sustainable development, and 4) your experience in project design and evaluation.

If you have indicated in your application that you are interested in the Chair role, you will be asked to provide some further detail on your motivation and experience which will be used to select the most suitable member for this role. Both your motivation and experience will be scored against the same criteria as set out in the Application Form and in line with the Scoring Guidance, in addition to the main review.

Final selection of successful applicants will be determined based on the scoring of applications and interviews, considered alongside the requirement for a balanced membership across the DAP.

Applicants will be informed of the final outcome via email, in line with the above Timetable.

Cefas will provide brief feedback via email to unsuccessful applicants.

1. **Due Diligence**

Due diligence will be undertaken for all successful applications based on the information submitted during the application and interview stage, along with provided references. Please note references will only be contacted for those we seek to appoint to the panel.

1. **Appointment to DAP**

Following completion of due diligence, applicants will be sent a final version of the SBE DAP Appointment Letter and Terms and Conditions via email, which must be signed and returned to Cefas promptly. Cefas will provide a countersigned copy as confirmation of the appointment.

1. **Onboarding**

Appointed Members will be expected to engage with Cefas immediately upon appointment to complete onboarding processes – further information will be provided on appointment.

**ANNEX 1 - APPLICATION FORM**

Applicants **must adhere to the maximum word count** restrictions as instructed below – where word counts are exceeded, **only the information provided within the stated maximum will be considered** in the assessment process.

|  |  |  |
| --- | --- | --- |
| Question | Score Weighting | Response |
| 1. Title | **NA** |  |
| 2. Full Name | **NA** |  |
| 3. Main contact information (email; phone number) | **NA** |  |
| 4. Current Position & Affiliation(s) | **NA** |  |
| 5. How are your skills and experience aligned with this role? **(max 250 words).** | **20** |  |
| 6. What is /are your main discipline(s) and areas of expertise in relation to marine social science / Sustainable Blue Economies / climate change? **(max 250 words).** | **15** |  |
| 7. Where in the world have you worked? (countries, sea / oceans, regions) please provide a list. If in SIDS please list below | **10** | * Countries / sea areas   Please list:   * Caribbean   Please list:   * Pacific   Please list:   * Atlantic and Indian Ocean,   Please list: |
| 8. Do you have experience in project design and evaluation? If yes, please summarise your experience **(max 200 words).** | **10** | Yes / No  Summary: |
| 9. Do you have experience in working with, or advising, ODA funded programmes? If yes, please summarise your experience **(max 200 words).** | **5** | Yes / No  Summary: |
| 10. Do you have a working knowledge of addressing gender equality and social inclusion (GESI); monitoring, evaluation and learning (MEL); sexual exploitation, abuse and harassment (SEAH) in project design and evaluation? If yes / in part, please summarise your experience **(max 250 words).** | **10** | Yes / No / Some  Summary: |
| 11. Please detail your **applied** experience of working in marine economies / SIDS / relevant regions **(max 500 words).**  Please note any specific experience in project design or evaluation. | **30** |  |
| 12. Please list 4 relevant publications (academic; grey; white – optional) | **NA** |  |
| 13. Which roles are you interested in applying for within the SBE DAP? (You can specify more than one role.) | **NA** | Member  Core member  DAP Chair |
| 14. (For applicants applying for the role of Chair only) What would you bring to the role of the Chair? **(max 100 words).** | **50\*** |  |
| 15. (For applicants applying for the role of Chair only) Do you have experience in ODA and /or other funding allocation decisions? If yes, please summarise your experience **(max 200 words).** | **50\*** | Yes/No  Summaries |
| 16. Social media links / Online Profiles | **NA** |  |
| 17. References (please provide two).  *They will only be contacted if you are successful at interview stage and offered a position on the panel.* | **NA** | Name:  Organisation / Affiliation:  Address:  Email:  Phone number:  Name:  Organisation / Affiliation:  Address:  Email:  Phone number: |
| 18. Please include an up-to-date CV along with this application form – for information only. | **NA** |  |
| **19. Signature** | **NA** |  |
| **20. Date** | **NA** |  |

**\* Questions 14 and 15 are only required for applicants for the chair role. If applying for the Chair role then the assessment and scoring of questions 14 and 15 will be completed separately from the rest of the application questions.**