



USAID | GHANA
FROM THE AMERICAN PEOPLE



**UNIVERSITY OF
CAPE COAST**

USAID/UCC FISHERIES AND COASTAL MANAGEMENT CAPACITY BUILDING SUPPORT PROJECT



YEAR ONE

FIRST QUARTER REPORT

24TH OCTOBER – 31ST DECEMBER, 2014
DEPARTMENT OF FISHERIES AND AQUATIC SCIENCES
UNIVERSITY OF CAPE COAST

January

2015

This document was prepared for USAID/Ghana under Agreement (PIL No.: 641-A18-FY14-IL#007) awarded on October 24, 2014 to the Department of Fisheries and Aquatic Sciences of the University of Cape Coast entitled; the USAID/UCC Fisheries and Coastal Management Capacity Building Support Project. This document is made possible by the support of the American People through the United States Agency for International Development (USAID). The views and opinions contained in this report are those of UCC/DFAS Project team and are not intended as statements of policy of USAID. As such, the contents of this report are the sole responsibility of the UCC/DFAS Project team and do not necessarily reflect the views of USAID or the United States Government.

Contact Information:

USAID/UCC Fisheries and Coastal Management Capacity Building Support Project
Department of Fisheries and Aquatic Sciences (DFAS)
School of Biological Sciences, College of Agriculture and Natural Sciences
University of Cape Coast

UCC Representatives

Prof. D.D. Kuupole
Vice-Chancellor
University of Cape Coast
Tel: +233 (0) 332132378/32050
Email: vc@ucc.edu.gh

Dr. Denis Worlanyo Aheto
Project Manager
USAID/UCC Fisheries and Coastal
Management Capacity Building Support
Project, Department of Fisheries and
Aquatic Sciences
Tel: +233 (0) 242910056
Email: daheto@ucc.edu.gh

USAID Administrative Contacts:

Peter Trenchard
Director
Economic Growth Office, USAID/Ghana
American Embassy, 24 Fourth Circular
Rd.
Tel: +233 (0) 302 74 1132
Email: ptrenchard@usaid.gov

Justice O. Odoi
Activity Manager (AM)
Economic Growth Office, USAID/Ghana
American Embassy, 24 Fourth Circular
Rd.
Accra-Ghana
Tel: +233 (0) 30 274 1828
Email: jodoi@usaid.gov

Citation:

Department of Fisheries and Aquatic Sciences (2015). The USAID/UCC Fisheries and Coastal Management Capacity Building Support Project. First Quarter Report, October 24, 2014 – December 31, 2014. University of Cape Coast, Cape Coast, Cape Coast, 30 pp.

TABLE OF CONTENTS

ACRONYMS	6
EXECUTIVE SUMMARY	7
1.0 INTRODUCTION	8
2.0 WORK PLANNING WORKSHOP	9
3.0 POST AWARD CONFERENCE	10
4.0 STAFF RECRUITMENT	11
5.0 SCHOLARSHIP PROGRAMME	13
6.0 ADVERTISEMENTS OF CONSULTANCIES.....	14
7.0 AWARD OF LABORATORY AND OFFICE REFURBISHMENT CONTRACTS	14
8.0 COLLABORATIVE PROGRAMMES WITH USAID/SFMP	15
9.0 OTHER OPERATIONAL AND PROCUREMENT ISSUES	17
10.0 APPENDICES	18

ACRONYMS

CCM	Centre for Coastal Management
CRC	Coastal Resources Center
DFAS	Department of Fisheries and Aquatic Sciences
EMMP	Environmental Monitoring and Mitigation Plan
FtF	Feed the Future
GIS	Geographic Information System
GoG	Government of Ghana
ICZM	Integrated Coastal Zone Management
IEE	Initial Environmental Examination
M&E	Monitoring and Evaluation
MoFAD	Ministry of Fisheries and Aquaculture Development
UCC	University of Cape Coast
URI	University of Rhode Island
USAID	US Agency for International Development
USG	United States Government
PMP	Performance Monitoring Plan
PIRS	Performance Indicator Reference Sheets
SFMP	Sustainable Fisheries Management Project

EXECUTIVE SUMMARY

The Fisheries and Coastal Management Capacity Building Support Project was awarded by the United States Agency for International Development (USAID) to the Department of Fisheries and Aquatic Sciences (DFAS) of the University of Cape Coast (UCC) on the 24th October 2014. As per the agreement, UCC/DFAS is expected to submit a quarterly progress report to USAID within 30 days after the end of each quarter. This report refers to the period from 24th October- 31st December, 2014 (hereafter referred to as First Quarter). It provides updates on progress with first quarter activities as detailed in the annual work plan. Principal activities undertaken during the period include award of contracts for refurbishment of the Fisheries and Coastal Research Laboratory and office spaces, public tendering for the procurement of vehicles, equipment and software. The period was also used to select candidates for postgraduate scholarships (MPhil category) and recruitment of two core staff to support Project Management, and Monitoring and Evaluation. Indeed, activities initiated in this quarter present a solid foundation for strengthening DFAS management systems for the project implementation. A framework for integrating the DFAS project activities with the USAID/Sustainable Fisheries Management Project (SFMP) was also established during the period.

1.0 INTRODUCTION

In support of the Government of Ghana's (GoG) initiatives on food security, the United States Agency for International Development (USAID) committed U.S. \$5.5 million to the implementation of a capacity building program for fisheries and coastal management in Ghana. The objective of the five-year project (October 2014-October 2019) is to strengthen capacity for sustainable fisheries and coastal resources management. The project contributes to the Government of Ghana's fisheries development objectives and USAID's Feed the Future Initiative.

Working closely with the Ministry of Fisheries and Aquaculture Development and the Fisheries Commission, the project aims to strengthen capacity in developing and providing quality and relevant education programs, practical research and advisory services that will support the management of fisheries and coastal resources on a sustainable basis to enhance the nation's social and economic development. The expected project outputs are:

- Improved infrastructure for education programs, and practical research
- Increased technical and scientific knowledge for research and advisory services
- Increased marine and coastal research and resource assessments
- Improved communication, extension and outreach on fisheries and coastal issues

USAID selected the Department of Fisheries and Aquatic Sciences (DFAS) at The University of Cape Coast as implementer of the project. The Department focuses on conducting research and training of middle and high-level manpower in fields related to productivity, conservation, sustainable use and management of aquatic habitats and their resources. In implementing the project, DFAS will work with The Ministry of Fisheries and Aquaculture Development and the Fisheries Commission to improve the sustainable management of Ghana's marine and coastal resources. The project agreement was signed on the 24th October 2014 and builds on the accomplishments of DFAS under the USAID-Ghana Integrated Coastal and Fisheries Governance (ICFG) Program.

This report refers to the period from 24th October- 31st December, 2014 and provides updates on first quarter progress activities as detailed in the annual work plan. Principal activities undertaken during the period including:

- first year work planning activity in consultation with AfricaLead
- post-award conference, technical, financial and gender-sensitivity training
- award of contracts for refurbishment of the Fisheries and Coastal Research Laboratory, and office spaces
- public tendering for the procurement of vehicles, equipment and software
- selection of candidates for postgraduate (Master of Philosophy) scholarships
- recruitment of two core staff to support project activities; and development of a framework for integrating the DFAS project activities with the USAID/Sustainable Fisheries Management Project (SFMP).

2.0 WORK PLANNING WORKSHOP

With direct financing from USAID, AfricaLead¹ provided technical assistance and facilitation services to DFAS in support of the first year work planning process consistent with USAID requirements. The workshop which took place in UCC from 10-12 November, 2014 was facilitated by Ms. Carla Denizard, Regional Director of AfricaLead and Dr. John Azu, an Institutional Development Specialist.

Key Outcomes and Deliverables of the workshop:

- UCC/DFAS staff familiarised themselves with USAID project mechanisms, including a review of relevant activity and organizational documents (program description, log frame etc.).
- Strategic issues of the project were highlighted for incorporation in the first year activity;
- Guidance on how the project may achieve its outputs were outlined in work sessions;
- Activity planning, programs coordination, environmental compliance and knowledge management were discussed.



Figure 1: Work planning workshop at DFAS facilitated by AfricaLead

Key Outcomes and Deliverables of the workshop:

- Enhanced institutional capacity and alignment for work plan development as per USAID Grantee Requirements- PIL
- A framework including schedules developed to help DFAS prepare subsequent year plans
- Prioritized first year activities
- Team staff roles and responsibilities outlined (lead and support)

¹AfricaLead is USAID's primary capacity building program in sub Saharan Africa (<http://africaleadftf.org.s79942.gridserver.com/about-us/>). The program works to help realize Feed the Future (FTF) and the African Union's Comprehensive Africa Agriculture Development Program (CAADP) goals of reduced hunger and poverty by building the capacity of champions, institutions and stakeholders to develop, lead and manage the structures needed for African-led agriculture transformation.

- Programmatic and associated budget discussed for the entire activity life cycle
- Collaboration and alliances outlined
- Revised log frame and project targets set

The final work plan was submitted to the USAID on the 31st December, 2014 for consideration and approval.

3.0 POST AWARD CONFERENCE

The primary objective of the two-day conference which took place from the 1-2 December, 2014 at the School of Biological Sciences and the School of Agriculture respectively, was to provide orientation to UCC/DFAS Project Staff on the project and provide information on the USAID Feed the Future project as a whole including in-depth guidelines on the programmatic, financial management and reporting components of the project. The need for a revised log frame and the rationale for meeting USAID gender, monitoring and evaluation as well as environmental compliance targets were emphasized. USAID was represented by

- Fenton Sands, Feed the Future Advisor
- Justice Odoi, Environmental Specialist
- Remy Puoru, Financial Analyst
- Abigail Awadey-Dunyo, Financial Analyst
- Abdulai Mahama, Gender Specialist

Academic and Administrative Staff of UCC in attendance:

- Department of Fisheries and Aquatic Sciences
- School of Biological Sciences
- College of Agriculture and Natural Sciences (College Accountant)
- Directorate of Finance
- Directorate of Internal Audit
- Directorate of Research, Innovation and Consultancy (DRIC)

Key Outcomes and Deliverables of the conference included:

- USAID's financial mechanisms and reporting requirements outlined
- Gender considerations discussed
- Environmental monitoring and mitigation requirements provided
- Monitoring and evaluation requirements including Feed the Future indicators discussed.

4.0 STAFF RECRUITMENT

The project will be led by a core staff under the leadership of the Project Manager. The project also has a Monitoring and Evaluation Coordinator appointed in the person of Dr. Noble Asare of DFAS. However additional staff would be required as outlined in the Projects description. These include the Project Management Support and Monitoring and Evaluation personnel to provide technical and administrative backstopping for project activities. The following persons were selected for the positions following an interview of a pool of about ten applicants.

Ms. Esinam Attipoe– Project Management Support Person

Ms. Esinam Attipoe (Date of Birth: 31st March, 1985) holds a BSc in Natural Resources Management from the Kwame Nkrumah University of Science and Technology and an MSc. in Environmental Governance from the Albert-Ludwig Universität, in Freiburg, Germany. She has five years of progressively relevant experience. She was Project Coordinator at the Hanns Seidel Foundation where where she supervised the implementation of an environmental project between the Foundation and the Institute for Environment and Sanitation Studies, University of Ghana, Legon. She worked as a Community Liaison Officer at Vegpro Ghana Limited. Ms. Attipoe also worked as part of a team that conducted an Environmental and Social Impact Assessment for a Canadian company which is engaged in under-water timber harvesting on the Volta Lake. Often in her line of duty, she employed an interdisciplinary approach for understanding the interactions between natural resource use, development and environmental change. She has significant experience with stakeholder engagements. Her forthcoming publication is titled Developing Tools for Community-based Environmental Education for Migrant Children and Youth in Ghana.

Mr. Godfred Ameyaw Asiedu –Monitoring and Evaluation Support Person

Mr. Godfred Ameyaw Asiedu (Date of Birth: 27th June, 1972) is a trained Biologist with specialization in Aquatic/Fisheries Biology with several years of professional experience in this field. Godfred holds an MSc. degree in Aquatic Ecology from the Center for Tropical Marine Ecology, University of Bremen, Germany and a BSc degree in Zoology (fisheries major) from the University of Ghana, Legon. He has five years of experience in his field of expertise. Godfred has worked in various capacities as a Coastal Fisheries Advisor and Research, Monitoring and Evaluation Specialist with WorldFish and the Coastal Resources Center respectively in Ghana on the Integrated Coastal and Fisheries Governance Project implemented by the Coastal Resources Center of the University of Rhode Island, USA and supported by the United States Agency for International Development (USAID), Fisheries Research Officer with the Ministry of Fisheries and Aquaculture Development' Ghana, Environmental Officer with the African Environmental Research Company – Ghana and Project Officer with Ghana Wildlife Society in Ghana. During Godfred's work with the ICFG project, he provided technical advice on coastal zone management and fisheries research and support to program efforts at capacity building and coordination of UCC/DFAS graduate students training and research projects. Godfred has good knowledge of USAID program management and reporting, monitoring and evaluation procedures.

Conditions of service for Project Management Support (PMS) and Monitoring & Evaluation (M&E) positions:

PMS:

- Contract appointment for nine months from 1/01/2015- 30/09/2015 in the first instance
- Appointment renewable on annual basis for up to five years based on performance and availability of funds
- Gross monthly remuneration including allowances: US\$ 2,600 (GHC 6,720.00 with 10% annual increment over five years)

M&E:

- Contract appointment for nine months from 1/01/2015- 30/09/2015 the first instance
- Appointment renewable on annual basis for up to five years based on performance and availability of funds
- Gross monthly remuneration including allowances: US\$ 2,500 (GHC 6,400.00 with 10% annual increment over five years)

Six candidates were also selected from a pool of fourteen candidates shortlisted for Research Assistant positions. The Research Assistants will support field research including aspects of data collection, entry and analysis.

List of Names of successful candidates and qualifications;

- Evans Arizi – M.Phil. (Aquaculture) Department of Fisheries and Aquatic Sciences, University of Cape Coast
- Mr. Fredrick Ekow Jonah – M.Phil. (Fisheries and Watershed Mgt.), Department of Fisheries and Watershed Management, Kwame Nkrumah University of Science and Technology
- Mr. Richard Takyi – M.Phil. (Fisheries Science), Department of Marine and Fisheries Sciences, University of Ghana
- Ms. Lesley Ntim – M.Phil. (Fisheries Science), Department of Marine and Fisheries Sciences, University of Ghana
- Mr. Ernest Obeng Chuku – (B.Sc. Fisheries and Aquatic Sciences) Department of Fisheries and Aquatic Sciences, University of Cape Coast
- Mr. Theophilus Boakye-Yiadom – B.Sc (Fisheries and Aquatic Sciences) Department of Fisheries and Aquatic Sciences, University of Cape Coast

Additionally, the following two students from the Department of Fisheries and Aquatic Sciences (UCC) have been nominated to be appointed as Research Assistants through the USAID/SFMP:

- Ms. Elizabeth Effah – M.Phil. Integrated Coastal Zone Mgt. (Thesis submitted for review), Department of Fisheries and Aquatic Sciences, University of Cape Coast
- Ms. Shiela Fynn-Korsah – M.Phil. Fisheries Science (Thesis submitted for review), Department of Fisheries and Aquatic Sciences, University of Cape Coast

Conditions of service for SRAs:

- Contract appointment for nine months from 1/01/2015- 30/09/2015 in the first instance
- Appointment renewable on annual basis for up to five years based on performance and availability of funds
- Gross monthly remuneration including allowances: US\$ 600 (GHC 1,924.90 with 10% annual increment over five years)

The interview panel was constituted by staff from the Department of Fisheries and Aquatic Sciences (DFAS), School of Biological Sciences and the Directorate of Human Resource. The composition of the interview panel is as attached (Appendix VI).

5.0 SCHOLARSHIP PROGRAMME

The award of scholarships was based on a selection interview organized on 19th December, 2014. Three out of five scholarships were awarded to successful M.Phil. students of the Department in the following areas:

- M.Phil. Integrated Coastal Zone Management - Miss. Elsie Debrah (female)
- M.Phil. Fisheries Science – Miss. Pearl Djan (female)
- M.Phil. Aquaculture – Mr. Dela Prince Tseku (male)

The remaining two scholarships will be re-advertised in January 2015.

The criteria for the selection are attached (Appendix IV). The names of the successful candidates were forwarded to the Vice Chancellor's office for consideration and award of the scholarships to the students. The scholarship covers cost of accommodation, living expenses, course materials and other incidentals during the study period expected to take effect from January 1, 2015 –September 31, 2016 (21 months).

The total amount of the award is GHS 21,504.00 per person payable in monthly installments of GHS 1,024.00. Additionally, field research expenses will be borne by the project. Tuition fees will also be paid by the project directly to the university.

Other conditions of the award:

- Scholarships cannot be extended beyond the duration of the award and is subject to the availability of funds.
- The award may be terminated if the health condition of the awardee does not permit the continuation of the programme.
- The award will become void when proof of the awardee's academic achievements turns out to be unsatisfactory, according to university examinations regulations, and the academic assessment by the supervisor prohibits him/her from continuation of the study.
- The awardee is obliged to conduct a research in the project's thematic areas as outlined in the description document (USAID/PIL No.: 641-A18-FY14-IL#007) which are an integral and complementary part of the overall award.

6.0 ADVERTISEMENTS OF CONSULTANCIES

The following consultancies were advertised during the period under review. It is the expectation that the outputs of these activities would constitute an important component of the second quarter deliverables of the project.

- *Environmental Monitoring and Mitigation Plan (EMMP)*: As a follow up on the Initial Environmental Examination (IEE), an EMMP is expected to be put in place to ensure that no significant environmental impacts occur for those actions or projects which are identified as possibly causing minor environmental impacts. Some of the activities fall under categorical exclusions e.g. trainings, meetings, environmental surveys and assessments. However the renovation of the laboratory, refitting and use of equipment and some of the extension activities will require environmental screening. The Project will prepare an Environmental Monitoring and Mitigation Plan as required per USAID compliance conditions of the approved IEE.
- **Monitoring & Evaluation (M&E) Plan**: The goal of performance monitoring and evaluation is to encourage adaptive management and learning within the project and report results to USAID/Ghana. This requires collecting timely information using appropriate indicators to provide meaningful information on progress towards stated objectives.
- *Gender Mainstreaming Plan*: The overall objective of this assignment is to prepare a gender action plan to inform what needs to be done to ensure gender issues are taken into account in the implementation of the Fisheries and Coastal Management Capacity Building support project. This is intended to ensure that gender implications of the project activities are identified and addressed in a comprehensive manner.

7.0 AWARD OF LABORATORY AND OFFICE REFURBISHMENT CONTRACTS

As part of the first year work plan activities, the existing laboratory for the Department of Fisheries and Aquatic Sciences (DFAS) is expected to be rehabilitated and refit with equipment to facilitate educational, training and research activities. The Specific activities include purchasing, installing and maintaining laboratory furniture, laboratory equipment and field equipment. It is expected that by the end of the activity the following outcomes would have been realized:

- Laboratory designed and refurbished
- Relevant laboratory equipment acquired and installed
- Maintenance schedule for equipment put in place as per specifications Functional laboratory is put in place

Against this background, contracts were awarded by the university (Vice-Chancellor) in December 2014 to two refurbishment companies namely Melgreb Company Ltd. and Novobuild Company Ltd to initiate work on the laboratory and offices respectively during

this quarter. The selection utilized UCC procurement systems following national tendering procedures and standards.



Figure 2: Current state of the Fisheries and Coastal Research laboratory

8.0 COLLABORATIVE PROGRAMMES WITH USAID/SFMP

USAID/ SFMP Work Planning Workshop, Miklin Hotel, Accra:

Through this project, it is envisaged that CRC/URI will build the capacity of DFAS to enable it develop and provide quality and relevant educational programmes, research and technical advisory services that will support the management of fisheries and coastal resources on a sustainable basis for national development over five years (Oct. 2014-Sept. 2019). At a meeting in Accra on 17-18th November, 2014, consultative discussions were held between UCC/DFAS on one hand and CRC/URI on the other hand. As part of initial work planning for the first year partnership activities, the following were outlined for further discussion and consideration.

- I. CRC will support the training of students in critical areas needed for capacity strengthening in DFAS e.g. Coastal fisheries governance, maritime policy, etc.
 - Two (2) PhDs (five-year training in the US with field work to be undertaken in Ghana or facilitated through a split-site arrangement between DFAS/UCC and CRC/URI). Feasibility of this arrangement would be explored during a visit to URI by faculty of DFAS/UCC in January 2015.

- 3-4 M. Phil. graduates exclusively in the US depending on availability of funds
- II. Set up of a GIS hub in the Central Region – modalities may include supporting CCM’s proposed GIS unit with the following:

- Opportunities for data sharing
- Strengthening CCM with additional equipment e.g. servers, computers to support capacity building and extension services in GIS/ Remote sensing. The unit could be a source of income generation beyond the life time of the project
- CRC provide support for the hiring one (1) GIS Research Assistant.

III. Fisheries baseline studies in the Pra and Ankobra estuaries

- UCC will provide students or research assistants to conduct research over a period of one year including 8-month data collection
- DFAS/UCC will provide two students/ research assistants to undertake the studies over a twelve (12) month period.
- Provision of equipment to support fisheries research work e.g. microscopes, facilities for otolith studies, etc

IV. Staff exchange program between URI/UCC

- DFAS/UCC team to visit CRC/URI to initiate and advance partnership between the two institutions. The visit will also allow for discussions on administrative issues (MoUs, roles of departments, etc.) and gain insights into coastal management centres and programs in URI.
- Since the institutional focus of UCC’s intervention is on DFAS and CCM, we propose that SFMP/URI support the Project Manager and CCM Coordinator to undertake a visit to URI in December 2014.
- SFMP/URI to support CCM with a coastal management specialist within the first year of the project with terms of reference as follows:
 - Support the review CCM’s strategic plan
 - Assist with the planning of the Centre’s outreach activities
 - Support the development of a business plan for the Centre and suggest approaches for attracting and coordinating grants
 - Propose and facilitate the establishment of collaboration with other Centres and institutions in the US

V. Joint hosting of Fisheries Leadership Short Course

- SFMP/URI will host a fisheries management course in July/Aug. 2015 for fisheries managers and other professionals from the Fisheries Commission and where necessary DFAS/CCM Staff.

Visits by DFAS/UCC Officials to URI:

A visit from DFAS/University of Cape Coast specifically Dr. Denis Aheto, Head and Project Manager and Prof. John Blay, Coordinator, Centre for Coastal Management (CCM) to the University of Rhode Island (URI) from 3-9 January, 2014 was approved by USAID and University of Cape Coast.

The invitation was at the instance of Dr. Brian Crawford, Chief of Party of the Sustainable Fisheries Management Project (SFMP) of the Coastal Resources Center (CRC) at URI.

9.0 OTHER OPERATIONAL AND PROCUREMENT ISSUES

The university opened a separately designated Current Bank Account purposely for the running of project activities at Zenith Bank Ghana Limited (Cape Coast Branch) on 4th November, 2014 with details as follows:

Name of Account: DFAS/UCC Fisheries and Coastal Management Project
Account Number: 6011406599.

The university also initiated National Competitive Tendering (NCT) processes and advertised in the print media (Daily Graphic and Times) for the procurement of the following items:

- Computers
- Softwares
- Air conditioners
- Projectors; and
- Vehicles among others

A project brief was also developed to help with the dissemination of the project (Appendix VII) for details.

10.0 APPENDICES

I. 1 POSITION - PROJECT MANAGEMENT AND TECHNICAL SUPPORT SERVICES

This position is expected to provide Program, Administrative, and Technical Support in the Management of USAID technical and financial support to the Department of Fisheries and Aquatic Sciences of University of Cape Coast.

A. JOB DESCRIPTION:

The successful candidate will be expected to:

1. Draft a range of project implementation documents for the Project Manager, including but not limited to: memos, statements of work (SOW), Annual Work Plans, Quarterly Reports, Accruals and Annual Reports, budgets and assist in preparing procurement packages and subcontract scopes of work; set up subcontractor pre-work meeting, keep minutes and follow up as required by UCC and USAID.
2. Develop and maintain a system to ensure efficient filing and documentation of all project activities. This will require setting up new systems or procedures that must respond to the reporting requirements of both UCC and USAID.
3. Manage the calendar of the Project Manager, arrange appointments and set up meetings with other agencies, partners, other donor agencies, business personnel etc. Make arrangements for the international and local travels of the Program Manager and other DFAS staff on activities related to this project.
4. Confirm all paperwork from subcontractors and suppliers is completed at appropriately designated times before and during the project and set up meetings with technical advisors and consultants regarding specific aspects of project activities, and manage administrative procedures to ensure implementation of time-sensitive activities.
5. Assist Project Manager to determine resources needed – people, tools, equipment, materials and internal services for activities. Provide administrative and technical support before and during USAID visits.

B. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

Education: A master's degree in natural resources management, fisheries and coastal management, environmental science, sociology/social sciences, economics, or other related field. Additional courses beyond a master's degree e.g. project management/appraisal will be an advantage.

Work Experience: A minimum of five years in progressively responsible positions in the following technical areas: natural resources management, fisheries and coastal management, environmental science, sociology/social sciences, economics or other related field including community-based programs with universities or research organizations and international organizations.

Language Proficiency: Excellent in written and oral proficiency in English is required. Must be able to communicate effectively with university and USAID staff members as well as other stakeholders.

Abilities and Skills: Must possess excellent organizational, collaborative and analytical skills necessary to translate data or information into concrete actions for sustained impact and results. She/he must be able to identify and link project objectives/program goals with the various mandates, and technical strengths of different partners. The individual should be highly motivated and should have the ability to take initiative in professional settings. The incumbent is able to collect and use relevant fisheries and coastal management and budgetary data in preparing precise and accurate reports. High level of proficiency in word processing is required. Working knowledge of other computer programs/applications (i.e. Excel, PowerPoint) is desirable.

Personal Traits:

- Attention to detail and commitment to accuracy
- Strong organizational skills and ability to work under pressure
- Excellent written and oral communication skills
- Strong interpersonal skills; courtesy, tact, patience and team orientation
- Strong service and initiative orientation
- Ability to confront multi-tasks and to prioritize work amidst competing demands
- Commitment to AGRA's mission and core values.

C. TERMS AND COMPENSATION

- Contract appointment for up to 5 years renewable yearly upon satisfactory performance and availability of funds
- Attractive salary

D. MODE OF APPLICATION

Interested applicants should send application package to: *The Project Manager, Department of Fisheries and Aquatic Sciences, College of Agricultural and Natural Sciences, University of Cape Coast, University Post Office, Cape Coast* with the following:

- Application letter
- Letter of motivation
- Curriculum vitae
- Two letters of recommendation

Email and telephone calls are discouraged, please.

E. CLOSING DATE: 31st October, 2014

II. A MONITORING AND EVALUATION SUPPORT OFFICER (1 POSITION)

F. JOB DESCRIPTION:

The successful candidate will support the Project Monitoring and Evaluation Specialist in the following duties and responsibilities:

- Support and strengthen monitoring, inspection and evaluation procedures;
- Monitor all project activities, expenditures and progress towards achieving the project output;
- Recommend further improvement of the logical frame work and M&E plan;
- Report on monitoring and impact indicator for the project success;
- Monitor and evaluate overall progress on achievement of results;
- Monitor the sustainability of the project's results;
- Support the preparation of Issues Log and Risk Log for the project;
- Suggest strategies to the Project Management Team (PMT) for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
- Support the preparation of monthly, quarterly, half-yearly and annual progress reports on all project activities
- Conduct capacity assessment on existing monitoring and evaluation system and make recommendations to the Program Manager for improvement;
- Provide inputs, information and statistics for quarterly, annual and other reports to PMT and USAID;
- Assist Project Manager in preparing weekly, quarterly reports on project progress on project activities;
- Participate in annual project reviews and planning workshops and assist the Project Manager in preparing relevant reports;
- Support monitoring and evaluation of the effects and impact of the project;
- Assist the project personnel with M&E tools and in supporting them in their use;
- Provide input and update information related to project outcome on UCC and project website;
- Organize and conduct training on M&E for project staff

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- **Education:** A master's degree in natural resources management, fisheries and coastal management, environmental science, sociology/social sciences, Business Administration, Economics, or other related field. Additional courses beyond a master's degree will be an advantage.
- **Prior Work Experience:** A minimum of five years in progressively responsible positions in the following technical areas: natural resources management, fisheries and coastal management, environmental science, sociology/social sciences,

economics or other related field including community-based programs with universities or research organizations and international organizations.

- Language Proficiency: Fluent written and oral proficiency in English is required. Must be able to communicate effectively with the university and USAID staff members, and other stakeholders' representatives.
- Abilities and Skills: Must possess excellent organizational and collaborative skills, and analytical skills necessary to translate data or information into concrete actions for sustained impact and results. S/he must be able to identify and link project objectives/program goals with the various mandates, technical strengths of different partners. The individual should be highly motivated and have demonstrated the ability to take initiative in professional settings. The incumbent is able to collect and use relevant fisheries and coastal management and data in preparing precise and accurate monitoring reports. Proven ICT skills, especially in using database software. High level of proficiency in Microsoft Word and Excel is required. Working knowledge of other computer programs/applications (i.e. Microsoft Access) is desirable. Expertise in analyzing data using statistical software is also desired.

G. TERMS AND COMPENSATION

- Initial contract appointment for two (2) years renewable for up to five (5) years based on performance and availability of funds
- Attractive remuneration.

H. MODE OF APPLICATION

Interested applicants should send application to: *The Project Manager, Department of Fisheries and Aquatic Sciences, University of Cape Coast, PMB University Post Office, Cape Coast* with the following:

- Application letter with a curriculum vitae
- Letter of motivation
- Two letters of recommendation

CLOSING DATE: *Friday 14th November, 2014*. Shortlisted applicants will be invited for interview. No phone calls or email communication, please.

III. GENDER MAINSTREAMING CONSULTANCY

A. BACKGROUND

The Department of Fisheries and Aquatic Sciences intends to engage a gender specialist on a short-term consultancy basis to support the development of a gender mainstreaming plan to assist the Department in its implementation of a USAID funded Fisheries and Coastal Management Project in Ghana.

B. THE OBJECTIVES OF THE ASSIGNMENT

The overall objective of the assignment is to prepare a gender action plan to inform what needs to be done to ensure gender issues are taken into account in the implementation of the Fisheries and Coastal Management Capacity Building support project. This Scope of Work is intended to ensure that gender implications of the project activities are identified and addressed in a comprehensive manner.

C. SCOPE OF SERVICES

Tasks of the Consultant will typically include:

- To identify the gender-based constraints to equitable participation and access of men and women to programs and services;
- To identify strategies and approaches DFAS/UCC can use to enhance the accessibility and equitability of its programs to both men and women;
- Analyze strengths and opportunities for integrating gender into project activities;
- Develop proposed guidelines and action plan for gender mainstreaming to ensure that:
 - women participate in project meetings and workshops;
 - women participate in the design, planning, decision making, capacity building, implementation, management and monitoring measures;
 - goals, indicators and control of the program is gender-specific and based on gender disaggregated statistics and data;
 - measures, services and goods, arising from the project are done by both women and men;
 - women and men have equal access to capacity building and training courses;
 - adequate attention is paid to gender in conducting all surveys and research work;
 - gender-sensitive approaches are used for stakeholder consultations and engagement
- Development of information material on gender mainstreaming;
- Provide gender-sensitization training to project DFAS staffs to support for gender equality and women's empowerment.

D. DELIVERABLES AND TIMELINES

- Gender Action Plan over a five-year period
- Provide specific recommendations for the program activity to mainstream gender issues
- PowerPoint Presentation on gender equality concepts

E. COMPETENCIES AND QUALIFICATIONS

Development and operational effectiveness

- Quality of work: consistently ensures timeliness and quality of assigned tasks.

- Priority setting for results: prioritizes tasks, resources and opportunities to generate deliverables and achieve results.
- Creative solution: contributes creating solutions to address challenging conditions.
- Results orientation: focuses on achieving results for customers.

Team and partnership building

- Managing relationships: builds strong relationships with clients, communicates clearly and convincingly.
- Client orientation: establishes solid relationships and substantive dialogue with clients.
- Oral skills: demonstrates strong oral communication skills.
- Writing skills: demonstrates strong written communication skills.

Core values

- Cultural and gender sensitivity: displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Ethical standards: demonstrates integrity by modeling ethical standards and values.
- Open mindedness: demonstrates an ability to see issues from other perspectives.

Required Skills and Experience

- Advanced university degree in social sciences, human rights, on women/gender-related fields;
- At least 5 years of progressively responsible professional experience in human rights, women/gender-related fields in Ghana;
- Excellent proven skills in analysis, negotiations and leadership and overall diplomatic skills;
- Proven experience on preparation of written reports in an accurate and concise manner, and public presentation skills;
- Proven experience in gender mainstreaming into the project documents;

F. METHODOLOGY

This should be done through a desk study and interviews with key staff at different levels aimed to generate practical findings and recommendations. Several analysis and studies have been done on gender mainstreaming for similar project and this review wants to identify relevant documents applicable. The consultant is expected to be familiarizing with UCC/DFAS project mechanism, including a review of relevant activity and organizational documents (program description, log frame etc.).

IV. MONITORING AND EVALUATION CONSULTANCY

A. THE OBJECTIVES OF THE ASSIGNMENT

The overall objective of the assignment is the establishment of an operational monitoring and evaluation (M&E) plan and systems for the project. The purpose is to provide the project coordination with tools to effectively monitor project progress and achievement.

C. SCOPE OF SERVICES

The Department of Fisheries and Aquatic Sciences is expected to develop an M&E System and build capacity of its staff in monitoring and evaluation. The Department is therefore seeking consultancy services to carry out the following:

1. Development of an M&E Plan

The team or consultant will lead the development of project level Monitoring & Evaluation (M&E) plan. In the process, the consultant will train selected department staff in M&E techniques and skills to ensure that long-term capacity is established in the department to monitor activities. M&E Plan will include but not limited to:

- i. *Indicators*: impact, outcome, output and inputs
- ii. *Indicator definition and unit of analysis*: Precise indicator definitions and clear explanations of the unit of analysis for performance indicators helps to guard against variation in the data collection from site to site and over time.
- iii. *Data sources*: program monitoring, financial monitoring, institutional data, Biological data & behavioural surveillance data, essential research data and other studies. The description of data collection in an M&E plan should be operationally specific enough to enable an objective observer and/or new staff person to understand how the raw data are collected. Data collection methods should be consistent and comparable over time, and any changes should be documented in the M&E plan. Data collection requirements that could be incorporated into projects should be identified.
- iv. *Baselines values*: the value of a performance indicator before the implementation of projects or activities.
- v. *Annual Targets*: the specific, planned level of result to be achieved within an explicit timeframe. Targets should be realistic, evidence-based, and ambitious.
- vi. *Frequency, Schedule and Responsibilities*: Assigning responsibility in an M&E plan for the collection, analysis and reporting of performance data helps ensure that the data are acquired in time; are analyzed and effectively communicated, and feed into decision-making and preparation of annual reports.
- vii. *Performance Indicator Reference Sheets*: comprehensive description of a single indicator.
- viii. *M&E budget*:

Prior to arriving in UCC, the team or consultant is expected to be familiarizing with UCC/DFAS project mechanism, including a review of relevant activity and

organizational documents (program description, log frame etc.). The consultant should conduct a thorough review of documents related to the activity.

2. Development of M&E Systems and Tools

The team or consultant will establish data collection system and reporting procedures, develop M&E tools for staffs and students for collecting and reporting data on indicators, data verification techniques and develop Standard Operating Procedures to support the project operationalize their M&E Plan. Develop an M&E database for the project that is user-friendly, interoperable, expandable, and able to provide quick summary information on the Project indicators. The team or consultant will conduct demonstration or testing of database use, deploy the database, and provide some level of post-installation/after-service support.

D. DELIVERABLES AND TIMELINES

- *Development of an M&E Plan:* A full draft M&E plan should be furnished to UCC program manager one day prior to departure of the team or consultants from UCC. Following a one week comment and review period, a revised final M&E plan a week after.
- *Development of M&E Systems and Tools:* A fully functioning database and user guidelines for using, maintaining and updating the database. Data collection and reporting forms completed. Specific deliverables and timeline will be discussed and defined.

*Timeline/estimated number of working days	Deliverables/tasks
15	Development of an M&E Plan
15	Development of M&E Systems and Tools

*This can be adjusted upon agreement with the consultant

E. COMPETENCIES AND QUALIFICATIONS

Development and operational effectiveness

- Quality of work: consistently ensures timeliness and quality of assigned tasks.
- Priority setting for results: prioritizes tasks, resources and opportunities to generate deliverables and achieve results.
- Creative solution: contributes creating solutions to address challenging conditions.
- Results orientation: focuses on achieving results for customers.

Team and partnership building

- Managing relationships: builds strong relationships with clients, communicates clearly and convincingly.
- Client orientation: establishes solid relationships and substantive dialogue with clients.
- Oral skills: demonstrates strong oral communication skills.
- Writing skills: demonstrates strong written communication skills.

Core values

- Cultural and gender sensitivity: displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Ethical standards: demonstrates integrity by modeling ethical standards and values.
- Open mindedness: demonstrates an ability to see issues from other perspectives.

Required Skills and Experience

- Master's degree in Environment Sciences, Natural Science, Agricultural Sciences, Social Science, Management, information technology or relevant field combined.
- Familiarity with the USAID M&E procedures, and knowledge of development trends desired.
- Good knowledge of concepts and framework for monitoring and Evaluation and Result Measurement.
- Proven ICT skills, especially in using database software. High level of proficiency in Microsoft Word and Excel is required. Working knowledge of other computer programs/applications (i.e. Microsoft Access) is desirable. Expertise in analyzing data using statistical software is also desired.
- Experience in developing and managing an M&E database for a development project

Deadline / Contact: Interested persons/organizations should send an *Expression of Interest* to: The Project Manager, Department of Fisheries and Aquatic Sciences, University of Cape Coast, PMB University Post Office, Cape Coast, OR by Email to: daheto@ucc.edu.gh by **Tuesday 3rd February 2015.**

V. CALL FOR APPLICATIONS FOR POSTGRADUATE SCHOLARSHIPS – MASTER OF PHILOSOPHY (M. PHIL) DEGREE

The Department of Fisheries and Aquatic Sciences hereby calls for applications for scholarships tenable at the Department beginning 1st January 2015 for up to a period of two years. The Scholarships will cover tuition, monthly stipend, and field research grants as well as provide other material and technical support to successful candidates to pursue any of the following programmes:

- Fisheries Science
- Integrated Coastal Zone Management
- Limnology and Oceanography
- Aquaculture

Requirements:

Applicants must satisfy the following requirements/ prerequisites:

- Must have been admitted into any of the above programmes
- Submit an application letter, Curriculum Vitae (CV), motivation letter and a letter of recommendation
- Pass a selection interview

Contact & Deadline:

Applications should be addressed to: *The Head / Project Manager, Department of Fisheries and Aquatic Sciences, School of Biological Sciences, University of Cape Coast, Cape Coast on or before Friday 28th November, 2014.*

Funding Agency: United States Agency for International Development (USAID)

VI. PANEL MEMBERSHIP DURING INTERVIEW FOR PROJECT MANAGEMENT & TECHNICAL SUPPORT SERVICE PERSONNEL AND PROJECT MONITORING & EVALUATION PERSONNEL

NAME	STATUS	DESIGNATION
1. Dr. Denis W. Aheto	Chairman	HOD/Project Manager
2. Prof. John Blay	Member	Professor/ CCM Coordinator
3. Prof. Kobina Yankson	Member	Professor
4. Dr. George Darpaah	Member	Snr. Lecturer
5. Dr. Joseph Aggrey-Fynn	Member	Snr. Lecturer
6. Dr. Noble Asare	Member	Lecturer
7. Rev. I. Baafi Darbeng	Member	Snr. Asst. Registrar, DHR
8. Margaret Efua Winwah	Member	PAA, DFAS

VII. PANEL MEMBERSHIP DURING INTERVIEW FOR SENIOR RESEARCH ASSISTANTS

NAME	STATUS	DESIGNATION
1. Prof. A.N.M. Pappoe	Chairman	HOD, Environmental Science
2. Dr. Denis W. Aheto	Member	HOD/Project Manager
2. Prof. John Blay	Member	Professor/ CCM Coordinator
3. Prof. Kobina Yankson	Member	Professor
5. Mr. George Anti	Member	Dep. Dir., MoFA
4. Dr. George Darpaah	Member	Snr. Lecturer
5. Dr. Joseph Aggrey-Fynn	Member	Snr. Lecturer
7. Mr. Joseph Debrah	Member	Snr. Lecturer
6. Dr. Noble Asare	Member	Lecturer
7. Mr. Isaac Elliot Nyieku	Member	Asst. Registrar, DHR
9. Mrs. Mercy Peprah	Member	PAA, DHR
8. Ms. Margaret Efua Winwah	Member	PAA, DFAS

VIII. PANEL MEMBERSHIP DURING INTERVIEW FOR SCHOLARSHIPS

NAME	STATUS	DESIGNATION
Dr. Noble Asare	Chairman	Lecturer, DFAS
Prof. John Blay	Member	Professor, DFAS
Dr. Joseph Aggrey-Fynn	Member	Senior Lecturer, DFAS
Dr. George Darpaah	Member	Senior Lecturer, DFAS

IX. PROJECT BRIEF

Capacity Building for Fisheries and Coastal Management

USAID/UCC Implementation Letter No.: 641-A18-FY14-IL#007

The United States Agency for International Development (USAID) has committed U.S. \$5.5 million to the implementation of a capacity building program for fisheries and coastal management in Ghana. The objective of this five-year project (October 2014-October 2019) is to strengthen capacity for sustainable fisheries and coastal resources management. The project contributes to the Government of Ghana's fisheries development objectives and USAID's Feed the Future Initiative.

USAID has selected the Department of Fisheries and Aquatic Sciences (DFAS) at the University of Cape Coast as implementer of the project. The project aims to strengthen capacity in developing and providing quality and relevant educational programs, practical research and advisory services that will support the management of fisheries and coastal resources on a sustainable basis to enhance the nation's social and economic development. The expected project outputs are:

- Improved infrastructure for training and research on fisheries and coastal management
- Increased scientific knowledge for policy and technical advisory services
- Increased marine and coastal research and resource assessments
- Improved communication, extension and outreach on fisheries and coastal issues
- Improved fisheries and coastal livelihood outcomes
- Established Centre for Coastal Management (CCM)



Technical sessions during a climate change adaptation course at UCC for planners and disaster management officials organized during the USAID ICFG project (2011 – 2012)

DFAS focuses on conducting research and training of middle and high-level manpower in fields related to productivity, conservation, sustainable use and management of aquatic habitats and their resources. In implementing the project, DFAS will work closely with the Ministry of Fisheries and Aquaculture Development and the Fisheries Commission to improve the sustainable management of Ghana's marine and coastal resources.

This project builds on the accomplishments of DFAS under the USAID-Ghana Integrated Coastal and Fisheries Governance (ICFG) Program.