



# MSC Technical Consultants Register Requirements and Guidance

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## 1. Introduction

The MSC Technical Consultants Register is an initiative to make available a list of qualified professionals who may be able to provide services to fisheries seeking to engage in the MSC Program and getting assessed against the MSC Fisheries Standard.

The register has two tiers, listing individuals as either a Technical Consultant or an Associate Technical Consultant. The difference between these is based on the consultant's level of practical experience in the application of the MSC Fisheries Standard.

A **Technical Consultant** has conducted MSC full assessments and/or surveillance audits and site visits as an assessment team member.

An **Associate Technical Consultant** has had comprehensive training and passed the Technical Consultant online tests on the MSC Fisheries Standard but has not been part of a full assessment or surveillance team. An Associate Technical Consultant could progress to Technical Consultant status by participating in MSC's Level 3 practical training, or by working directly with a Conformity Assessment Body (CAB) as part of an assessment or surveillance team<sup>1</sup>.

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<sup>1</sup> Note that assessment team members need to meet the personnel requirements set out in Annex PC of the [MSC Fisheries Certifications Process \(FCP\) v2.1](#): Fishery team leader, team member, team and peer reviewer qualifications and competencies



The services that may be provided by both Technical Consultants and Associate Technical Consultants (herewith referred to as “Consultants” unless otherwise specified) are aimed specifically at fisheries working towards certification to the MSC Fisheries Standard, also known as Fishery Improvement Projects (FIPs).

Services may include:

- Undertaking a gap analysis of fishery performance against the MSC Standard.
- Developing and supporting the implementation of action plans to help fisheries make progress towards meeting the MSC standard. This may involve helping fisheries to develop and implement their action plans as well as helping to project manage the improvement efforts.
- In addition, Technical Consultants can use their knowledge of the MSC full assessment process to help fishery clients manage the full assessment process, and/or act as liaison between the fishery and the CAB, once the fishery is ready for full assessment.

## 2. General eligibility criteria

- a. University degree in fisheries or marine conservation biology, or natural resources or environmental management or relevant field e.g., economics, mathematics, statistics; **or**
- b. At least 3 years’ management or research experience in a marine conservation biology or fisheries, natural resource management or environmental management position.

## 3. Understanding of the MSC Fisheries Standard and Program

### Associate Technical Consultant

- a. Have attended for the full duration an MSC advanced 5-day “Working towards MSC” certification Capacity Building Workshop (also known as Level 2) and passed the MSC’s Online Technical Consultants assessment modules<sup>2</sup> in the last 3 years.

### Technical Consultant

- a. Have undertaken a minimum of 2 MSC fishery assessments or surveillance site visits as a team member in the last 5 years<sup>3</sup> and successfully completed the online Assessor training modules<sup>4</sup> for the latest version of the Fisheries Standard, in the last 5 years; **or**

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<sup>2</sup> Register for the Technical Consultant online assessment at <http://byglearning.com/MAR-3612-LMS/Content/LoginTC.aspx?logout=true>

<sup>3</sup> Prior to 2017 this requirement was set at 10 years, so Consultants listed before this year would have entered under different eligibility criteria

<sup>4</sup> You can gain access to these training modules through your CAB manager

- b. Have met the requirements for an Associate Technical Consultant **and** successfully completed MSC Level 3 Capacity Building Training, where this is available.

#### 4. Communication, stakeholder facilitation and project management skills

The applicant must demonstrate that they have:

- Experience in applying different types of interviewing and facilitation techniques.
- Experience in engaging with stakeholders in fisheries management, science or fisheries policy development, on a range of fisheries and resource sustainability issues.
- Experience of consultancy work, project development and management.
- A high competence to manage internal and external relationships.

#### 5. Fishery experience

The applicant must qualify for at least **one** of the following areas of fishery expertise<sup>5</sup>:

- **Fish stock assessment:** at least 3 years of experience as a leader in the production of peer reviewed stock assessments.
- **Fish stock biology/ecology:** at least 3 years of experience working in fisheries biology and population dynamics.
- **Fishing impacts on aquatic ecosystems:** at least 3 years of experience in research into, policy analysis for, or management of, fisheries impacts on aquatic ecosystems.
- **Fishery management and operations:** at least 3 years of experience as a practicing fishery manager and/or fishery/policy analyst.

#### 6. Other requirements

- Sign the [Code of Good Practice](#) for MSC Technical Consultants.
- Submit a copy of your *Curriculum Vitae*, **clearly identifying** your project management experience.
- Provide the names, positions and contact information of at least two professional referees that have consented to be listed for this application.
- Make a **Project Log** – please create a table on a separate sheet outlining your relevant consultancy projects undertaken **within the last three years** including the start and end dates and duration, a detailed description of the assignment, and your own involvement and role during each project.
- Feel free to provide additional documents or links as supporting evidence, for example, assessment reports.

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<sup>5</sup> The requirement under Fishery experience changed from 5 years' experience for the respective areas of expertise to 3 years, following changes to the FCP v2.1



## 7. Applying for listing on the MSC Technical Consultants Register

### 7.1 Application process

From January 2019 the MSC will accept applications in **three application windows** per calendar year: January – April, May – August, and September – December. Applications received within the first three months of each window will be assessed during the fourth month of the window. Application received during the review month will be considered during the next window. For example, applications received between 01 December of the one year and 31 March of the following year will all be reviewed during April of that year.

MONTH													
Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan
1st intake →				Review	Result								
2nd intake →								Review	Result				
3rd intake →											Review	Result	

To be considered for listing on the MSC Technical Consultants Register, interested persons should fill in the attached application form. Completed forms should be submitted to the MSC at [globalaccessibility@msc.org](mailto:globalaccessibility@msc.org) accompanied by the required documentation. Applicants will receive an acknowledgement email within one week of the application submission.

If documentation is missing from the application the applicant will be contacted with a request to provide the missing documents.

### 7.2 Application review

All applications will be reviewed by an Internal Oversight Committee and an External Review Committee. The application review process will check that all relevant documentation has been submitted and that it demonstrates that the applicant meets the eligibility criteria.

If further information is required, the applicant will be contacted with a request to provide further information and/or clarification as is required.

### 7.3 Application decision

The External Review Committee will make the final decision on whether to list an applicant on the Technical Consultant Register, and the tier under which the applicant will be listed i.e. as a Technical Consultant or as an Associate Technical Consultant. The participant will be informed of the decision by email within one week after the end of the review period.



## 7.4 Website listing

Applicants will be added to the [Technical Consultants Register webpage](#) on the MSC website within one week of being informed of their successful application. Applicants will be listed as either Technical Consultants or Associate Consultants depending on their eligibility under the Understanding of MSC Fisheries Standard and program requirement.

## 8. Maintenance of the MSC Technical Consultants Register

### 8.1 Annual review

The MSC will annually review the Technical Consultants Register. The purpose of this review is to ensure that Consultants continue to meet the eligibility criteria, especially the Understanding of MSC Fisheries Standard and program requirements.

### 8.2 Quality control

The MSC reserves the right to perform spot checks on the services being provided by Consultants to verify that the Code of Good Practice is being upheld and the application of the MSC Fisheries Standard is both accurate and consistent. These spot checks are likely to involve the technical review of pre-assessments, action plans, and use of [Benchmarking and Tracking Tool \(BMT\) spreadsheets](#).

The MSC reserves the right to respond to complaints received from fishery clients<sup>6</sup> about the conduct and/or quality of work of a Consultant. This response will be specific to the nature of the complaint but is likely to involve a technical review of pre-assessments, action plans and BMT spreadsheets completed by the Consultant. Technical review will be conducted by an Internal Oversight Committee and External Review Committee.

### 8.3 De-listing

The MSC reserves the right to remove a Consultant from the website listing if they are found to be in breach of the Code for Good Practice.

If a Consultant no longer meets the requirements under the Understanding of the MSC Fisheries Standard and Program they will be informed of their lapse in eligibility by the MSC via email.

Consultants will be given 6 months to rectify their eligibility and must respond to the MSC to inform them of their intention of doing this. During this 6-month rectification period the Consultant will remain on the Technical Consultants Register. However, if the lapse in eligibility is not rectified within 6 months the Consultant will be de-listed.

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End of Document

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<sup>6</sup> Fishery stakeholders who have enlisted the services of MSC Technical Consultants or Associate Technical Consultants.