



International Centre for Ocean Development
Centre international d'exploitation des océans

13.
Project #
860072

CONVENIO MAE-ICOD
con el Gobierno Cane-
diense.

Administrado por la
Dirección General de Re-
cursos Pesqueros y
cultura.

MEMORANDUM OF AGREEMENT

between

THE INTERNATIONAL CENTRE FOR OCEAN DEVELOPMENT

and

MINISTERIO DE AGRICULTURA Y GANADERIA

OF THE REPUBLIC OF COSTA RICA

and

CENTRE PARA LA PROMOCION DE LA CIENCIAL Y EL
DESARROLLO SOCIOECONOMICA

"Economic Policy in the Fisheries Subsector:
Institution Building and Analysis"



MEMORANDUM OF AGREEMENT

1. The International Centre for Ocean Development, hereinafter called ICOD, has approved a contribution of up to \$160,000 Cdn. for the project entitled "Economic Policy in the Fisheries Sector: Institution Building and Analysis", hereinafter called the Project, described in Annex I which forms an integral part of this Agreement.
2. This Agreement sets out the terms and conditions under which the Ministerio de Agricultura y Ganaderia of the Republic of Costa Rica, hereinafter called MAG, the Centro para la Promocion de la Ciencia y el Desarrollo Socioeconomico, hereinafter called PRODESARROLLO, and ICOD will cooperate in implementing the Project. Implementation of this project will continue for a minimum of fifteen months after the date on which this Agreement is signed.

Components and Objectives of the Project

3. The general objective of the Project is to enhance institutional capacity to develop and analyze fisheries policy in Costa Rica.
4. The specific objectives of the Project are to:
 - a) assist MAG in planning and implementing instruments for surveys and a computerized system for collecting, processing and analyzing fisheries statistics;
 - b) through training and technical assistance, increase MAG's capacity to analyze and develop consistent and well-defined fisheries policies, based on existing socio-economic information and data generated by the Project; and
 - c) conduct two workshops, one midway through the Project and one at the end, to inform interested individuals and institutions of the progress made in the Project and the results obtained.

Project budget

5. The Project will be jointly funded by MAG, PRODESARROLLO and ICOD based on the provisions of Annex II (Budget) which forms an integral part of this Agreement.
6. ICOD and PRODESARROLLO contributions are expressed in Canadian dollars (\$Cdn).
7. MAG undertakes to make its contribution in-kind as described



MEMORANDUM OF AGREEMENT

Page 3

7. MAG undertakes to make its contribution in-kind as described in the Budget.
8. ICOD will administer its contribution through PRODESARROLLO.

Periodic reports

9. PRODESARROLLO will issue quarterly financial statements to ICOD and MAG will provide ICOD with progress reports to ensure that ICOD funds are spent in accordance with Project objectives.

National laws

10. In implementing this Project, MAG and PRODESARROLLO will comply with Costa Rican laws.

Responsibility

11. The parties undertake to assume all civil liabilities for their staff in accordance with current legislation and agree to assume responsibility for the commitments identified in this Agreement. They may not act on behalf of others, including ICOD. Except where expressly agreed in writing, ICOD assumes no liability with respect to any accident to any person or any loss or damage to any person or property arising from the Project.

Imports

12. MAG is responsible for all administrative arrangements and any other arrangements necessary to import into Costa Rica materials, equipment and articles purchased for the Project, which will be used exclusively for the Project and will become part of the national patrimony. PRODESARROLLO will also ensure that funds provided by ICOD are not used for direct payment of custom import or other duties or taxes levied on such imports.



Maintenance and Insurance

13. It is agreed that all equipment and goods purchased with funds from ICOD will be properly maintained and managed in accordance with current legislation.

Terms of the Agreement

14. (a) The parties' compliance with their commitments is conditional upon funds being made available by the governments of Costa Rica and Canada.
- (b) Subject to the condition contained in paragraph (a) and the satisfactory performance of Project objectives, ICOD undertakes to commit funds as specified in the Budget (Annex II).

Final report and certification

15. On completion of the Project, MAG and PRODESARROLLO will submit a narrative report to ICOD, in a format provided by ICOD, detailing the results and accomplishments of the Project.

Signatures

Signed in _____ in the city of _____
on the _____ day of _____ 1987 in acceptance of
the above terms and conditions.

International Centre for
Ocean Development

Gary C. Vernon
President

Ministerio de Agricultura
y Ganaderia, Republic of
Costa Rica

Antonio Alvarez Desanti
Minister

PRODESARROLLO

Mario A. Vedova
President



ANNEX I

Project Description

Economic Policy in the Fisheries Subsector: Institution Building and Analysis

I. Objectives

1. The general objective of the Project is to enhance institutional capacity to develop and analyze fisheries policy in Costa Rica.
2. The specific objectives of the Project are to:
 - a) assist MAG in planning and implementing instruments for surveys and a computerized system for collecting, processing and analyzing fisheries statistics;
 - b) through training and technical assistance, increase MAG's capacity to analyze and develop consistent and well-defined fisheries policies, based on existing socio-economic information and data generated by the Project; and
 - c) conduct two workshops, one midway through the Project and one at the end, to inform interested individuals and institutions of the progress made in the Project and the results obtained.

Plan of Action

3. MAG, with the assistance of PRODESARROLLO and will improve the design of the current form for collecting fisheries data from sales outlets, and will make recommendations for a standard form to be used throughout the country to collect relevant and useful information for managing the fisheries subsector in Costa Rica.
4. ICOD will provide MAG with training and advisory assistance for computerizing the process of collecting, compiling and analyzing fisheries data, including the acquisition of appropriate computing equipment.
5. With the assistance of PRODESARROLLO and additional consultants selected by ICOD, MAG will conduct a preliminary analysis of current policies in the fisheries subsector, using existing information and the data obtained from the Project as described in point 3 above.



MEMORANDUM OF AGREEMENT

Page 2

6. ICOD will provide support for two workshops at MAG, one midway through the project (eighth month) and another at the end, for the purpose of presenting the results of the preliminary analyses and promoting discussions with other relevant institutions.
7. Based on the preliminary results of the analysis and the first workshop, MAG with support from PRODESARROLLO, and as necessary additional consultants, will conduct a survey to obtain additional relevant information for policy analysis.

This survey will consist of interviews of households and businesses and use of appropriate statistical tools. The results of the survey will be electronically processed and analyzed by MAG staff with assistance from PRODESARROLLO and the consultants.

8. With support from PRODESARROLLO and, as necessary, additional consultants and using the results from the forms and the survey, MAG will conduct an extensive analysis of fisheries policy, and together with PRODESARROLLO and the consultants will prepare three working documents on fisheries economic policy. These documents will form the focus for discussion in the workshops described above. Staff from the Fisheries and Statistics Policy Sector of the Directorate General of Fisheries and Aquaculture of MAG will be trained by PRODESARROLLO in the use of analytical techniques and indicators for policy analysis.
9. MAG will promote two workshops financed by ICOD and organized by PRODESARROLLO that will provide an appropriate forum for the presentation and discussion of the documents described above.
10. All information generated by the Project will be the property of MAG and publications must make specific reference of the participation of all parties to this Agreement.
11. MAG will provide ICOD with free access to all publications and material produced as part of this Project.

ICOD's Commitment

12. On the condition that it receives periodic reports, ICOD will provide the funds described in Annex II (Budget) for the purchase of equipment and for the surveys and workshops.



13. As required, ICOD, in consultation with MAG and PRODESARROLLO, will select appropriate consultants.

MAG's Commitment

14. MAG will provide the resources in-kind listed in Annex II attached.
15. MAG will submit periodic reports to ICOD in accordance with the Reporting Schedule (Annex V attached).
16. Within the context of the Project, through the Directorate of Fisheries Resources and Aquaculture, MAG's staff is expected to cooperate in the following activities:
- enter the data from existing forms into the new equipment;
 - provide facilities for training staff in computing and policy analysis;
 - participate in preparing and conducting the socio-economic survey, in other words, sample design, form design, surveys, coding and processing;
 - assist in preparing statistical and informative material that will serve as background for PRODESARROLLO and other consultants; and
 - with the assistance of PRODESARROLLO, prepare short documents analyzing fisheries policy to be used as the basis for discussion at the workshops.

PRODESARROLLO Commitment

17. PRODESARROLLO will provide the financial and human resources as indicated in Annex II attached.
18. PRODESARROLLO will assign the following staff for the project implementation:
- i) Project Director (15 person months)
 - ii) System Analyst (6 person months)
 - iii) Project Assistant (12 person months)
 - iv) Secretary (4 person months)

In addition PRODESARROLLO, in consultation with ICOD, will engage the services, as required, of the following advisory experts:



MEMORANDUM OF AGREEMENT

Page 4

- v) Policy Analysis Specialist (up to 45 person days)
- vi) Fisheries Biologist (up to 30 person days)

Details of the responsibilities of these positions are provided in Annex III attached.

- 19. PRODESARROLLO will provide ICOD with quarterly financial statements detailing the use of all ICOD projects funds.
- 20. PRODESARROLLO will provide ICOD with copies of documents prepared prior to the planned workshops.

ANNEX II
CONSOLIDATED BUDGET
(\$ Canadian)

	<u>Contributions</u>		
	<u>MAG</u>	<u>ICOD</u>	<u>PRODESARROLLO</u>
Staff services	In-kind (1)	87,535	-
International travel		3,990	-
Survey		27,065	6,650
Equipment		13,480	-
Program and computer time		23,940	10,640
Workshops		3,990	3,990
Office, supplies, etc.		-	18,620
		<u>160,000</u>	<u>39,900</u>

(1) MAG's contribution consists of staff from the Directorate General of Fisheries Resources and Aquaculture assigned to the Project.

Counterpart Director: 1/4 time.
 Statistician and fisheries biologist: full time.
 Computer programmer and 8 assistants: full time.



Annex III

TERMS OF REFERENCE: PROJECT PERSONNEL

The Project Director is responsible for coordinating and supervising the Project and establishing the liaison between MAG, ICOD, Project Staff, and the Advisory Experts. The Project Director will also promote the project image and develop linkages between the Project and relevant institutions. Specific tasks include:

- * managing the project budget and preparing financial reports
- * preparing mid-project and final reports
- * supervising hardware set-up and software installation as well as training MAG counterparts on their use
- * assisting ICOD on selection of advisory experts
- * designing and supervising the fisheries survey jointly with MAG counterparts and advisory experts
- * participating in policy analysis discussions and in the preparation of policy papers
- * supervising personnel training and organizing workshops

The Systems Analyst is responsible for setting up the hardware and software for project data entry and processing. Specific tasks include:

- * determining the computing system requirements jointly with MAG counterparts
- * assisting hardware and software suppliers with start-up procedures
- * writing customized programs for existing and project data entry, processing and output
- * training MAG counterparts in the use of hardware and software
- * supporting MAG counterparts, other staff and advisory experts on the preparation of policy papers

The Project Assistant is responsible for assisting the project team in the diverse project related tasks. The Project Assistant will develop his/her work under the direct supervision of the Project Director.

The Secretary will perform clerical and secretarial duties, such as preparing documents and other materials generated by the Project. The Secretary will be under the Project Director's supervision.



MEMORANDUM OF AGREEMENT

Page 2

The Policy Analysis Specialist (consultant) is expected to assist in developing a system of policy analysis within the Fisheries Department at MAG. Among the main duties are:

- * evaluating existing fisheries data for policy analysis purposes
- * advising the project team on the design of fisheries surveys to collect information to complement existing data
- * developing a method of fisheries policy analysis
- * training MAG counterparts on the recurrent application of methods for policy analysis
- * jointly with MAG counterparts and project staff, writing brief executive memoranda on policy issues identified and a paper on fisheries developing policy
- * participating in the policy workshop

The Fisheries Biologist will be responsible for:

- * evaluating existing biological data for policy analysis purposes
- * assisting the project team in the design of fisheries surveys
- * training MAG counterparts on the use of biological data for policy analysis
- * collaborating in the preparation of policy memoranda and policy papers
- * participating in the policy workshop



Annex IV

Disbursement Schedule:

- 1) ICOD will provide an initial payment of \$70,300 Cdn. upon signing of this Agreement including an advance payment of \$26,800 Cdn. made in March 1987.
- 2) In addition, upon receipt of satisfactory quarterly financial statements and project reports, ICOD will provide quarterly disbursements based on projected cash flow requirements up to a total of \$73,700.
- 3) Final payment of up to \$16,000 Cdn. will be made upon receipt of final financial and project reports.



Annex V

Reporting Schedule:

- 1) PRODESARROLLO will provide ICOD with quarterly financial statements commencing three months after signing of this Agreement.
- 2) MAG will provide ICOD with quarterly project reports commencing three months after signing of this Agreement.
- 3) MAG and PRODESARROLLO will provide ICOD with a final project report and financial statement within two months after completion of this Project.