

Invitation to tender for the role of [SSC Secretariat](#)

The members of the Sustainable Seafood Coalition (SSC) invite organisations to tender for the position of SSC Secretariat.

The successful applicant will take over all Secretariat responsibilities from current Secretariat ClientEarth. The position will continue to be funded by the collection of membership fees.

Tenders should be submitted to Oliver Tanqueray (otanqueray@clientearth.org) by 30th November 2022 at 14:00.

The tender should set out relevant experience and capacity to fulfil the role, with reference to the specific requirements and considerations explained below. SSC members are open to proposals which differ from the current governance & coordination model; where relevant, please highlight areas in which your proposal differs from the responsibilities and resourcing structure set out below.

The Secretariat must work cooperatively and efficiently with the wide range of SSC business members. The role will require a good understanding of the role of the SSC in the wider sustainable seafood movement.

The successful proposal will demonstrate organisational experience of coordinating multi-stakeholder initiatives. It will show a good working knowledge of the sustainable seafood movement and a willingness to learn from, and build on, the experience and knowledge within the SSC network.

Background

ClientEarth has provided Secretarial services to the Sustainable Seafood Coalition since the platform was founded in 2011. It guided SSC members through the process of writing its Codes of Conduct, hosting 60 formal members' meetings, growing its membership to 50 organisations and carrying out two Implementation Reports to review the efficacy of the SSC model. In line with a review of its strategic priorities carried out in 2022, ClientEarth will no longer provide these services (see '*Explanation of ClientEarth's decision*' below).

As part of a discussion on the future governance and coordination of the SSC, members have voted to open a public invitation to tender process to identify a new Secretariat.

Timeframe

- **30th November at 2pm:** deadline for tender submissions.
- **6th December:** successful proposal chosen by a member vote.
- **6th December - 31st December 2022:** handover process between ClientEarth & the new Secretariat.
- **1st January:** ClientEarth formally ceases to provide Secretariat services.

Responsibilities of the SSC Secretariat

All activities are carried out with the support & guidance of the SSC Steering group and wider members. The prioritisation of these activities can be discussed & agreed between the new Secretariat and members.

- Fulfilment of the SSC's four Aims and related Outputs as set out in the [Strategic Plan](#).
- Recruitment of new businesses to join the SSC, and providing guidance to these businesses during the 'Implementation Period' in their first year of membership.
- SSC Member meetings
 - Setting agendas and circulating briefings in advance of meetings amongst members and invited external experts.
 - Chairing and recording meetings.
 - Writing and publishing meeting minutes & actions.
- Responding to enquiries from members regarding the implementation of the SSC Codes of Conduct via email, virtual meetings and face to face meetings.

- Representing the SSC in external meetings, presentations, panels, conferences & events.
- Fulfilment of the following workstreams & projects:
 - SSC Code Implementation Report
 - Feed Working Group
 - Updates to SSC Codes regarding CMA Green Claims Code
 - High Seas Treaty advocacy coordination.
 - UK Fisheries management advocacy coordination.
- Invoicing SSC members for annual fees.
- Budget management and reporting on the financial situation of the SSC to members.

Budget

- The SSC is funded by membership fees which covers SSC Coordinator salary, travel & accommodation, support from IT, HR & Finance functions,
- SSC members pay an annual membership fee based on business turnover in five 'Bands' ranging from £150 to £3000. At current membership levels, fees generate in the region of £60,000 per year for SSC-related expenses. These fees cover Secretariat salary, support from IT / Finance / HR teams, travel & accommodation, hosting meetings, conference fees & publication costs.
- Over recent years, the SSC has also accrued a reserve budget to be carried over and used for one-off additional expenses (e.g. contracting consultants for specific projects). This fund, which will continue to belong to the SSC members, will be transferred to the new Secretariat to manage on their behalf.

Resource Requirements

- For an idea of resource required, the SSC is currently coordinated by one employee on an 80% (0.8) FTE contract, with *ad hoc* support from teams in finance, communications, IT and HR.
- If your resourcing proposal differs significantly from this arrangement, please address this in your tender.
- Likewise, if your organisation is unable to fulfil any of the responsibilities set out above (e.g. coordination of advocacy initiatives), please also highlight this in your tender so SSC members can make fully informed decisions.

Links to relevant documents and background information

- [SSC Codes of Conduct](#)
- [SSC Guidance](#)
- [SSC Terms of Reference](#)
- [SSC Steering Group Terms of Reference](#)
- [SSC Strategic Plan](#)
- [SSC meeting minutes archive](#)
- A list of [SSC members](#)

Explanation of ClientEarth's decision to end provision of Secretarial services

Following a review of its strategic priorities carried out in 2022, ClientEarth has adopted a new strategic framework that will be implemented over the course of 2023. As part of this framework, the organisation will focus its resources on activities more firmly grounded in legal duties rather than voluntary market engagement initiatives. The SSC project was always intended to initiate proactive, industry-led ownership of the environmental challenges in seafood supply chains, and ClientEarth believes it no longer has a role in guiding this ownership. ClientEarth is supportive of the progress which has been achieved by the SSC since it was founded in 2011. ClientEarth is facilitating a transition to a new Secretariat as determined by the SSC's members to minimise disruption and give the coalition's work the strongest possible chances of a strong and impactful legacy. ClientEarth will continue to be a stakeholder in securing sustainable food systems.