

REQUEST FOR TENDERS

RFT: 2023/012
File: AP_ 4/1/3/2
Date: 4 March, 2023
To: Interested consultants
From: Ivan Diarra – Pacific Network for Environmental Assessment (PNEA), Technical Support Officer

Subject: Request for tenders (RFT): Consultancy for the Development of a Regional Environmental Auditing Guidelines for Tourism Operations in the Pacific.

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
 - We value the Environment
 - We value our People
 - We value high quality and targeted Service Delivery
 - We value Integrity
- 1.3. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services to develop a set of good practice guidelines on environmental auditing for tourism operations in the Pacific – including a checklist, questionnaire, and audit report template to assist regulators and inspectors during monitoring and auditing of tourism developments.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: https://www.sprep.org/attachments/Publications/Corporate_Documents/spreporganisational-values-code-of-conduct.pdf. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.4. SPREP Standard Contract Terms and Conditions are non-negotiable

3. Conditions: information for applicants

- 3.1 To be considered for this tender, interested consultants must meet the following conditions:
 - i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 - ii. Provide three referees relevant to this tender submission, including the most recent work completed;
 - iii. Provide examples of past related work outputs;
 - iv. Complete the **tender application form** provided (*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered.*).
For the Technical and Financial proposals you may attach these separately.
 - v. Provide a copy of valid business registration/license.
- 3.2 Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **conflict of interest form** provided.
- 3.3 **Tenderer is deemed ineligible due to association with exclusion criteria, including** bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.
- 3.4 Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall into any of the exclusion situations cited in 3.3 above and where applicable, that they have taken adequate measures to remedy the situation.

4. Submission guidelines

- 4.1 Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and in the Terms of Reference and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2 Tender documentation should be submitted in English and outline the interested consultant's complete proposal:
 - a) **SPREP Tender Application form and conflict of interest form.** (*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered.*)
For the Technical and Financial proposals you may attach these separately.
 - b) **Honour form**

- c) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
 - d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
 - e) **Financial Proposal** –provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. Tenderers/bidders shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award; SPREP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 4.5. The tenderer/bidder might be requested to provide additional information relating to their submitted proposal, if the Tender Evaluation Committee requests further information for the purposes of tender evaluation. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6. The submitted tender proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential tenderer/bidder can provide services for.
- 4.7 The Proposal must remain valid for 90 days from date of submission.
- 4.8 Tenderers must insist on an acknowledgement of receipt of tender.

5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 13 March 2023. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 15 March 2023.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
- c. SPREP will determine what, if any, response should be given to a Tenderer question. SPREP will circulate Tenderer questions and SPREP's response to those questions to all other Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>) without disclosing the source of the questions or revealing any confidential information of a Tenderer.
- d. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- e. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFT or any other information given or made available by SPREP, the Tenderer should promptly notify the Procurement Officer setting out the

error in sufficient detail so that SPREP may take the corrective action, if any, it considers appropriate.

6. Evaluation criteria

- 6.1. SPREP will select a preferred consultant on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tender satisfies the following criteria:
- 6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

I. Technical Score – 80%

Crite- ria	Detail	Weighting
Experience	At least a Bachelor's degree in environmental science, social science (e.g. governance, policy) or related field.	10%
	Extensive professional experience in developing planning processes, frameworks, guidelines, or manuals in areas of environmental impact assessment, environmental management, auditing and/or tourism development - recognized at either sector level, nationally or internationally.	20%
	Well versed in multilateral environmental agreements including regional and international commitments, such as Sustainable Development Goals (SDGs), as well as familiarity with regional frameworks and national development plans from the Pacific.	10%
	Knowledge of environmental management and tourism issues in the Pacific.	5%
	Experience in facilitating virtual stakeholder sessions and workshops.	5%
Technical Pro- posal / Method- ology	Technical proposal outlining methodology and implementation plan demonstrating how the consultant will successfully carry out the activities outlined in the ToR	30%

II. Financial Score – 20%

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = a \times \frac{b}{c}$$

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

7. Variation or Termination of the Request for Tender

- 7.1 a. SPREP may amend, suspend or terminate the RFT process at any time.
- b. In the event that SPREP amends the RFT or the conditions of tender, it will inform potential Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>).
- c. Tenderers are responsible to regularly check the SPREP website Tenders page for any updates and downloading the relevant RFT documentation and addendum for the RFT if it is interested in providing a Tender Response.
- d. If SPREP determines that none of the Tenders submitted represents value for money, that it is otherwise in the public interest or SPREP's interest to do so, SPREP may terminate this RFT process at any time. In such cases SPREP will cancel the tender, issue a cancellation notice and inform unsuccessful bidders accordingly.

8. Deadline

- 8.1. **The due date for submission of the tender is: 27 March 2023, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked 'RFT 2023/012: **Consultancy for the Development of a Regional Environmental Auditing Guidelines for Tourism Operations in the Pacific'**

Mail: SPREP
Attention: Procurement Officer
PO Box 240
Apia, SAMOA

Email: tenders@sprep.org (MOST PREFERRED OPTION)

Fax: 685 20231

Person: Submit by hand in the tenders' box at SPREP reception,
Vailima, Samoa.

Note: Submissions made to the incorrect portal will not be considered by SPREP. If SPREP is made aware of the error in submission prior to the deadline, the applicant will be advised to resubmit their application to the correct portal. However, if SPREP is not made aware of the error in submission until after the deadline, then the application is considered late and will be returned unopened to the sender.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

SPREP reserves the right to enter into negotiation with respect to one or more proposals prior to the award of a contract, split an award/awards and to consider localised award/awards between any proposers in any combination, as it may deem appropriate without prior written acceptance of the proposers.



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A binding contract is in effect, once signed by both SPREP and the successful tenderer. Any contractual discussion/work carried out/goods supplied prior to a contract being signed does not constitute a binding contract.

For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website <http://www.sprep.org/accountability/complaints>

Annex A: Terms of Reference

Development of a Regional Environmental Auditing Guidelines for Tourism Operations in the Pacific.

Background

The SPREP Strategic Plan 2017-2026 regional goal 4 states that Pacific people and their environment benefit from commitment to and best practice of environmental governance. The Secretariat of the Pacific Regional Environment Programme (SPREP) plays a key role in assisting member countries to build and develop capacities in addressing environmental challenges resulting from development opportunities such as tourism, through the application of compliance, monitoring and enforcement (CME) tools.

SPREP's Strategic Regional Goal 4 is aligned to the European Union programme on "Capacity building related Multilateral Environmental Agreements (MEAs) in African, Caribbean and Pacific (ACP) countries" implemented by the United Nations Environment Programme (UNEP). This is referred to as the ACP MEAs Programme. Having had two previous phases, the ACP MEA Programme is now in its third phase of implementation. SPREP, through the Environmental Monitoring and Governance (EMG) Programme implements the activities under the ACP MEAs Programme and coordinates the project implementation team of experts from SPREP's Technical Programmes: Island and Ocean Ecosystems (IOE), Waste Management and Pollution Control (WMPC) and EMG.

The third phase of the ACP MEAs Programme aims to build capacity support to Pacific ACP States and fulfill their obligations as Parties to the MEAs to tackle environmental issues they face. Further, to enhance mainstreaming and implementation of MEAs related to biodiversity and chemicals and waste: mainstream biodiversity in agriculture, management of chemicals and waste, reinforce compliance and enforcement measures, strengthen implementation of the Regional Seas convention. One of the key areas of capacity building under the ACP MEAs Phase 3 programme is the development of a regional environment auditing guideline specifically for coastal tourism development to strengthen national Environmental Impact Assessment (EIA) and Strategic Environmental Assessment (SEA enforcement and compliance mechanisms. This is also directly linked to the objectives of the Convention for the Protection of Natural Resources and Environment of the South Pacific Region (1986) also known as the Noumea Convention.

In 2016, SPREP Members endorsed the regional EIA guideline (SPREP 2016¹). The regional EIA guideline provided a detailed overview of the EIA process and offers practical tips and tools to support government officers with managing and administrating the EIA process. In 2018, SPREP and the South Pacific Tourism Organisation (SPTO) partnered to develop a sector-specific EIA guideline (SPREP 2018²) for coastal tourism development to complement SPREP's over-arching regional EIA guidelines. This is in addition to the recently developed coastal engineering EIA guidelines (SPREP 2022³) to assist the implementation of national EIA legal requirements and promote best practice in EIA process for coastal engineering

¹ Strengthening environmental impact assessment guidelines for Pacific Island countries and territories, Apia, Samoa. SPREP 2016 ISBN 978-982-04-0594-3

² Environmental impact assessment: guidelines for coastal tourism development in Pacific Island countries and territories. Apia, Samoa. SPREP 2018 ISBN 978 982 04 0885 2

³ Good practice in environmental impact assessment for coastal engineering in the Pacific. Apia, Samoa : SPREP, 2022. 76 p. 29 cm.



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projects in the Pacific. These guidelines have been effectively used and applied in the Pacific and have facilitated improvements in EIA processes, its management, application, and awareness.

Nevertheless, a capacity gap identified is the need to strengthen compliance, monitoring, and enforcement (CME) mechanisms, which are often inadequately applied in the region. Little or no compliance compliance with environmental and social requirements is a major implementation gap that exists between policy objectives and performance. Thus, strengthening CME through mechanisms ensure that the EIA process is not merely analytical but that the proposed measures to avoid, mitigate, and/or compensate for adverse impacts, or enhance beneficial impacts, are made real, treated as commitments, with consequences for failure to meet those commitments. Therefore, there is a need for a good practice guideline on how to inspect, monitor and audit tourism developments and activities in the region.

Environmental audit in Tourism (objectives, benefits, and strategic issues)

Tourism impacts the economy, the natural and built environment, communities, and even tourists – the very resource needed by the industry to remain viable. While tourism provides an important source of revenue and employment for many Pacific Island communities, it can also have negative impacts on the environment and local communities if not managed properly. Therefore, regular assessment of the environmental performance of the industry is necessary to ascertain compliance with national standards and regulations, license and permit conditions as well as identify and improve environmental outcomes. This is achieved with an environmental audit (EA). EA represents a proactive approach, adoption of which enables tourism development/operation not only to comply with legislation but also to identify problems, take measures, evaluate environmental and social performance, become eco-efficient, provide a database for future (corrective) action, and have the opportunity to improve on its safeguard systems and increase competitiveness.

Accordingly, some or all of the following objectives may be selected as a basis for the development of an EA guidelines to support sustainable tourism activities and developments in the Pacific: Verify and document the environmental compliance status with national regulations, development approval conditions, permits, licenses and standards; Improve organisation environmental and social management performance and quality; Minimise or eliminate environmental risk; Increase awareness of environmental policies and responsibilities; Identify and assess environmental impact of tourism operations; Improve resource utilisation (for example in the area of energy and water use); Promote "Green" image and service.

At a strategic level, strengthening EA practice in tourism can align the industry with sustainable practices including actions to advance the 17 United Nations Sustainable Development Goals and implementation of global best practice standards. Regionally, improved EA programs for tourism developments can contribute to national and regional development goals and strategies by contributing to better environmental governance and improved socio-economic outcomes. Where possible, The regional EA guidelines should inform, align and contribute to various strategic areas, including SPREP Strategic Plan 2017-2024, SPTO Strategic Plan 2020-2024, 2050 Strategy for the Blue Pacific Continent, Cleaner Pacific 2025 strategy, SAMOA Pathway, Pacific 2030 Sustainable Tourism Policy, Pacific Roadmap for Sustainable Development (Agenda 2030), the Pacific Sustainable Tourism Policy Framework (PSTPF), the Pacific Sustainable Tourism Standard, UN Sustainable Development Goals (SDGs), and relevant national and international environmental legislations, policies, management strategies, and guidelines.

Consultancy Objectives

SPREP is now seeking the services of an expert on a short-term consultancy to develop a regional environmental auditing guidelines for tourism operations in the Pacific. The regional guidelines should link to the Noumea Convention as the legal overarching framework on the conservation, protection and management of the natural resources of the Pacific region. Additionally, these guidelines must align with the SPREP 2016¹ and SPREP 2018² EIA guidelines and build upon them.

Drawing on international good practice standards, the guidelines will provide a standardized and consistent approach to auditing tourism operations, with a focus on identifying potential impacts and assessing the effectiveness of management measures in its areas of services such as accommodations; waste and pollution management systems; recreational activities; restaurants and kitchen operations; energy saving systems; and environmental impact on the hotel operations plus many others to be discussed with SPREP. It should be designed to guide and meet the needs of tourism operators and sectors, environmental and health regulators and tourism inspectors in the region. It should cover all aspects of EA from planning and the pre-audit, the on-site audit and inspection, to the post audit and reporting. It should as best as possible, reflect all the specific requirements, practice, and procedures of environmental assessment, monitoring and management in Pacific Island Countries and Territories.

The EA guidelines should identify relevant agencies to contribute to the auditing process and provide a clear legislative mandate on the authority to audit. To guide environmental regulators and inspectors, the guidelines should include a comprehensive auditing/inspection checklist, questionnaire, and report template. The checklist should cover all aspects of tourism development, including legislative and regulatory compliance, waste management, pollution, resource and energy use, and environmental health and safety.

Scope of works

The consultant will be required to undertake the following. The consultant will be required to meet with SPREP and then hold an inception workshop with SPREP and SPTO to agree upon the final scope of works and communication plan.

Key duties of the consultancy include:

Development of regional environment auditing guidelines for tourism operations in the Pacific. The guideline should be developed based on best practices and should draw upon existing national or regional standards, codes of practice and be appropriate to the Pacific context. It must be aligned to the existing SPREP 2016¹, SPREP 2018² EIA guidelines and should not contradict or repeat their information. It should contain at least the following key elements:

Task 1	Facilitate a literature and peer review process to seek feedback from experts and practitioners including input from relevant government officials, industry, and stakeholders on drafting the guideline.
Task 2	<ul style="list-style-type: none"> a. Brief background on the Pacific tourism industry and the application of EA in the region, citing relevant legislations and policies, standards and guidelines for the region. b. Definition of key terms
Task 3	Consideration and recommendation for effective EA for the tourism sector in the Pacific.
Task 4	Use best practice case studies on applying EA in the tourism sector to detail examples of effective environmental management strategies, preferably drawing on

	Pacific examples, if not then geographically comparable case studies to the Pacific region.
Task 5	<ul style="list-style-type: none"> a. Develop a comprehensive EA checklist which will guide environmental regulators and inspectors during monitoring and auditing of tourism developments. This checklist should cover all environmental aspects of the development including regulatory and legislative requirements, waste audits, pollution. b. Develop an audit report template including a corrective action report. Both tools should be user-friendly, easy to use, and adaptable.

Expected Deliverables

The following are key deliverables for this consultancy:

1. Inception report detailing the proposed methodology and work plan for developing the guideline.
2. A review of existing tourism auditing standards and practices in the Pacific islands.
3. Consultation workshop with relevant Pacific Island environment and tourism stakeholders.
4. A consultation report on the outcome of stakeholder engagement and a record of all information and data collected.
5. A good practice guideline on EA for tourism operations in the Pacific – including the checklist, questionnaire, and audit report template to guide regulators and inspectors during monitoring and auditing of tourism developments.

The consultant will be required to present the final outputs to SPREP and SPTO and other relevant stakeholders.

Qualifications and Competencies

Qualification	At least a Bachelor's degree in environmental science, social science (e.g. governance, policy) or related field.
Experience	<ul style="list-style-type: none"> • Extensive professional experience in developing planning processes, frameworks, guidelines, or manuals in areas of environmental impact assessment, environmental management, auditing and/or tourism development - recognized at either sector level, nationally or internationally. • Knowledgeable about environmental management and tourism issues in the Pacific. • Well versed in multilateral environmental agreements including regional and international commitments, such as Sustainable Development Goals (SDGs), as well as familiarity with regional frameworks and national development plans from the Pacific. • Experience in facilitating virtual stakeholder sessions and workshops.
Competencies	<ul style="list-style-type: none"> • Professionalism: Ability to review and develop a guideline document; have the gravitas and credibility to engage with key Pacific stakeholders (Government officials, private sector, civil society, etc); ability to apply judgement in the context of assignments given, plan own work and manage conflicting priorities.



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	<ul style="list-style-type: none">Leadership: Establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolve conflicts by pursuing mutually agreeable solutions.Communication: Speaks and writes clearly and effectively; exhibits interest in consultative approaches; demonstrates openness in sharing information and keeping people informed.Teamwork: Works collaboratively with colleagues and stakeholders to achieve goals.Planning and Organising: Develops clear goals that are consistent with agreed strategies; identifies priority actions and assignments; adjusts priorities as required; allocated appropriate amount of time and resources for completing work; foresees risks and allows contingencies when planning; monitors and adjusts plans and action as necessary.
Language Requirements:	Fluency in English (oral and written) is a requirement with sound written and presentation skills.

Timeframe

All activities are to be completed within 3 months from when the contract is signed.

Reporting

The consultant will report to the Director for Environmental Monitoring and Governance Programme and the PNEA Technical Support Officer.