



REQUEST FOR TENDERS

RFT: 2021/017
File: AP 2/18/11
Date: 15 February, 2021
To: Interested suppliers
From: Bradley Myer, GEF6 RIP Project Manager

Subject: Request for tenders – Development of resources for the Pacific Marine Biosecurity Toolkit.

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation 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 would like to call for tenders from qualified and experienced consultants who can offer their services to develop resources for the Pacific Marine Biosecurity Toolkit. The Toolkit development is being coordinated by the SPREP Invasives Team.
- 2.2. The outputs include:
 - a) A concise desk-top review including journal articles, reports, project documents and data and information from all relevant databases. Collate all data and information into structured and annotated inventories. Provide a concise discussion on a synthesis of the data and information collated, highlighting key marine invasive alien species already occurring in the country or at the verge of potential invasion (considering pathways of introduction). This should include a complete bibliography. Provide a comprehensive inventory of introduced and invasive marine species, with known pathways of introduction and spread, with risk assessment scores. This should be focused at a national level for [SPREP member countries and territories](#). Any threats to other locations within countries should be noted.
 - b) Existing and potential marine invasive species relevant to the Pacific should be prioritised on the basis of impact and likelihood of arrival, to the point of developing a list of 25 species of concern. The list of species should include a matrix identifying existing and potential threats per country and territory.



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- c) Development of Species ID Guides for each of the 25 species. Each card should provide two labelled images with a description of the key ID features and information on habitat, ecology, distribution, impacts and pathway for species arrival. Each Species ID Guide should be no more than two A4 sheets.
- d) Sets of ID Guides will be developed for species that have been prioritised for Tuvalu and the Republic of the Marshall Islands specifically. There may be some replication of material from the set of Regional Guides or between countries
- e) Edit existing resources to produce the Pacific Marine Biosecurity Toolkit. Resources to be based on the [Marine Biosecurity Toolkit](#) produced by the United Kingdom Non-Native Secretariat.
- f) Develop the Pacific Marine Biosecurity Toolkit resources into a Battler Series publication to be titled Manage Marine Biosecurity in the Pacific

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
 - i. At least five years of experience in environmental management with a focus on marine invasive species (preferably in the Pacific).
 - ii. Proven experience in facilitating and guiding consultative processes.
 - iii. Excellent communication and report writing skills, with the ability to express ideas clearly, concisely, and effectively both orally and in writing (English).
 - iv. Provide at least three referees relevant to this tender submission, including the most recent work completed.
 - v. Provide examples of related past work outputs; and
 - vi. Complete the **tender application form** – *(please note you are required to complete all areas in full as requested on the form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV or your Technical Proposal. Failure to do this will result in the application **not** being considered)*.
 - vii. Sign the Conflict of Interest form provided.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and can meet the specifications and timeframes and provide supporting examples to address the evaluation criteria.
- 4.2. The tenderer should supply a cover letter providing the following explicit details:
 - i. Tenderer's statements of minimum requirements met.
 - ii. Confirmation statement that the resources are available for the tenderer to complete the required outputs on time and to budget.
- 4.3. The tenderer should complete the supplies Tender Application Form explicitly containing the evaluation headed sections of:
 - i. Previous experience and track record with similar projects including completion on time and to budget.
 - ii. Financial proposal in US dollars to complete the project including all fees associated with the delivery of the final documents by the completion date. Printing costs associated with production of the final documents should be excluded.



- 4.4. The tenderer should supply an up to date Curriculum Vitae of all personnel to be used in fulfilling this consultancy service.

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 24 February 2021. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 26 February 2021.

6. Evaluation criteria

- 6.1. SPREP will select a preferred supplier on the basis of SPREP's evaluation of the extent to which their tender documentation demonstrates that they offer the best value for money, and that they satisfy the following criteria.
- i. Bachelor's degree (minimum) in marine biology/ resource management/ environmental management or other fields relevant to the outputs (10%)
 - ii. Proven track record demonstrating a history of completing equivalent projects on time, to specification and budget (10%);
 - iii. At least five years of experience in environmental management with a focus on marine invasive species (preferably in the Pacific) (20%).
 - iv. Demonstrated expertise in biosecurity related to marine invasive species (preferably in the Pacific) (30%).
 - v. Demonstrated experience in engaging with local authorities and communities, communication and reporting across diverse audiences in a multicultural and multi-disciplinary environment in any municipality in the Pacific region. Including proven experience in facilitating and guiding consultative processes. (10%);
 - vi. Detailed financial proposal in USD (20%).

7. Deadline

- 7.1. **The due date for submission of the tender is: 09 March 2021 midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked '**RFT 2021/017: Development of Resources for Pacific Marine Biosecurity Toolkit**'.

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.



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

**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 – GEF6RIP Project Overview

GEF 6 Regional Invasives Project (GEF6 RIP) - Strengthening national and regional capacities to reduce the impact of Invasive Alien Species on globally significant biodiversity in the Pacific.

Partner Countries: Marshall Islands, Niue, Tonga, Tuvalu

Project Start Date: 01-May-2019

Completion Date: 30-Apr-2024

Project Objectives: Reduce the threats from Invasive Alien Species (IAS) to terrestrial, freshwater and marine biodiversity in the Pacific by developing and implementing comprehensive national and regional IAS management frameworks.

Problem / Challenge Being Addressed: Pacific island ecosystems make up one of the world's biodiversity hotspots, with high levels of endemism. However, Pacific islands are particularly vulnerable to invasive species; because of their isolation and relatively recent human occupation, native species have not evolved to cope with the impacts of predators, herbivores, insect pests, highly competitive weeds, and diseases brought in from continental areas. As a result, Pacific islands face some of the highest extinction rates and threats to endemic species globally. The biggest threat to single-country endemic species in the Pacific region is the spread of IAS (SPREP, 2014). Most, if not all, countries continue to experience incursions of new introduced/invasive species. The State of Conservation in Oceania 2013: Regional Report noted that "the extent of impact of invasive species across the 22 Pacific Island Countries and Territories was examined and the status was deemed to be poor, with only a small number of success stories overall: the majority of invasive species are not managed, are spreading, and continue to have devastating impacts on native species and ecosystems".

Project Outcomes will be delivered in 4 key areas:

- All participating countries have a comprehensive and effective administrative framework established and countries are enabled to manage invasive alien species
- Enhanced IAS surveillance and control strategies reduce introduction rates and contain populations below thresholds that endanger threatened and endemic species and their habitats in 4 countries: IAS surveillance and control strategies can be relied on to reduce the risk posed by the introduction of new IAS and contain established IAS populations below thresholds that endanger threatened and endemic species and their habitats in 4 countries
- Biosecurity risks are reduced for the highest risk pathways and IAS
- Sustainable support service comprised of Council of Regional Organisations in the Pacific (CROP) agencies and partners established and enabling four countries to respond to existing and potential IAS threats, and is up-scalable to at least the Pacific region

Under the 4th component, GEF6 RIP will establish a Pacific Regional Invasive Species Management Support Service (PRISMSS). The PRISMSS is a regional mechanism which aims to provide a comprehensive, seamless mechanism for scaling up invasive species support for on the ground action in the Pacific.

PRISMSS Chair – David Moverley – SPREP IS Adviser

Project Manager – Bradley Myer



ANNEX B - TERM OF REFERENCE

Development of Resources for Pacific Marine Biosecurity Toolkit.

The GEF6 project document is available here:

<https://www.sprep.org/attachments/Publications/IOE/gef6-rip-project-document.pdf>

Marine habitats are populated by different species of animals, plants and microorganisms that have evolved in isolation, separated by natural barriers. But humans have overcome these barriers with shipping, air travel and other transport means. As a result, species are now moving far beyond their natural ranges into new areas.

Many of them perish in their new environment, but some thrive and start to take over native biodiversity and affect human livelihoods—these are known as invasive species. When a species establishes in a new environment, it is unlikely to be subjected to the natural controls that kept its population numbers in balance within its natural range. Without such control by predators, parasites or disease, such species tend to increase rapidly, to the point where they can take over their new environment. Marine invasive species have had an enormous impact on biodiversity, ecosystems, fisheries and mariculture (breeding and farming marine organisms for human consumption), human health, industrial development and infrastructure. Alien species can be transported by various means: in ship ballast water or by attaching to hulls, as ‘hitch-hikers’ clinging to scuba gear or packaging, as consignments of live organisms traded to provide live bait or gourmet food and as pathogens, carried by other organisms.

The Pacific Marine Biosecurity Toolkit will provide a series of guidance documents which are intended to be used in combination to help tackle marine biosecurity issues. Primary target audience for the outputs of this work are at the national level. The objective is to support departments and ministries, responsible for biosecurity and the management of invasive species, to provide resources and processes for marine biosecurity. Further orientation will be provided to the consultant at the Inception meeting.

The outputs include:

- a) A concise desk-top review including journal articles, reports, project documents and data and information from all relevant databases. Collate all data and information into structured and annotated inventories. Provide a concise discussion on a synthesis of the data and information collated, highlighting key marine invasive alien species already occurring in the country or at the verge of potential invasion (considering pathways of introduction). This should include a complete bibliography. Provide a comprehensive inventory of introduced and invasive marine species, with known pathways of introduction and spread, with risk assessment scores. This should be focused at a national level for SPREP member countries and territories. Any threats to other locations within countries should be noted.
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Scope of work

The scope of work described below has been constructed for the delivery of the outputs.

The proposed workflow consists of steps as outlined in the milestone table below.

It is expected that this work will be completed remotely with consultations, meetings and capacity building exercise completed using Zoom or similar platform.

Any travel costs and per diems related to emerging opportunities for engagement in person will be covered outside of this contract, along with logistical assistance to run regional virtual meetings. The costs of this work should be limited to consultancy fees only.

Milestone	Description	Date Due
a) Inception meeting with SPREP	Virtual meeting to clarify the vision, mechanisms and identify resources.	A week following the signing of the contract
b) The draft of the desktop review is submitted to SPREP	Report title: <i>Marine Invasives in the Pacific – A Desktop Review</i>	31 May 2021
c) Desktop Review is finalised	Draft will be reviewed by the focal group and stakeholders across the Pacific with feedback provided to the consultant. The document is finalised and provided to SPREP	30 June 2021
d) Prioritisation exercise is submitted to SPREP	The Prioritisation exercise and matrix is presented to the SPREP Invasives Team for feedback and discussion. This includes national and regional lists	31 July 2021
e) Prioritisation exercise is finalised	The exercise and matrix are finalised and provided to SPREP	13 August 2021
f) ID Guides are submitted to SPREP	3 sets of ID Guides are presented to the SPREP Invasives Team for feedback and discussion. This includes national and regional sets	30 September 2021
g) The Pacific Marine Biosecurity Toolkit is submitted to SPREP	The Toolkit documents are presented to the SPREP Invasives Team for feedback and discussion.	29 October 2021
h) The Pacific Marine Biosecurity Toolkit is finalised	The Toolkit documents are finalised and provided to SPREP. A virtual capacity building event is designed to facilitate implementation of	12 November 2021



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	the Toolkit and delivered for the benefit of the GEF6 participating countries	
i) Final Draft of the Battler Series publication is submitted	Final draft of the Battler Series publication is completed and submitted to SPREP	17 December 2021

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/sprep-organisational-values-code-of-conduct.pdf