

REQUEST FOR TENDERS

RFT: 2022/071
File: AP_2/39
Date: 08 December 2022
To: Interested Consultants
From: Jamie Davies, By-catch and Integrated Ecosystem Management Initiative Manager

Subject: Request for tenders (RFT): Consultancy to engage with communities and stakeholders to undertake biodiversity and socio-economic assessments and develop a widely supported integrated ecosystem management plan for the Navua catchment and Beqa Lagoon area, Central Province, Fiji.

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific island 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. As part of the Pacific-European Union Marine Partnership (PEUMP) Programme, funded through the Eleventh Round of the European Development Fund (EDF 11), SPREP is the executing agency for Key Result Area 5, the Bycatch and Integrated Ecosystem Management (BIEM) Initiative. Due to the implications of the COVID-19 pandemic the PEUMP Programme has been extended to April 2025, with all activities to be completed by December 2024.

Through the BIEM Initiative SPREP is working with a multi-Ministerial Steering Committee, Provincial Governments and partners in Fiji to deliver their priorities to halt the decline of biodiversity and strengthen the sustainable management of their coastal and marine ecosystems through an integrated ridge-to-reef management approach.

Specifically, two Key Result Areas are focused on developing and implementing a widely supported gender, social inclusion (GSI) and human rights sensitive integrated ecosystem management (IEM)

plan for Navua catchment and Beqa Lagoon area, Central Province, that identifies realistic activities to increase the natural adaptive capacity of coastal habitats to promote human health and poverty reduction, support sustainable livelihoods and contribute to the delivery of Fiji’s conservation priorities. This is a new initiative that will seek to complement and strengthen existing activities in the Navua catchment and Beqa Lagoon area.

2.2 Subject to the formalisation of the extension of the BIEM Initiative to April 2025, SPREP wishes to call for tenders from qualified and experienced consultants or organisations to engage with communities and stakeholders in the Navua catchment and Beqa Lagoon area, Central Province, Fiji (identified in Annex 2) to build their understanding and support for the initiative, conduct Rapid Biological Assessments (BIORAPs) as well as gather socio-economic information (food security needs, dependence on access and use of marine and land-based resources for a living, livelihoods dependencies and alternative livelihoods as buffers against poverty, traditional knowledge, well-being factors) through situational analysis and community mapping, Ecosystem and Socio-economic resilience Analysis and Mapping (ESRAM) and identification of Ecosystem based Adaptation options, Environmental and socio-economic vulnerability and opportunity assessments (ESVOA) and use the information collected to develop a GSI and human rights sensitive integrated ecosystem management plan for the area. Specifically, the following outputs are required against each of the project objectives by the milestones identified:

Objectives	Outputs	Milestone
1. Fully executed contract that delivers objectives and associated outputs to time and quality	1.1 Project Inception Report providing: <ul style="list-style-type: none"> a. Literature review. b. Proposed training and survey methodologies c. List of stakeholders to be engaged. d. Output 2.1 GSI compliant Communications and Visibility plan e. Output 3.1: GSI, human rights and poverty alleviation mainstreaming strategy. f. Detailed budgeted work plan. 	Within 1 month of signing the contract.
	1.2 Progress report 1: to include outputs 2.2 and 2.3 & updates against other Milestones.	3 months after signing the contract.
	1.3 Progress report 2: to include outputs 2.2, 2.3, 3.2, 3.3 & updates against other Milestones.	6 months after signing the contract.
	1.4 Progress report 3: to include outputs 4.1, 4.2, 4.3, 5.1, 5.2 & updates against other Milestones.	9 months after signing the contract.
	1.5 Progress report 4: to include 5.3, 5.4, 5.5, 5.6 & updates against other Milestones.	12 months after signing the contract.

	1.6 Progress report 5: to include updates on Milestones 6.1, 6.2 & 7.1.	15 months after signing the contract.
	Final report: against all milestones to include outputs 6.3 & 7.1	18 months after signing the contract.
2. Build understanding and support for the Navua catchment and Beqa Lagoon area ridge to reef initiative amongst communities and stakeholders.	2.1 EU, SPREP and Ministry of Environment endorsed GSI compliant Communications and Visibility plan (for the entire contract period).	Within 1 month of signing the contract.
	2.2 Report detailing stakeholder engagement activities, including inception meeting(s) with target communities, government agencies, CSOs and private businesses.	Updated as an Annex to Project Inception Report, Progress report 1 & 2, With Final report
	2.3 Implementation of approved GSI compliant Communications and Visibility plan.	With Final report
3. Put gender, human rights and poverty alleviation considerations at the heart of the planning and implementation of activities.	3.1 GSI, human rights and poverty alleviation mainstreaming strategy (as Annex in Output 1.1)	Within 1 month of signing the contract.
	3.2 Situational analysis 3.3 Community and activity map	6 months after signing the contract
4. Map and assess the ecological status of the selected coastal area and associated catchments that coastal communities depend upon for their livelihoods.	4.1 Map of key coastal and terrestrial ecosystems in associated catchments. 4.2 Rapid Biodiversity Assessment identifying important food-security and other species requiring conservation management, and their ecosystems. 4.3 Presentation of key findings and recommendations from the BIORAP to communities and SC members.	9 months after signing the contract.
5. Assess the threats to ecosystems, livelihoods and human health as a result of current/planned resource use and the expected impacts of	5.1 Ecosystem and socio-economic resilience analysis and mapping report. 5.2 Presentation of key findings and recommendations from the ESRAM to communities and SC members.	9 months after signing the contract.



<p>climate change and identify opportunities to address them. In doing so, identify key users of selected coastal areas and associated catchments by gender, age, disability, ethnicity and socio-economic status Apply a GSI lens when identifying threats and risks as well as opportunities for best adaptation</p>	<p>5.3 Ecosystem-based Adaptation (EbA) Options Report</p> <p>5.4 Presentation of key findings and recommendations from the EbA Options Report</p>	<p>12 months after signing the contract.</p>
	<p>5.5 Environmental and socio-economic vulnerability and opportunity assessment report.</p> <p>5.6 Presentation of key findings and recommendations from the ESVOA.</p>	<p>12 months after signing the contract.</p>
	<p>6. Develop and secure endorsement of a widely supported integrated ecosystem management plan for the Navua catchment and Beqa Lagoon area that identifies realistic activities to increase the natural adaptive capacity of coastal habitats to promote human health and poverty reduction, support sustainable livelihoods and contribute to the delivery of Fiji's conservation priorities.</p>	<p>6.1 Draft integrated ecosystem management plan for the Navua catchment and Beqa lagoon focal area with GSI, human rights and poverty alleviation considerations clearly identified.</p> <p>6.2 Presentation of the draft integrated ecosystem management plan for the Navua catchment and Beqa lagoon focal area to BIEM Steering Committee, Provincial Governments and communities to secure their feedback, including on proposed priority activities.</p>
	<p>6.3 Final integrated ecosystem management plan for the Navua catchment and Beqa lagoon focal area with GSI, human rights and poverty alleviation considerations clearly identified.</p>	<p>18 months after signing the contract.</p>
<p>7. Work with and increase the capacity of women, men and the youth in coastal communities, Government authorities and partners to actively manage natural resources.</p> <p>Identify appropriate capacity building activities carefully with regards to existing power dynamics and gender roles as to meet the 'do no harm' minimum standard. Capacity building opportunities should allow, however, for empowerment and agency enhancement such as</p>	<p>7.1 Report detailing capacity building activities undertaken throughout the contract life cycle, disaggregated by age, gender, ability, ethnicity and socio-economic status and affiliation to recognised groups/ organisations.</p>	<p>26.04.2024</p>

building confidence through knowledge and training or support inclusive decision making		
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- 2.3. The successful applicant will need to provide a response to the attached Terms of Reference, their organisational profile, key personnel curriculum vitae and details of similar projects undertaken.
- 2.4 The consultant will follow the PEUMP Programme Communications and Visibility Strategy and BIEM Initiative Communications and Visibility Guidance in the development and approval of all external documents and publications. They will work with the BIEM Initiative Communications consultant to agree outputs that satisfy Initiative expectations.
- 2.5 Full details of the outputs and associated milestones are provided in the attached Terms of Reference (refer to Annex 1).

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
 - a. Currently reside in Fiji and be able to demonstrate that all team members are legally entitled to work in Fiji or be able to demonstrate that the team members that will conduct the stakeholder engagement and field work currently reside in Fiji and are able to demonstrate that they are all legally entitled to work in Fiji.
 - b. Be able to assemble a multi-disciplinary team¹ of experts that are prepared to conduct substantive fieldwork in challenging rural locations with local communities using Gender and Socially Inclusive sensitive and human-rights based approaches.
 - c. Ability to meet the time frame of the consultancy as indicated in the Terms of Reference.
 - d. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel.
 - e. Provide three referees relevant to this tender submission, including the most recent work completed.
 - f. Provide examples of past related work outputs.
 - g. 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.

 - h. 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

¹ Key skills to be included: marine and terrestrial species, terrestrial, marine and social ecology, (bio)geography/geomorphology, resource economics, GIS mapping, hydrology, GSI specialist, participatory stakeholder engagement and training or similar.

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 supplier satisfies the conditions stated above 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 outline the interested supplier's complete proposal and include:
- 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** – 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 09 January 2023. A summary of all questions received

complete with an associated response posted on the SPREP website www.sprep.org/tender by 11 January 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 – 95%

Criteria	Detail	Weighting
Experience	Have proven experience in employing GSI sensitive and human-rights based approaches to positively collaborate with a range of people including customary/community/ village level groups, government, and local NGOs to develop integrated ecosystem management plans for coastal areas and associated terrestrial ecosystems in Fiji.	30%
	Be able to assemble a multi-disciplinary team of experts ² that prepared to conduct substantive fieldwork in challenging rural locations with local communities with proven expertise in: <ul style="list-style-type: none"> • the design, implementation and reporting of marine and terrestrial biodiversity surveys undertaken in Fiji, including the management of logistics including organising boats, land transport, food, accommodation, and provision of dive tanks for the survey work etc. • in their specialist fields and commensurate detailed knowledge of Pacific biota and ecosystems, theory and 	30%

² Key skills to be included: marine and terrestrial species, terrestrial, marine and social ecology, (bio)geography/geomorphology, resource economics, GIS mapping, hydrology, GSI specialist, participatory stakeholder engagement and training or similar.

	<p>application of conservation biology in relation to the establishment and maintenance of protected areas.</p> <ul style="list-style-type: none"> • design, implementation and reporting of ecosystem and socio-economic surveys, resilience analysis and mapping. • in the specialist fields required and commensurate detailed knowledge of marine and terrestrial ecosystems threats analysis and identifying realistic, community-centred Ecosystem-based Adaptation (EbA) resilience options. • the use of participatory conservation management, consultative research approaches and in training and capacity building. • project management and facilitation 	
	<p>Have proven experience:</p> <ul style="list-style-type: none"> • in monitoring and evaluation, data storage and information handling, and being able to capture high quality photographic images and video. • in report writing, including ability to analyse data (including the GSI dimension of data collected), • presenting key findings and recommendations of priority actions in accessible, easily understood language, in English, iTaukei and Fijian Hindi. • have access to other services such as GIS expertise. 	15%
Technical Proposal Methodology /	Costed workplan setting out the activities to be undertaken and timings of activities.	20%

II. Financial Score - 5%

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 January 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 2022/071: Consultancy to engage with communities and stakeholders to undertake biodiversity and socio-economic assessments and develop a widely supported integrated ecosystem management plan for the Navua catchment and Beqa Lagoon area, Central Province, Fiji'

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.

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 1

TERMS OF REFERENCE

Consultancy to engage with communities and stakeholders to undertake biodiversity and socio-economic assessments and develop a widely supported integrated ecosystem management plan for the Navua catchment and Beqa Lagoon area, Central Province, Fiji.

1. The need for an integrated ecosystem management approach

Pacific Countries are extremely vulnerable to the impacts of global warming, sea level rise and climate change, as well as non-climate related pressures. This vulnerability stems from a number of interconnected factors that relate to the biogeography and socio-economic profile of Pacific Countries. Key amongst these factors are i) a concentration of settlement in the coastal zone, ii) a high reliance on coastal and marine resources for livelihoods, iii) exposure to oceanic influenced hydro-meteorological hazards such as cyclones and storm surges, iv) limited freshwater availability due to small watersheds, v) the susceptibility of ecosystems to disturbance, vi) the modification of coastal and terrestrial habitats, vii) small economies, viii) geographic and biological isolation from continental landmasses, ix) gender specific adaptation challenges and opportunities, including other relevant human rights aspects of concern for coastal communities.

In addition to such vulnerabilities, Pacific islands also have certain characteristics that promote the resilience of their people and environments in the face of global warming and climate change. These include: i) high levels of marine, coastal and terrestrial biodiversity; ii) a diversity of coastal landforms; iii) fringing and barrier reefs that provide physical protection; iv) relatively low population densities and growth rates (although this varies between Countries); v) extensive local traditional knowledge of environmental processes and conditions, which can vary across population groups due to gender and age categories; and vi) a long history of coping with adverse physical conditions and environmental change. Such coping mechanisms can be strongly influenced by traditional gender roles and other social factors across population groups.

Because of the small size and high land-to-boundary ratios of Pacific islands, there is strong topographical connectivity between ecosystems on volcanic islands with the general pattern being one of forested watersheds connecting directly to the coastal zone and inshore marine environment through riparian waterways. It follows that the health of marine ecosystems is often directly linked to the health of riparian and forest ecosystems. This recognition has led more organisations to adopt a ridge-to-reef approach in addressing environmental issues, such as sedimentation of coral reefs. In a similar vein, there is connectivity between freshwater lenses and saltwater. The application of a ridge to reef approach further allows a better understanding of the interconnectivity of human behaviour along the access and usage of various ecosystem services, which can be looked at from a gendered lens.

Nevertheless, climate change is predicted to have a range of impacts on Pacific Island ecosystems and the services they provide for current and future generations. Climate change modelling assessments by the Pacific-Australia Climate Change Science Adaptation Planning (PACCSAP) programme for Fiji, Solomon Islands and Vanuatu highlight key projections as: rising sea levels, increasing ocean acidification and a decrease in dry season rainfall (except for Solomon Islands). The primary areas of impact on ecological sustainability and development will be in coastal areas, food security (including land-based subsistence and commercial agriculture and fisheries), watershed management and water resources, and tourism. Disaster risk management is also a key factor in climate change adaptation planning with special attention needs towards gender and social inclusion aspects. In an assessment by the World Bank of the impact of natural disasters for the period 1950-2008³ Fiji ranked second,

³ Hallegatte, Stephane, Adrien Vogt-Schilb, Mook Bangalore, and Julie Rozenberg. 2017. Unbreakable: Building the Resilience of the Poor in the Face of Natural Disasters. Climate Change and Development Series.

Vanuatu third and Solomon Islands fourth of all Pacific Island Countries and Territories. Most of these were weather related (i.e. cyclones, flooding) and resulted in millions of dollars damage that impacted substantially on GDP. While climate change modelling predicts that the number of cyclones is likely to decline, they are expected increase in intensity. Increasingly intense rainfall events will impact severely on poorly managed and/or deforested watersheds, with important consequences on lagoons and reefs and compounding the impacts of sea level rise and acidification over the coming century.

Non-climate related pressures are also resulting in significant ecosystem degradation on some Pacific Islands. Mining and logging, pollution and waste, unsustainable agriculture and land use, coastal development, invasive, non-native species and the over-exploitation of marine resources are just some of the current pressures impacting the condition of island ecosystems.

Both climate and non-climate related issues are critical at the watershed level as the small size and high land-to-boundary ratios of Pacific islands means there is strong topographical connectivity between coastal and terrestrial ecosystems. Typically, the pattern is one of forested watersheds connecting directly to the coastal zone and inshore marine environment through river and estuary systems. It follows that the health of marine ecosystems is often directly linked to the health of riparian and forest ecosystems. Similarly, there is connectivity between freshwater lenses and saltwater systems. Recognition of this connectivity has resulted in an increasing number of organisations adopting a 'ridge-to-reef' approach in addressing issues of environmental degradation, such as the sedimentation of coral reefs.

Recognising that healthy ecosystems contribute positively to the resilience of societies and biodiversity, SPREP promotes the use of an Ecosystem-based Adaptation (EbA) approach to reduce vulnerability and build resilience among ecosystems and the people that rely on them in the face of climate change and direct anthropogenic impacts in the Pacific Island region. Restoring ecosystem health requires an understanding of how human activities are impacting ecosystems and ensuring that interventions are targeted at addressing the root causes while simultaneously investing in ecosystem restoration activities. Human impacts on ecosystems and underlying root causes are often entrenched in societal structures, where traditional lifestyles, gender dimensions and social hierarchies are strong drivers.

The concept of environmental goods and services, as introduced by the Millennium Development Assessment, has furthered our understanding and appreciation of the role and value of ecosystems in maintaining and strengthening the resilience of societies, economies and cultures. Economic valuation of environmental services and tools like cost-benefit analysis help us better comprehend and value how much we rely on the 'free' services provided by the natural environment. SPREP seeks to promote the use of ecosystem valuation and natural solutions as part of a broader suite of adaptation responses to climate change and non-climate related pressures. In doing so, it is considered crucial to apply a gender and social inclusion lens and to shift away from a purely needs-based approach to a human rights-based approach where fundamental rights such as the right to food, the right to a livelihood or the right to participation are addressed allowing empowered and resilient responses of all community groups towards the management of their natural resources.

2. The By-catch and Integrated Ecosystem Management (BIEM) Initiative

As part of the Pacific-European Union Marine Partnership (PEUMP) Programme⁴, funded through the Eleventh Round of the European Development Fund (EDF 11), SPREP is the executing agency for Key Result Area 5, the By-catch and Integrated Ecosystem Management (BIEM) Initiative. The goal of the Initiative is to reduce the by-catch of threatened species in Pacific islands' fisheries and to improve the condition of the coastal environment through an integrated approach to coastal management, including marine spatial planning and ecosystem-based adaptation to climate change.

Washington, DC: World Bank. doi:10.1596/978-1-4648-1003-9. License: Creative Commons Attribution CC BY 3.0 IGO

⁴ See Annex 4

Through the BIEM Initiative SPREP is working with the with a multi-Ministerial Steering Committee, Provincial Governments and partners in Fiji to deliver their priorities to halt the decline of biodiversity and strengthen the sustainable management of their coastal and marine ecosystems through an integrated ridge-to-reef management approach.

Specifically, two Key Result Areas are focused on developing and implementing a widely supported GSI and human rights sensitive integrated ecosystem management (IEM) plan for Navua catchment and Beqa Lagoon area, Central Province, that identifies realistic activities to increase the natural adaptive capacity of coastal habitats to promote a healthy and safe environment, support sustainable livelihoods as well as subsistence-based lifestyles, reduce poverty in the long run and contribute to the delivery of Fiji's conservation priorities. This is a new initiative that will seek to complement and strengthen existing activities in the Navua catchment and Beqa Lagoon area.

Initial steps will involve scoping, pre-planning and stakeholder engagement to build understanding and trust amongst communities and stakeholders in the area. The collection and analysis of baseline data identifying the biodiversity within marine and terrestrial ecosystems will be obtained through implementation of Rapid Biological Assessments (BIORAPs) as well as socio-economic information (food security needs, dependence on access and use of marine and land-based resources for a living, livelihoods dependencies and alternative livelihoods as buffers against poverty, traditional knowledge, well-being factors) will be obtained through situational analysis and community mapping, Ecosystem and Socio-economic resilience Analysis and Mapping (ESRAM) and Environmental and Socio-economic Vulnerability and Opportunity Assessments (ESVOA).

An integral part of the data collection process will be to work with community members and other stakeholders to undertake the surveys with the aim of strengthening their understanding about the status and threats to the ecosystems that they rely upon and empowering them to make informed conservation management and planning decisions to ensure the long-term conservation of biodiversity and the essential ecological services it provides. Engagement with communities and other stakeholders will also enable input of local and traditional knowledge to the assessment where relevant and permitted. Using this data and knowledge, an integrated ecosystem management (IEM) plan for Navua catchment and Beqa Lagoon area will be developed and prioritised activities will be implemented.

3. Requirements of the contract

SPREP and the Ministry of Environment is inviting tenders from qualified and experienced consultants or organisations to engage with communities and stakeholders in the Navua catchment and Beqa Lagoon area, Central Province, Fiji (identified in Annex 2) to build their understanding and support for the initiative, conduct situational analysis and mapping, BIORAPs, ESRAM and ESVOA and use the information collected to develop a GSI and human rights sensitive integrated ecosystem management plan for the area. Specifically, the following outputs are required against each of the project objectives by the milestones identified in Table 1.

Table 1: Objectives, outputs and milestones

Objectives	Outputs	Milestone
1. Fully executed contract that delivers objectives and associated outputs to time and quality	1.1 Project Inception Report providing: <ul style="list-style-type: none"> a. Literature review. b. Proposed training and survey methodologies c. List of stakeholders to be engaged. d. Output 2.1 GSI compliant Communications and Visibility plan 	Within 1 month of signing the contract.

	<p>e. Output 3.1: GSI, human rights and poverty alleviation mainstreaming strategy.</p> <p>f. Detailed budgeted work plan.</p>	
	1.2 Progress report 1: to include outputs 2.2 and 2.3 & updates against other Milestones.	3 months after signing the contract.
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2. Build understanding and support for the Navua catchment and Beqa Lagoon area ridge to reef initiative amongst communities and stakeholders.	2.1 EU, SPREP and Ministry of Environment endorsed GSI compliant Communications and Visibility plan (for the entire contract period).	Within 1 month of signing the contract.
	2.2 Report detailing stakeholder engagement activities, including inception meeting(s) with target communities, government agencies, CSOs and private businesses.	Updated as an Annex to Project Inception Report, Progress report 1 & 2, With Final report
	2.3 Implementation of approved GSI compliant Communications and Visibility plan.	With Final report
3. Put gender, human rights and poverty alleviation considerations at the heart	3.1 GSI, human rights and poverty alleviation mainstreaming strategy (as Annex in Output 1.1)	Within 1 month of

<p>of the planning and implementation of activities.</p>		<p>signing the contract.</p>
<p>4. Map and assess the ecological status of the selected coastal area and associated catchments that coastal communities depend upon for their livelihoods.</p>	<p>3.2 Situational analysis 3.3 Community and activity map</p> <p>4.1 Map of key coastal and terrestrial ecosystems in associated catchments. 4.2 Rapid Biodiversity Assessment identifying important food-security and other species requiring conservation management, and their ecosystems. 4.3 Presentation of key findings and recommendations from the BIORAP to communities and SC members.</p>	<p>6 months after signing the contract</p> <p>9 months after signing the contract.</p>
<p>5. Assess the threats to ecosystems, livelihoods and human health as a result of current/planned resource use and the expected impacts of climate change and identify opportunities to address them. In doing so, identify key users of selected coastal areas and associated catchments by gender, age, disability, ethnicity and socio-economic status Apply a GSI lens when identifying threats and risks as well as opportunities for best adaptation</p>	<p>5.1 Ecosystem and socio-economic resilience analysis and mapping report. 5.2 Presentation of key findings and recommendations from the ESRAM to communities and SC members.</p> <p>5.3 Ecosystem-based Adaptation (EbA) Options Report 5.4 Presentation of key findings and recommendations from the EbA Options Report</p> <p>5.5 Environmental and socio-economic vulnerability and opportunity assessment report. 5.6 Presentation of key findings and recommendations from the ESVOA.</p>	<p>9 months after signing the contract.</p> <p>12 months after signing the contract.</p> <p>12 months after signing the contract.</p>
<p>6. Develop and secure endorsement of a widely supported integrated ecosystem management plan for the Navua catchment and Beqa Lagoon area that identifies realistic activities to increase the natural adaptive capacity of coastal habitats to promote human health and poverty reduction, support</p>	<p>6.1 Draft integrated ecosystem management plan for the Navua catchment and Beqa lagoon focal area with GSI, human rights and poverty alleviation considerations clearly identified. 6.2 Presentation of the draft integrated ecosystem management plan for the Navua catchment and Beqa lagoon focal area to BIEM Steering Committee, Provincial Governments and communities to secure their feedback, including on proposed priority activities.</p>	<p>15 months after signing the contract.</p>

<p>sustainable livelihoods and contribute to the delivery of Fiji's conservation priorities.</p>	<p>6.3 Final integrated ecosystem management plan for the Navua catchment and Beqa lagoon focal area with GSI, human rights and poverty alleviation considerations clearly identified.</p>	<p>18 months after signing the contract.</p>
<p>7. Work with and increase the capacity of women, men and the youth in coastal communities, Government authorities and partners to actively manage natural resources.</p> <p>Identify appropriate capacity building activities carefully with regards to existing power dynamics and gender roles as to meet the 'do no harm' minimum standard. Capacity building opportunities should allow, however, for empowerment and agency enhancement such as building confidence through knowledge and training or support inclusive decision making</p>	<p>7.1 Report detailing capacity building activities undertaken throughout the contract life cycle, disaggregated by age, gender, ability, ethnicity and socio-economic status and affiliation to recognised groups/ organisations.</p>	<p>26.04.2024</p>

3.1 Further detail of requirements for each Objective

Objective 1: Fully executed contract that delivers objectives and associated outputs to time and quality.

Output 1.1: Project Inception Report.

1.1.a. Literature review: To inform the design approach, a review of available academic and grey literature on the status of biodiversity, ecosystems and management classifications, geo-political institutional arrangements, the socio-economic and cultural circumstances of communities and past, current and planned interventions relevant to the development and implementation of an integrated ecosystem management plan for the Navua catchment and Beqa lagoon area. The existing review undertaken by SPREP will be shared with the successful contractor to augment.

1.1.b. Proposed training survey methodologies: in line with the requirements set out under Objectives 3, 4 and 5, a detailed description of the survey methodologies should be submitted, identifying the proposed geographical areas and communities that will be surveyed, the approaches to be used, with links to relevant examples of existing reports that demonstrate the details of each output.

1.1.c. List of Stakeholders: as far as possible, this list should include the names, contact details and addresses of individuals and organisations/entities that will be engaged in the trainings, surveys and development of the integrated ecosystem management plan.

1.1.d. GSI, human rights and poverty alleviation mainstreaming strategy: this is further described under Output 3.1.

1.1.e. Detailed budgeted work plan: this should be an updated version of the detailed costed workplan submitted when tendering (Evaluation criteria 6.1.j), updating and where necessary elaborating on the activities to be completed under each Objective, the weeks the work will be undertaken, and the budget assigned to each activity.

1.1.f. Proposed template of 'Output 7.1 Report detailing capacity building activities undertaken throughout the contract life cycle': this is further described under Output 7.1.

Outputs 1.2 – 1.6: Progress reports using the template provided in Annex 3.

Output 1.7: Final report. Template to be agreed with the contractor at least 2 months before submission date.

Objective 2: Build understanding and support for the Navua catchment and Beqa Lagoon area ridge to reef initiative amongst communities and stakeholders.

Output 2.1: The EU, SPREP and Ministry of Environment endorsed Communications and Visibility plan should identify the planned communication and visibility activities associated with activities throughout the lifetime of the contract in the template provided in the 'BIEM Initiative Communication Guidelines for Contractors'.

Output 2.2: Report detailing stakeholder engagement activities, including inception meeting(s) with target communities, government agencies, NGOs/CSOs and private businesses should include signed attendance sheets, photographic evidence as well as a summary of the outcomes of the meetings held to introduce the initiative and inception meetings at the Provincial Government, District and community

Objective 3: GSI, human rights and poverty alleviation considerations are at the heart of the planning and implementation of activities, meaning integral to all activities as cross-cutting themes where possible.

Output 3.1: the GSI, human rights and poverty alleviation mainstreaming strategy is required by 28 October 2022 (as part of Output 1.1) to provide clarity on the approach the consultant will take to ensure that GSI, human rights and poverty alleviation considerations are at clearly considered in the planning and implementation of activities in each component of the work.

Output 3.2: the situational analysis should provide an overview of:

- i. local governance and stakeholders
- ii. the socio-economic circumstances of communities and stakeholders in the focal area
- iii. past, existing and planned initiatives
- iv. key risks and issues

Output 3.3: the community and activity maps should provide clarity on the location of natural resources relied upon by the community, including resource extraction, agriculture, waste and sanitation infrastructure and outline the users by gender, age, disability, ethnicity, socio-economic status and community/organisation.

Objective 4: Map and assess the ecological status of the selected coastal area and associated catchments that coastal communities depend upon for their livelihoods.

Outputs 4.1 Map of key coastal and terrestrial ecosystems in associated catchments, 4.2 Rapid Biodiversity Assessment (BIORAP) and 4.3 Presentation of key findings and recommendations from the BIORAP: The objective of these components of the project is to build the capacity and engage women, men and youth from communities, the government and non-government organisations (NGOs)

in the planning, implementation and reporting of a scientifically robust BIORAP with the aim of strengthening their understanding of the status of biodiversity and the ecosystems that communities rely upon and empowering them to make informed conservation management and planning decisions to ensure the long-term conservation of biodiversity and the essential ecological services it provides. These decisions should be reflected in the integrated ecosystem management plan for the area.

The scope of the work will be to:

- Map and sample the range of representative marine and terrestrial habitats and their condition. Survey locations and methods are to be proposed based on the *Guidelines for undertaking rapid biodiversity assessments in terrestrial and marine environments in the Pacific*, previous BIORAPs, and discussions with relevant community members, Government Officers and SPREP staff.
- Include the following flora and fauna groups:
 - marine resources including:
 - coral reef health, coral taxonomy, marine invertebrates and targeted invertebrates, fish biodiversity, targeted fish and threatened, endangered or protected (TEP) species, and sea birds;
 - mangrove, seagrass, and marine algae health and taxonomy;
 - terrestrial flora and fauna including high value food-security species, birds and bats and other species identified as being of local, national or international importance or able to be opportunistically sampled;
 - terrestrial and marine invasive species including plants, animals (ants, rats etc.), and aquatic algae invasive species.
 - to engage with communities and other stakeholders to enable input of local and traditional knowledge to the BIORAP assessment where relevant and permitted.

Requirements:

- a. As part of Output 1.1, undertake a literature review, propose survey locations and survey methods based on the *Guidelines for undertaking rapid biodiversity assessments in Terrestrial and Marine Environments in the Pacific*⁵ (Guidelines), previous BIORAPs, and in discussion with relevant community representatives across traditional hierarchical structures, Government officers and SPREP staff. The final survey locations will be agreed with SPREP and the Ministry of the Environment.
- b. Design a process that actively engages trained community members, Government officers, and NGO representatives in the design, implementation and reporting of BIORAPs.
- c. In line with Section 11 of the Guidelines, train women, men and youth from local communities, national and local government officers and NGO representatives in the design, implementation and reporting of scientifically robust marine and terrestrial BIORAPs. It is expected that training is offered to a minimum of 50 people as it is envisaged that trainees will form a key component of the team involved in undertaking the BIORAPs.
- d. Arrange and manage all in-country logistics including organising boats, land transport, food, accommodation, and provision of dive tanks for the survey work.
- e. Assemble and manage a team of marine and terrestrial biodiversity experts and trainees to complete the BIORAPs, ensuring that high value food-security species are included.
- f. Take high-quality photographs and videos during the survey that showcase the survey work and the species and ecosystems surveyed. These will be presented in the full report and synthesis report, catalogued as an image database, and used for wider communication purposes.

⁵ https://www.sprep.org/attachments/Publications/BEM/Rapid_Biodiversity_Assessment_Guidelines.pdf

- g. A lead author and skilled editor to compile and deliver a BIORAP report and synthesis report of publishable quality using the template provided by SPREP and ensure that all contributors adhere to input delivery deadlines.
- h. Produce Output 4.1 Map of key coastal and terrestrial ecosystems in associated catchments that includes recommended priority conservation areas based on the results of the BIORAP for inclusion in the report and synthesis report.
- i. Produce Output 4.2 Rapid Biodiversity Assessment identifying important food-security and other species requiring conservation management, and their ecosystems in MS Word.
- j. Produce Output 4.3 and present the results of the BIORAP to women, men, youth and any marginalised groups within the communities in the focal area, national and local government officers and NGOs/CSOs and provide recommendations on realistic options to manage threats and protect high value food-security species and biodiversity of local, national or international significance for inclusion in integrated ecosystem management plans.
- k. Submit all the raw data and a data dictionary of all spatial and non-spatial data utilised and developed during the BIORAP study, all supporting materials, worksheets, photographs and reports organised into clearly labelled folders and presented to SPREP and the Ministry of Environment for upload to the National or Regional Environment Portal established under SPREP's INFORM Project. Specifically, the contractor shall ensure that:
 - i. All information collected for the reports is available to SPREP and the Ministry of the Environment.
 - ii. All data are clearly labelled, tabulated and archived, and Excel tabulation worksheets and report PDFs are used as data sources.
 - iii. All information is precise, cited, justified and obtained from national government sources, or regionally mandated authorities, followed by global data sources only when the others are not available.

Refer to:

- GUIDELINES FOR BIORAPS IN THE PACIFIC
- [Guidelines for undertaking rapid biodiversity assessments in terrestrial and marine Environments in the Pacific.](#)
- FULL BIORAP REPORTS
- [Rapid biodiversity assessment of upland Savai'i, Samoa \(BIORAP\)](#)
- [Rapid Biodiversity assessment of Vava'u, Tonga](#)
- SPC 2014 – The Pacific Gender and Climate Change Toolkit – Tools for practitioners
- The MACBIO Project Fiji Resources page for information about Fiji and SUMAs in the proposed project sites: <http://macbio-pacific.info/categories/Fiji/>

Objective 5: Assess the threats to ecosystems, livelihoods and human health as a result of current and planned resource use and the expected impacts of climate change and identify opportunities to address them.

Output 5.1 Ecosystem and Socio-economic Resilience Analysis and Mapping (ESRAM) Report and Output 5.2 presentation of key findings and recommendations from the ESRAM: The purpose of this component of the project is to engage and build the capacity of a range of key stakeholders in the planning, implementation and reporting of a gender and socially inclusive ESRAM exercise which will be used to inform the Ecosystem based Adaptation (EbA) Report.

Requirements:

- a. Design GSI and human rights sensitive ESRAM surveys for the Navua catchment and Beqa Lagoon focal area as identified in Annex 2. In doing so, identify the different users of these resources and services by gender, age, disability, ethnicity and socio-economic status as well as identifying and considering their specific needs and impacts.
- b. Train identified community members, national and local government officers and NGO representatives in the design, implementation and reporting of ESRAMs through theoretical and practical exercises.
- c. Arrange and manage all in-country logistics including organising boats, land transport, food and accommodation for the survey work.
- d. Conduct an ESRAM in the selected area, ensuring those trained have the opportunity to be actively involved in each assessment and mapping exercise.
- e. Produce Output 5.1 ESRAM Report for the focal area.
- f. Produce Output 5.2 and present the key findings and recommendations from the ESRAM, to women, men, youth and any marginalised groups within the communities in the focal area, government and NGO representatives.
- g. Submit all the raw data and a data dictionary of all spatial and non-spatial data utilised and developed during the ESRAM survey and EbA Options Report, all supporting materials, worksheets, photographs and reports organised into clearly labelled folders and presented to SPREP and the Ministry of Environment for upload to the National or Regional Environment Portal established under SPREP's INFORM Project. Specifically, the contractor shall ensure that:
 - i. All information collected for the reports is available to SPREP and the Ministry of the Environment.
 - ii. All data are clearly labelled, tabulated and archived, and Excel tabulation worksheets and report PDFs are used as data sources.
 - iii. All information is precise, cited, justified and obtained from national government sources, or regionally mandated authorities, followed by global data sources only when the others are not available.

Refer to:

- SPREP: The Pacific Ecosystems-based Adaptation to Climate Change (PEBACC) project ESRAM reports for Fiji: <https://www.sprep.org/pebacc/pebacc-esources>

Output 5.3 Ecosystem-based Adaptation (EbA) Options Report and Output 5.4 Presentation of key findings and recommendations from the EbA Options Report: the purpose of this component of the project is to engage and build the capacity of a range of key stakeholders in the planning, implementation and reporting of specific, measurable, achievable, realistic and time-bound (SMART) EbA options that will strengthen the socio-ecological resilience to the impacts of climate change and non-climate related pressures for inclusion in the integrated ecosystem management plan.

- a. In collaboration with community members, Government officers, and NGO representatives produce an EbA Options Report for the area. The report must identify, design, cost and prioritise realistic options realistic activities to increase the natural adaptive capacity of terrestrial and coastal habitats to promote human health and poverty reduction, support sustainable livelihoods and contribute to the delivery of Fiji's conservation priorities. Identified options should manage threats and protect biodiversity while minimalizing negative impacts on people's basic needs.
- b. Produce Output 5.3 the EbA Options Report
- c. Produce Output 5.4 and present to community members government and NGO representatives for consideration for inclusion within the integrated ecosystem management plan.

Refer to:

- SPREP: The Pacific Ecosystems-based Adaptation to Climate Change (PEBACC) project Ecosystem-based Adaptation: Options Assessment and Master Plans for Fiji: <https://www.sprep.org/pebacc/pebacc-esources>

Output 5.4 Environmental and socio-economic vulnerability and opportunity assessment (ESVOA) report and 5.5 Presentation of key findings and recommendations from the ESVOA: The ESVOA is designed to engage and build the capacity of the full range of community members, government and NGOs in the identification of sustainable, GSI sensitive and socially inclusive SMART activities that will promote food security, increase income, improve water access and sanitation to alleviate poverty, promote human health and wellbeing as well as people's resilience to natural shocks and climate-change related impacts. The outputs of this assessment will be considered in the development of the integrated ecosystem management plan.

Requirements:

- a. Design GSI and human rights sensitive ESVOA surveys for the Navua catchment and Beqa Lagoon area as identified in Annex 2. Apply a GSI lens when identifying threats and risks as well as opportunities for best adaptation.
- b. Train identified community members, national and local government officers and NGO representatives in the design, implementation and reporting of ESVOAs through theoretical and practical exercises.
- c. Arrange and manage all in-country logistics including organising boats, land transport, food and accommodation for the assessment.
- d. In collaboration with community members, Government officers, and NGO representatives conduct the ESVOA in the focal area, ensuring those trained have the opportunity to be actively involved in the assessment. The ESVOA should identify sustainable, gender sensitive and socially inclusive SMART activities in priority order in the final chapter of the ESVOA Report and include annexes providing the recommended design and estimated costs.
- e. Produce Output 5.4 ESVOA Report for the focal area.
- f. Produce Output 5.5 and present the key findings and recommendations from the ESVOA to women, men, youth and any marginalised groups within the communities in the focal area, government and NGO representatives.
- l. Submit all the raw data and a data dictionary of all spatial and non-spatial data utilised and developed during the ESVOA, all supporting materials, worksheets, photographs and reports organised into clearly labelled folders and presented to SPREP and the Ministry of Environment for upload to the National or Regional Environment Portal established under SPREP's INFORM Project. Specifically, the contractor shall ensure that:
 - iv. All information collected for the reports is available to SPREP and the Ministry of the Environment.
 - v. All data are clearly labelled, tabulated and archived, and Excel tabulation worksheets and report PDFs are used as data sources.
 - vi. All information is precise, cited, justified and obtained from national government sources, or regionally mandated authorities, followed by global data sources only when the others are not available.

Objective 6: Develop and secure endorsement of a widely supported integrated ecosystem management plan for the Navua catchment and Beqa lagoon area that identifies realistic activities to promote the natural adaptive capacity of coastal habitats to support sustainable livelihoods, reduce poverty and contribute to the delivery of Fiji's conservation priorities.

Output 6.1 IEM Plan and Output 6.2 the presentation of the IEM: Using the baseline data generated by outputs 3.2 – 5.5 the consultant will be expected to implement a gender sensitive and socially inclusive participatory approach to work with community, Government and NGO representatives to develop the integrated ecosystem management plan for the Navua catchment and Beqa lagoon focal area.

The scope and format of the plan will be agreed with SPREP and the Ministry of Environment within 9 months of signing the contract to enable drafting to commence 12 months prior to final submission.

Objective 7: Work with and increase the capacity of women, men and the youth in coastal communities, Government authorities and partners to actively manage natural resources. Under this cross-cutting objective, consultants should carefully identify appropriate capacity building activities with regards to existing power dynamics and gender roles as to meet the 'do no harm' minimum standard. Capacity building opportunities should allow, however, for empowerment and agency enhancement such as building confidence through knowledge and training or support inclusive decision making.

Output 7.1 reflects the primary focus of the BIEM Initiative to increase the capacity of communities, Government and NGOs to sustainably manage the natural resources that Fiji's citizens are reliant upon for food security, livelihoods and cultural wellbeing.

The final template will be agreed with SPREP following submission as part of Output 1.1. This will enable presentation of capacity building activities in an agreed format in provisional reports as part of the progress reports submitted as Outputs 1.2 and 1.3.

4. Services Required

SPREP and the Ministry of Environment is seeking the services of an organisation, consortium of organisations, or consulting company to deliver the requirements of the contract as described in Section 3.

The consultants are expected to provide their own equipment such as computers, cameras, GPS and any other equipment required by the experts to undertake the tasks. SPREP, through consultation with the consultant, will provide equipment to the trainees to enable them to join the surveys as active members of the teams.

5. Methodology

The outline methodology applied in the study needs to be developed and presented by the consultant in their response to the terms of reference. The final methodology will be elaborated with input from SPREP and the Ministry of Environment through the production and approval of Output 1.1.

Special note must be taken of the following factors:

- The design, implementation and reporting of the BIORAP, ESRAM and ESVOA exercises must:
 - involve and build capacity of women, men and youth from the focal area, national and local government and NGO stakeholders to build their capacity to repeat such exercises; and
 - reflect the need for gender and social inclusion and human rights-based approaches to be a central part of each step of the process.

6. Expertise

The Consultant is expected to have the following expertise:

- Inclusion of multiple relevant disciplines within the team, including local partner(s) from Fiji that are fluent in one or more of the languages spoken in the area.
- Experience in the use of inclusive participatory research approaches in Fiji.

- Experience in training and capacity building in Fiji.

7. Deliverables

The Consultant is expected to deliver the outputs identified in Section 3, noting:

1. All draft and final outputs should be submitted to SPREP in Microsoft Word, Excel or PowerPoint. If the contractor wishes to use another format this needs to be agreed in advance with the Project Manager.
2. All training and survey reports must include the names of the individuals trained and involved in the surveys, disaggregated by age, gender, disability, ethnicity, socio-economic status and community/organisation.
3. Community focused, easily digestible synthesis presentations of draft outputs 3.1 – 6.1 should be developed and presented to communities, Government and NGO representatives as part of the gender and socially inclusive participatory process to share results of surveys and planning activities and provide an opportunity to provide feedback and inform the final outputs.
4. Draft copies of outputs 3.1 – 6.1 should be shared with SPREP and the Ministry of Environment prior to the final submission date to enable feedback to be considered by the contractor in production of the final outputs.

8. Time Frame

The indicative time frame for the submission of the outputs of this consultancy are set out in Table 1, Section 3.

9. Project Budget

The budget for the consultancy is up to a maximum of USD 280,000.

This fee should cover the following for the duration of the contract:

- expert fees, including to complete stakeholder engagement, training, survey work and report writing.
- all travel for members of the consultancy team.
- marine and terrestrial survey equipment purchase and hire, including, but not limited to boat, vehicle and dive equipment hire.
- food costs for all participants during the trainings, surveys, and community meetings.
- associated communication (including collection of high-resolution video footage and photographic stills for promotional and documentational use) and office costs.

SPREP will cover the following costs for the duration of the contract:

- domestic travel and per diems for trainees and government officials while they are away from their normal place of work/home to attend training, surveys and community meetings.
- Equipment for trainees: buoyancy aids, handheld GPS devices, digital cameras, notebooks & pens, backpacks, waterproof jackets, T-shirts.
- proofreading the final draft and the publication of the outputs.

10. Provision of Monitoring and Progress Control



The consultant will be working under the direct supervision of the BIEM Initiative Manager and in liaison with the SPREP and the Ministry of Environment consultant BIEM Initiative coordinators, the BIEM Communications and Visibility consultant.

The consultant will be expected to liaise with and present the progress updates to the BIEM Initiative Steering Committee in line with the progress reporting milestones.

11. Timing

This contract will only be awarded by SPREP once the BIEM Initiative is formally extended to April 2025 through agreement with the European Union.

This contract is expected to be signed by SPREP and the successful applicant by March 2023 and the work is expected to be completed by September 2024. If delays are experienced, the contract end date will be no later than 31 December 2024.

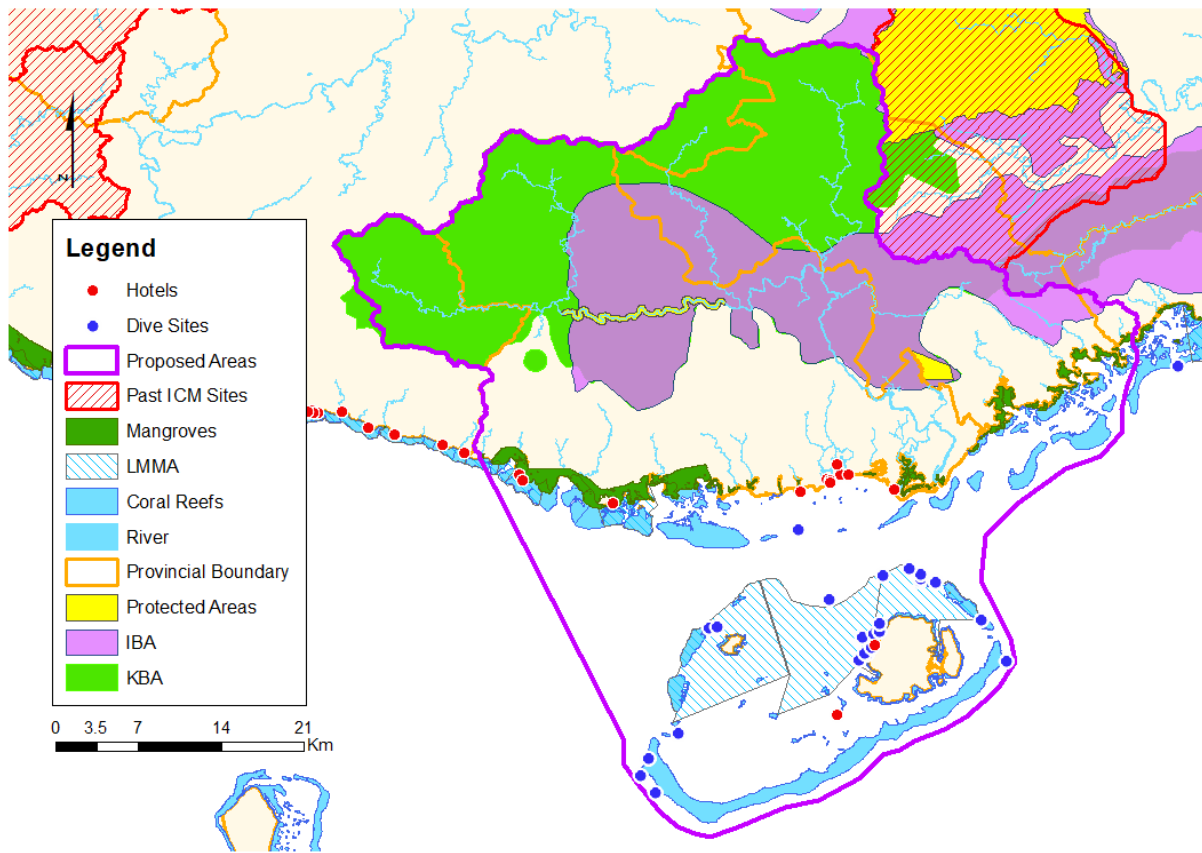
Annex 2: The proposed BIEM Initiative Navua catchment and Beqa Lagoon ridge to reef focal area

Approximate Area: 238,097ha (watershed area ~138,900ha)

N.B.: The extent of the focal area is subject to agreement with the traditional landowners and relevant Government authorities, but it will not increase in size.



© Google Maps





APPENDIX 3

Progress report template

This template is provided as a guide and can be adapted through email consultation with SPREP's contract manager if required.

Page 1:

**AP_2/39 - PEUMP Programme By-catch and Integrated Ecosystem Management Initiative:
Development of a widely supported integrated ecosystem management plan for the Navua
catchment and Beqa Lagoon area, Central Province, Fiji.**

Progress Report (*insert number*)

1. Executive Summary:

(To set out the status of identified activities in relation to prescribed milestones:

- a. *have been completed in line with prescribed milestones*
- b. *are partially completed*
- c. *have not been initiated at all*



Page 2 – as necessary

2. Progress against each objective and activity:

Objective and Outputs	Progress
1. Fully executed contract that delivers objectives and associated outputs to time and quality	
1.1 Project Inception Report providing: <ul style="list-style-type: none"> a. Literature review. b. Proposed training and survey methodologies c. List of stakeholders to be engaged. d. Output 3.1: GSI, human rights and poverty alleviation mainstreaming strategy. e. Detailed budgeted work plan. f. Proposed template of Output 7.1: Report detailing capacity building activities undertaken throughout the contract life cycle. 	<ul style="list-style-type: none"> a. <i>have been completed in line with prescribed milestones</i> b. <i>are partially completed</i> c. <i>have not been initiated at all</i> d. <i>are not due to be initiated until xx</i>
1.2 Progress report 1: to include outputs 2.2, 3.1 and 3.2. and a provisional report for output 7.1.	
1.3 Progress report 2: to include outputs 4.1, 4.2, 5.1, 5.2 and a provisional report for output 7.1.	
1.4 Final report: to include outputs 6.1 and 7.1	
2. Build understanding and support for the Navua catchment and Beqa Lagoon area ridge to reef initiative amongst communities and stakeholders.	
2.1 EU, SPREP and Ministry of Environment endorsed Communications and Visibility plan	



2.2 Report detailing stakeholder engagement activities, including inception meeting(s) with target communities, government agencies, CSOs and private businesses.	
3. Put gender, human rights and poverty alleviation considerations at the heart of the planning and implementation of activities.	
3.1 Gender, human rights and poverty alleviation mainstreaming strategy (as part of Output 1.1)	
3.2 Situational analysis	
3.3 Community and activity maps	
4. Map and assess the ecological status of the selected coastal area and associated catchments that coastal communities depend upon for their livelihoods.	
4.1 Map of key coastal and terrestrial ecosystems in associated catchments.	
4.2 Rapid Biodiversity Assessment (BIORAP) identifying important food-security and other species requiring conservation management, and their ecosystems.	
5. Assess the threats to ecosystems, livelihoods and human health as a result of current/planned resource use and the expected impacts of climate change and identify opportunities to address them.	
5.1 Ecosystem and socio-economic resilience analysis and mapping (ESRAM) report.	
5.2 Environmental and socio-economic vulnerability and opportunity assessment (ESVOA) report.	
6. Develop and secure endorsement of a widely supported integrated ecosystem management plan for the Navua catchment and Beqa Lagoon area that identifies realistic activities to increase the natural adaptive capacity of coastal habitats to promote a healthy and safe environment, support sustainable livelihoods as well as subsistence-based lifestyles, reduce poverty in the long run and contribute to the delivery of Fiji's conservation priorities	



6.1 Integrated ecosystem management plan for the Navua catchment and Beqa lagoon focal area with gender, human rights and poverty alleviation considerations clearly identified.	
7. Work with and increase the capacity of women, men and the youth in coastal communities, Government authorities and partners to actively manage natural resources.	
7.1 Report detailing capacity building activities undertaken throughout the contract life cycle, disaggregated by age, gender, ability, status, and affiliation to recognised groups/ organisations.	



3. Issues and Risk Matrix: *(An issue is an unexpected event that is already affecting the delivery of your planned activities. A risk is any unexpected event that can affect your planned activities— for better or for worse. Issues and Risk cans reflect anything: people, processes, technology, and resources. In the proposed solution column, list what you plan to do to mitigate the identified risk so that it does not negatively affect your progress).*

Objective / Output	Issue	Proposed solution
1		
2		
3		
4		
5		
6		
7		
Objective / Output	Risk	Proposed solution



1		
2		
3		
4		
5		
6		
7		

4. Appendices:

(Attach required reports/defined outputs in the Appendices of the progress report).

Annex 4: The Pacific-European Union Marine Partnership Programme

The Pacific-European Union Marine Partnership (PEUMP) Programme addresses some of the most serious challenges faced by the region. Among these are the increasing depletion of coastal fisheries resources; the threats to marine biodiversity, including negative impacts of climate change and disasters; the uneven contribution of oceanic fisheries to national economic development; the need for improved education and training in the sector; and the need to mainstream a rights-based approach and to promote greater recognition of gender issues within the sector.

This 5-year programme started in September 2018 and is funded by the European Union (EUR 35 million) with additional targeted support from the government of Sweden (EUR 10 million). The programme provides direct assistance through regional organisations to support regional and national level activities in the Pacific.

The PEUMP Programme combines a regional and national approach, paying specific attention to actions and services delivered at country level to promote and direct positive changes for target groups, in particular women, youth and the most vulnerable groups.

The PEUMP Programme's **overall objective** is to *'Improve the economic, social and environmental benefits for 15 PACPs arising from stronger regional economic integration and the sustainable management of natural resources and the environment'*.

The **specific objective (outcome)** is to *'support sustainable management and development of fisheries for food security and economic growth, while addressing climate change resilience and conservation of marine biodiversity'*.

To address the main priority areas identified in the formulation phase, a demand-driven approach, recognising the diversity of needs and opportunities across the 15 PACP countries, the Programme adopts an integrated approach, with inter-related components implemented by several agencies, revolving around six KRAs and the Programme Management Unit based in Suva, Fiji. Four main agencies are implementing / or have been implementing the KRAs through a multisectoral approach: 1) The Pacific Community (SPC), which is the lead agency for the programme and will be responsible for its overall management, 2) the Pacific Islands Forum Fisheries Agency (FFA), 3) SPREP and 4) The University of the South Pacific (USP). In addition, the PEUMP is also partnering with Non-Government Organisations (NGOs), which include the Locally Managed Marine Areas (LMMA), Pacific Islands Tuna Industry Association (PITIA), International Union for the Conservation of Nature (IUCN) and the World Wildlife Fund (WWF).

The six KRAs are aligned with the two focal sectors of the regional roadmap – oceanic and coastal fisheries and are as follows:

Oceanic Fisheries

- KRA 1 - High quality scientific and management advice for oceanic fisheries provided and utilised at regional and national levels (SPC).
- KRA 2 – Inclusive economic benefits from sustainable tuna fishing increased through supporting competent authorities and strengthening private sector capacities to create decent employment (FFA).

Coastal Fisheries

- KRA 3 – Sustainable management of coastal fisheries resources and ecosystems improved through better quality scientific information, legal advice, support, mentoring and empowerment at community level (SPC).

Coastal and Oceanic fisheries

- KRA 4 – IUU fishing reduced through enhanced monitoring control and surveillance of both oceanic and coastal fisheries, improved legislation, access to information, and effective marine area management (FFA).
- KRA 5 - Sustainable utilisation of the coastal and marine biodiversity promoted through improving marine special planning, increasing climate change resilience, enhancing conservation, mitigation and rehabilitation measures (SPREP).

Capacity development

- KRA 6 - Capacity built through education, training and research and development for key stakeholder groups in fisheries and marine resources management (USP).

Key Result Area 5: By-catch and Integrated Ecosystem Management

SPREP has been awarded 6.3 million Euros to implement the By-catch and Integrated Ecosystem Management (BIEM) component of the PEUMP Programme and the work is due to be completed by December 2024. BIEM activities are designed to ensure they are relevant to all south Pacific countries. However, to maximise the positive impact of the work with the funding and time available, the BIEM team will focus the majority of activities in Fiji, PNG, Solomon Islands, Tonga and Vanuatu.

SPREP and its partners are dedicated to working to assist these Pacific countries meet their priorities in the sustainable management of their coastal resources and marine biodiversity, focusing on eight integrated key result areas (KRAs) identified in Table 1.

SPREP has sub-contracted the International Union for the Conservation of Nature (IUCN) and TierraMar Consulting Pty Ltd (TierraMar) to lead the delivery of some elements of the work. The organisational responsibilities are identified in Table 1.

Table 1: The 8 integrated KRAs of the BIEM Initiative

KRA-5 Component	Geographical scope:	KRA Lead
5.1 Marine Spatial Planning	Solomon Islands, Fiji	IUCN
5.2 Integrated 'ridge to reef' ecosystem strategies and coastal zone management planning	Fiji, Vanuatu	SPREP
5.3 Development and integration of climate change adaptation strategies into coastal community plans	Fiji, Vanuatu	
5.4 Assessment of by-catch of endangered species and extinction risk evaluated	Regional	SPREP and TierraMar
5.5 Development and implementation of by-catch mitigation strategies	Fiji, Solomon Islands, Papua New Guinea, Tonga, Vanuatu	
5.6 Capacity development through research grants to citizens of the Pacific Islands	Regional	
5.7 Support for community monitoring and protection of endangered species	Fiji, Solomon Islands and Vanuatu	
5.8 Capacity development on Non-Detrimental Findings process for CITES partners	Regional - CITES partner countries	

Management and Operations

The BIEM Management Unit (MU) has been established by SPREP in Suva to provide logistical, financial, and administrative and communication support and coordinate the delivery of the eight BIEM components.

The MU also has responsibility to ensure that BIEM activities are coordinated effectively as part of the wider PEUMP Programme. The MU will work collaboratively with Programme members, Countries and other partners under the guidance of the PEUMP Programme Management Unit to achieve this.