



REQUEST FOR TENDERS

RFT: PBS 2024_005
File: AP_2/43
Date: 25 April, 2024
To: Interested consultants
From: Etienne Delattre, Pacific BioScapes Programme Manager

Subject: Request for tenders (RFT): Coordinator (Service-Based Consultancy) – National Protected Areas Network Policy Framework, Federated States of Micronesia (FSM-PAN), EU-ACP Pacific BioScapes Programme. (Act 1.1.6)

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 wishes to call for tenders from qualified and experienced consultants who can offer their services to be engaged as Coordinator, FSM-PAN Policy Framework (Service-Based Consultancy) for the EU-ACP Pacific BioScapes Programme, to work on a service consultancy basis and provide specific administrative and technical support to the project.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: <https://library.sprep.org/sites/default/files/sprep-organisational-values-code-of-conduct.pdf>. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.4. SPREP Standard Contract Terms and Conditions are non-negotiable

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:



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

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and in the Terms of Reference and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should be submitted in English and outline the interested consultant's complete proposal:
 - a) **SPREP Tender Application form and conflict of interest form.** (*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered*).
Provide examples of past related work outputs
For the Technical and Financial proposals you may attach these separately.
 - b) **Honour form**
 - c) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
 - d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
 - e) **Financial Proposal** – provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
 - f) Where relevant provide:



- i. Business registration/license (For Entities/ Individual consultant's as per relevant national legislations)
 - ii. Tax Identification Number (TIN) Letter (If applicable for Individual consultant's as per relevant national legislations)
- 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 May 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 14 May 2024.
 - 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 – 85%

Criteria	Detail	Weighting
Experience	Associate of Science (AS) degree / Bachelor's degree, preferably a Masters in biodiversity-related environmental science, natural/environmental sciences, environmental management, resource management or related natural science disciplines and/or at least 5 years of experience in protected areas, biodiversity conservation and other relevant areas, particularly for the Federated States of Micronesia.	10%
	At least 5 years of demonstrated project/programme management and stakeholder coordination experience.	15%
	At least 5 years of experience working with national and state governments and institutions that are concerned with protected areas, natural resources and/or environmental management in Micronesia.	15%
	Demonstrated knowledge of global and regional environmental issues, in particular: (i) the Convention on Biological Diversity, (ii) the Micronesia Challenge, (iii) the SAMOA Pathway, (iv) and other biodiversity-related multilateral environment agreements and regional agreements.	10%
	Demonstrated knowledge of accepted and emerging environment issues specifically in nature conservation relevant to the FSM and the Pacific Island countries and territories.	5%
	Experience in environmental policy development, as well as, in biodiversity conservation and biodiversity finance would be an advantage.	5%
	Excellent oral and written communication skills in English	5%
Technical Proposal/Methodology	a. recommended approach to deliver scope of work in the attached terms of reference. b. key sources/data to inform the assignment and relevant stakeholders; and c. detailed work plan clearly outlining milestones and delivery timelines.	20%

II. Financial Score – 15%

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: 30th May 2024, 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 PBS 2024 _ 005: Coordinator (Service- Based Consultancy) – National Protected Areas Network Policy Framework, Federated States of Micronesia (FSM- PAN), EU- ACP Pacific BioScapes Programme. (Act 1.1.6)'

Mail: SPREP

Attention: Procurement Officer

PO Box 240

Apia, SAMOA

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

Fax: 685 20231

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

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

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

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



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

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

Annex A: Terms of Reference

Coordinator (Service-Based Consultancy) - National Protected Areas Network Policy Framework, Federated States of Micronesia (FSM-PAN) (Act 1.1.6)

Background

Funding has been received under the EU-ACP *Pacific Biodiversity and Sustainable Land-Seascapes (Pacific BioScapes) Programme*. The programme, a 5-year initiative managed and implemented by the Secretariat of the Pacific Regional Environment Programme (SPREP), will contribute to the sustainable development of Pacific SIDS by supporting and improving the management and sustainable use of marine and coastal resources. It provides an opportunity to address critical issues concerning coastal and marine biodiversity, and ecosystem-based responses to climate change adaptation. Pacific SIDS continue to face growing environmental challenges with the potential to drastically impact the natural assets upon which the foundation of their national economies and community livelihoods depends. The programme will apply ridge-to-reef and other management approaches to take into account both marine and terrestrial environments and to contribute to addressing barriers to effective conservation and sustainable use of biodiversity.

The islands of the FSM are home to some of the most biologically diverse terrestrial and marine areas in the world. FSM's unique plants and animals exist in the context of a full range of ecosystems and communities found across the islands in the FSM, and thus, these ecosystems themselves must be protected. As the governors of all living and non-living resources from land to twelve nautical miles seaward from the traditional baseline, state governments bear the principal responsibility for the management, protection, and development of all resources within their respective boundaries. States, therefore, must be encouraged and supported by the national government in their efforts to protect biodiversity in the FSM through the creation of protected areas. This process must also involve non-governmental organizations (NGOs), municipalities, traditional leaders, communities and individual resource owners in order to be successful.

A nationwide Protected Areas Network will allow the national government to assist states and communities in the protection of significant areas of biodiversity, key habitats, and other valuable resources that are important to the future stability and health of the FSM. It will also assist the national government, states and other partners to leverage and secure technical and funding partnerships from regional and international entities.

Objectives:

- To provide oversight and coordinate activities of the FSM National Protected Areas Policy Framework
- To assist FSM R&D and partners to operationalize the Protected Areas Network (PAN)
- To provide institutional strengthening to FSM-PAN focal points and partners once operationalized
- To support FSM with its commitments to the CBD, the UNFCCC, and the Micronesia Challenge.

Scope of Work

- Act as the primary point of contact with the state focal points, any other national or state government agencies, the Micronesia Conservation Trust (MCT), and other local, regional or international conservation organisations involved in the implementation of the FSM Protected Area Network (PAN), starting with its operationalization.



- Work closely with state focal points, the technical committee, and the Secretary (R&D) to manage the process of collecting and reviewing applications received to join the FSM PAN.
- Manage the process of collecting and reviewing funding requests, working closely with Management Units - during the annual budget cycle, the MCT - during any competitive solicitations' cycles, the technical committee, and the Secretary (R&D).
- Serve as Secretariat of the technical committee, including but not limited to setting and organizing and preparing agendas for all technical committee meetings, taking notes and minutes, and keeping all records of technical committee decisions
- Collect and house all monitoring and reporting information provided by the state focal points, MCT, and/or other sources related to the implementation of the Protected Areas Network.
- Assist in formulating additional policies, any national legislation, or regulations, as necessary, to implement the Protected Areas Network.
- Prepare Annual PAN reports to be provided to relevant stakeholders.
- Coordinate national protected area data reviews and updates for the World Database on Protected Areas, working closely with relevant SPREP and the Micronesia Challenge Regional Office personnel.
- Assist with facilitating access to national and/or site-based protected area management effectiveness evaluation reports for the Global Database on Protected Area Management Effectiveness (GD-PAME).
- Assist with identifying and designating other effective area-based conservation measures (OECMs) for FSM and facilitate reporting on these areas to the World Database on OECMs (WD-OECM).
- Facilitate contributing vetted and approved protected area datasets to SPREP and for uploading to FSMs national environment data portal.
- Support the FSM Micronesia Challenge Focal Points (Assistant Secretary for Marine and State Focals) to compile information, track status, support presentations and other requests for information as required by the FSM.

Reporting requirements

The consultant will be required to prepare and submit the following reports to SPREP, through the FSM R&D:

- Monthly reports to update on progress for all tasks outlined in this TOR and the approved workplan
- Interim Consultancy Report.
- Final Consultancy Report.

Remuneration

SPREP expects this to be equivalent to a full-time position. Financial offers should be made in USD based on a monthly rate; the budget for services provided is up to **USD 82,000**.

Payments will be made upon submission of monthly reports and its acceptance by the Pacific BioScapes Project Manager and Marine Resources Division in FSM, this is to be accompanied with appropriate invoices, in accordance with an agreed workplan.

There will be an operational budget for agreed disbursements, including travel and per diem.

Travel throughout the focal area will be required and will be paid for through the individual project's budget in line with SPREP's travel policy.



Work arrangements

The consultant will be equipped with a laptop, and a dedicated workspace within the Marine Resource Division.

The consultant will be based in the offices of the FSM R&D and will work closely, consult regularly with and report directly to the Assistant Secretary for the Marine Resources Division within the FSM R&D. The consultant will also be expected to maintain regular contact with SPREP.

Travel arrangements

The consultant is expected to travel regularly to each of the four States as required. Agreed and approved travel will be arranged in line with SPREP's travel policy.

Communication

It is expected that all communications related to delivering on the tasks outlined in these terms of reference will be conducted through online/virtual means.

Duration

The consultancy is expected to run for up to 28 months ending no later than 31st October 2026.

Competencies

- Strong technical skills with demonstrated ability to provide strategic policy advice across various environmental themes related to the Convention on Biological Diversity, interlinkages between biodiversity and climate change, relevant regional and national policies, plans and strategies related to biodiversity.
- Strong coordination and liaison skills, with a demonstrated ability to effectively communicate with a wide range of stakeholders across various sectors and at all levels including with government and international organizations.
- Strong drafting, presentation, communication and reporting skills.
- Timely responses to emails and requests for specific information.
- Strong computer skills, competency in MS Office applications
- Strong knowledge on the political and socio-economic context related to protected areas, biodiversity and related environmental issues in the Federated States of Micronesia, the Pacific and globally.
- Ability to work under pressure and meet deadlines, sometimes at short notice.
- Ability to work independently and in a teamwork setting.

Required Qualifications, Skills and Experience

Education:

- Associate of Science (AS) degree or Bachelor's degree in biodiversity-related environmental science, natural/environmental sciences, environmental management, resource management or related natural science disciplines and/or at least 5 years of experience in protected areas, biodiversity conservation and other relevant areas, particularly for the Federated States of Micronesia.



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Experience:

- At least 5 years of demonstrated project/programme management and stakeholder coordination experience.
- At least 5 years of experience working with national and state governments and institutions that are concerned with protected areas, natural resources and/or environmental management in Micronesia.
- Demonstrated knowledge of global and regional environmental issues, in particular: (i) the Convention on Biological Diversity, (ii) the Micronesia Challenge, (iii) the SAMOA Pathway, (iv) and other biodiversity-related multilateral environment agreements and regional agreements.
- Demonstrated knowledge of accepted and emerging environment issues specifically in nature conservation relevant to the FSM and the Pacific Island countries and territories.
- Experience in environmental policy development, as well as, in biodiversity conservation and biodiversity finance would be an advantage.

Language requirements:

- Excellent oral and written communication skills in English.