

## REQUEST FOR TENDERS

File: RP2/2/24/1  
Date: 23 October, 2019  
To: Interested suppliers  
From: Amanda Wheatley, Biodiversity Adviser

**Subject: DEVELOPMENT OF A FRAMEWORK FOR NATURE CONSERVATION AND PROTECTED AREAS IN THE PACIFIC ISLANDS REGION (2020-2025), AND HIGH LEVEL DECLARATION**

### 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. The current *Framework for Nature Conservation and Protected Areas in the Pacific Islands Region* covers the years 2014-2020 and was a key product of the 9th Pacific Islands Conference on Nature Conservation and Protected Areas which was held in Suva, Fiji in 2013. The Framework was developed based on a process including a review of the previous Action Strategy (2008-2012), and a series of consultations held with SPREP Members, NGOs, community groups as well as with participants at the 9th Pacific Islands Conference.
- 1.3. From 19-24th of April 2020, the next Conference on Nature Conservation and Protected Areas will be held in Noumea, New Caledonia. One of its main deliverables is a new Framework for Nature Conservation and Protected Areas in the Pacific Region.
- 1.4. For more information, see: [www.sprep.org](http://www.sprep.org) and [www.pacificnatureconference.com](http://www.pacificnatureconference.com)

### 2. Specifications: statement of requirement

- 2.1. SPREP is seeking consultancy services to develop a new Framework for Nature Conservation and Protected Areas.
- 2.2. The consultant will liaise and consult extensively with SPREP staff, SPREP Members and national biodiversity focal points, members of the Pacific Islands Round Table for Nature Conservation (PIRT), PIRT Working Groups, regional and international organizations and partners, and key stakeholders, including selected project sites/communities to develop a regional Framework for Nature Conservation and Protected Areas in the Pacific, and a ministerial declaration serving the uptake of the Framework.
- 2.3. Full specifications are provided in the attached Terms of Reference.

### 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
- 3.2. The consultancy will be undertaken over a continuous effective period of six (6) calendar months with approximately 24 person weeks of professional services. Work will commence immediately after contract signing.

- 3.3 The consultant must be available to attend and assist with relevant sessions at the 10th Pacific Islands Conference on Nature Conservation and Protected Areas from 19-24 April 2020 in Noumea, New Caledonia.
- 3.4 This proposal should be in two parts: **Technical** and **Financial** components addressing the attached Terms of Reference.
- 3.5 Travel and associated allowances (DSA) for agreed upon meetings and attendance at the conference, will be covered and arrangements made by SPREP.
- 3.6 The tender must be submitted in English.

#### 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 listed in the Terms of Reference. Documentation must also include supporting examples to address the evaluation criteria. Describe any additional minimum content and format requirements.
- 4.2. Tender documentation should outline the interested supplier's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.
- 4.3 Tenderer must provide details of three referees.
- 4.4 Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

#### 5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to Alvin Sen on [alvins@sprep.org](mailto:alvins@sprep.org) before **1 November 2019**. A summary of all questions received with an associated response will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 4 November 2019.

#### 6. Evaluation criteria

- 6.1. SPREP will select a preferred supplier 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 tenderer satisfies the following criteria:
  - 6.1.1 Demonstrating a clear understanding of the needs of the project;
  - 6.1.2 Demonstrated working knowledge of national, regional and global policy and frameworks relevant to the Pacific Islands region and its application to nature conservation.
  - 6.1.3. Demonstrated working knowledge of the Pacific Island Roundtable for Nature Conservation (PIRT), the Framework for Nature Conservation and Protected Areas 2014-2020, and Conference of Nature Conservation and Protected Areas.
  - 6.1.4 Knowledge of threats to biodiversity and ecosystems in the Pacific Islands Region
  - 6.1.5 Methodological discussion outlining bidder proposes to address needs of this project including assessment of key issues, analytical strategies that will underlie the project, specific techniques to be utilised, and practical discussion of possible limitations in carrying out the assignment;



6.1.6 A detailed work plan that specifies activities to be undertaken, expected outputs and deliverables, resources to be utilised and timing, and staffing and management plan.

**7. Deadline**

- 7.1. **The due date for submission of the tender is: 8 November 2019**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked TENDER: DEVELOPMENT OF A FRAMEWORK FOR NATURE CONSERVATION AND PROTECTED AREAS to one of the following methods:

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

Email: [tenders@sprep.org](mailto:tenders@sprep.org)

Fax: 685 20231

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

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

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