

# REQUEST FOR TENDERS

RFT: PBS- 2023 - 006  
File: AP 2/43  
Date: 20<sup>th</sup> June 2023  
To: Interested consultants  
From: Etienne Delattre; Programme Manager.

**Subject: Request for tenders (RFT): *Gender and Human Rights Specialist (Service-Based Consultancy) for the European Union (EU) & African, Caribbean and Pacific States (ACP) - Pacific BioScapes Programme***

## 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](http://www.sprep.org).

## 2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced *Gender and Human Rights Specialists ( Individual Consultants)* who can offer their technical expertise undertake a gender and human rights-based approaches (HBRA) analysis in order to effectively mainstream gender and HBRA into the design and formulation of the programme, and to ensure compliance with SPREP and EU policies and directives for programme and activity implementation for the duration of the EU – ACP Pacific BioScapes Programme.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: <https://www.sprep.org/attachments/Publications/Corporate Documents/spreporganisational-values-code-of-conduct.pdf>. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.4. SPREP Standard Contract Terms and Conditions are non-negotiable

## 3. Conditions: information for applicants

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

- i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
  - ii. Provide three referees relevant to this tender submission, including the most recent work completed;
  - iii. 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.*
  - iv. Provide a copy of valid business registration/license.
- 3.2 Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **conflict of interest form** provided.
- 3.3 **Tenderer is deemed ineligible due to association with exclusion criteria, including** bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.
- 3.4 Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall into any of the exclusion situations cited in 3.3 above and where applicable, that they have taken adequate measures to remedy the situation.

#### 4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and in the Terms of Reference and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should be submitted in English and outline the interested consultant's complete proposal:
  - a) **SPREP Tender Application form and conflict of interest form.** (*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered*).  
*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** – Financial offer should stipulate the consultant's daily rate in United States Dollars (USD). Hourly rate will be assumed to be the daily rate divided by 8 hours
- 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](mailto:procurement@sprep.org) before **3<sup>rd</sup> July 2023**. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by **5<sup>th</sup> July 2023**.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
- c. SPREP will determine what, if any, response should be given to a Tenderer question. SPREP will circulate Tenderer questions and SPREP's response to those questions to all other Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>) without disclosing the source of the questions or revealing any confidential information of a Tenderer.
- d. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- e. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFT or any other information given or made available by SPREP, the Tenderer should promptly notify the Procurement Officer setting out the error in sufficient detail so that SPREP may take the corrective action, if any, it considers appropriate.

### 6. Evaluation criteria

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

**I. Technical Score – 80%**

| Criteria          | Detail  | Weighting |
|-------------------|---|-----------|
| <b>Experience</b> | Formal qualifications in Gender and Social Inclusion, Human Rights, Social Sciences, Development Studies, or similar  | 15        |
|                   | Minimum of seven years relevant working experience in gender mainstreaming, gender analysis, gender statistics and/or human rights-based approaches, preferably in the Pacific region | 25        |
|                   | Experience in research and development and/or in implementation and administration of projects in regard to gender and human rights-based approaches                                  | 20        |
|                   | Experience in capacity development and training in the areas of gender and human rights-based approaches  | 20        |

**II. Financial Score – 20%**

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

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

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

**7. Variation or Termination of the Request for Tender**

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

**8. Deadline**

- 8.1. **The due date for submission of the tender is: 20<sup>th</sup> July 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 PBS\_2023-006 Gender and Human Rights Specialist (Service-Based Consultancy) for the European Union (EU) & African, Caribbean and Pacific States (ACP) - Pacific BioScapes Programme**'

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

Email: [tenders@sprep.org](mailto: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 A: Terms of Reference**

### ***Gender and Human Rights Specialist (Service-Based Consultancy) for the European Union (EU) & African, Caribbean and Pacific States (ACP) - Pacific BioScapes Programme***

#### **1. Programme Description**

SPREP is implementing a component within the framework of an existing Financing Agreement between the Organisation of African, Caribbean and Pacific States (OACPS) and the European Union (EU) for the implementation of the Intra-African Caribbean Pacific (ACP) Support Programme for ACP Small Island Developing States (SIDS) and Coastal Countries. Globally the Programme has been approved for a total of EUR 35 million under the Intra-ACP Cooperation–11th European Development Fund Strategy Paper and Indicative Programme 2014-2020 programming actions for ACP regional organisations/institutions and countries. Its overall goal is to support implementation of SDGs 14 (Life Below Water) and SDG 15 (Life on Land) concentrating on climate change, resilience building and the environment and to contribute to addressing the development challenges of ACP SIDS and coastal countries by focusing on the implementation of the SAMOA Pathway. It also promotes gender equality, human rights and good governance. The Programme component for the Pacific ACP region is the Pacific Biodiversity and Sustainable Land-Seascapes (Pacific BioScapes) Programme managed and implemented by the Secretariat of the Pacific Regional Environment Programme (SPREP). The Programme contributes 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. The Programme applies ridge-to-reef and other management approaches to include both marine and terrestrial environments and to contribute to addressing barriers to effective conservation and sustainable use of biodiversity. In total there are 30 activities funded by the Programme to address Key Result Area (KRA) 1: strengthened capacities of Pacific countries to effectively manage coastal and marine biodiversity and enhance resilience to climate change and KRA 2: support regional, national and local efforts to assess, conserve, protect, manage and sustainably use marine and terrestrial biodiversity. As well as region-wide and sub-regional activities, 11 Pacific countries (Cook Islands, Fiji, Kiribati, Republic of the Marshall Islands, Federated States of Micronesia, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga and Vanuatu) implement activities funded by the Programme with support ranging from national to community levels. SPREP works with a number of nationally and regionally based NGO and civil society partners to facilitate effective in-country and sub-regional delivery of activities. Implementation and coordination is undertaken within the SPREP Island and Ocean Ecosystems Programme with specific engagement of all sub-programmes: Coastal and Marine Ecosystems; Threatened and Migratory Species; Biodiversity; Invasive Species.

#### **2. Scope of Work**

The consultancy will contribute to ensure the effective mainstreaming of gender and human rights in the Pacific BioScapes Programme activities. A key expected outcome of the consultancy is to support the development, implementation and monitoring of a strategy and action plan that will provide guidance for embedding gender- and human rights-based (HRB) approaches- sensitive interventions in the programme, encompassing both KRAs.

Specifically, the consultant will undertake a gender and human rights-based approaches analysis in order to effectively mainstream gender and HRB approaches into the planning and implementation of the programme, and to ensure compliance with relevant SPREP and EU policies and directives, for the

duration of the programme. Under direct supervision and guidance of the Programme Manager, (s)he will work in close collaboration with the Programme's Coordination Unit (PCU), and with implementing partners. In particular, in collaboration with the M&E Specialist, the consultant will provide clear recommendations for mainstreaming gender and HRB approaches in the programme's M&E system and process including and specifically in data collection and analysis, to ensure that it supports more and better responsive actions and adequately measures impacts in relation to gender equality and HRB approaches.

**Key Responsibilities** of the role include:

1. Assess Pacific BioScapes activities developed under the programme for attention to gender sensitivities and mainstreaming, and adoption of HRB approaches.
2. Develop recommendations for promoting gender equality principles and strengthening gender and HRB approaches within the Pacific BioScapes planning and implementation.
3. Based on recommendations above, develop guiding documents that will support Pacific BioScapes implementing partners and project managers to integrate gender equality and HRB approaches into key processes and outputs.
4. Facilitate an internal workshop to present and validate findings and recommendations with the proposed guiding processes, and to familiarise and strengthen the capacity of Pacific BioScapes implementing partners on gender mainstreaming and adoption of HRB approaches.
5. Raise the profile of gender mainstreaming and HRB approaches throughout the Pacific BioScapes Programme activities and monitor and report on these.

### **3. Expected Outputs**

The consultant is expected to produce:

1. A synthesis report of assessment of Pacific BioScapes activities that summarises the results and recommendations for entry points for gender mainstreaming and strengthening of gender responsiveness and HRB approaches within the Pacific BioScapes programme
2. A guideline document for implementing partners and programme managers that will explicitly identify:
  - a) the process of gender and human-rights analysis of key environment issues as addressed by the Pacific BioScapes Programme, and impacts, such that gender and human rights sensitive management responses can be crafted accordingly;
  - b) the process of incorporating gender equality and human rights mainstreaming principles into the development and implementation of action plans developed through the programme
3. Internal workshop report
4. Annual progress reports

#### **4. Institutional Arrangements**

The consultant will be directly responsible and report to the Pacific BioScapes Programme Manager. Progress reports are required at the end of each major milestone. The consultant is required to collaborate with the Pacific BioScapes Programme Coordinating Unit (BPCU) in Suva, Fiji.

#### **5. Duration of Work**

The expected duration of this consultancy is 120 days to be distributed over a period of 40 months. The target date of commencement is 1<sup>st</sup> August 2023.

#### **6. Duty Station**

The main duty station of the consultant is Home based. However, regular consultation with the BPCU based in Suva, Fiji, (in- person or Virtually) is required for input into the review of Pacific BioScapes Programme work and to facilitate any further information needed by the consultant.

#### **7. Remuneration**

Remuneration will be based on a pre- agreed daily consultancy rate/fee. Upon approved work plan, approved timesheets on actual workdays, and delivery of agreed milestones.

The consultant will be expected to provide and cover the costs of their own mobile phone, laptop/computer equipment and associated software and stationery as part of the contract agreement.

Travel by the consultant to the region may be required from time to time within the duration of this contract, to be determined at the direction of and in consultation with the Pacific BioScapes Programme Manager. Costs for such travel will be covered separately by the Programme on the basis of SPREP's travel policy, therefore should not be costed in the Financial Proposal.

#### **8. Key Selection Criteria**

Interested consultants must have:

##### Qualifications:

- Formal qualifications in Gender and Social Inclusion, Human Rights, Social Sciences, Development Studies, or similar

##### Knowledge and Experience

- A minimum of seven years relevant working experience in gender mainstreaming, gender analysis, gender statistics and/or human rights-based approaches, preferably in the Pacific region
- Experience in research and development and/or in implementation and administration of projects in regard to gender and human rights-based approaches
- Experience in capacity development and training in the areas of gender and human rights-based approaches

##### Essential Skills

- Excellent analysis and report writing skills





**Sustainable, transformative and resilient for a Blue Pacific**

- Excellent English communication skills (oral and written)
- Ability to engage with inter-disciplinary audiences including government, non-state actors and communities
- Excellent interpersonal skills and cultural sensitivity
- Ability to work independently and as part of a core team