



REQUEST FOR TENDERS

File: AP 2/18/11
Date: 4 November, 2020
To: Interested suppliers
From: Bradley Myer, GEF6 RIP Project Manager

Subject: Request for tenders – Review and update of ‘Guidelines for Invasive Species Management in the Pacific’.

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
 - We value the Environment
 - We value our People
 - We value high quality and targeted Service Delivery
 - We value Integrity
- 1.3. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced invasive species/biodiversity consultants who can offer their services to provide expert assistance to review the document titled Guidelines for invasive species management in the Pacific: a Pacific strategy for managing pests, weeds and other invasive species / compiled by Alan Tye. - Apia, Samoa: SPREP, 2009. https://www.sprep.org/att/publication/000699_RISSFinalLR.pdf
- 2.2. This document listed the components of an invasive species management programme. It was compiled in consultation with Pacific Island countries and territories, to support them in developing their invasive species work, and to guide regional and international agencies in providing assistance to them.
- 2.3. The process to complete this review is expected to be complex. It is expected to happen over an extended period and expected to demand a degree of flexibility in the approach taken, in consultation with the SPREP Invasives Team. This need is exacerbated by, but not wholly attributable to the restrictions caused by the current pandemic and the uncertainty with regards to travel. It is expected that the consultant will look for opportunities to engage with stakeholders by identifying other meetings planned for the consultation period.
- 2.4. The scope of the service includes consultations and coordination with key stakeholders, the primary group being the SPREP Invasives Team. The consultant will be expected to facilitate workshops with broader groups of stakeholders to assess the relevance of the existing



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strategy and assess the performance of this document and opportunities for improvement by reviewing cases studies of relevant projects. The consultant will ensure all key planning documents and legislation is considered, for the completion of a final draft for submission by the date provided in the Terms of Reference, which is attached.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
- i. Complete the **tender application form** – *(please note you are required to complete all areas in full as requested on the form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV or your Technical Proposal. Failure to do this will result in the application **not** being considered);* and
 - ii. Sign the conflict of interest form provided.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and can meet the specifications and timeframes and provide supporting examples of related past work outputs to address the evaluation criteria.
- 4.2. The tenderer should complete the tender application form and conflict of interest form provided.
- 4.3. Provide three references relevant to this tender submission, including the most recent work completed.
- 4.4. The Financial proposal should be in US dollars and include all fees associated with the delivery of the updated document by the completion date. Prices should **not** include airfares and expenses.

The price in US dollars should **exclude** venue hire and catering. Printing costs associated with production of the final document should also be excluded.
- 4.5. The tenderer should supply an up to date Curriculum Vitae of all personnel to be used in fulfilling this consultancy service.

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 16 November 2020. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 18 November 2020.

6. Evaluation criteria

- 6.1. SPREP will select a preferred supplier on the basis of SPREP's evaluation of the extent to which their tender documentation demonstrates that they offer the best value for money, and that they satisfy the following criteria.
- i. Bachelor's degree (minimum) in biology/ecology/ environmental science or other relevant fields to the outputs. (10%)



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- ii. At least five years demonstrated experience in developing or reviewing of environment-related strategies and plans that include invasive species in the Pacific. Including proven track record demonstrating a history of completing equivalent projects on time, to specification and budget (40%)
- iii. Excellent communication and report writing skills, with the ability to express ideas clearly, concisely, and effectively, both orally and in writing (English). (10%)
- iv. Demonstrated experience in facilitating public forums, engaging and partnering with local authorities and communities, communication and reporting across diverse audiences in a multicultural and multi-disciplinary environment in any municipality in the Pacific region (10%).
- v. A detailed financial proposal in USD (30%).

7. Deadline

- 7.1. **The due date for submission of the tender is: 26 November 2020 midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked 'TENDER: Consultancy to Review the Guidelines for Invasive Species Management in the Pacific.

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.

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

**For any complaints regarding the Secretariat's tenders please refer to the
Complaints section on the SPREP website**

<http://www.sprep.org/accountability/complaints>



ANNEX A - TERM OF REFERENCE

Review and update of the *Guidelines for Invasive Species Management in the Pacific*.

Context and Rationale

Invasive species are an international problem, so their efficient and effective management in the Pacific requires a comprehensive approach and coordinated action by national and territorial governments, the private sector, local communities and regional agencies. To help achieve this, the [Guidelines for Invasive Species Management in the Pacific](#) (“the Guidelines”) was produced at the request of the Members of the Secretariat of the Pacific Community (SPC) and the Secretariat of the Pacific Regional Environment Programme (SPREP). It was intended to help them address the serious problem of invasive species, one of the major threats to livelihoods and biodiversity across the region, to which small island states and territories are especially vulnerable. The Guidelines were endorsed by the 19th SPREP Meeting SPC Heads of Agriculture and Forestry Meeting in 2008.

Since their endorsement, the Guidelines have provided a comprehensive framework for use by those working on invasive species management in the Pacific. Over the past decade, the Guidelines have also been used as a structural framework to inform several regional initiatives including:

- The GEFPAS regional project [“Prevention, control and management of Invasive Alien Species in the Pacific Islands”](#) 2011-2016.
- The GEF6 regional project [“Strengthening national and regional capacities to reduce the impact of Invasive Alien Species on globally significant biodiversity in the Pacific”](#) 2019-2024.
- The development of [national and territorial Invasive Species Strategy and Action Plans](#), particularly the structure of the Action Plans.
- The [Battler Resource Base](#) offers search options for Pacific resources based on the Guidelines themes.
- National and regional success is monitored and analysed on indicators based on the Guidelines thematic objectives.

In short, the Guidelines have been the guiding document for progressing invasive species management in the Pacific for some time, has served the Pacific well and have helped lead the world in regional multi-party collaboration. In 2018 the IUCN published [“Guidelines for invasive species planning and management on islands”](#) which adapted and used the Guidelines to develop a guideline for islands worldwide. This document is a great universal resource, however, consultations, surveys and discussions within the Pacific over the past four years has shown a clear preference to maintain a specific regional guideline which can make use of our regional resources and mechanisms and continue to serve us in a contextually and in a culturally relevant manner.

The services requested seek to achieve a final draft, revised Guidelines by the end of 2022, allowing time for design and publication prior to the proposed endorsement at the SPREP Meeting in late 2023. The work for graphic design, translate, publish and print the document following submission of the final draft is not included within this request for tender.

The successful consultant must supply the services to the extent applicable, in compliance with SPREP’s Values and Code of Conduct

https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf



Scope of work

The scope of work described below has been constructed for the development of a new set of Guidelines for Invasive Species Management in the Pacific.

The Final Draft is not expected to be completely different from the current Guidelines with minor changes to the objectives within thematic areas, alignment with international Multilateral Environment Agreements, updated case-studies and ensuring the structure is linked to regional assets being the major pieces of work. The review provides an opportunity to align multiple regional assets to be accessible from one document.

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

Due to COVID-19, it is expected that much of the work will be completed remotely until mid-2021. It is expected that the first major Pacific wide in-person draft consultations will be conducted at the Pacific Invasive Learning Network Meeting in August 2022 in Samoa.

Any travel costs and Per Diems will be covered outside of this contract along with logistical assistance to run regional virtual meetings. The costs of this work should be limited to consultancy fees only.

Milestone	Description	Date Due
Inception meeting with SPREP	Several virtual meetings to clarify the vision, mechanisms and identify resources.	30 December 2020
Review Report – (Produce a written report reviewing the original document)	In consultation with the focus group, review and map existing guidelines to other relevant existing and upcoming regional mechanisms, assets, resources, and other relevant documents. Identify and propose key changes.	30 June 2021
Review Report - consultations	Review consultation with the focal group (ideally in person in Apia). Review consultation with the broader Pacific (most likely virtual).	October 2021
First draft of new guidelines	The first draft of the new Guidelines is provided to SPREP.	15 June 2022
First draft consultations	First draft review by the focal group (ideally in person in Apia). First draft review by the broader Pacific (Ideally at PILN Meeting August 2022).	30 August 2022
Second draft of new guidelines	The second draft following consultations is provided to SPREP.	30 September 2022
Broad Review	Review of second draft completed.	15 November 2022
Final Draft	Final draft completed.	December 2022