



REQUEST FOR TENDERS

File: AP_3/29
Date: 24 March, 2020
To: Interested Consultants
From: Martin Sharp – PACRES Project Manager

**Subject: Request for tenders: Consultancy to Develop a Management Plan for
Masamasa-Falelima National Park in Savaii: Samoa**

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. 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 consultants who can offer their services to SPREP in developing the Masamasa-Falelima National Park Management Plan.
- 2.2. The Terms of Reference and the specific statement of work for the consultancy are set out in Annex A.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
 - i. Submit details of qualification and previous relevant experience in developing the National Park Management Plan in the Pacific region or equivalent developing countries;
 - ii. Must reside in Samoa and hold a valid business licence
 - iii. Fluency in the Samoan language is highly desirable
 - iv. Provide at least three referees as part of their tender application;
 - v. Provide examples of related past work outputs; and
 - vi. 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).*

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. 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 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 Marea Pogi on maraeap@sprep.org and Martin Sharp martins@sprep.org before 06 April 2020. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 08 April 2020

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.
 - i. A qualification from a recognized tertiary institution in a field related to natural resources management, protected areas management; preferably with qualifications and experience in applied climate change adaptation (10%);
 - ii. Demonstrated high level skills in developing or reviewing policy and plans in relation to protected areas management, preferably also with skills in climate change adaptation and natural resources management (15%);
 - iii. Demonstrated skills and experience in undertaking ecological baseline analysis of protected areas (15%);
 - iv. Demonstrated skills in community work and ability to engage and communicate with local people (10%);
 - v. Record of having successfully worked with government and communities in Samoa or other Pacific island countries over the past 5 years (10%);
 - vi. Detailed technical proposal/workplan and methodology (20%); and
 - vii. Detailed financial proposal (20%).

7. Deadline

- 7.1. **The due date for submission of the tender is: 17 April 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 Develop a Management Plan for Masamasa-Falelima National Park in Savaii' to one of the following methods:

Mail: SPREP
Attention: Procurement Officer
PO Box 240



SPREP

Secretariat of the Pacific Regional
Environment Programme



10th Pacific Islands Conference

NATURE CONSERVATION AND PROTECTED AREAS

Nature Conservation Action for a Resilient Pacific

Noumea, New Caledonia

19-24 April 2020

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 - TERMS OF REFERENCE

CONSULTANCY TO DEVELOP A MANAGEMENT PLAN FOR MASAMASA-FALELIMA NATIONAL PARK, SAVAI'I, SAMOA

1. Background and Rationale

Samoa is one of five Pacific ACP countries where the €12 million EU funded Intra-ACP GCCA+ Pacific Adaptation to Climate Change and Resilience Building (PACRES) is scaling up pilot adaptation projects including ecosystem-based solutions. This work is being implemented jointly by the Secretariat of the Pacific Regional Environment Programme (SPREP), the Pacific Community (SPC) and the University of the South Pacific (USP) in close consultation with Samoa's Ministry of Natural Resources and Environment (MNRE).

The primary focus of the PACRES project in Samoa is on implementing activities identified in Community Integrated Management (CIM) Plans in a number of villages. Another specific activity will be to develop a management plan for the Masamasa-Falelima National Park. This builds on similar work in other national parks (O Le Pūpū Pu'e (OLPP), Lake Lanoto'o, Mauga Salafai).

Before the Government of Samoa declared the Masamasa-Falelima Area a National Park in 2007, the area was managed as forest plantation for the purpose of timber production. The area was heavily logged in the late 1960s and early 1970s. It was replanted with funding from the New Zealand Government in the late 1970s using mostly exotic timber species. With the emerging impacts of climate change on the environment and human livelihoods, the Government has decided to develop all forestry plantations on government lands as National Parks for forest biodiversity conservation and forest ecological services.

The total area of the Masamasa-Falelima National Park is 6,000 hectares of which 1,276 hectares were planted under the Reforestation Program funded by New Zealand. The Park is currently managed by the Forestry Division of MNRE, which is mainly focused on ecological restoration and replanting using Samoan native tree species.

SPREP is seeking the services of a suitably qualified consultant to work with MNRE and other stakeholders to develop the Masamasa-Falelima National Park Management Plan. The plan will then be translated, communication products developed and community consultations undertaken to raise awareness of the plan. These activities are not in scope for the current consultancy.

2. Scope of Work

The Consultant is required to develop the Masamasa-Falelima National Park Management Plan, factoring in the impacts of a changing climate and identifying appropriate adaptation and mitigation actions. The consultancy will:

- a. Collate and review all relevant national legislation (laws and regulations), policies, strategies, plans and agreements at a local, national and international level that directly relate to the development of the Management Plan. These must be filed, sorted and stored electronically for easy access and retrieval;
- b. Undertake a baseline survey of the current state of Masamasa-Falelima National Park in close consultation with MNRE Forestry Division;
- c. Undertake a participatory consultation with landowners and stakeholders regarding the objectives of the protected area and the purpose of the management plan;
- d. Prepare a working draft of the Management Plan for discussion with stakeholders drawing on outcomes of the baseline survey and stakeholder meetings as well as a



- review of relevant legislation, policies, strategies and plans, and factoring in projected climate change impacts;
- e. Participate in stakeholder consultations to review the working draft of the Management Plan;
 - f. Revise the working draft of the Management Plan based on feedback from the stakeholder consultations;
 - g. Participate in a stakeholder workshop to review the draft Management Plan;
 - h. Finalise the draft based on feedback during the workshop and submit to PACRES PMU and MNRE for review;
 - i. Submit the final draft Management Plan based on feedback from PACRES PMU and MNRE.

The baseline survey should include mapping and analysis of the following key parameters, which are then to be used to develop an ecological database and map of the area:

- (i) history of the site;
- (ii) survey and identification of plant and animal species, ecosystem services and habitats of specific scientific, educational and potential recreational interest;
- (iii) survey of invasive species and their impacts;
- (iv) assessment of the impacts of forest fires and cyclones;
- (v) current and past access arrangements;
- (vi) areas materially affected by human activity;
- (vii) existing measures to prevent exploitation or occupation of the park area;
- (viii) duties performed by park managers; and
- (ix) any previous and/or current project/government interventions on the site.

The draft plan should identify prioritised key actions, including those for immediate action, and identify the resources (technical and financial) required to implement those actions.

Note: Any stakeholder consultations and travel to Savai'i will need to be in accordance with all restrictions and requirements notified by the Government of Samoa.

3. Project Schedule

The activity is to be completed by 31 July 2020. Expected project activity is detailed in Table 1. The tender response should detail how and when these steps will be delivered by submitting a Technical Proposal.

Table 1 Project schedule

	Activity
	Notification of successful consultant.
	Contract signed.



	Commencement meeting between successful consultant, PACRES Project Management Unit (PMU) and MNRE.
	Approval of work plan and methodology.
	<i>Development of the Masamasa-Falelima National Park Management Plan</i>
1	Collate and review all relevant national legislation (laws and regulations), policies, strategies, plans and agreements at a local, national and international level that directly relate to the development of the Management Plan. These must be filed, sorted and stored electronically for easy access and retrieval.
2	Undertake a baseline survey of the current state of Masamasa-Faelima National Park in close consultation with MNRE Forestry Division
3	Undertake a participatory consultation with landowners and stakeholders regarding the objectives of the protected area and the purpose of the management plan;
4	Prepare a working draft of the Management Plan for discussion with stakeholders drawing on outcomes of the baseline survey and stakeholder meetings as well as a review of relevant legislation, policies, strategies and plans, and factoring in projected climate change impacts
5	Participate in stakeholder consultations to review the working draft of the Management Plan.
6	Revise the working draft of the Management Plan based on feedback from the stakeholder consultations
7	Participate in a stakeholder workshop to review the draft Management Plan.
8	Finalise draft based on feedback and submit to PACRES PMU and MNRE for review;
9	PACRES PMU and MNRE provide comments on draft.
10	Submission of final draft Management Plan.

4. Budget

The Financial Proposal to be priced based on a work plan on where, when and how the consultancy will be conducted. The proposal should be for the **fees component only** associated with undertaking the work outlined above. Any requirements outside of the fees component (e.g. travel specifications etc.) should be mentioned in the proposal but not costed at this stage.

5. Expertise



The Consultant is expected to have the following qualifications and expertise:

- A qualification from a recognized tertiary institution in a field related to natural resources management, protected areas management; preferably with qualifications and experience in applied climate change adaptation;
- Demonstrated high level skills in developing or reviewing policy and plans in relation to protected areas management, preferably also with skills in climate change adaptation and natural resources management;
- Demonstrated skills and experience in undertaking ecological baseline analysis of protected areas;
- Demonstrated skills in community work and ability to engage and communicate with local people; and
- Record of having successfully worked with government and communities in Samoa or other Pacific island countries over the past 5 years.