

## REQUEST FOR TENDERS

RFT: 2021/034  
File: AP\_2/18/19  
Date: 13 May, 2021  
To: Interested suppliers  
From: David Moverley, Invasive Species Adviser  
**Subject: Request for Tender: Pacific Invasive Species Management Mainstreaming Strategy**

---

### 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 would like to call for tenders from qualified and experienced communication/education/behavior change experts to develop and implement a Pacific Regional Invasive Species Management Mainstreaming Strategy.
- 2.2. The successful consultant will need to provide a finalized regional mainstreaming strategy based on stakeholder engagement, education, and marketing, including the creation and dissemination of communication tools (Phase One). A framework for developing national level invasive species management mainstreaming plans, including a template (Phase Two) is required to be completed by 30 June 2022. The design of National plans in four countries (Phase Three) is required to be completed by 30 September 2022, and the final evaluation report completed by 31 December 2023.
- 2.3. The terms of reference are available in Annex 1.
- 2.4. 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](https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf)

### 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
- a) Complete **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 or your Technical Proposal. Failure to do this will mean your application will **not** be considered).*
  - b) Sign the **Conflict of Interest form**
  - c) Provide a detailed proposal as outlined in Annex 1.
  - d) Complete the Schedule of Prices form in USD.

### 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.
- 4.2. Tender documentation should outline the interested supplier's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes, costs and include:
- a. CV to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
  - b. Provide three references relevant to this tender submission, including the most recent work completed;
  - c. Complete **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 or your Technical Proposal. Failure to do this will mean your application will **not** be considered).*
  - d. Sign the **Conflict of Interest form**.
- 4.3 Provide a detailed proposal as outlined in Annex 1.
- 4.4 Complete the Schedule of Prices form.
- 4.5 The Proposal must remain valid for 90 days from date of submission.
- 4.6 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 [procurement@sprep.org](mailto:procurement@sprep.org) before 26 May 2021. 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) 28 May 2021.

## 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:

	Evaluation Criteria	Weighting (%)
Technical 80%	i. Demonstrated experience in behavioural theory, qualitative and quantitative research	10
	ii. Demonstrated experience in strategic communication, marketing and education at the international and national level	10
	iii. Proven experience in developing digital and broadcast media for international/regional media	10
	iv. Demonstrated experience in advocacy and community participation in the Pacific region	10
	v. Demonstrated experience in media/social management	10
	vi. Strong track record in project and stakeholder management	10
	vii. Quality of Proposal as detailed in Annex 1.	20
Financial 20%	viii. Please complete the financial template provided	20

- 6.2 Assessment of proposals will be based on the evaluation of the Technical Proposal (80%) and Financial assessment (20%).

**7. Deadline**

- 7.1. **The due date for submission of the tender is 10 June 2021, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all tenders clearly marked **'RFT 2021/034: Pacific Invasive Species Management Mainstreaming Strategy'** to one of the following methods:

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.

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 1**

### **Terms of Reference Pacific Invasive Species Management Mainstreaming Strategy**

#### **1. Context**

##### **1.1. Managing Invasive Species for Climate Change Adaptation in the Pacific (MISCCAP) project**

The goal of the [MISCCAP](#) project is that “Pacific island countries (PICs) have improved livelihoods and resilience to climate change, through reduced impacts of invasive species on natural and agricultural systems”. The project is funded by New Zealand Foreign Affairs and Trade (NZMFAT) from within their Climate Change Programme. The project has three implementation partners being SPREP, Manaaki Whenua Landcare Research New Zealand (MWLR) and the New Zealand Department of Conservation (NZDOC).

The project has a strong focus on;

- establishing the [Pacific Regional Invasive Species Management Support Service \(PRISMSS\)](#) to provide specialist support, technical assistance, advice and training
- implementing activities within countries linked to the PRISMSS Regional Programmes, particularly [Predator Free Pacific](#), [Natural Enemies – Natural Solutions](#) and [Resilient Ecosystems – Resilient Communities](#), due to their strong alignment with supporting national adaptation to climate change.
- creating an enabling environment for invasive species management activities in the Pacific.

##### **1.2. Mainstreaming invasive species in the Pacific**

Invasive species have been clearly identified as one of the leading drivers of single country endemic species extinctions in the Pacific. Islands are extinction epicentres and Pacific ecosystems are one of the world’s biodiversity hotspots, with many species found only in the Pacific and nowhere else.

The 2020 State of Environment and Conservation in the Pacific Islands Regional Report indicates that invasive species under management or eradicated has a poor to fair status and the trend is mixed. Pacific island countries and territories are at different stages of readiness and capability to address these two indicators. Those that have institutionalised invasive species management within the government, committed to addressing invasive species by committing funds and have collaborated and utilised regional mechanisms and support are progressing better than others. An update on the current state of invasive species in the Pacific can be viewed [here](#).

An often-un-recognised advantage of managing invasive species is the relevant contributions to most aspects of sustainable development in the Pacific region and particularly to Small Island Developing States. Invasive species alter the structure and composition of native and agricultural ecosystems, reduce resilience to climate change, negatively impact food production, reduce opportunities for

economic development through trade, and impose additional health burdens on island governments and communities. Major progress on reducing the impacts of invasive species in the Pacific therefore requires a holistic approach across the range of social and economic sectors. A number of international and regional frameworks and agreements adopted by PICTs provide the opportunity to mainstream invasive species concerns into a wide range of social and economic development approaches, that go beyond a narrower focus on their environmental impacts.

## 2. Objective of this consultancy

This consultancy is aimed at mainstreaming invasive species management regionally across the Pacific and at the national level through the development of a regional mainstreaming strategy with a focus on communication, marketing and education across all levels of society. The consultancy is structured around four phases of activities. The creation of tools and their dissemination internationally and regionally will be determined through the development of the strategy, for which a US\$ 100,000 budget is set. An initial evaluation of the mainstreaming strategy will be completed during this first phase and will inform phase two which focuses on setting up a framework and template to assist with implementing national mainstreaming strategies across the region.

Phase three consists of assisting four countries to design, plan and budget for a national strategy, including an evaluation based on the template delivered under phase two of the consultancy. The development of national tools and their dissemination will be completed under a contract variation based on available budget and in consideration of the developed national plan.

The final phase (four) focuses on reporting on the lessons learned from phase one, two and three including the final evaluation and recommendations.

The mainstreaming activities should include a major focus on climate change adaptation but also include other sustainable goals as appropriate. The strategy should focus on enabling on the ground management to take place and in particular opportunities available through the PRISMSS programmes.

## 3. Services

The Services required:

Phase one	Regional Invasive Species Mainstreaming Strategy	Date for Completion
Scoping report	<p>Consult with key stakeholders to identify a pathway to achieve influence in decision making and public attitudes towards managing invasive species to contribute to sustainable development challenges, particularly climate change, in the Pacific region.</p> <ul style="list-style-type: none"> <li>• Current efforts to support the mainstreaming of invasive species management into climate resilience</li> </ul>	30 June 2022

	<p>policies at a regional level across the Pacific.</p> <ul style="list-style-type: none"> <li>• Complete a comprehensive stocktake of existing communication, marketing and education materials.</li> <li>• Challenges and opportunities to increase this regional support via communications and advocacy activities.</li> <li>• Identification of key best practice case studies on how the mainstreaming of invasive species management will help to increase climate resilience.</li> <li>• Mapping of key stakeholders/decision-makers/champions who can help to support the mainstreaming of invasive species management into climate resilient policy at a regional and national level.</li> </ul> <p>The Scoping Report should include:</p> <ul style="list-style-type: none"> <li>• Project definition exercise with the SPREP Invasives team.</li> <li>• Define regional mainstreaming objectives.</li> <li>• Identify any national mainstreaming objectives to help inform the regional approach.</li> <li>• Defining awareness/education and behaviour change objectives.</li> <li>• Review of global literature/best practice</li> <li>• Review of Pacific best practice/lessons learned.</li> <li>• Stocktake of existing communications and education products and activities.</li> <li>• Stakeholder map</li> <li>• Interviews with key stakeholders</li> </ul>	
--	--	--

Create Draft Regional strategy	<p>Develop a regional plan to mainstream invasive species management through regional stakeholder communication, marketing, and education.</p> <p>The plan should include a monitoring and evaluation plan to allow the objective assessment of the success of the mainstreaming strategy and its components. Recommendations for the development of communication, marketing, and education tools and their delivery at the regional/international level are also required.</p>	
Regional Stakeholder Feedback on Draft Strategy	Design and host a regional stakeholder virtual event to seek feedback and input into the Draft Regional Strategy from key decision/policymakers and stakeholders.	
Finalise the Regional Strategy	Finalise the Regional Strategy	
Creation of tools and dissemination	As determined and recommended in the strategy to the value of US\$ 100,000	
Evaluation	Evaluation of the regional plan will be used to inform the development of Phase 2 national plans.	
<b>Phase two</b>	<b>National Invasive Species Mainstreaming Strategies</b>	<b>Date for Completion</b>
Scoping Report	<p>Work with the SPREP Invasives team to define scope of the national communications, stakeholder engagement and behaviour change plans.</p> <p>The Scoping Report should include:</p> <ul style="list-style-type: none"> <li>• Project definition exercise with the SPREP Invasives team.</li> <li>• Align with the regional mainstreaming strategy.</li> <li>• Define national mainstreaming objectives.</li> <li>• Define awareness/education and behaviour change objectives.</li> <li>• Review of national Pacific best practice/lessons learned.</li> </ul>	30 June 2022

	<ul style="list-style-type: none"> <li>• Stocktake of existing national communications and education products and activities.</li> <li>• Stakeholder map</li> <li>• Interviews with key stakeholders</li> </ul>	
National Strategy Template	<p>Develop a template framework to inform the development of the national campaigns to support the mainstreaming of invasive species management into national climate resilience policies. This would involve developing a clear framework that would enable the participating countries to develop effective national strategies that are informed by:</p> <ul style="list-style-type: none"> <li>• Planning template</li> <li>• Identification of key upstream (policy) and downstream (community-based behaviour change objectives)</li> <li>• Engagement strategy</li> <li>• Theory of change</li> <li>• Suggested ideas/approaches</li> <li>• Monitoring &amp; Evaluation framework</li> </ul>	
<b>Phase three</b>	<b>National Implementation</b>	<b>Date for Completion</b>
Country Support	Support for national strategy design, planning, budgeting and evaluation for 4 countries (Strategy implementation not included).	
National implementation	Not included in this tender, dependent on national plans	-
<b>Phase four</b>	<b>Final Strategy Evaluation</b>	<b>Date for Completion</b>
Lessons learned	Report Lessons learned from phase one, two and three including the evaluation and recommendations.	31 December 2023

#### 4. Evaluation Criteria

The tender evaluation criteria are:

	Evaluation Criteria	Weighting (%)
--	---------------------	---------------

Technical 80%	i.	Demonstrated experience in behavioural theory, qualitative and quantitative research	10
	ii.	Demonstrated experience in strategic communication, marketing and education at the international and national level	10
	iii.	Proven experience in developing digital and broadcast media for international/regional media	10
	iv.	Demonstrated experience in advocacy and community participation in the Pacific region	10
	v.	Demonstrated experience in media/social management	10
	vi.	Strong track record in project and stakeholder management	10
	vii.	Quality of Proposal as detailed in Annex one.	20
Financial 20%	viii.	Please complete the financial template provided	20

The proposal should include a broad methodology and workplan for each phase of the services, including the proposed team, their roles and experience, timelines, milestones and a suggested payment schedule.