

REQUEST FOR TENDERS

File: AP_4/13/10/5
Date: 5 June, 2019
To: Interested suppliers
From: Vainuupo Jungblut, Protected Areas Officer

Subject: Request for tenders: GIS Specialist Consultant – Pacific Islands Protected Area Portal (PIPAP) READVERTISED

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 GIS/spatial experts/practitioners or firms, who can offer their services to SPREP to provide technical assistance relating to spatial data management, spatial databases, data delivery and analysis, mapping and GIS capacity building for the Pacific Islands Protected Area Portal (PIPAP) over a duration of 12 months with the following Duties and Responsibilities (Please refer to annexed Terms of Reference)
- 2.2. The successful applicant will need to provide documented nature, scope and capacity of its services by 03 July 2019.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
 - 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 or your Technical Proposal. Failure to do this will mean your application will **not** be considered).*
 - Submit a CV to demonstrate the consultant has the relevant experience, skills and qualifications to carry out this contract successfully.

- Minimum qualifications of a Bachelor degree in Geographic Information Systems (GIS), Geomatics, Environmental Management, Science, Ecology, Geography and/or related fields
- Provide three references as part of the tender submission.
- This is a consultancy assignment for 12 months. The consultant is expected to perform certain tasks at SPREP HQ in Apia, Samoa.
- Besides the activities at SPREP HQ in Samoa, the consultant is expected to travel to 4 other Pacific Island Countries to conduct GIS capacity building activities.

4. Submission guidelines

- 4.1. Submissions should include a work plan, schedule of activities, timeframe and a financial proposal. Please note all costs, including travel to SPREP (2 trips), taxes, facilities and insurance should be included in the financial proposal. The consultancy has a maximum budget of USD\$60,000. There is a separate allocated budget for in-country assistance mission travel. Submitted proposals will be evaluated based on best value for money.
- 4.2. 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.
- 4.3. Tenderers / Bidders must insist on an acknowledgement of receipt of tenders / proposals / bids.
- 4.4. Provide at least three (3) referees as part of the tender application, including the most recent work relevant to this consultancy.
- 4.5. Complete the tender application form provided.
- 4.6. Tender submission must be in USD.
- 4.7. Tender should itemise all associated cost involve to complete the assignment.
- 4.8. The proposal must remain valid for 90 days from date of submission.

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to Maraea Pogi at maraeap@sprep.org and copy vainuupoj@sprep.org before 17 June 2019. A summary of all questions received with an associated response will be posted on the SPREP website at www.sprep.org/tender by 19 June 2019.

6. Evaluation criteria

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 Minimum qualifications of a Bachelor degree in Geographic Information Systems (GIS), Geomatics, Environmental Management, Science, Ecology, Geography and/or related fields (20%)
- 6.2 At least 5 years' experience in spatial data management (terrestrial/marine spatial data management is an advantage), utilising multiple spatial data types and GIS software including open source software, in a similar role requiring a similar degree of versatility and responsibility, preferably within the Pacific islands region (15%)
- 6.3 Demonstrated experience in GIS including: (20%)
 - a) Experience with ESRI ArcGIS and Open Source GIS software.
 - b) Experience with the delivery of in-country GIS training.
 - c) Managing diverse spatial data layers and proven ability to develop and apply metadata in the development of data storage and access systems, such as the use of open source geodatabases.
 - d) Spatial data sharing sensitivities and issues, preferably in the Pacific island region, including quality control and data versioning.
 - e) A broad knowledge of terrestrial and marine Protected Area spatial data management and spatial planning, preferably on small islands context.
 - f) Developing and applying data processing work-flows and processes to validate national data.
- 6.4 Knowledge of environmental issues, specifically on biodiversity conservation and protected areas, as well as emerging and related issues including challenges within the Pacific Island region is an advantage, including broad understanding of the following: (10%)
 - a) Convention on Biological Diversity and other related biodiversity conventions
 - b) Strategic Plan for Biodiversity 2011-2020 and the Aichi Biodiversity Targets;
 - c) Framework for Nature Conservation and Protected Areas in the Pacific islands 2014-2020;
- 6.5 Demonstrated advisory and analytical skills (10%)
- 6.6 Demonstrated knowledge of accepted and emerging GIS/spatial data issues and challenges in the Pacific Islands. (5%)
- 6.7 Demonstrated experience working within a multi-disciplinary and multi-cultural team environment including designing and conducting GIS-related training programmes. (5%)

- 6.8 Excellent written and verbal communication skills including high level of presentation and inter-personal skills and maintaining effective relationships with a diverse group of people. (5%)
- 6.9 Detailed Financial Proposal in USD dollars. Clearly identify amount for fees, expenses and all other related costs (10%)
- 6.10 Assessment of the proposal will be based on the evaluation of the Technical (90%) and Financial (10%).
- 6.11 Desirable: demonstrates initiative and ability to think outside the box in dealing with multiple tasks, demanding deadlines and with little supervision and demonstrates excellent understanding and appreciation of environmental ethics, values and priorities within the workplace.

7. Deadline

- 7.1. **The due date for submission of the tender is 03 July 2019 (midnight, local Apia, Samoa time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked '**TENDER: GIS Specialist Consultant – Pacific Islands Protected Area Portal (PIPAP) READVERTISED**' to one of the following methods:

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>

TERMS OF REFERENCE

GIS Specialist Consultant – Pacific Islands Protected Area Portal (PIPAP)

1. Background

The Secretariat of the Pacific Regional Environment Programme (SPREP) has received funding assistance from the ACP-EU to implement phase two of the Biodiversity and Protected Areas Management programme (BIOPAMA2) for the Pacific region.

The BIOPAMA programme is an initiative of the African, Caribbean and Pacific (ACP) Group of States financed by the European Union's 11th European Development Fund. BIOPAMA is jointly implemented by the International Union for Conservation of Nature (IUCN) and the Joint Research Centre of the European Commission (EC-JRC). In the Pacific region, BIOPAMA is implemented by IUCN's Oceania Regional Office (IUCN ORO) in partnership with the Secretariat of the Pacific Regional Environment Programme (SPREP). The overall objective of BIOPAMA2 is to contribute to improving the long-term conservation and sustainable use of biodiversity and natural resources in the Pacific ACP region in protected areas and surrounding communities through better use and monitoring of information and capacity development on management and governance.

Under the BIOPAMA programme, the PIPAP (Pacific Islands Protected Area Portal) is the Pacific region's 'one stop shop' for all information and resources on Protected Areas within the EEZs of SPREP's Pacific member countries. One of the key features of the PIPAP requiring ongoing technical support is the visualisation and analysis of spatial data on Pacific Island protected areas. Therefore, SPREP seeks a GIS Specialist Consultant to assist with BIOPAMA2. For more information, please consult PIPAP: <https://pipap.sprep.org/>.

2. Key objectives

The key objectives of this consultancy are:

- a) To deliver GIS capacity building in support of effective protected area management in Pacific island countries.
- b) To provide technical assistance for the visualisation and analysis of spatial data on the PIPAP (Pacific Islands Protected Area Portal).
- c) To provide technical assistance relating to spatial data management, geodatabases, mapping, spatial data delivery and analysis.

Key tasks of this consultancy are described in detail in the "Scope of Work" section.

3. Scope of Work

The Scope of work includes the following tasks:

3.1 Capacity building, training and awareness

A total of 4 capacity training sessions will be held (2 during the first half of the contract; 2 during the second half of the contract). Each training session is part of an in-country assistance mission, which will occur in a different Pacific Island country and will be 5 working days in total (2 days of capacity building and 3 days of in-country engagement and data gathering on protected areas).

Tasks	Deliverables
<ul style="list-style-type: none"> • Organise and deliver spatial planning and data management capacity building and training, with open source software (QGIS). • Assist with the organisation and delivery of country consultations including the gathering of spatial datasets and relevant information on protected areas from national and local stakeholders. 	<ul style="list-style-type: none"> • Develop training materials and exercises with QGIS software. • Conduct 2 full days of GIS training in support of protected area management. • Validated data on protected areas for each country where training sessions took place.

3.2 PIPAP

Tasks	Deliverables
<ul style="list-style-type: none"> • Integrate protected areas spatial components within the PIPAP: facilitate access of users to underlying protected areas and contextual datasets, in addition to map visualisations. • Ensure PIPAP has integrated links to the Digital Observatory for Protected Areas (DOPA), World Database on Protected Areas (WDPA) and other Protected Areas platforms: <ul style="list-style-type: none"> ○ Maintain close liaison with IUCN Oceania and the European Commission Joint Research Centre (EC-JRC), the latter of which provide a number of web-based spatial visualisation and analysis tools to assist the BIOPAMA2. ○ Provide technical assistance to review tools developed by the EU Joint Research Centre (JRC) for integration into the PIPAP. 	<ul style="list-style-type: none"> • Spatial component developed for PIPAP: online visualisations of protected area datasets, integrated in the online portal. • Integrated links established between PIPAP and other Protected Areas platforms (DOPA, WDPA,...).

3.3 Spatial Data Management

PIPAP serves all SPREP PICT members, however, BIOPAMA only covers the 14 Pacific ACP states and Timor Leste. For the scope of work on the national level, this consultancy only concerns data and outputs for these 14 countries. According to the current WDPA figures, data on protected areas for these 14 countries concerns around 158 terrestrial and 346 marine protected areas.

Tasks	Deliverables
<ul style="list-style-type: none"> • Spatial data management on protected areas in the Pacific region: <ul style="list-style-type: none"> ○ maintain and keep up to date protected area spatial datasets ○ regularly update the PIPAP datasets with national and community provided content, accessed through the Inform environment data portal network ○ seek country approval for publicly sharing these datasets ○ clean datasets and develop metadata using data standards ○ provide quality control and manage correct versions of spatial data for diverse environmental metrics • Make available (upload as zipped shapefiles and geojson format) all collected data on protected areas, on the Inform environmental data portals (regional and national). For more information on the Inform Project, see: https://www.sprep.org/inform • Make available and maintain protected area spatial data on SPREP-GIS, the online Environmental Spatial Information Server (ESIS). See http://gis.sprep.org/ for more details (GeoNode development). • Technical support on further developing the SPREP-GIS GeoNode. • Technical support on the reorganization and management of the SPREP Spatial Data Infrastructure (SDI), the internal spatial data repository of SPREP on environmental datasets. • Technical support in linking the DKAN Inform environmental data portals to the SPREP-GIS GeoNode. • Desirable: collect contextual data layers on protected areas: administrative boundaries, villages, place names, roads, landcover, reef classification, sea mounts, deep sea geomorphic types, Key Biodiversity Areas (KBA), Important Bird Areas (IBA), zonation within PA, etc. Share these datasets on the (GIS)-portals. 	<ul style="list-style-type: none"> • Up to date and validated protected areas datasets for 14 Pacific Island Countries, including detailed metadata. • All protected area datasets uploaded to the national/regional environmental data portals (Inform project), in shapefile and geojson format. • All protected area data layers uploaded and managed on the SPREP-GIS GeoNode. • A fully functional and user-friendly SPREP-GIS GeoNode, where data on protected areas (and contextual datasets) are accessible to the non-gis-user. • Input and proposed solutions for better management of the internal spatial data repository at SPREP, based on discussions with the SPREP team. • Proposed solutions and testing of linking the Inform portals to the SPREP-GIS GeoNode. • Desirable: contextual data layers for all protected areas collected and uploaded to the Inform portal and SPREP-GIS GeoNode.

3.4 Spatial data analysis and mapping

Develop maps and data syntheses or online summaries for use by countries and projects in terrestrial, marine spatial planning and coastal Protected Areas/Managed Areas. Provide input and create visual products for national and regional State of Environment (SoE) reports and the regional State of Protected Areas (SoPA) report.

Tasks	Deliverables
<ul style="list-style-type: none"> • Create (contextual) maps of national and regional protected areas: <ul style="list-style-type: none"> ○ Develop standard map template for protected areas (and contextual data), to create jpg/pdf map exports for reporting and upload to PIPAP and the Inform portals. Look and feel of map template, including use of logo's, to be approved by SPREP and donors. ○ Develop online maps in the SPREP-GIS GeoNode, based on the uploaded data layers of protected areas and contextual data layers (1 online map per Pacific island country and 1 regional map). • Develop national and regional statistics regarding protected area coverage, extent, habitat representation, proportion conserved, proportion of priority sites within PAs including KBAs and IBAs. 	<ul style="list-style-type: none"> • Standard map template for protected areas (and contextual data) developed and approved. • National maps (14 in total) and 1 regional map on protected areas (with contextual data) developed for reporting (jpg/pdf exports). • Online maps on protected areas (and contextual data) developed in the SPREP-GIS GeoNode (14 national maps and 1 regional map). • National and regional statistics, overviews and summaries regarding protected areas developed.

3.5 Communication, partnership and stakeholder engagement

- Facilitate knowledge sharing across partners, SPREP member countries, SPREP Programmes and projects, PIRT-PAWG, Joint Research Centre (JRC), IUCN including with WDPA and WCMC on spatial data management and its use.
- Identify and collate spatial data from various stakeholders and partners in multiple ACP Pacific countries, territories, regional partner agencies and other organisations in the region.
- Contribute to the preparation of country technical reports based on analysis of spatial data and information collected.
- Coordinate and facilitate partnership arrangements with key partners to support spatial planning for protected areas in the region.
- Produce information, communication and visual products tailored to different target audiences.
- Contribute to the preparation of media releases and communication materials to raise profile of the project and its achievements.

4. Reporting requirements

- Report on the planning, management of spatial components and GIS training activities of the BIOPAMA programme, following each country mission.
- Prepare and submit monthly technical output reports for all activities responsible for.
- Prepare and submit Interim Consultancy Report.
- Prepare and submit Final Consultancy Report.

5. Work arrangements

The consultancy assignment will be coordinated by the Environmental Monitoring and Governance (EMG) Programme at SPREP. The consultant will report directly to the EMG department.

On a daily basis, the consultant will also be working closely with the Island and Ocean Ecosystem (IOE) Programme. SPREP has built up its in-house GIS capacity and expertise over the years so the successful applicant will be working with fellow GIS practitioners within SPREP.

6. Travel arrangements:

a) Travel to SPREP headquarters:

- i. The consultant is to spend minimum one week (5 working days) at SPREP headquarters at the outset of the consultancy and minimum one week (5 working days) again during the wrap up period of the consultancy.
- ii. All expenses related to this travel (including daily subsistence allowance, travel insurance) is to be borne by the consultant and should be built in as part of the consultancy fees.

b) For in-country assistance mission travel:

- i. SPREP will provide the Consultant with a return economy airfare by the most direct and economical route available.
- ii. A per diem allowance at current SPREP rates on the approved itinerary will be paid in advance by SPREP, or where appropriate by the agreed work commencement date.
- iii. If there are any variations to the initially approved itinerary, a reconciliation of actual entitlement against actual advance must be submitted to SPREP at the completion of the Agreement and any refunds by either Party made at that time.