

REQUEST FOR TENDERS

RFT: 2023/019
File: AP_5/3/2/9
Date: 11 May, 2023
To: Interested consultants
From: Peter Davies, Coastal and Marine Ecosystems Adviser

Subject: Request for tenders (RFT): Project Coordinator – Pacific Coral Reef Monitoring – ReefCloud Samoa

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization 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 wishes to call for tenders from qualified and experienced consultants who can offer their services to coordinate the Samoa ReefCloud Monitoring project and act as Samoan liaison between SPREP, the Government of Samoa and local communities.
- 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. Must be currently based in Samoa and legally entitled to work.
 - ii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 - iii. Provide three referees relevant to this tender submission, including the most recent work completed;

- iv. 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.
 - v. 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.
- 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 before 24 May 2023. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 26 May 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
Qualifications and Experience	A tertiary qualification from a recognised institution in marine science, natural resources management, climate change adaptation or a related and relevant field	10%
	At least 5 years-experience working with Government, communities and other stakeholders, preferably in Samoa.	20%
	Experience in coral reef ecology and monitoring with demonstrated field experience	20%

Demonstrate knowledge on management decision-making and government reporting requirements from coral reef monitoring	20%
Knowledge of use of monitoring data in government decision making	10%
Project management or project coordination experience; Excellent written and oral communication skills in English and Samoan.	20%

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: 02 June 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 2023/019: **Project Coordinator – Pacific Coral Reef – ReefCloud Samoa**'

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.

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.



Sustainable, transformative and resilient for a Blue Pacific

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>

**ATTACHMENT A
TERMS OF REFERENCE
Project coordinator: Pacific Coral Reef Monitoring – ReefCloud
Samoa**

BACKGROUND

The Pacific ReefCloud Project is a collaboration between Secretariat of the Pacific Regional Environmental Programme, Ministry of Natural Resources, Samoa and the Australian Institute of Marine Science. The project is funded by the Government of Australia.

In the first phase of the ReefCloud project the Australian Institute of Marine Science developed a data system to facilitate the integration of coral reef monitoring through advanced technologies which utilizes photo quadrats collected by local reef managers. The photos are then uploaded to the cloud, where sophisticated AI techniques analyse the data and produce metrics on reef composition and health.

The second phase of the ReefCloud project is aimed at expanding the use of ReefCloud- in the Pacific. Within this scope, the project will also assess the feasibility of engaging local Pacific communities in monitoring reefs within their customary lands by building on ReefCloud and AIMS Indigenous partnership strategies for coral reef monitoring.

The second phase of the project will focus on Samoa and will build a scalable model which can be implemented in other Pacific Countries.

The project comprises of three related components:

1. INTEGRATED DATA SOLUTIONS

Collaborate to establish control standards for coral reef monitoring including data collection procedures for fish and benthic monitoring which can be applied in the Pacific community context to meet knowledge needs for management strategies across geographies. The project will seek to understand and implement standards for data collection and management across existing data platforms for coral reef monitoring (e.g., Mermaid, CoralNet) to demonstrate the value of interoperability across knowledge systems to support data availability and knowledge sharing across wider uses.

2. CAPABILITY BUILDING

Collaborating across organisations to develop and implement a training program on monitoring reporting and data analyses, using ReefCloud, and build capability to implement science alongside traditional management in the Pacific region and enable global standards in coral reef monitoring.

3. TRADITIONAL KNOWLEDGE

This work will facilitate and pilot knowledge sharing between a Northern Australia Marine Monitoring Alliance (NAMMA) partner and Pacific Communities. The exchange will focus on engagement of local communities in Australia and the Pacific to design a framework that support knowledge sharing on the understanding of marine ecosystems and a monitoring framework that accommodate community needs. This work will be piloted in Samoa with support from expertise across the region to develop a scalable framework and consider challenges and opportunities for such scalability.

SPREP and MNRE are seeking to engage a suitably qualified person to coordinate activities for the ReefCloud project in Samoa.

Scope of work

The Project Coordinator will, under the direction of the ACEO MNRE-DEC and the Coastal and Marine Team at SPREP:

- Coordinate implementation of the ReefCloud project in Samoa, which includes the following tasks:
 - Be the primary point of contact between stakeholders in Samoa. This includes but is not limited to MNRE, SPREP, CI, other Samoan Government Ministries and the local communities
 - Coordinate the planning, budget and obtain quotes for all project activities and to ensure that formal requests for approval are submitted to AIMS through SPREP for AIMS' approval.
 - To ensure that NO project activities, transactions and expenses are incurred prior to seeking written approval of AIMS.
 - Coordinate the logistics for training delivery of ReefCloud and coral reef monitoring to government officers, partner organisations and selected community members.
 - Coordinate the logistics associated with the knowledge exchange workshops in Samoa. This includes obtaining the relevant approvals and permissions to complete the knowledge exchange workshops.
 - Work with partner organisations to contribute to the knowledge exchange workshop design and facilitation.
 - Ensure project activities adhere to and follow Samoan cultural protocols and processes.
 - Work with the SPREP project administration officer to provide logistical and administrative support for Samoan-based project meetings, workshops, and field trips.
 - Serve as translator and interpreter for local community engagement through project activities. This includes knowledge exchange workshops in Samoa and Australia.
 - Assist AIMS in coordinating Samoan representatives to travel to Australia to participate in an Australian-based knowledge exchange workshop. Attend the workshop and support the Samoan representatives whilst in Australia.
 - Assist and support AIMS and project partners in designing and facilitating Australia's knowledge exchange workshop.
 - Raise community awareness of coral reef threats and management and the value of ecosystem monitoring in Samoa.
 - Contribute to review monitoring reporting tools to local communities in Samoa.
- 2. The Project Coordinator will be the key day-to-day contact between project partners (MNRE, SPREP, MAF, CI and AIMS).
- 3. Provide monthly progress reports on project implementation to the ACEO MNRE-DEC and SPREP.
- 4. Manage project closure with MNRE-DEC, SPREP and AIMS at the end of the Project.

Requirements

The successful applicant should have a mix of marine ecosystems and project coordination experience.



Sustainable, transformative and resilient for a Blue Pacific

To be considered for this position, applicants will need to have:

1. A tertiary qualification from a recognised institution in marine science, natural resources management, climate change adaptation or a related and relevant field;
2. At least 5 years-experience working with Government, communities and other stakeholders, preferably in Samoa.
3. Experience in coral reef ecology and monitoring with demonstrated field experience
4. Demonstrate knowledge on management decision-making and government reporting requirements from coral reef monitoring
5. Project management or project coordination experience;
6. Excellent written and oral communication skills in English and Samoan.

Duration

The consultancy will be from 12 June, 2023 with the possibility of an extension subject to funding. The position will end 28 February, 2024.

Remuneration

Remuneration will be WST 8,000 per month based on submission by the Project Coordinator and acceptance by SPREP of a monthly report against agreed milestones and workplan. Remuneration payments therefore to follow acceptance of the report and invoice for payment.

Work arrangements

This consultancy will work closely with MNRE-DEC and SPREP. A desk and internet will be made available at MNRE-DEC, along with access to printing etc. The consultant will have their own laptop and mobile phone.

Travel within Samoa for project activities (trainings, workshops, community engagements) will be required. Other travel to Australia may also be required.

All travel expenses associated with this position will be covered by the project.