

REQUEST FOR TENDERS

RFT: 2021/037
File: CONV 1/3/1 General Noumea Convention
Date: 21 May, 2021
To: Interested suppliers
From: Jope Davetanivalu, Acting Director Environmental Monitoring and Governance

Subject: Request for tenders: Review of the Noumea Convention, EXTENDED

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 consultants to provide expert assistance in reviewing the effectiveness of the Noumea Convention, including whether SPREP plays its role as Secretariat to the convention effectively.
- 2.2. The successful applicant will need to provide a comprehensive proposal in response to the attached TOR. The “work” is expected to be completed by 31 July 2021.
- 2.3. The Terms of Reference and the Specific Duties of the Contractor are set out in Attachment “A”.
- 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

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested applicants must meet the following conditions and criteria:



- a) Have a demonstrated record of successfully managing a similar project or legal project in the Pacific;
- b) Have a demonstrated pre-existing relationship with national environment agencies in the Pacific;
- c) Have demonstrated knowledge of the Regional Conventions particularly Noumea Convention.
- d) 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*) and
- e) Sign the **Conflict of Interest** form.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and can meet the required specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should comprise the interested supplier's complete proposal, comprising:
 - (a) CV of the proposed personnel highlighting experience relevant to the tender. Also submit details of relevant experience as a consultant, subcontractor or management consultant under contracts with similar services;
 - (b) Technical Proposal/Methodology which contains the details to achieve the tasks outlined in the Terms of Reference.
 - (c) Financial Proposal - detailed outline of the costs involved in successfully delivering this project .
- 4.3 Provide at least 3 referees relevant to this tender submission, including the most recent work completed.
- 4.4 Tender submission must be in United State Dollars (USD).
- 4.5 The Proposal must remain valid for 90 days from date of submission.
- 4.6 Interested consultants must insist on an acknowledgement of receipt of the proposal.

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to 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 by 28 May 2021.

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 tenderer satisfies the following criteria:

Criteria	Description	Weighting (%)
Experience	Demonstrated evidence of undertaking assessments and reviews of waste and environmental management frameworks, policies and strategies in the Pacific.	20
	In-depth knowledge of the Regional Conventions particularly the Noumea Convention and their implementation in the Pacific	25
	Extensive knowledge of environmental planning, marine protection, coastal protection and waste management governance issues in the Pacific	25
Technical Proposal/ Methodology	Detailed outline of activities to be undertaken over the term of engagement	15
Financial proposal	Detailed outline of the costs involved in successfully delivering this project	15

7. Deadline

- 7.1. **The due date for submission of the tender is: 11 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 2021/036: Review of the Noumea Convention**' 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.

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.

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

Review of the Noumea Convention

BACKGROUND:

The Secretariat of the Pacific Regional Environment Programme (SPREP) is the Secretariat for the Convention for the Protection of the Natural Resources and Environment of the South Pacific Region and Related Protocols (Noumea Convention).

The Convention is a comprehensive umbrella agreement for the protection, management and development of the marine and coastal environment of the South Pacific Region, and represents the legal framework of the Action Plan for managing the Natural Resources and Environment of the South Pacific. The Noumea Convention is the Pacific region component of UNEP's Regional Seas Programme launched in 1972. The Programme aims to address the accelerating degradation of the world's oceans and coastal areas through the sustainable management and use of marine and coastal environments.

SPREP services the Noumea Convention through the discharge of a range of functions including arranging and convening the meetings of its Parties and implementing decisions made at these meetings.

CONFERENCE OF THE PARTIES (COP) KEY DECISIONS:

At the Noumea COP14 in September 2017 the Meeting approved the Secretariats request to undertake a comprehensive evaluation of how the Noumea Convention is being implemented at all levels, whether its objectives are being met by the actions of the Parties, the effectiveness of the Secretariat and to provide recommendations on how these can be improved.

SPREP undertook a review of the Convention in 2019 (along with the Waigani Convention) and tabled the report of the review at COP15 but Parties requested SPREP through Decision NC-7.2 to undertake the review again in consultation with them.

OBJECTIVES:

This tender seeks to undertake a comprehensive evaluation of the Noumea Convention as it is being implemented at all levels by its Parties, whether its objectives are being met by the Parties and the effectiveness of SPREP as the Secretariat of the Convention. The major deliverable of this tender is a report containing recommendations on how the gaps and weaknesses identified can be improved and strengthened.

SCOPE OF WORK:

The scope of work covers the following tasks:

Task 1	Develop a detailed workplan including selected approach to take and timeline
Task 2	To work with Parties and the Secretariat to finalize the questionnaire that will be used to undertake the survey
Task 3	To plan and schedule calls with Parties to complete the survey by taking them through the questionnaire
Task 4	Assess and review all responses received from Parties



SPREP PROE

Task 5

To prepare a report of the survey describing the process, background, context, outcomes, and recommendations including key issues or problems and the different responses and the reasons for the recommendations providing a score of the Convention in terms of effectiveness

TIMEFRAME

All activities are to be completed no later than **31 July 2021**.

REPORTING

The Consultant will report to the Noumea Convention Secretariat: Jope Davetanivalu and Anastacia Stowers.