

# REQUEST FOR TENDERS

RFT: 2023/025  
File: AP\_4/13/10/10; AP\_4/12/19  
Date: 6 June, 2023  
To: Interested consultants  
From: Vainuupo Jungblut – Protected Areas Officer

**Subject: Request For Tenders (RFT): Consultancy - Trainer/Facilitator, Samoa National Training on Evaluating Protected Area Management Effectiveness (PAME).**

## 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 wishes to call for tenders from qualified and experienced consultants who can offer their services to plan, conduct and facilitate a national technical training on evaluating Protected area Management Effectiveness (PAME) for Samoa
- 2.2. The successful applicant will need to provide services as required for a maximum duration of six weeks.
- 2.3. The Terms of Reference of the consultancy that detail the requirements and outputs of the consultancy are set out in Annex 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/sprepororganisational-values-code-of-conduct.pdf](https://www.sprep.org/attachments/Publications/Corporate_Documents/sprepororganisational-values-code-of-conduct.pdf). Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.5. 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. Submission should include a workplan, schedule of activities and financial proposal. Please note that all costs, including taxes, insurance and of the costs are to be included in the financial proposal. Submitted proposals will be evaluated based on best value for money.
  - 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.
  - e) **Financial Proposal** – provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes
- 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](mailto:procurement@sprep.org) before 19 June 2023. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 21 June 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 80% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

**I. Technical Score – 80%**

Criteria	Detail	Weight
<b>Experience</b>	Minimum qualifications of a bachelor’s degree in Protected Area Management, Nature Conservation, Environmental Management, Geography, Natural Resource Management, or relevant field.	10%
	At least 7 years relevant work experience in protected area management and/or administration, or similar at national and/or regional levels, with good working knowledge of the regional context, current and emerging protected area management issues, biodiversity conservation issues and related challenges.	15%
	Demonstrated track record in planning and undertaking Protected Area Management Effectiveness (PAME) evaluations across a diverse range of sites.	20%
	Broad understanding and familiarity with the following: <ul style="list-style-type: none"> <li>• Current suite of Protected Area Management Effectiveness (PAME) Evaluation tools and guidance</li> <li>• Convention on Biological Diversity, Kunming-Montreal Global Biodiversity Framework (protected area-related targets) and other related biodiversity conventions</li> <li>• Framework for Nature Conservation and Protected Areas in the Pacific islands 2021-2025.</li> </ul>	10%
	Demonstrated capacity building experience, analytical skills, and excellent written and verbal communication skills including a high level of presentation and interpersonal skills and maintaining effective relationships with a diverse group of people.	10%
	Demonstrated experience working within a multi-disciplinary and multi-cultural team setting.	5%
<b>Technical Proposal/ Methodology</b>	Development of workplan and schedule of activities	10%

**II. Financial Score – 20%**

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = a \times \frac{b}{c}$$

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

## 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: 27 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 2023/025: Consultancy - Trainer/Facilitator, Samoa National Technical Training on Evaluating Protected Area Management Effectiveness (PAME).**'

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.

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.

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



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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>**



## Annex A: Terms of Reference

### Consultancy – Trainer/Facilitator, Samoa National Training on Evaluating Protected Area Management Effectiveness (PAME).

#### 1. Background

The ACP MEAs phase 3 project in collaboration with the EU-OACPS Biodiversity and Protected Areas Management (BIOPAMA) Programme - phase two, and the BIOPAMA Action Component, Small Technical Grants (STG) are assisting the Samoa Ministry of Natural Resources and Environment (MNRE) to enhance the sustainable management and protection of Samoa's network of protected and conserved areas. The main goal of this collaboration is to build capacity and skills of local practitioners in the application of specific Protected Area Management Effectiveness (PAME) evaluation tools at both the network and site levels.

Protected Area Management Effectiveness (PAME) evaluations can be defined as: “the evaluation of how well protected areas are being managed – primarily the extent to which management is protecting values and achieving goals and objectives” (Hockings et al. 2006). Evaluation of management effectiveness is recognised as a vital component of responsive, pro-active protected area management.

Samoa currently has a high percentage of protected and conserved areas, for which management effectiveness is yet to be evaluated. Hence, these sites have limited and/or no updated information currently available. Furthermore, about 90 per cent of the sites need review of their status to accurately reflect changes in their management and ecological condition over the last twenty years.

#### 2. Objectives:

- a. To deliver capacity building for local practitioners within Samoa on specific protected area management effectiveness (PAME) evaluation tools
- b. To raise awareness and understanding of the suite of available PAME tools to evaluate protected area management effectiveness, including strengths and limitations.
- c. To modify the Rapid Assessment and Prioritization of Protected Area Management (RAP-PAM) methodology/tool to suite the local context and situation in Samoa.
- d. To review and confirm existing national PAME data for updating the Global Database on Protected Area Management Effectiveness (GD-PAME).
- e. To conduct a field demonstration of the modified RAPPAM methodology/tool at a specific government-administered protected area.
- f. To discuss, identify and confirm post-training next steps for conducting further PAME work for Samoa.

#### 3. Scope of Work

The Scope of work includes the following tasks and deliverables:

Tasks	Deliverable(s)
<b>3.1 National training on PAME</b> <ul style="list-style-type: none"> <li>• Plan, organise and conduct a four-day, in-</li> </ul>	<ul style="list-style-type: none"> <li>• Draft and final pre-training participants' questionnaire - disseminate, collate and</li> </ul>

<p>person national training on protected area management effectiveness (PAME), working closely with MNRE and SPREP.</p>	<p>utilise results to finalise the training programme.</p> <ul style="list-style-type: none"> <li>• Draft and final, four-day training programme</li> <li>• four-day PAME training successfully completed.</li> <li>• Modified RAPPAM methodology/tool, gathering and incorporating revisions in two steps – i) initial classroom practical, ii) field practical.</li> <li>• draft and final, detailed training report - with clearly articulated next steps for follow up.</li> </ul>
<p><b>3.2 Training materials</b></p> <ul style="list-style-type: none"> <li>• Collate and prepare relevant training materials for the national training, working closely with MNRE and SPREP.</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant training materials (soft/hard copies) - PowerPoint presentations, practical exercises, online resources, hard copy PAME tools etc.</li> </ul>
<p><b>3.3 Communications, Media</b></p> <ul style="list-style-type: none"> <li>• Prepare and widely disseminate media releases to publicise the training and its outcomes, working closely with MNRE and SPREP.</li> </ul>	<ul style="list-style-type: none"> <li>• Two media releases: pre-training and post-training.</li> </ul>
<p><b>3.4 Post-training evaluation (online)</b></p> <ul style="list-style-type: none"> <li>• Design and provide participants with an online post-training evaluation to gain their feedback, and views on next steps.</li> </ul>	<ul style="list-style-type: none"> <li>• Online training evaluation (eg - Survey-Monkey, Google forms).</li> <li>• Summary of post-training evaluation results.</li> </ul>

#### 4. Reporting requirements

In addition to the training report outlined above, the consultant will be required to prepare and submit the following reports (e-copies):

- Draft consultancy report
- Final consultancy report

#### 5. Work arrangements

The consultant will work closely with the Principal National Reserves and Protected Areas Officer, Division of Environment and Conservation (DEC), MNRE under the overall supervision of the ACEO DEC – MNRE. On contractual arrangements and reporting requirements, the consultant will liaise directly with the Protected Areas Officer at SPREP.



#### **6. Travel arrangements:**

The training is to be conducted in-country. Therefore, if applicable, travel to Samoa is required. Therefore, the costs of return economy airfare to and from Apia, Samoa must be included in tenders submitted for this consultancy.

#### **7. Communication**

All communications related to the delivery of the tasks outlined in these terms of reference will be conducted through both online/virtual means and in-person, between the consultant, MNRE and SPREP.

#### **8. Duration**

The maximum term of this consultancy is six weeks. A no-cost extension may be granted upon request, if required.