

# REQUEST FOR TENDERS

RFT: PBS 2023- 007  
File: AP\_2/43  
Date: 20<sup>th</sup> June 2023  
To: Interested consultants  
From: Etienne Delattre; Programme Manager

**Subject: Request for tenders (RFT): (Service- based consultancy) Develop the Pacific Region Seabird Monitoring Manual.**

## 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](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 develop the Pacific Region Seabird Monitoring Manual.
- 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/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.
- 2.4. 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. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
  - ii. Provide three referees relevant to this tender submission, including the most recent work completed;
  - iii. 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.*

- iv. 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 **3<sup>rd</sup> July 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 **5<sup>th</sup> July 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
Experience	Must have sound technical knowledge and extensive experience in conducting seabird research and monitoring including in the Pacific	20
	Must have technical knowledge and experience in writing documents relating to the environment for public audience; ideally, having authored proven publications that support seabird monitoring and research.	20

	Must have experience in designing and conducting training and capacity building around seabirds; to have experience in planning and running workshops is an asset.	10
	Have been involved in education/awareness campaigns on seabird conservation.	5
	Have experience of working with government agencies, civil society stakeholders and regional CROP Agencies such as SPREP and SPC in the Pacific.	5
	Excellent written and spoken English. Knowledge of French is considered an asset.	5
<b>Technical Proposal / Methodology</b>	Provide a costed work plan covering the duration of the service (6 months).	15

## 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: 20<sup>th</sup> July 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 PBS 2023 – 007: (Service- based consultancy) Develop the Pacific Region Seabird Monitoring Manual.***'

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 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

### Develop the Pacific Region Seabird Monitoring Manual

#### Background

SPREP's 2022-2026 Pacific Regional Marine Species Preprogramme includes a new Seabird Action Plan. This is the first time that SPREP has included seabirds formally as part of this programme.

Seabirds are more threatened than any other comparable group of birds and their status continues to decline globally. Across the Pacific, albatrosses, petrels, shearwaters and storm petrels in particular have experienced greater population declines than other families.

Forty-two species are known or suspected to breed in the Pacific. Three species (Fiji and Becks petrel and Rapa shearwater) are listed as Critically Endangered; Three are Endangered (Phoenix and Henderson petrels, Polynesian storm petrel) five are Vulnerable (white-necked, collared and white-winged petrels, Heinroth's shearwater and New Caledonian fairy tern, and one is Near Threatened (Tahiti Petrel).

Seabirds played an important role in the settlement and navigation of the Pacific and are nature's fish finders helping fishers find fish. They have also been shown to have an important contribution to terrestrial and nearshore ecosystems through provision of marine nutrients supporting growth and increasing resilience of coral reefs.

Key land-based threats include invasive alien species, habitat loss, unsustainable harvest of eggs, chicks and adults, light pollution and climate change and at sea threats include incidental by-catch and indirect effects of fisheries, pollution and climate change.

A key activity in the Seabird Action Plan is to "Develop and publish a guide on standardised research and monitoring methodology" This will provide a basis for capacity building and training.

#### Pacific BioScapes.

The Pacific BioScapes programme financed by the European Union has activities over the next 4 years to specifically support capacity around monitoring marine turtles and seabirds. Activity 1.2: *Build the technical capacities of relevant stakeholders to sustainably manage key coastal and marine species more effectively, through inter alia, training and marine conservation educational programmes.*

Development of a monitoring manual for Pacific Island Countries & Territories (PICTs) is a necessary first step as is currently also being done for marine turtles. "Seabird experts(s) to prepare a manual for Seabird Monitoring techniques appropriate to the Pacific Islands".

Most Pacific countries have very little experience or expertise in monitoring seabirds, except the French and US territories. NGOs in particular have undertaken the bulk of work to date in this area. For example, Pacific Rim Conservation have produced a seabird manual for the US territories.

#### Description of Services

SPREP is seeking the services of a consultant to prepare a seabird monitoring manual for the wider Pacific region. The main tasks to be undertaken in this consultancy are as follows:

- Undertake a desk-based assessment of existing seabird monitoring manuals and techniques which can assist with development of a Pacific Islands Regional Seabird Monitoring Manual
- Undertake consultations with other seabird experts in the region, and with key government agencies to help formulate the scope and content of the seabird monitoring manual.

- The manual should include but not be limited to the following:
  - A chapter on seabird biology and ecology.
  - A chapter summarising current knowledge of seabirds in the Pacific and identifying important research and monitoring gaps.
  - Key considerations when developing a monitoring or research programme.
  - Latest techniques in seabird research.
- The draft manual should be shared with seabird experts for peer review before finalisation.
- To produce the manual text and photographic inputs
- The consultant will also organise a regional workshop online to introduce the manual to PICTs (number to be determined on need/interest)

The manual (in English) will be available as an online resource and in hard copy for PICTs. It should be enhanced with practical examples/case studies and photos.

Funding for design, layout and translation of the Manual into French is covered separately by SPREP.

### **Remuneration**

The budget for services provided is up to **15,000 USD** based on submission and acceptance by the Pacific BioScapes Programme Manager, a summary report of agreed deliverables and invoices.

### **Work Arrangements**

The consultant can work from anywhere and online meetings with the project team will take place to guides and provide input and feedback.

### **Duration of Consultancy**

This consultancy is expected to run for 6 months.

### **Requirements**

1. Extensive experience in seabird research and monitoring including in the Pacific.
2. Excellent written and spoken English. Knowledge of French an asset.
3. Experience working with government, civil society stakeholders and regional CROP Agencies such as SPREP and SPC in the Pacific.
4. Strong track record in writing documents for public audience, communication as well as project management and facilitation.
5. Experience with training and capacity building around seabirds.
6. Examples of publications that support seabird monitoring and research expertise.