

REQUEST FOR TENDERS

RFT: 2022/009
File: AP_2/25
Date: 15 March, 2022
To: Interested consultants
From: Karen Baird, Threatened and Migratory Species Adviser

Subject: Request for tenders (RFT): Technical support for marine turtle activities through SPREP's Pacific BioScapes Programme

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 wishes to call for tenders from qualified and experienced consultants who can offer their services to support the Threatened and Migratory Species Adviser (TAMSA) in the implementation of turtle activities proposed through the Pacific BioScapes Programme.
- 2.2. The consultant will be expected to work with and report to the TAMSA in the implementation of these activities.
- 2.3. The consultant will adhere to any Pacific BioScapes Communications and Visibility Guidance which is developed and ensure approval of all external media, documents, and publications.
- 2.4. The consultant will be expected to adopt gender and human rights sensitive approaches in all aspects of their work.
- 2.5. The Terms of Reference of the consultancy are set out in Annex A.
- 2.6. 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.
- 2.7. 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;
 - ii. Provide three referees relevant to this tender submission, including the most recent work completed;
 - iii. Provide examples of past related work outputs;
 - 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*).
For the Technical and Financial proposals you may attach these separately.
 - v. Currently reside in Fiji or Samoa and
 - vi. Provide a copy of valid business registration/license for Fiji or Samoa.
- 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 experience and qualifications:
- 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*).
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 a suggested programme of work for the activities as outlined in the Terms of Reference, recognising that the final work programme will need to be agreed with the TAMSA on an annual basis.

- 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 30 March 2022. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 01 April 2022.
- 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 is the best person for the job, and that the tenderer satisfies the following criteria:
- 6.2. A proposal will be rejected if it fails to achieve 70% or more in the following technical criteria:
 - a. Expert knowledge of marine turtle conservation management and research (40%)



- b. A proven track record in successfully working with and advising communities and Pacific Island Countries and Territories (PICTs) or small island developing state governments on turtle conservation and management. (20%)
- c. Technical Proposal setting out a suggested programme of work relating to the activities as outlined in Annex A. (25%)
- d. A proven track record in delivery of effective gender sensitive and human rights-based approaches to community engagement, as well as project management and facilitation. Have a good command of spoken and written English. (15%)

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: 12 April 2022, 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 2022/009: **Tender name: Technical support for marine turtle activities through SPREP's Pacific BioScapes Programme**'

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.



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

'Provision of technical support for marine turtle activities through SPREP's Pacific BioScapes Programme'

Background

SPREP is implementing a component within the framework of an existing Financing Agreement between the Organisation of African, Caribbean and Pacific States (OACPS) and the European Union (EU) for the implementation of the Intra-African Caribbean Pacific (ACP) Support Programme for ACP Small Island Developing States (SIDS) and Coastal Countries. Globally the programme has been approved for a total of EUR 35 million under the Intra-ACP Cooperation–11th European Development Fund Strategy Paper and Indicative Programme 2014-2020 programming actions for ACP regional organisations/institutions and countries. The programme contributes directly to Sustainable Development Goals (SDGs) 14 and 15, as well as the three Rio Conventions - the United Nations Convention on Biological Diversity (UNCBD), the United Nations Convention to Combat Desertification (UNCCD) and the United Nations Framework Convention on Climate Change (UNFCCC). It will also promote gender equality and good governance. Its overall goal is to support implementation of SDGs 14 (Life Below Water) and SDG 15 (Life on Land) concentrating on climate change, resilience building and the environment and to contribute to addressing the development challenges of ACP SIDS and coastal countries by focusing on the implementation of the SAMOA Pathway.

The programme component for the Pacific ACP region is the Pacific Biodiversity and Sustainable Land-Seascapes (Pacific BioScapes) Programme managed and implemented by the Secretariat of the Pacific Regional Environment Programme (SPREP). The Programme will contribute to the sustainable development of Pacific SIDS by supporting and improving the management and sustainable use of marine and coastal resources. It provides an opportunity to address critical issues concerning coastal and marine biodiversity, and ecosystem-based responses to climate change adaptation. Pacific SIDS continue to face growing environmental challenges with the potential to drastically impact the natural assets upon which the foundation of their national economies and community livelihoods depends. The programme will apply ridge-to-reef and other management approaches to include both marine and terrestrial environments and to contribute to addressing barriers to effective conservation and sustainable use of biodiversity. In total there are 30 activities to be funded by the programme to address Key Result Area (KRA) 1: strengthened capacities of Pacific countries to effectively manage coastal and marine biodiversity and enhance resilience to climate change and KRA 2: support regional, national and local efforts to assess, conserve, protect, manage and sustainably use marine and terrestrial biodiversity.

As well as region-wide and sub-regional activities, 11 Pacific countries (Cook Islands, Fiji, Kiribati, Republic of the Marshall Islands, Federated States of Micronesia, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga and Vanuatu) will implement activities to be funded by the Programme with support ranging from national to community levels. SPREP will work with a number of nationally and regionally based NGO and civil society partners to facilitate effective in-country and sub-regional delivery of activities. Implementation and coordination will be undertaken within the SPREP Island



and Ocean Ecosystems Programme with specific engagement of all sub-programmes: Coastal and Marine Ecosystems; Threatened and Migratory Species; Biodiversity; Invasive Species.

Under KRA1 SPREP has a number of activities which are focused on assisting Pacific Island Countries and Territories to implement the Regional Marine Turtle Action Plan 2022-2026. To assist SPREP in implementing these activities we will need the services of a marine turtle consultant to support the Threatened and Migratory Species Adviser to manage these activities. In some cases additional specialist consultants will be enlisted to undertake the work.

Description of Services:

Activities will include primarily:

1. Support Pacific island countries and territories to develop national turtle action plans focusing on specific activities to conserve turtles, using the Regional Marine Turtle Action Plan as a guide as well as other recently developed assessments, management plans and action plans.
2. Manage specialist consultant(s) to develop a regional marine turtle monitoring and tagging manual.
3. Maintain the TREDIS database system including ordering and dissemination of tags and production of an annual report on the data.
4. Organise training for existing (or establish new) national marine turtle monitoring coordinators who will be responsible for ensuring training and reporting on turtle tagging and monitoring activities for each country.
5. Implement a network across the region, of long-term marine turtle nesting beach surveys, coordinated by national marine turtle monitors.
6. Support the implementation of a turtle protection public awareness campaign in PNG, through contracting a consultant in country.
7. Support the development and socialisation of best practice guidelines/codes of conduct for tourism interactions with turtles. This could also be used as a regional guideline reference.
8. Support the development of a marine sanctuary management plan for Samoa covering sharks, turtles and cetaceans

Communications

The consultant will follow the Pacific BioScapes Programme Communications and Visibility Strategy in the development and approval of all external documents and media publications.

Remuneration

SPREP expects this to be equivalent to a full-time position. The budget provides for annual fees of up to USD 25,000, paid monthly based on submission and acceptance by the Threatened and Migratory Marine Species Adviser of a monthly report against agreed deliverables and workplan.

Expenses for travel including DSAs will be covered by the SPREP Pacific BioScapes budget for each activity, or other sources.



Work Arrangements

The consultant will be expected to work from the SPREP office in Samoa or Fiji and report to the Threatened and Migratory Species Adviser through regular face to face meetings or virtual calls. Office costs including a computer will be covered by SPREP.

Duration of the Consultancy

This consultancy is expected to run from June 2022 to June 2025.