

# REQUEST FOR TENDERS

RFT: 2023/048  
File: AP\_2/39  
Date: 6 October, 2023  
To: Interested consultants  
From: Kenneth Kassem, Project Manager, By-Catch Integrated Ecosystem Management (BIEM)

**Subject: Request for tenders (RFT): SPREP-WWF Turtle Use Project in Papua New Guinea, Fiji, Tonga and at Regional Scale: Statistical Analysis of Turtle Use**

## 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 statistician services to better understand the Pacific's coastal communities' motivations for marine turtle use and trade, patterns of direct and indirect take and the genetic diversity of different turtle species used.
- 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://library.sprep.org/sites/default/files/sprep-organisational-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 18 October 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 20 October 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	a. Be able to demonstrate that he/she has the technical qualifications from a recognised tertiary institution and extensive experience in relevant turtle statistical and data analysis (20%);	50

	<ul style="list-style-type: none"> <li>b. Strong knowledge and proven track record in marine turtle biology, ecology and conservation and management. (20%)</li> <li>c. Established networks in turtle science and conservation (10%)</li> </ul>	
	<ul style="list-style-type: none"> <li>d. Proven track record in planning and delivering statistical analysis relating to marine turtles, particularly in calculating annual turtle harvest rates or related work for marine turtles. (20%)</li> <li>e. Prior delivery of effective communication to government and community stakeholders in the Pacific. (10%)</li> </ul>	30
<b>Technical Proposal / Methodology</b>	a. <b>Proposed methodology and workplan</b> to undertake the tasks outlined in these terms of reference, including timelines to complete the deliverables.	10

## II. Financial Score – 10%

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: 31 October 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 2023/048: 'SPREP-WWF Turtle Use Project in Papua New Guinea, Fiji, Tonga and at Regional Scale: Statistical Analysis of Turtle Use'**

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

### SPREP-WWF Turtle Use Project in Papua New Guinea, Fiji, Tonga and at Regional Scale: Statistical Analysis of Turtle Use

#### Project Background

Marine turtles have played a significant role in the customs and traditions of Pacific island communities for thousands of years, featuring in many of our myths, legends, songs and traditions. Marine turtles were traditionally considered as a sacred food item only for those of noble birth.

Marine turtles are integral in the functioning of marine habitats. They are highly migratory, capable of traveling thousands of miles, and readily cross jurisdictional boundaries. Few survive to adulthood, with estimates ranging from one in 1,000 to one in 10,000. Their natural lifespan is estimated to be 50 - 100 years, spending most of their life at sea, except when ashore to lay their eggs<sup>1,2,3</sup>.

They are recognised globally as at risk of extinction and a species of conservation concern. The 2017 IUCN Red List of Threatened Species lists the six marine turtle species found in the Pacific as follows:

- **Leatherback** (*Dermochelys coriacea*): Oceania subpopulation Critically endangered (2018)
- **Hawksbill** (*Eretmochelys imbricata*): Critically endangered
- **Loggerhead** *Caretta caretta*): Vulnerable
- **Green** (*Chelonia mydas*): Endangered
- **Olive Ridley** (*Lepidochelys olivacea*): Vulnerable
- **Flatback** (*Natator depressus*): Data deficient

Over time, marine turtles have been subjected to increasing pressure as customary practices have eroded and their popularity in commercial markets has increased<sup>4,5</sup>. The Nature Conservancy recently published the results from a study in Solomon Islands in 2019 on harvest and trade of marine turtles covering 10 representative sites across the country (but excluded three key turtle harvest areas). This study estimated that 9,473 turtles are harvested each year by spearfishers, the major method of harvest in Solomon Islands, with 95% confidence intervals of 5,063 to 22,423 turtles. This represents a significant level of removal, and the current rates of turtle harvest are unlikely to be sustainable. Spearfishers that had used the same method of capturing turtles for their entire life (freediving at night) reported that their average catch per trip had declined up to 95.7% (mean 65.0 ± 21.7 st. dev.), with catches declining by an average 3.4% per year. Turtles harvested were mostly Green and Hawksbill, dominated by immature sizes, as well as some Olive Ridley. The primary reason for harvesting was for subsistence<sup>6</sup>.

<sup>1</sup> Avens L and Snover ML (2013) Age and age estimation in sea turtles. In *The Biology of Sea Turtles*. Volume III, Wyneken J, Lohmann KJ and Musick JA, Eds. CRC Press, Boca Raton. pp 97-133

<sup>2</sup> Limpus CJ (2009) *A Biological Review of Australian Marine Turtles*. Brisbane, Queensland. Queensland Government Environmental Protection Agency. pp 324

<sup>3</sup> Miller JD (1997) Reproduction in sea turtles. In *The Biology of Sea Turtles*. Volume I, Lutz PL and Musick JA, Eds. CRC Press, Boca Raton, FL. pp 51-83

<sup>4</sup> Opu, J. (2018) *An assessment of marine turtle exploitation in Papua New Guinea*. Final Report prepared for the Secretariat of the Pacific Regional Environmental Programme, Apia Samoa, May 2018

<sup>5</sup> Refer [http://www.wfpacific.org/what\\_we\\_do/species/turtles\\_cfm/](http://www.wfpacific.org/what_we_do/species/turtles_cfm/)

<sup>6</sup> Vuto S, Hamilton R, Brown C, Waldie P, Pita J, Peterson N, Hof C and Limpus C (2019). *A report on turtle harvest and trade in Solomon Islands*. The Nature Conservancy, Solomon Islands. 34 p

SPREP funded a study to understand marine turtle exploitation in PNG in 2018<sup>7</sup>. The study estimated that marine turtles landed in markets for domestic consumption were estimated at 4,760 turtles in 2016 and 5,320 turtles in 2017. Provinces that landed most catches were Manus, Milne Bay and Western Provinces. Species with the highest numbers caught were green, hawksbill and leatherback turtles. Out of the 15 Maritime Provinces only the two provinces did not report any turtle catches.

SPREP is leading the By-catch and Integrated Ecosystem Management (BIEM) Initiative, Key Result Area 5 of the Pacific European Union Marine Partnership (PEUMP) Programme in which the Key Result Area 5.4 is focused on assessing the extinction risk of marine turtles in the Pacific. As a part of that project, SPREP is currently working with our partners to undertake studies across other Pacific Island nations to gain a greater understanding of the marine turtle direct harvest by communities. That project seeks to understand the extent and scope of harvest and trade of marine turtles across a range of Pacific Islands communities, building on the work already undertaken recently in PNG and Solomon Islands. Data from these studies will provide an important source for estimating risk to marine turtle species from this direct take to combine with data already available on industrial scale bycatch in the Pacific.

To inform the extinction risk, SPREP utilised the Turtle Use Project survey methodology and partnered with WWF and other organisations to undertake turtle use surveys in PNG, Tonga and Fiji. In addition, SPREP is implementing another programme of work the Pacific BioScapes Programme which includes several activities relating to turtles. A major public awareness campaign around turtles is being planned for Papua New Guinea. Results from this project will help inform the public awareness programme which will take place over the next 3 years.

In parallel, WWF-Coral Triangle Programme is hosting and coordinating the Global Protecting Turtles for Tomorrow Strategy, of which one component of work aims to reduce the unsustainable harvest and illegal trade in marine turtles. As part of the *Cracking the Code* program of work, WWF is coordinating the Turtle Use Project, which aims to gain an understanding of the cultural, social and economic importance of all marine turtles to local people. Papua New Guinea (PNG) was chosen to be the first country investigated under the Turtle Use Project.

WWF and SPREP are committed to working in partnership to implement these complementary programs of work in PNG, Tonga and Fiji to investigate the sociocultural use of marine turtles to inform community based, national and regional decision-making to reduce the use and trade of marine turtles. The work in PNG, Tonga and Fiji involved seeking community member responses to a recently developed sociocultural survey, using either or both methods: 1) community-based turtle monitors and 2) community workshops in major towns. There is a need to combine all available results from this and other studies to produce a Pacific regional assessment of turtle take and use. Results of similar studies in Vanuatu and the Solomon Islands will also be used in the broader regional analysis. The final report to SPREP and WWF will be shared with local and national governments, NGOs, community groups and other relevant stakeholders. Community consultation has been completed in PNG and Tonga, and a final round (2<sup>nd</sup> year) of surveys are ongoing in Fiji, anticipated to be completed by end of 2023.

The implementing partners are SPREP, WWF Coral Triangle, WWF Pacific, WWF Australia and Vava'u Environmental Protection Association (VEPA) and TierraMar.

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<sup>7</sup> Opu, J. (2018) An assessment of marine turtle exploitation in Papua New Guinea. Final Report prepared for the Secretariat of the Pacific Regional Environmental Programme, Apia Samoa, May 2018.

### **Services Required**

SPREP is seeking the services of a consultant to undertake a statistical analysis of turtle use data collected in PNG, Tonga and Fiji to better understand the Pacific's coastal communities motivations for marine turtle use and trade, patterns of direct and indirect take and the genetic diversity of different turtle species used. This will assist in identifying populations most at risk, and management options aimed at reducing the exploitation and extirpation of marine turtles.

### **Scope of work**

Collating and analysing the data and outputs of the Turtle Use Project surveys and workshops to date, the objectives of this consultancy are to:

- Describe where turtles are found throughout PNG, Tonga and Fiji, Vanuatu and Solomon Islands.
- Establish national annual figures of turtle take in each country as well as at a regional level combining previous studies in Solomon Islands and Vanuatu with PNG, Tonga and Fiji data. Note local level figures will be used as the basis and to inform the annual harvest rate calculation and will also need to be published as an annex.
- Describe and determine how, when, and where turtles, eggs, shell, and other parts are used and traded throughout PNG, Tonga, Fiji, and Vanuatu and Solomon Islands using historical results (and in comparison, to other marine species where data has been collected in the surveys).
- Identify why and for what purpose turtles are being used and traded and to make recommendations for alternate options to turtle take. Assess the two methodologies used in the sociocultural surveys (workshops vs monitor interviews) and variations of these in terms of the usefulness of data collected and ease of statistical analysis and make recommendations on potential improvements.

The scope of work is to deliver on the above objectives and produce:

- A. Separate final reports for PNG, Tonga and Fiji; and,
- B. A consolidated final report for Pacific wide inclusive of PNG, Tonga, Fiji (the data produced for this consultancy) and inclusive of Vanuatu and Solomon Islands outputs (where historical results are available).

Noting the report for PNG will additionally require a comparative analysis and assessment as to the effectiveness of both methodologies used and to provide recommendations for future surveys.

The scope of work will involve and require:

- For PNG and Fiji, entry of any remaining paper-based data into the existing purpose built excel spreadsheet
- Quality assure all entered data to confirm accuracy in each country
- Analyse the results, including specifically an annual harvest rate which may require further statistical peer review
- Submit 4 draft reports for SPREP and WWF to review – 3 national level for PNG, Fiji and Tonga and 1 at the regional level
- Submit final draft reports for publication by SPREP and WWF





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- Prepare a draft final manuscript for publication by scientific journal with lead data collectors and community monitors as first and/or co-authors.
- Present findings at regional and/or national workshops on turtles in 2024 via online, in consultation with SPREP and WWF.

Timelines for delivery:

- Final PNG and Tonga reports by 30 March 2024
- Final Fiji and regional level report by 30 June 2024 (subject to Fiji finalising their Year 2 survey work by December 2023)
- Online presentation at regional workshops and/or national dates are yet to be confirmed but will be in 2024.

**Requirements**

To be considered for this tender, interested suppliers must meet the following conditions:

- a. Be able to demonstrate that he/she has the technical qualifications from a recognised tertiary institution and extensive experience in relevant turtle statistical and data analysis.
- b. Have strong knowledge and a proven track record in marine turtle biology, ecology and conservation and management.
- c. Have established networks in turtle science and conservation
- d. Demonstrate a proven track record in planning and delivering statistical analysis relating to marine turtles, particularly in calculating annual turtle harvest rates or related work for marine turtles.
- e. Have experience in delivery of effective communication to government and community stakeholders in the Pacific.

**Remuneration**

The budget allocated for these activities is up to US\$20,000. This is to include all out-of-pocket expenses incurred by the consultant. There will be no travel required.

**Duration of the Consultancy**

This consultancy will run over a 7 month period from December 2023 to end July 2024.



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