



**SPREP**  
Secretariat of the Pacific Regional  
Environment Programme

PO Box 240, Apia, Samoa  
E: [sprep@sprep.org](mailto:sprep@sprep.org)  
T: +685 21929  
F: +685 20231  
W: [www.sprep.org](http://www.sprep.org)



*The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.*

## REQUEST FOR TENDERS

File: AP 4/12/17  
Date: 27 March, 2018  
To: Interested Suppliers  
From: Jope Davetanivalu, Environmental Planning Adviser

**Subject: Request for tenders - Regional Guideline on Strategic Environment Assessment (SEA) for the SPREP Member Countries.**

### 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 For more information, see: [www.sprep.org](http://www.sprep.org).

### 2. Specifications: statement of requirement

- 2.1 SPREP would like to call for tenders from qualified and experienced consultants to work with the Environment Monitoring and Governance (EMG) Program of SPREP, countries and partners to develop the Regional Guideline for Strategic Environment Assessment that will be used as a reference material for SPREP member countries.
- 2.2 The successful applicant will need to provide a written SEA Guideline that is similar to the Regional EIA Guideline endorsed by SPREP member countries in 2016. The contract will be for a period of 4 months from the day the contract is signed.
- 2.3 The Terms of Reference that detail the requirements and outputs for the consultancy are attached.

### 3. Conditions: information for applicants

- 3.1 To be considered for this tender, interested suppliers must meet the following conditions:
  - Submissions should include a work plan, schedule of activities and financial proposal. Please note all costs, including taxes, insurance etc should be included in the financial proposal. The consultancy has a

maximum budget of US \$6,000. Submitted proposals will be evaluated based on best value for money.

- Complete the tender application form provided.
- Submit a CV to demonstrate the consultant has the relevant experience, skills and qualifications to carry out this contract successfully.
- Provide three references as part of the tender submission.

#### **4. Submission guidelines**

- 4.1 Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and is capable of meeting the specifications and timeframes.
- 4.2 Tender documentation should outline the interested supplier's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.
- 4.3 All interested parties should submit a cover letter and curricula vitae to be considered for the consultancy.
- 4.4 Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

#### **5. Tender Clarification**

- 5.1. Any clarification questions from applicants must be submitted by email to Maraëa Pogi at [maraeap@sprep.org](mailto:maraeap@sprep.org) and copy [joped@sprep.org](mailto:joped@sprep.org) before 2<sup>nd</sup> April 2018. A summary of all questions received with an associated response will be posted on the SPREP website at [www.sprep.org/tender](http://www.sprep.org/tender) by 4<sup>h</sup> April 2018.

#### **6. Evaluation criteria**

SPREP will select a preferred supplier 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:

- 6.1 Minimum of a Bachelor's or equivalent degree, preferably in the Sciences, Environmental Management and Planning, Ecology, Geography, Development studies/international relations and/or related fields.
- 6.2 Expertise in environment impact assessment, strategic environment assessment, and use of other environment planning tools is important.
- 6.3 Demonstrated experience in technical writing and editing, preferably with creating national-level documents, and workshop facilitation.
- 6.4 Familiarity with/comprehensive understanding of coordinating with governments and other agencies to solicit data and/or information.
- 6.5 Experience working in the Pacific island region is preferred.
- 6.6 Detailed Financial Proposal in U.S. dollars.
- 6.7 Assessment of the proposal will be based on the evaluation of the Technical (80%) and Financial (20%).

## 7. Deadline

- 7.1 **The due date for submission of the tender is: 11<sup>th</sup> April 2018 (midnight, local Apia, Samoa time).**
- 7.2 Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked 'TENDER: **Regional Strategic Environment Assessment Guideline**' to one of the following methods:

Mail: SPREP  
Attention: Procurement Officer  
PO Box 240  
Apia, SAMOA

Email: [tenders@sprep.org](mailto:tenders@sprep.org)

Person: Submit by hand in the tenders box at SPREP reception, Vailima, Samoa.

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

### **Development of Guidelines to Strengthen Strategic Environmental Assessment for Pacific Island Countries and Territories**

#### **1.0 Background**

The SPREP Strategic Plan 2017-2026 regional goal 4 stated that Pacific people and their environment benefit from commitment to and best practice of environmental governance. SPREP plays a key role in assisting countries to develop capacities in environment governance and one this is delivery through the program of environment impact assessment training. An objectives under this regional goal is for SPREP to strengthen national sustainable development planning and implementation systems including through use of Environmental Impact Assessments, Strategic Environmental Assessments, and spatial planning.

The above is also in line with the European Union initiated capacity building project titled "Capacity Building related to Multilateral Environmental Agreements (MEAs) in African, Caribbean and Pacific (ACP) Countries", implemented by UNEP, and known as the ACP MEAs Project. SPREP through the Environmental Monitoring and Governance (EMG) Programme is assisting SPREP Members in strengthening national MEA enforcement and compliance mechanisms, through Environmental Impact Assessment (EIA) and Strategic Environmental Assessment (SEA).

The 27th Annual SPREP Meeting in 2016 endorsed the regional Guidelines for strengthening environmental impact assessment for Pacific island countries and territories (PICTs). The Guidelines have been effectively used and has facilitated improvements in EIA processes, its management and awareness within PICTs.

In the regional EIA Guidelines, it provides a brief introduction to the SEA process to promote a general awareness of the SEA tools amongst SPREP member countries noting that are no existing regional SEA guidelines to support and progress this part of the work.

#### **2.0 Purpose of Assignment**

SPREP is now seeking the services of an expert on a short term consultancy to develop and produce a regional guidelines for SEA as a tool for planning and decision making.

The second part of the work is to prepare and develop a guidance note on environmental bonds which would form part of the regional EIA guidelines. The guidance note would contain proper guidelines and/or formula to calculate the required bonds for specific projects with clear examples to illustrate the required process in determining and calculating environmental bonds within the context of the EIA process.

#### **3.0 Scope of Duties of the Consultant**

The consultant will be required to undertake the following duties:

1. Development of guidelines for Strategic Environment Assessment (SEA) for Pacific island countries and territories. The guidelines should be developed based on best

practices and should be relevant and appropriate to the Pacific context. It should contain at least the following key elements:

- a. Important concepts under the Strategic Environment Assessment
  - b. Definition of key terms
  - c. History of Strategic Environment Assessment
  - d. Strategic Environment Assessment in Practice
  - e. Consideration and recommendation for effective strategic environment assessment.
  - f. Strategic Environment Assessment Toolkit/Manual with templates and tools developed including flow charts/diagrams to illustrate the process. The toolkit/manual should be user friendly and easy to use to support on-going SEA training activities
  - g. Review of relevant legislation and policies governing the application of SEA and how it can be applied in the Pacific.
  - h. Case studies on applying SEA in the Pacific Context.
  - i. A pamphlet summarising the SEA process for awareness purposes
  - j. Conduct an introductory training for SPREP staff to socialise and raise awareness on SEA as well as gauging feedback and input on drafts produced.
  - k. Facilitate a peer review process to seek feedback from experts and practitioners including input from relevant government officials and stakeholders
2. Develop a guidance note on Environmental Bond which should contain calculation formula and process to assist member countries in calculating environmental bonds for projects that undergoes the Environment Impact Assessment process. The guidance note should contain at least the following key elements:
- a. Definition of an environmental bond that should address what is an Environmental Bond and why is it applied in the Environment Impact Assessment process.
  - b. The guiding formula to be used which can be easily understood and applied by SPREP member countries.
  - c. Types of projects where environmental bonds could be applied
  - d. Provide examples of how the formula is used based on specific projects in a country.
  - e. Provide examples of legislation and policies in PICTs where environmental bonds are required and make recommendations on the integration/inclusion of environmental bonds if not covered in existing legislation and policies.
  - f. The guidance note should contain flow diagrams that will be easier to follow with necessary narratives to support it. .

In carrying out the expected duties outlined above, the consultant will be required to work in close consultation with key staff of SPREP and may be required to contact key technical focal points in PICTs for input as well as seeking input and advice from partners.

#### **4.0 Key Outputs by the Consultant**

The following are key outputs to be produced and delivered by the consultant:

1. Strengthening Strategic Environmental Assessments – Guidelines for Pacific Island Countries and Territories including the Toolkit/manual and a pamphlet illustrating key elements of the SEA process
2. A Guidance Note on Environmental Bonds for projects that undergoes the Environment Impact Assessment process in PICTs including clear processes and formula for calculating environmental bonds.

The consultant will be required to present the final outputs to the EMG team and key SPREP staff.

#### **4.0 Duration**

1. Final outputs/deliverables are to be completed and submitted within 4 months from the day a contract is signed.
2. Starting date of consultancy will begin when the contract is signed by the consultant.

#### **5.0 SPREP Contact**

Jope Davetanivalu, Environment Planning Advisor, Environment Monitoring and Governance Program, SPREP. Email address: [joped@sprep.org](mailto:joped@sprep.org).