



REQUEST FOR TENDERS

RFT: 2021/036_ReAd
File: AP_4/13/10/1
Date: 29 June, 2021
To: Interested consultants
From: Vainuupo Jungblut – Protected Areas Officer

Subject: Consultancy to Develop a Sustainability Plan for SPREPs Regional Programme of Support for Protected Areas (SPREP- PA), READVERTISEMENT

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 would like to call for tenders from qualified and experienced consultants who can offer their services to develop a Sustainability Plan for SPREPs Regional Programme of Support for Protected Areas (SPREP- PA).
- 2.2. The Terms of Reference that detail the requirements and outputs of the consultancy are attached.
- 2.3. This is a consultancy assignment for four months.
- 2.4. Due to the current situation with COVID19, no travel is foreseen for this consultancy. Therefore, communications will be conducted entirely through online/virtual means.
- 2.5. 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/sprep-organisational-values-code-of-conduct.pdf

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:



- i. 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 or your Technical Proposal. Failure to do this will mean your application will not be considered.
- ii. Sign the **conflict of interest form** provided.
- iii. Submit a CV to demonstrate the consultant has the relevant experience, skills and qualifications to carry out this contract successfully.
- iv. Provide examples of related past work outputs.
- v. Minimum qualifications of a bachelor's degree in business administration or relevant field.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Submissions should include a work plan, schedule of activities, timeframe and a financial proposal. Please note all costs, taxes, facilities and insurance should be included in the financial proposal. Submitted proposals will be evaluated based on best value for money.
- 4.3 Tenderers / Bidders must insist on an acknowledgement of receipt of tenders / proposals / bids.
- 4.4 Provide at least three (3) referees as part of the tender application, including the most recent work relevant to this consultancy.
- 4.5 Complete the tender application form and conflict of interest form provided.
- 4.6 Tender submission must be in USD.
- 4.7 Tender should itemise all associated costs involved to complete the assignment.
- 4.8 The proposal must remain valid for 90 days from date of submission.

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to procurement@sprep.org and before 05 July 2021. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 07 July 2021.

6. Evaluation criteria

- 6.1 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:



- i. Minimum qualifications of a bachelor's degree in business administration or relevant field. An MSc/MA in a specialised business field and strategic support to protected area management would be an advantage (20%).
- ii. At least 7 years' relevant experience working in the Business Development, Management, Strategy development, and/or the Protected area/ conservation field at national and/or regional levels, preferably within the Pacific islands' region (20%)
- iii. Demonstrated ability to conduct research and produce analysis (20%)
- iv. Good knowledge of biodiversity conservation and/or protected area management issues, regional context, emerging issues and related challenges within the Pacific islands' region is an advantage, including broad understanding of the following: (10%)
 - Convention on Biological Diversity and other related biodiversity conventions
 - Strategic Plan for Biodiversity 2011-2020 and the Aichi Biodiversity Targets.
 - Framework for Nature Conservation and Protected Areas in the Pacific islands 2014-2020.
- v. Demonstrated experience working within a multi-disciplinary and multi-cultural team environment (5%)
- vi. Excellent written and verbal communication skills including high level of presentation, interpersonal and critical thinking skills and maintaining effective relationships with a diverse group of people. (10%).
- vii. Detailed work plan, schedule of activities and timeframe which achieves the outputs of the consultancy. (5%)
- viii. Detailed Financial Proposal in USD dollars. Clearly identify amount for fees, expenses and all other related costs (10%)

6.2 Assessment of the proposal will be based on the evaluation of the Technical (90%) and Financial (10%).

6.3 Desirable:

- i. Demonstrates initiative and ability to think outside the box, exercise good judgment, and resolve complex issues in dealing with multiple tasks, demanding deadlines and with little supervision.
- ii. Demonstrates excellent understanding and appreciation of environmental ethics, values and priorities within the workplace.

7. Deadline

- 7.1. **The due date for submission of the tender is 13 July 2021, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked '**RFT 2021/036: Consultancy to Develop a Sustainability Plan for SPREPs Regional Programme of Support for Protected Areas (SPREP- PA), Readvertisement'** to one of the following methods:

Mail: SPREP
Attention: Procurement Officer



**SPREP
PROE**

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.

For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website <http://www.sprep.org/accountability/complaints>