



REQUEST FOR TENDERS

RFT: 2021/055
File: AP_4/12/19/1
Date: 08 July, 2021
To: Interested suppliers
From: Gregory Barbara, Environmental Assessment and Planning Officer

Subject: Request for tenders: Development of Guidance Note for Coastal Engineering Good Practice in Impact Assessment as Addendum to 2016 Strengthening Environmental Impact Assessment Guidelines for Pacific Island Countries and Territories

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 impact assessment consultants who can offer their services to SPREP in developing regional guidance note on good practice for coastal engineering projects impact assessment and management. The guidance note would contain proper guidelines for mitigating impacts from land reclamation, coastal engineering and dredging to port operations with clear examples to illustrate the required process in determining environmental monitoring and mitigation plans.
- 2.2. The successful applicant will need to provide a comprehensive proposal in response to the attached TOR. The “work” is expected to be completed and submitted within 5 months from the day a contract is signed.
- 2.3. The Terms of Reference and the Specific Duties of the Contractor are set out in Attachment “A”.
- 2.4. 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 applicants must meet the following conditions and criteria:
- a) A Bachelor's degree in Environmental Science or any related with a minimum of seven years' experience in impact assessment, or natural resources management with a focus on coastal projects. A post graduate degree is an advantage.
 - b) Submission for consultancy should include a technical and a financial proposal.
 - c) Submit a CV to demonstrate the consultant has the relevant experience, skills and qualifications to carry out this contract successfully.
 - d) 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*) and
 - e) Sign the **Conflict-of-Interest** form.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and can meet the required specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should comprise the interested supplier's complete proposal, comprising:
- (a) CV of the proposed personnel highlighting experience relevant to the tender. Also submit details of relevant experience as a consultant, subcontractor or management consultant under contracts with similar services.
 - (b) Technical Proposal/Methodology which contains the details to achieve the tasks outlined in the Terms of Reference.
 - (c) Financial Proposal - detailed outline of the costs involved in successfully delivering this project. Please note that all costs, including taxes, facilities, insurance, and travel and associated costs should be included in the financial proposal. Submitted proposals will be evaluated based on best value for money.
- 4.3 Provide at least 3 referees relevant to this tender submission, including the most recent work completed.
- 4.4 Tender submission must be in United State Dollars (USD).
- 4.5 The Proposal must remain valid for 90 days from date of submission.
- 4.6 Interested consultants must insist on an acknowledgement of receipt of the proposal.

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before **20 July 2021**. A summary of all questions received with an

associated response will be posted on the SPREP website www.sprep.org/tender by **22 July 2021**.

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 tenderer satisfies the following criteria:

Criteria	Description	Weighting (%)
Experience	Minimum BSc level qualifications in environmental science or related field and more than 7years' experience working in areas of environmental impact assessment, environmental management, and coastal natural resource management	10
	Proven experience in developing impact assessment practice notes or guidelines recognized at either sector level, nationally or internationally	20
	Well versed in multi-lateral environmental agreements including regional and international commitments (such as SDGs), as well as familiarity with Regional Goals and national development plans from the Pacific	10
	Proven experience in project management and ability to deliver within the timeframe	10
	Proficiency in English (oral and written) with demonstrated high-level skills in drafting, reviewing, and writing reports	10
	Excellent communication and inter-personal skills, willing to work alongside colleagues from different professional backgrounds, sensitivity to cultural differences and willing to build and strengthen capacity of government officers. Demonstrated experience working in the Pacific region or other developing countries	10
Technical Proposal/ Methodology	Detailed technical proposal/workplan, methodology and schedule of activities	10
Financial proposal	Detailed financial proposal in US dollars	20



7. Deadline

- 7.1. **The due date for submission of the tender is: 29 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 2021/055: Development of Guidance Note for Coastal Engineering Good Practice in Impact Assessment**' to one of the following methods:

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.

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 Guidance Note for Coastal Engineering Good Practice in Impact Assessment as Addendum to 2016 Strengthening Environmental Impact Assessment Guidelines for Pacific Island Countries and Territories

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 objective 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) (SPREP 2016i). The regional Guidelines EIA have been effectively used and has facilitated improvements in EIA processes, its management and awareness within PICTs.

The SPREP 2016i Regional EIA Guidelinesⁱ, provide a general and broad description of potential projects and impacts that can be addressed through the EIA process but does not provide details on how to mitigate impacts from specific developments. As sea level rise is a key threat to Pacific Island communities many projects in the region include elements of coastal engineering albeit from simple seawalls and sand mining to dredging and port construction as well as ecosystem-based adaptation projects yet there is no regional guidance for how avoid unintended consequences and mitigate impacts. The understanding of the types of studies required to gather baseline data and undertake an EIA for a coastal engineering project is generally not well understood in the region. Guidance is needed on how to scope appropriate terms of reference for coastal EIA projects and development of suitable environmental monitoring and management plans for coastal development and engineering projects.

OBJECTIVES:

SPREP is now seeking the services of an expert on a short-term consultancy to develop and produce a regional guidance note as an addendum for the SPREP 2016 Regional EIA Guidelines as a tool for mitigation, planning and decision making related to coastal engineering projects.

The guidance note must cover the range of coastal engineering projects that would require an EIA from seawalls and sand mining, coral harvesting and maintenance dredging to full ecosystem-based adaptation projects and port developments. It will also provide guidance on setting suitable mitigation, monitoring and management plans for those projects. The guidance note is intended as an addendum for the SPREP 2016i or SPREP 2018ⁱⁱ EIA guidelines and must therefore align with those guidelines and not merely repeat their information, rather building on them with specific details on conducting coastal engineering EIA and designing appropriate Environment Monitoring and Management Plans (EMMP).

SCOPE OF WORK:

1. The scope of work covers the following tasks:

The consultant will be required to undertake the following. The consultant will be required to hold inception workshop with SPREP to agree upon the final scope of works and communication plan.

Key duties of the consultancy include:

Development of regional guidance note for Coastal Engineering Projects environmental impact assessment and mitigation process for Pacific Island countries and territories. The guidance note should be developed based on best practices and should be relevant and appropriate to the Pacific context. It must be aligned to the existing **2016 Strengthening Environmental Impact Assessment Guidelines for Pacific Island Countries and Territories (i)**. It should contain at least the following key elements:

Task 1	<ol style="list-style-type: none"> a) Definition of key terms b) Brief background on the range of coastal engineering projects covered and application of EIA in the Pacific region, citing relevant legislations for the region.
Task 2	<p>Consideration and recommendation for effective environment impact assessment for the coastal engineering providing details on scoping the appropriate types of studies required to support an EIA.</p> <p>Including but not limited to baseline marine ecosystem studies and monitoring programme, hydrographic/bathymetric, hydrodynamic, geotechnical, underwater noise etc. with emphasis to take into account the risks of climate change impacts for engineering designs.</p>
Task 3	<p>Use case studies on applying EIA in coastal engineering to detail examples of effective environmental management strategies, preferably drawing on Pacific examples, if not then bathymetrically and climatically comparable case studies to the Pacific region.</p>
Task 4	<p>Environment Monitoring and Management Plan (EMMP) Toolkit/Manual with templates and tools developed including flow charts/diagrams to illustrate the process for designing a relevant and effective EMMP for coastal engineering. The toolkit/manual should be user friendly and easy to use to support on-going EIA training activities in the Pacific Region</p>
Task 5	<p>Facilitate a peer review process to seek feedback from experts and practitioners including input from relevant government officials and stakeholders on drafting the guidance note.</p>



Key Outputs by the Consultant:

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

1. Strengthening Environmental Assessments for Coastal Engineering – Guidance note for Pacific Island Countries and Territories including the Toolkit/manual for developing appropriate EMMP for sand mining, dredging, coral harvesting, seawalls, coastal land reclamation, ports and ecosystem based adaptation.
2. The consultant will be required to present the final outputs to the EMG team and key SPREP staff.

Information for Applicants:

- Due to COVID travel restrictions, there is no travel expected during the consultancy. All meetings and attendance of workshops will be via virtual collaboration platforms.
- SPREP will provide technical support and guidance to the consultants as required.
- The successful consultant will be guided by SPREP on the drafting of the guidance note(s). All these sessions will be virtual.
- 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

TIMEFRAME

All activities are to be completed within 5 months from when the contract is signed.

REPORTING

The Consultant will report to Dr. Gregory Barbara, Environmental Assessment and Planning Officer of Environment Monitoring and Governance Program, SPREP.

ⁱ Strengthening environmental impact assessment guidelines for Pacific Island countries and territories, Apia, Samoa. SPREP 2016 ISBN 978-982-04-0594-3

ⁱⁱ Environmental impact assessment: guidelines for coastal tourism development in Pacific Island countries and territories. Apia, Samoa. SPREP 2018 ISBN 978 982 04 0885 2