

REQUEST FOR QUOTES

File: AP_4/13/10/4
Date: 13 July, 2021
To: Interested consultants
From: Vainuupo Jungblut – Protected Areas Officer

Subject: In-country consultancy to Review and Update Protected Area Data for the Federated States of Micronesia (FSM).

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. This in-country consultancy is financed through assistance of the BIOPAMA Programme, which is an initiative of the Organisation of African, Caribbean and Pacific (OACPS) Group of States financed by the European Union 11th European Development Fund. The consultancy is coordinated by SPREP, through its BIOPAMA-assisted Regional Programme of Support for Protected Areas (SPREP-PA), fulfilling its role as a Knowledge Centre for nature conservation for the Pacific region and regional hub for the collation of protected area information for the World Database of Protected Areas. BIOPAMA in the Pacific is implemented by the International Union for Conservation of Nature in partnership with SPREP and the European Commission Joint Research Centre.
- 1.4. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for Quotations from qualified and experienced in-country, national consultants who can offer their services to conduct a review and update of protected area data for the FSM.
- 2.2. The Terms of Reference that detail the requirements and outputs of the consultancy are attached.
- 2.3. 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-organisationalvalues-code-of-conduct.pdf

3. Conditions: information for applicants

- 3.1. To be considered, interested consultants must meet the following conditions:
- i. Must be currently residing in Pohnpei, FSM and eligible to work in FSM.
 - ii. Submit details of qualifications and previous relevant experience in conducting protected area data management and associated reporting in the region.
 - iii. Submit a CV to demonstrate the consultant has the relevant experience, skills and
 - iv. qualifications to carry out this contract successfully.
 - v. Provide examples of prior relevant work outputs.
 - vi. Complete the **tender application form** – (please note you are required to complete all areas in full as requested on 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 result in the application not being considered).
 - vii. Sign the **Conflict-of-Interest** form.

4. Submission guidelines

- 4.1. Quotation 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. Quotation documentation should outline the interested supplier's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.
- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. Bidders must insist on an acknowledgement of receipt of quotation/proposals/bids.

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 21 July 2021. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 23 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 quotes satisfy the following criteria:
- i. Minimum of Bachelor's level qualification in Geography, Environmental Studies, Environmental Management, Biodiversity Informatics or related field. Post graduate studies would be an advantage. (25%)
 - ii. Considerable experience compiling spatial data and using geographic information systems software (25%)
 - iii. Knowledge of current national initiatives for protected area administration and management (20%)



- iv. Demonstrated experience liaising with government agencies and non-governmental organisations (particularly in relation to the compilation of data) (20%)
- v. Financial proposal (10%)

Desirable

- i. Demonstrated knowledge of national protected area reporting commitments and familiarity with the World Database on Protected Areas (WDPA) and protected area management effectiveness (PAME) assessments
- ii. Have good English proficiency (oral and written) and possess high quality writing skills; have good communication skills.

7. Deadline

- 7.1. **The due date for submission of the tender is: 28 July 2021, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all quotations clearly marked '**RFQ: In-country consultancy to Review and Update Protected Area Data for the Federated States of Micronesia (FSM)**' 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

In 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 Quotations and the lowest or any Quotation will not necessarily be accepted.

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



Terms of Reference
In-country Consultancy to Review and Update
Protected Area Data for the Federated States of Micronesia.

Background

The Biodiversity and Protected Areas Management (BIOPAMA) Programme is an initiative of the Organisation of the African, Caribbean and Pacific (OACPS) Group of States funded by the 11th European Development Fund. The programme aims to assist the ACP countries in developing a framework for improving technical and institutional approaches to conserve biodiversity, particularly in protected areas, through regional cooperation and capacity building activities. In the Pacific, BIOPAMA is implemented by the International Union for Conservation of Nature (IUCN) in partnership with SPREP and the European Commission Joint Research Centre (EC-JRC).

SPREP in partnership with the UN Environment World Conservation Monitoring Centre (UNEP-WCMC), which manage the World Database on Protected Areas (WDPA) has been assisting Pacific island governments and national stakeholders to review and update existing national protected area data featured on the WDPA. Updating country data on the WDPA is important as it is the most up-to-date official reference database that all UN agencies, other specialised agencies and researchers refer to/utilise for sourcing protected area statistics.

Furthermore, the importance of having up-to-date data cannot be overstated as it will allow Pacific ACP countries to accurately report on their coverage of protected areas and thus, provide a more consistent picture of the national protected area estate for each country and collectively for the Pacific islands' region. Updated protected area data will also be essential in assisting accurate national reporting on the new protected area targets to be achieved by 2030.

Therefore, SPREP is looking to recruit a local, in-country consultant to conduct a review and update of protected areas data for the Federated States of Micronesia (FSM), working closely with the Division of Marine Resources, FSM Department of Resources & Development (FSM R&D).

Objectives

The objectives of this in-country consultancy are:

- a) To identify current holders/managers of protected area data and document existing processes for data collection and validation at the national level.
- b) To conduct a thorough review of protected area data for FSM, working closely with national authorities and other key stakeholders.
- c) To identify and address gaps in the current protected area dataset, in close consultation with national authorities and other key stakeholders.
- d) To collect additional complementary data for FSM - management effectiveness data (PAME), data on potential OECMs.
- e) To assist with review and finalisation of the draft updated dataset, working closely with national authorities, SPREP and with UNEP-WCMC.
- f) To assist with review and finalisation of the draft updated dataset, working closely with national authorities, SPREP and with UNEP-WCMC.



- g) To prepare the final updated dataset for official submission to UNEP-WCMC, working closely with national authorities and with SPREP.

Specific Tasks

The consultant will undertake the following tasks:

- 1) Review, identify and document available protected area data, current managers of specific area datasets and existing protected area data repositories at the national level.
- 2) Document existing workflows within FSM R&D for collecting, collating and validating protected area data at the national level.
- 3) Confirm availability of and collect management effectiveness data important for updating the Global Database on Protected Area Management Effectiveness (GD-PAME).
- 4) Confirm availability of and collect data on 'Other Effective area-based Conservation Measures (OECMs) important for updating the World Database on OECMs (WD-OECM).
- 5) Conduct a thorough review of existing protected area data for Federated States of Micronesia (both descriptive and spatial). The review should cover the following:
 - Determine and confirm the most recent national protected area dataset for FSM, working closely with FSM R&D.
 - Transfer the descriptive data from its existing format to the latest version of the standard WDPA schema/template.
 - Identify existing gaps and inconsistencies with the current descriptive and spatial data and address these to update the dataset, including through sourcing of additional data, in close consultation with FSM R&D and key stakeholders.
- 6) Facilitate a review process engaging key stakeholders to provide feedback and input to the draft updated dataset.
- 7) Assist with the secondary review of the draft updated dataset conducted by SPREP and UNEP-WCMC. Address clarifications and incorporate feedback received from the secondary review to finalise the draft updated dataset.
- 8) Prepare and package the final updated dataset (descriptive data + spatial files) and arrange for official submission to UNEP-WCMC, working closely with SPREP.

Expected Outputs

- A register (spreadsheet) outlining existing national protected area data (descriptive, spatial or both), current holders or repositories of this data and contact details/weblinks, other pertinent information relating to the data.
- A diagram/flowchart illustrating an existing workflow for national data collection, validation etc. and key stakeholders involved in each step along the workflow.



- A final updated dataset (descriptive + spatial) for FSM, officially submitted to UNEP-WCMC and posted on the WDPA.
- A register (spreadsheet) of existing data on protected area management effectiveness and potential OECMs for FSM.
- A tracking sheet/register of organisations, ministries and specific people contacted including date, method and tracking basic response information.
- A final Consultancy Report.

Work Arrangements

The consultant will regularly consult and work closely with the FSM R&D, SPREP, UNEP-WCMC and will also consult with key national stakeholders as needed.

Reporting

The consultant will report on a regular basis to SPREP over the duration of the consultancy.

Duration

The duration of the in-country consultancy is 3.5 months.