



REQUEST FOR TENDERS

RFT: 2021/036
File: AP_4/13/10/1
Date: 24 May, 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).

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 02 June 2021. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 04 June 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 will be an advantage. (20%)
- ii. At least 7 years' relevant experience working in the Business Development, Management, Strategy development 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 15 June 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)**' 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>

Terms of Reference

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

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.

The Secretariat of the Pacific Regional Environment Programme (SPREP) is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific. Furthermore, SPREP's mandate is to promote cooperation in the Pacific region and provide assistance in order to protect and improve its environment and to ensure sustainable development for present and future generations. SPREP is the regional implementing partner for the Pacific region in line with BIOPAMA programme objectives and been working closely with the International Union for Conservation of Nature (IUCN) and the European Commission's Joint Research Centre (EC-JRC) who jointly implement BIOPAMA for the Pacific region.

Since 2014, the BIOPAMA programme has supported SPREP to fulfil its mandate, specifically through providing assistance to SPREPs Regional Programme of Support for Protected Areas (SPREP-PA), which provides backstopping services on protected area planning, management and decision-making. The SPREP-PA operates and implements the activities of the Pacific BIOPAMA Regional Observatory (Pacific RO). The interface of the *SPREP-PA / Pacific RO* is the Pacific Islands Protected Area Portal (PIPAP), which also functions as the BIOPAMA Regional Reference Information System (RRIS). The PIPAP facilitates exchange of data and information among decision makers and managers of protected areas and supports regional priorities for decision support products. One such product is the regional "State of Protected and Conserved Areas" (SoPACA) report which is being developed in support of Pacific island countries in 2021, with another to be developed towards the end of the BIOPAMA programme.

With the current phase of BIOPAMA culminating in mid-2023, SPREP would like to develop a clear pathway and business plan for continuing and further developing its role as a protected areas decision-making support hub in the region, in a way that meets the needs of member countries and other partners. It is intended that the SPREP-PA will continue functioning beyond the end of the BIOPAMA programme. Therefore, the work within the remaining years of the BIOPAMA programme is to ensure that this is so. Sustainability of the SPREP-PA is a means to continue to function and deliver benefits to the primary target audiences after the funding from BIOPAMA comes to an end.

Objectives

Therefore, the main objectives of the consultancy are:

- a) To develop a 5-year strategic and business plan for the sustainability of the *SPREP-PA / Pacific RO* that takes into account the current internal and external operating environment.
- b) To provide key recommendations to enhance the *SPREP-PA / Pacific RO*'s effectiveness and sustainability in the areas of protected area data analysis, management, review and update, decision support tools, capacity building and communications for informing and assisting planning, policy and decision making across the fourteen Pacific ACP countries¹ and wider region.

Specific Tasks

The consultant will work closely with SPREP, IUCN and JRC teams to assess the current status and situation of the *SPREP-PA / Pacific RO* and develop the sustainability plan in accordance with these terms of reference and agreed work plan.

The consultant will undertake the following tasks to fulfil the required outputs of the consultancy:

- (i) Review existing documents and information platforms relevant to the Pacific *SPREP-PA* development such as:
 - *SPREP-PA/Pacific RO* Vision Document
 - *SPREP* website, including the PIPAP (regional RIS) - illustrating data collated, tools and knowledge products developed to date.
 - Other key *SPREP*, JRC and IUCN strategic guiding documents (to be determined and agreed upon).
- (ii) Engage with the project team to coordinate all deliverables: a. Inception meeting (via Zoom) with the team to discuss the project and plans for the report.
 - Follow-up meetings (via Zoom) with the team to discuss the brief inception report and the detailed, annotated outline for the situation assessment and sustainability plan.
 - Meetings (via Zoom) with the team to discuss and review the content of the key outputs. Meeting (via Zoom) with the team, after the review of the draft document(s), to agree the necessary revisions for the final document(s); and
 - Regular update meetings (via Zoom) with the team to discuss progress, as needed.
- (iii) Collect and collate relevant information on the current status and situation of the *SPREP-PA/Pacific RO*, including information on:
 - Programmatic activities
 - Institutional arrangements - including an analysis of uptake of services provided through the *SPREP-PA / Pacific RO* (ie – usage of PIPAP informational services and tools, direct support to members)

¹ Cook Islands, Fiji, Kiribati, Marshall Islands, Federated States of Micronesia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu, Vanuatu

- Financial situation (budget and funding) – including undertaking a detailed analysis of costs required for sustaining the tools and services provided by the SPREP-PA / Pacific RO.

The consultant is expected to liaise with the following relevant stakeholders of the SPREP-PA / Pacific RO, to ensure comprehensive understanding of the current status and requirements:

- The host Institution (SPREP) and its relevant technical programmes
- BIOPAMA Programme implementing partners IUCN ORO (Oceania Regional Office) and JRC,
- BIOPAMA Donors (EU- DG INTPA and OACPS)
- Pacific Islands Roundtable for Nature Conservation – Protected Area Working Group (PIRT-PAWG)
- Pacific island governments
- relevant NGOs

(iv) Compile, and edit for consistency, all material in the draft document(s) for review; and

(v) Incorporate necessary revisions into the final document(s) and submit to the project team.

(vi) Organise and oversee design and layout of the sustainability plan document consistent with both BIOPAMA and SPREP communication guidelines.

Expected Outputs

The expected outputs from this consultancy include:

- I. An inception report detailing the methodology/ approaches and timelines associated with this consultancy assignment.
- II. A brief report summarising feedback and conclusions Summaries from stakeholder engagement meetings with the BIOPAMA partners, including national stakeholders, SPREP, IUCN ORO, JRC, PIRT-PAWG, UNEP-WCMC and others)
- III. A situation analysis of the SPREP-PA / Pacific RO and its current set up that will inform a sustainability plan, through a SWOT, PEST and or other relevant analysis that gives a needs assessment report highlighting the status and gaps, covering both internal and external factors relevant to the organisational operating environment.

The analysis shall contain:

- an overview of key areas of work of the SPREP-PA / Pacific RO that will need to be maintained in the long-term, with the goal of achieving stronger integration in future. These include the Regional RIS - PIPAP, Inform portals, SPREP virtual library, SPREP website, WDPA and GD-PAME.
- An assessment of the overall impact of protected area support provided through the SPREP-PA / Pacific RO.
- a stakeholder assessment map outlining key stakeholders, and their roles, who are (or will be) contributing to and utilising the services provided by the SPREP-PA / Pacific RO,
- an assessment of the existing organizational & leadership structure and human resources linked to the running of the SPREP-PA / Pacific RO (including JRC and IUCN support)

- an assessment of current funding amounts and sources covering the costs of the SPREP-PA that includes current funding gaps or needs.
 - a risk analysis to determine threats to long-term sustainability of the SPREP-PA / Pacific RO, referring also to its vision document.
 - Potential funding opportunities (either donor -based or through SPREPs institutional arrangements)
- IV. A detailed sustainability plan for the Pacific SPREP-PA / Pacific RO for the next 5+ years, including proposals for effective programmatic, institutional and financial sustainability, aiming to sustain it for at least the next 10 years. The plan should include the following:
- a Staffing plan to meet the requirements outlined in the situational context.
 - a Budget for maintenance and development of the SPREP-PA, including tool and knowledge products development, capacity development and staffing needs.
 - a Strategic plan to meet the budget outlined (e.g. member state contributions, donor funding, institutional funding, etc.) and steps to achieve this.
 - a communications plan to engage with relevant stakeholders that will contribute to the programmatic content (data, tools, knowledge products, capacity development etc) and financing of the SPREP-PA / Pacific RO (links to point above on strategic plan)
 - a set of recommendations around the tools and support services needed by beneficiaries of the SPREP-PA / Pacific RO to better assist them to achieve their work-related objectives.
 - a Monitoring and reporting framework to enable effective tracking of the strategic plan.
 - a plan for exploring new partnerships and identifying potential opportunities to be tapped into.
- V. A visually engaging plan to be published online and in hard copy.

Timeframe

ACTIVITIES		MONTHS			
		1	2	3	4
1	Inception meeting with Pacific SPREP-PA (SPREP) team and regional implementing partners (IUCN and EC-JRC)				
2	Submit inception report and work plan.				
3	Liaise with RO team and regional implementing partners via virtual/online meetings				
4	Engage and consult with relevant SPREP technical programmes, relevant regional partners and stakeholders.				
5	Provide a situational analysis.				
6	Submit draft sustainability plan to SPREP-PA and regional implementing partners for review.				
7	Review comments incorporated to the draft Plan.				
8	Submit revised draft of the Sustainability Plan.				
9	Submit Final Sustainability Plan				

10	Submit draft consultancy report for SPREP-PA review				
11	Submit final consultancy report.				