



REQUEST FOR TENDERS

RFT: 2024/033
File: AP_2/47
Date: 1 September, 2024
To: Interested consultants
From: Vainuupo Jungblut, Environmental Monitoring and Reporting Adviser
Subject: Request for tenders (RFT): Consultancy - Project Coordinator, Climate and Biodiversity Smart Marine Spatial Planning and Marine Protection Project (PC - CaB Smart MSP) – Samoa based consultants only

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 wishes to call for tenders from qualified and experienced Samoa based consultants who can offer their services to coordinate the implementation of the New Zealand MFAT-funded Climate and Biodiversity Smart Marine Spatial Planning and Marine Protection Project.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: <https://library.sprep.org/sites/default/files/sprep-organisational-values-code-of-conduct.pdf>. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.4. SPREP Standard Contract Terms and Conditions are non-negotiable

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
 - i. Must be currently based in Samoa and legally entitled to work.
 - ii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 - iii. Provide three referees relevant to this tender submission, including the most recent work completed;



- iv. 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. Failure to do this will mean your application will **not** be considered*).
Provide examples of past related work outputs
For the Technical and Financial proposals you may attach these separately.
 - v. Must meet local registration requirements where the consultant is based.
- 3.2 Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **conflict of interest form** provided.
- 3.3 **Tenderer is deemed ineligible due to association with exclusion criteria, including** bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.
- 3.4 Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall **into** any of the exclusion situations cited in 3.3 above and where applicable, that they have taken adequate measures to remedy the situation.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and in the Terms of Reference and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should be submitted in English and outline the interested consultant's complete proposal:
- a) **SPREP Tender Application form and conflict of interest form.** (*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. Failure to do this will mean your application will **not** be considered*).
Provide examples of past related work outputs
For the Technical and Financial proposals you may attach these separately.
 - b) **Honour form**
 - c) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
 - d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
 - e) **Financial Proposal** – provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
 - f) Where relevant provide:
 - i. Business registration/license (For Entities/ Individual consultant's as per relevant national legislations)
 - ii. Tax Identification Number (TIN) Letter (If applicable for Individual consultant's as per relevant national legislations)



- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. Tenderers/bidders shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award; SPREP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 4.5. The tenderer/bidder might be requested to provide additional information relating to their submitted proposal, if the Tender Evaluation Committee requests further information for the purposes of tender evaluation. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6. The submitted tender proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential tenderer/bidder can provide services for.
- 4.7. The Proposal must remain valid for 90 days from date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of tender.

5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 16 September 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 18 September 2024.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
- c. SPREP will determine what, if any, response should be given to a Tenderer question. SPREP will circulate Tenderer questions and SPREP's response to those questions to all other Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>) without disclosing the source of the questions or revealing any confidential information of a Tenderer.
- d. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- e. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFT or any other information given or made available by SPREP, the Tenderer should promptly notify the Procurement Officer setting out the error in sufficient detail so that SPREP may take the corrective action, if any, it considers appropriate.

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 tender satisfies the following criteria:
- 6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

I. Technical Score – 80%

Criteria	Detail	Weight
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Qualifications	Minimum qualifications of a bachelor's degree in Marine Conservation, Environmental Science, Environmental Studies, Geography or a related field.	10%
Experience	At least 5 years demonstrated experience in project coordination, implementation, management, monitoring and reporting.	15%
	Broad knowledge of marine spatial planning, related policies and frameworks and MSP initiatives in the Pacific Islands region, current and emerging issues, and related challenges.	15%
	Demonstrated track record in capacity building, awareness and advocacy, knowledge sharing and stakeholder engagement.	10%
	Demonstrated analytical skills, excellent written and verbal communication skills including a high level of presentation and interpersonal skills.	10%
	Demonstrated experience working within a multi-disciplinary and multi-cultural team setting, and in maintaining effective relationships with a diverse group of people.	5%
Technical Proposal/ Methodology	a) recommended approach to deliver scope of work in the attached terms of reference. b) key sources/data to inform the assignment and relevant stakeholders; and c) detailed work plan clearly outlining milestones and delivery timelines.	15%

II. Financial Score – 20%

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = a \times \frac{b}{c}$$

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

7. Variation or Termination of the Request for Tender

- 7.1 a. SPREP may amend, suspend or terminate the RFT process at any time.
- b. In the event that SPREP amends the RFT or the conditions of tender, it will inform potential Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>).
- c. Tenderers are responsible to regularly check the SPREP website Tenders page for any updates and downloading the relevant RFT documentation and addendum for the RFT if it is interested in providing a Tender Response.



- d. If SPREP determines that none of the Tenders submitted represents value for money, that it is otherwise in the public interest or SPREP's interest to do so, SPREP may terminate this RFT process at any time. In such cases SPREP will cancel the tender, issue a cancellation notice and inform unsuccessful bidders accordingly.

8. Deadline

- 8.1. **The due date for submission of the tender is: 30 September 2024, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked '**RFT 2024/033: Consultancy - Project Coordinator, Climate and Biodiversity Smart Marine Spatial Planning and Marine Protection Project (PC - CaB Smart MSP) – Samoa based consultants only**

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.

SPREP reserves the right to enter into negotiation with respect to one or more proposals prior to the award of a contract, split an award/awards and to consider localised award/awards between any proposers in any combination, as it may deem appropriate without prior written acceptance of the proposers.

A binding contract is in effect, once signed by both SPREP and the successful tenderer. Any contractual discussion/work carried out/goods supplied prior to a contract being signed does not constitute a binding contract.

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

ANNEX A TERMS OF REFERENCE

Consultancy - Project Coordinator, Climate and Biodiversity Smart Marine Spatial Planning and Marine Protection Project (PC - CaB Smart MSP)

1. Background

The Secretariat of the Pacific Regional Environment Programme (SPREP) has received assistance from the New Zealand Government, through its Ministry of Foreign Affairs and Trade (MFAT) to implement the Climate and Biodiversity Smart Marine Spatial Planning and Marine Protection Project (CaB Smart MSP). This initiative underscores New Zealand's dedication to assist Pacific Island nations in addressing and adapting to the challenges posed by climate change.

The project, which is part of New Zealand's broader International Climate Finance Strategy, aims to bolster the capabilities and capacities of Pacific Island countries to lead tailored approaches to marine spatial planning and marine protection. These approaches are designed not only to enhance marine conservation efforts, to balance economic and conservation objectives, and fortify resilience against the adverse impacts of climate change.

The SPREP-led component of this project is divided into two key components (MC2 & MC3) as briefly described below:

- i. Multicounty activity 2 (MC2): Traditional Knowledge and Customary Tenure with respect to MSP 2)
To explore the relationship between customary tenure, traditional ecological knowledge, and Marine Spatial Planning (MSP), identifying beneficial synergies and developing culturally appropriate guidelines.
- ii. Multicounty activity 3 (MC3): Indicators for Climate and Biodiversity-Smart Marine Spatial Planning
Building on previous regional efforts, this activity will develop environmental, social, economic, and cultural indicators for Pacific MSP processes. These indicators, including both universal and nation-specific ones, will be co-developed with stakeholders, including minority and gender-based groups.

2. Objectives of the Project Coordinator consultant

Overall Objective:

This consultancy role entails overseeing the implementation and management of the project, ensuring coordination of its sub-activities to achieve timely and effective delivery of outputs outlined in MC2 & MC3 as per the Grant Funding Arrangement (GFA).

Specific Objectives:

The Project Coordinator consultant will meet the following specific objectives:

- To coordinate the full spectrum of project activities, ensuring timely and effective implementation of the overall project work plan for MC2 & MC3.
- To facilitate review of the workplans for both SPREP-led project components from time to time.
- To ensure all project outputs comply with established timelines and milestones.
- To facilitate alongside other partners, the establishment and operations of the Project Steering Committee meetings and provide regular updates on implementation progress.
- To ensure that plans for in-country consultations involve from the outset all relevant stakeholders, including local communities, industries, and governments, with a focus on including minority and vulnerable groups.
- To finalise and implement the project's monitoring and evaluation framework to assess progress and impact, working closely with MFAT and their M and E specialist.
- To enhance the visibility of the project and its milestones through strategic communication and outreach efforts, working closely with other partners involved in this project.
- To conduct regular project reviews and provide actionable recommendations for continuous improvement.

3. Scope of Work

The Scope of work includes the following tasks and deliverables:

Tasks	Deliverable(s)
<p>3.1 Project Coordination, management, implementation, monitoring and reporting</p> <p>a) Provide leadership and management of the project</p> <p>b) Facilitate, coordinate and manage the two components of the MSP project working closely with key technical staff in the SPREP EMG¹, CCR² and IOE³ Programmes.</p> <p>c) Implement, monitor and review the approved costed workplans for both project components.</p> <p>d) Coordinate project activities teams to ensure complementarity and linkages within and between the two components of the project, working closely with the EMG, CCR and IOE</p> <p>e) Coordinate project activities with those projects led by other agencies under this same funding stream, engaging closely with MFAT and other regional partners.</p>	<ul style="list-style-type: none"> • Approved Annual Work Plan and Budget • Monthly, quarterly and annual activity progress and financial reports submitted and approved and ensuring the accuracy and timely submission of these reports to the donor and SPREP. • The Project Steering Committee is established and convened in collaboration with other partners, ensuring all necessary documentation and meeting schedules are prepared and maintained effectively.

¹ SPREP Environmental Monitoring and Governance Programme

² SPREP Climate Change and Resilience Programme

³ SPREP Island and Ocean Ecosystems Programme



SPREP

Secretariat of the Pacific Regional
Environment Programme

<ul style="list-style-type: none"> f) Facilitate the establishment of the Project Steering Committee (PSC – CaB Smart MSP) and development of its terms of reference in close consultation with EMG team, target countries, NZ MFAT and key regional partners. g) Coordinate and facilitate periodic meetings of the PSC – CaB Smart MSP in accordance with the agreed ToR for the committee. h) Coordinate and convene virtual progress meetings with NZ MFAT i) Prepare and submit all narrative technical progress reports required for each project component under the project GFA in close consultation with the EMG team and ensure donor requirements are met. j) Monitor implementation of project progress in relation to the project’s monitoring, evaluation, reporting and learning (MERL) framework. k) Manage and report on the status and use of project funds in accordance with the signed NZ MFAT Grant agreement and SPREP financial and project management policies and requirements l) Prepare all project financial reports as required for each project component under the project GFA in close consultation with the SPREP Project Accountants and ensure donor requirements are met m) Ensure a clean project audit is obtained on an annual basis by implementing good financial management practices and ensure all identified project risks are properly managed and mitigated n) Prepare technical and project performance/progress reports for the Senior Management Team, NZ MFAT, and Countries, as required o) 	
<p>3.2 Technical advice and facilitation</p> <ul style="list-style-type: none"> a) Facilitate and maintain close contact with national focal points on all national level project activities and ensure national own- 	<ul style="list-style-type: none"> • Documentation (reports) of project national consultations and stakeholder engagement is completed.



<p>ership, leadership, commitment, and engagement are established to support project implementation.</p> <p>b) Oversee procurement related activities in close consultation with the EMG team, including preparation of tender documents in line with SPREP Procurement Manual, obtaining necessary approval for the procurement of the technical consultancy required for both components of the project.</p> <p>c) Provide oversight and monitor the work of consultants engaged to deliver key technical actions for both project components.</p> <p>d) Provide technical advice on strategies and measures to support the implementation of the two project components in the identified Pacific Island countries.</p> <p>e) Facilitate the active engagement of participating countries in consultations related to MC2 information gathering and MC3, in close collaboration with other project partners.</p> <p>f) Liaise and coordinate closely with other relevant regional projects and initiatives executed by SPREP, particularly those implemented by the IOE and CCR Programmes to ensure alignment and complementarity of project activities, especially regarding shared/common objectives.</p>	<ul style="list-style-type: none"> • Consultants are hired for technical implementation in line with SPREP's Procurement Policy.
<p>3.3. Communication, advocacy and knowledge sharing</p> <p>g) Identify, compile and regularly update a network of in-country stakeholders relevant to activities of the project including donor and SPREP on project progress.</p> <p>h) Coordinate and facilitate the dissemination of project technical reports, publications and information materials and products to PICs, partners, SPREP and relevant stakeholders.</p> <p>i) Coordinate the drafting and preparation of media releases and communication materials to raise profile of the project and its achievements.</p>	<ul style="list-style-type: none"> • Records in place of distributed technical reports, publications, and information materials to Pacific Island Countries (PICs), partners, SPREP, and relevant stakeholders. • Media releases, articles, newsletters, and other communication materials highlighting project progress and achievements disseminated. • Project promotional banners designed, produced and printed • Plans and records of outreach and advocacy activities, including event agendas, participant lists, and reports on outcomes and results showcased.



<ul style="list-style-type: none"> j) Assist in the development of project communication, project visibility and promotional products and information sharing on project activities. k) Facilitate and coordinate national and regional level knowledge sharing activities of the project through virtual platforms and where practical face- to-face exchange to support sharing of ideas, experiences and lessons learnt that are derived from results of the project. l) Organise outreach and advocacy activities and events to showcase and share outcomes and results of the project 	
<p>3.4 Data and Information</p> <ul style="list-style-type: none"> a. In close collaboration with project researchers (for MC2), liaise closely with project counterparts (especially at the national level) to facilitate the gathering of datasets related to traditional knowledge, customary tenure and existing marine related indicators. b. Where appropriate, and subject to free prior and informed consent, ensure data gathered through both SPREP-led project components are uploaded to both the country Environment Data Portals and the Pacific Environment Data Portal. 	<ul style="list-style-type: none"> • Collected data and information securely archived

4. Remuneration

Financial offers should be made in USD based on a monthly rate.. Payments will be made upon submission of monthly progress reports and their acceptance by the Environmental Monitoring and Reporting Adviser (EMRA), this report is to be accompanied with appropriate invoices, in accordance with an agreed workplan. There will be an operational budget for agreed disbursements, including travel and per diem.

5. Duration

The maximum term of the Project Coordinator consultancy is 24 months (2 years),. A no-cost extension after this period may be granted, subject to priorities at the time and availability of funding.

6. Reporting requirements

In addition to the reports outlined in 3.1 above, the project coordinator will be required to prepare and submit the following internal reports (e-copies):

Report	Due Date
Progress Reports	monthly
Draft consultancy report	within the last quarter of the project
Final consultancy report	within the last month of the project

7. Work arrangements

The project coordinator consultancy (PC-CaB Smart MSP) is a full-time consultancy and will be based in the offices of the SPREP Environmental Monitoring and Governance (EMG) Programme, Apia Samoa. The PC-CaB Smart MSP will be responsible to the Director, Environmental Monitoring and Governance (DEMG), through the Environmental Monitoring and Reporting Adviser (EMRA) and will work closely and consult regularly with the Monitoring and Reporting team led by the EMRA. The EMRA will oversee all contractual arrangements and reporting requirements of this consultancy.

8. Travel arrangements:

Travel related to both SPREP-led project components, while foreseen over the duration of the project, will be based on need, which will be determined through discussions and agreement with the EMRA, and the monitoring and reporting team, EMG. Agreed travel will be paid for through the project's budget in line with SPREP's travel policy.