



# REQUEST FOR TENDERS

RFT: 2024/064  
File: AP\_2/47  
Date: 12 December, 2024  
To: Interested consultants  
From: Vainuupo Jungblut, EMRA (EMG)

**Subject: Request for tenders (RFT): Consultancy – Co-Development of Climate and Biodiversity Smart Marine Spatial Planning Indicators for the Pacific Islands' region (CaB Smart MSP Project Consultant)**

## 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](http://www.sprep.org).

## 2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services to implement and deliver key sub-outputs 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. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
  - ii. Provide three referees relevant to this tender submission, including the most recent work completed;



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- iii. 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.*
  - iv. 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](mailto:procurement@sprep.org) before 13 January 2025. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 15 January 2025.
- 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
Qualifications	Minimum qualifications of a bachelor's degree in Marine Conservation, Marine Science, Coastal Zone Management, Environmental Studies, Geography or a related field.	10%

<b>Experience</b>	At least 7 years' experience in conducting marine spatial planning, marine indicators development, project planning and implementation, monitoring, and evaluation.	15%
	Demonstrated, in-depth 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 stakeholder engagement and participatory approaches, capacity building, awareness and advocacy, knowledge sharing.	15%
	Demonstrated analytical skills, excellent written and verbal communication skills including a high level of presentation and interpersonal skills.	10%
<b>Technical Proposal/ Methodology</b>	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: 24 January 2025 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 2024/064: Co-Development of Climate and Biodiversity Smart Marine Spatial Planning Indicators for the Pacific Islands' region (PC - CaB Smart MSP)**

Mail: SPREP  
Attention: Procurement Officer  
PO Box 240  
Apia, SAMOA  
Email: [tenders@sprep.org](mailto: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**

### **Co-Development of Climate and Biodiversity Smart Marine Spatial Planning Indicators for the Pacific Islands' region (CaB Smart MSP Project Consultant)**

#### **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.

A fundamental part of Marine Spatial Planning (MSP) is the use of environmental, social, economic and cultural indicators to evaluate the effectiveness of MSP processes and confirm the delivery of desired outcomes. Indicators provide the basis for the development of monitoring and evaluation strategies across each of the MSP sectors and help partners know when their management strategies are working or when adaptive management might be required. Thus, co-development of appropriate indicators is an important step in MSP.

A range of ecological indicators have been developed from international Marine Spatial Planning and Marine Protected Area processes that incorporate ecological aspects including the representativity, replication and connectivity of habitats and areas of importance for key species. International processes have also developed indicators for social and economic outcomes. However, Marine Spatial Planning in the Pacific is inherently different from MSP elsewhere due in part to the deep, intimate cultural associations between Pacific peoples and the marine environment, and the significant reliance on marine resources for community wellbeing.

One of the two components of the CaB Smart MSP Project led by SPREP (Multi-Country component 3 - MC3) aims to co-develop a range of indicators for marine spatial planning in the Pacific Islands' region.

#### **2. Objectives of the Consultancy**

##### **Overall Objective:**

To coordinate and facilitate the co-development of region-wide and country-specific indicators for climate and biodiversity Smart Marine Spatial Planning in the Pacific Islands' region, with a particular focus in three countries, in accordance with the four sub-outputs of multi-country component 3 (MC3) of the CaB Smart MSP Project.

##### **Specific Objectives:**

The CaB Smart MSP Project Consultant will meet the following specific objectives in three countries (specific countries to be finalised):

- To facilitate the engagement of all relevant in-country stakeholders and partners in the co-design of country-specific plans for co-development of the MSP indicators.
- To co-develop and finalise the MSP indicators through participatory engagement of all relevant in-country stakeholders and regional partners, working closely alongside existing MSP processes.
- To ensure project is designed and implemented in a socially inclusive manner that encourages employs specific strategies to ensure women, men, youth, people with disabilities and other minority and vulnerable groups will be able to participate actively in discussions and decision-making processes.
- To ensure the project maintains a focus on climate and biodiversity-relevant indicators, including those that support resilience building activities (e.g. monitoring key species and habitats that may be impacted by climate change, or 'indicator' species) as well as identifying traditional indicators used to monitor changes in climate and adaptation options.
- To liaise closely with the MSP Multi-country Project Steering Committee (PSC), participate in PSC meetings and provide updates on implementation progress, as required.
- To assist the project coordinator in enhancing the visibility and understanding of the project and its milestones through strategic communication and outreach efforts, working closely with other partners involved in this project.
- To work closely with the project coordinator to ensure all four project sub-outputs are successfully delivered within agreed timeframes.
- To work closely with the project coordinator to ensure that all reporting requirements are completed within agreed timeframes.

### 3. Scope of Work

The Scope of work includes implementation and delivery of the four sub-outputs outlined below:

Tasks	Rationale	Deliverable(s)
<b>Sub-Output 1:</b> Report documenting the purpose and use of the MSP indicators.	This report will incorporate information of the initial project design and is to be endorsed by the project steering committee. The report should also include information around what the 'picture of success' will look like for each sub-output within this project and will set out the basis and context for this work, including the potential usages of the indicators. It may summarise the various sets and uses of indicators in the region and lay the foundation for the second sub-output (below).	<ul style="list-style-type: none"> <li>• Final Report (hard copy and e-copy)</li> </ul>



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<p><b>Sub-Output 2:</b> Report documenting range of economic, social, cultural, and environmental indicators from international and regional Marine Spatial Planning (and those relevant to MSP)</p>	<p>This report will be a desk-based review of available indicators for climate-smart MSP from around the Pacific region and the world discussing their relevance to MSP in the region and any constraints to their use etc. This study should also review indicators from other relevant sectors, such as marine protected areas, fisheries management, integrated ocean management, ecosystem-based adaptation, coral reef monitoring etc.</p> <p>Emphasis will be placed on researching the range of indicators that are most relevant and should be prioritised for application in the region, particularly those that are already being collected by countries. Lessons learnt from monitoring of MSP projects implemented in other regions will also be part of this report. In this way, the intension of this document is to help harness learnings from relevant international and existing regional marine management processes with the potential for application to Pacific Island MSP processes. The report will also document knowledge gaps and limitations that challenge the development and/or utilisation of regional and national indicators and will identify particular areas where new indicators may need to be developed.</p>	<ul style="list-style-type: none"><li>• Final Report (both hard copy and e-copy)</li></ul>
<p><b>Sub-output 3</b> – Country-specific Plans to co-develop agreed indicators</p>	<p>These country-specific plans will outline the most appropriate and participatory approaches to compile locally relevant indicators, through close collaboration and active interaction with partners.</p> <p>The country-specific plans will be co-designed with relevant in-country partners and will be tailored to each</p>	<p>Final Plans (both hard copies and e-copies)</p>



	<p>country's unique national context and specific needs, ensuring that the work aligns with work on the ground as much as possible. The country-specific plans will streamline their activities with other multi-country activities, and with the work of other programmes (e.g. those being undertaken through the MFAT CaB Smart MSP Activity and those being done under SPREP Pacific BioScapes programme).</p> <p>The country-specific plans will include a process to co-develop and workshop draft indicators with both national and regional partners and to achieve national and regional support for and awareness of the indicators.</p>	
<p><b>Sub-Output 4</b> - Synthesis report with Pacific-wide and country-specific agreed indicators for at least three Pacific island countries</p>	<p>The synthesis report should clearly and succinctly synthesise the results of the in-country indicator development and summarise the results of the process to present a set of proposed regional, multi-country and country-specific indicators.</p> <p>Each indicator outlined in the report should be presented with sufficient information to enable its uptake and use by partners. This could include providing information such as: indicators, purpose, desired outcome, assumptions, calculation and data sources, links to reporting obligations and regional frameworks.</p> <p>Furthermore, the synthesis report will include 3 separate annexes outlining proposed indicators for each of 3 participating countries.</p>	<ul style="list-style-type: none"> <li>• Final synthesis report (hard copy and e-copy)</li> </ul>

#### 4. Additional Tasks:

In addition to the primary Scope of Work above, the CaB Smart MSP Project Consultant will also carry out the following additional tasks:

<b>Tasks</b>
<p><b>3.1 Project implementation and reporting</b></p> <ul style="list-style-type: none"> <li>a) Work closely with the project coordinator to align implementation of the SPREP MC3 component activities with the activities of project components led by other regional agencies (e.g. SPC), engaging closely with MFAT and relevant regional partners, as needed.</li> <li>b) Travel to three countries to carry-out planning and co-development of indicators, employing strategies to ensure a socially inclusive approach that considers specific indicators that will also monitor for inclusive outcomes.</li> <li>c) Participate virtually in meetings of the multi-country project steering committee and provide progress updates, as required.</li> <li>d) Participate in virtual progress meetings with NZ MFAT and provide updates, as needed.</li> <li>e) Prepare and submit all required narrative progress reports under the consultancy.</li> <li>f) Contribute to the project's monitoring, evaluation, reporting and learning (MERL) framework.</li> </ul>
<p><b>3.2 Coordination and facilitation</b></p> <ul style="list-style-type: none"> <li>a) Work closely with the Project Coordinator to coordinate and facilitate implementation of the four sub-outputs of the MC3 project component, consulting closely with key technical staff in the SPREP EMG, CCR and IOE Programmes.</li> <li>b) Work closely with the Project Coordinator to facilitate the active engagement of participating countries in consultations, in close collaboration with other project partners.</li> <li>c) Establish and maintain close and active contact with national focal points on all national level project activities and ensure national ownership, leadership, commitment, and engagement.</li> <li>d) Assist the project coordinator to implement strategies, approaches and measures to successfully support the implementation of the MC3 project component in the identified Pacific Island countries.</li> <li>e) Assist the project coordinator to 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 with regard to shared/common objectives.</li> </ul>
<p><b>3.3. Communication, advocacy and knowledge sharing</b></p> <ul style="list-style-type: none"> <li>a) Assist the project coordinator in providing regular updates on project progress to a network of in-country stakeholders relevant to activities of the project, including MFAT and SPREP.</li> <li>b) Work closely with the project coordinator to develop project communication, project visibility and promotional products and information sharing on project activities.</li> <li>c) As needed, assist the project coordinator with coordinating and facilitating the wide dissemination of project technical reports, publications and information materials and products to PICs, partners, SPREP and relevant stakeholders.</li> </ul>

- d) Work closely with the project coordinator, EMG, CCR, IOE and SPREP comms team on the preparation and wide dissemination of media releases and communication materials to raise awareness of the project and its expected outputs.
- e) Work closely with the Project Coordinator to organise advocacy activities and identify strategic events and opportunities where project milestones can be showcased, and its results and outcomes shared, consulting closely with EMG, CCR, IOE and SPREP comms team.
- a) Work closely with national project focal points to facilitate the gathering of datasets related to both project components MC3 and MC2 - traditional knowledge, customary tenure and existing marine related indicators.
- b) Assist the Project Coordinator in ensuring data gathered through both SPREP-led project components are uploaded to both the country Environment Data Portals and the Pacific Environment Data Portal, if appropriate.

## 5. Reporting requirements

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

Report	Notes	Due Date
Narrative progress reports	The narrative progress report will at a minimum, provide a detailed account of progress made regarding the planning and execution of the relevant project sub-output(s) in line with the quarter reported on. The report should outline broad and specific issues or challenges encountered, and a proposed approach for addressing these. Lastly, the report should outline any potential implementation delays foreseen for the sub-output(s) reported on during the specific quarter covered by the report and additional time needed, if relevant.	Quarterly
Consultancy report (Draft)	The consultancy report will provide a detailed account of what was achieved over the duration of the consul-	first week of May 2026

	tancy, any issues and challenges faced and how these were addressed, a list of national stakeholders and regional partners consulted in each country, and a list of data collected through implementation of the project sub-outputs, and any recommendations on the way forward.	
Consultancy report (Final)	As above.	Second week of May 2026

#### 4. Work arrangements

The Project Consultant will work remotely and will not be based full-time at SPREP offices. The Project Consultant will be responsible to the SPREP Environmental Monitoring and Reporting Adviser (EMRA) through the Project Coordinator. The Project Consultant will work closely with Project Coordinator, consult regularly with the Monitoring and Reporting team led by the EMRA and will liaise with the CCR and IOE programme teams, as required. The Project Coordinator will oversee all contractual arrangements and reporting requirements of this consultancy, consulting closely with the EMRA.

#### 5. Remuneration

Financial offers should be made in USD and will be based on the successful completion and delivery of each of the four project sub-outputs outlined in section 3 above; the budget for services provided is up to **USD 83,000**. Payments will be made upon timely submission of deliverables and their acceptance by the Environmental Monitoring and Reporting Adviser (EMRA), this is to be accompanied with appropriate invoices, and in accordance with an agreed workplan. There will be an operational budget for agreed disbursements, including travel.

#### 6. Travel arrangements:

Travel is foreseen over the duration of the project, specifically for the implementation of sub-outputs 3 and 4 of the MC3 project component. Travel costs (airfare + DSA) will be paid for through the project's budget in line with SPREP's travel policy.

#### 7. Duration

This consultancy will end on 31 May 2026. A no-cost extension after this period may be granted, subject to priorities at the time and the availability of funding.