



REQUEST FOR TENDERS

RFT: PBS – 2024-008
File: AP_2/43
Date: 19 August, 2024
To: Interested consultants
From: Vainuupo Jungblut, EMRA (EMG)

Subject: Request for tenders (RFT): Review of the Regional Environmental Indicators for State of the Environment Reporting and other environmental reporting requirements of the Pacific Island Countries (Service based Consultancy) (Act1.3.2)

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 consultants who can offer their services to review and update the current set of regional environmental indicators for the Pacific Island countries for closer alignment with current national priorities and with relevant regional and global frameworks on Biodiversity, Climate Change and Pollution/Waste.
- 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;



- 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
- 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 **30th August 2024**. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by **3rd 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
Experience	Minimum qualifications of a bachelor's degree in Environmental Science, Environmental Studies, Geography, Informatics or a related field.	10%
	At least 5 years relevant work experience in environmental monitoring, the development, measurement and review of environmental indicators, data management and analysis or similar at national and/or regional levels, with good working knowledge of the regional context, current and emerging data issues and related challenges.	15%
	Broad knowledge of data management systems and processes, information systems and databases and appreciation of related policies, systems and processes.	15%
	Good working knowledge of: <ul style="list-style-type: none"> i) Current and emerging issues and challenges with environmental data governance and environmental monitoring and reporting in the Pacific islands' region. ii) Multilateral environment agreements, global frameworks, regional conventions 	15%
	Demonstrated capacity building experience, analytical skills, and excellent written and verbal communication skills including a high level of presentation and interpersonal skills and maintaining effective relationships with a diverse group of people.	10%
	Demonstrated experience working within a multi-disciplinary and multi-cultural team setting.	5%
Technical Proposal/ Methodology	Development of workplan and schedule of activities	10%

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: 16th 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 PBS-2024-008: Review of the Regional Environmental Indicators for State of the Environment Reporting and other environmental reporting requirements for the Pacific Island Countries. (Service based Consultancy) (Act1.3.2)'**

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>

TERMS OF REFERENCE

Review of the Regional Environmental Indicators for State of the Environment Reporting and other environmental reporting requirements of the Pacific Island Countries

1. Background

The Secretariat of the Pacific Regional Environment Programme (SPREP) is implementing a proposed component within the framework of an existing Financing Agreement between the Organisation of African, Caribbean and Pacific States (OACPS) and the European Union (EU) for the implementation of the Intra-African Caribbean Pacific (ACP) Support Programme for ACP Small Island Developing States (SIDS) and Coastal Countries. The programme has been approved under the Intra-ACP Cooperation - 11th European Development Fund Strategy Paper and Indicative Programme 2014-2020 programming actions for ACP regional organizations/institutions and countries.

The programme component for the Pacific ACP region with the title *The Pacific Biodiversity and Sustainable Land-Seascapes (Pacific BioScapes) Programme; (PBS)*, managed and implemented by SPREP, will contribute to the sustainable development of Pacific SIDS by supporting and improving the management and sustainable use of marine and coastal resources. The programme will apply ridge-to-reef and to management approaches for both marine and terrestrial environments and contribute to addressing barriers to effective conservation and sustainable use of biodiversity.

In 2012, the SPREP members approved the development of a set of standardised environmental indicators. Through the GEF-funded Inform project (2017-2023), SPREP developed a set of 34 indicators that was endorsed by its members at the 2018 SPREP Meeting of Officials.

The indicators are placed in the following broad themes: Atmosphere and Climate, Biodiversity, Built Environment, Coastal and Marine, and Governance. These are the main themes typically used by Pacific Island countries to group indicators in their National State of Environment (SoE) reports which assist in the development of National Environmental Management Strategies (NEMS) and are also consistent with the grouping of datasets on national environment data portals. All the indicators are quantitative and include a definition, purpose, desired outcome, calculation, assumptions, and suggested data sources. They will also guide SPREP member countries in monitoring their national development achievements and reporting to Multilateral Environmental Agreements.

2. Consultancy Objectives

Overall Objective:

1. To review and update the current set of regional environmental indicators for the Pacific Island countries for closer alignment with current national priorities and with relevant regional and global frameworks on Biodiversity, Climate Change and Pollution/Waste.

Specific Objectives:

The consultant will meet the following specific objectives:

2. To conduct a comprehensive review of SPREP’s Regional Environmental Indicators.
3. To develop an updated set of regional environmental indicators for the Pacific Islands with alignment to National Biodiversity Strategies and Action Plans (NBSAPs), the 2050 Strategy for the Blue Pacific Continent, SPREP Strategic Plan (and its Results Framework), Cleaner Pacific 2025, the CBD Kunming-Montreal Global Biodiversity Framework (KMGBF), Paris Agreement, Global Chemical Framework, Sustainable Development Goals (SDGs) etc.
4. To develop an updated edition of the SPREP *Environmental Indicators Guidebook for Pacific Island Countries* (2021)
5. To widely consult with countries, regional technical experts and partners on the review and finalisation of the indicators.
6. To promote and increase the visibility of the updated Indicators and associated Guidebook.

3. Scope of Work

The Scope of work includes the following tasks and deliverables:

Tasks	Deliverable(s)
<p>3.1 Comprehensive Desktop Review</p> <p>Conduct a detailed desktop review of the current suite of Environmental Indicators for the Pacific Island Countries. The main aim of the review is to better align the indicators with changes in the regional and global environmental monitoring and governance space over the past 5 years, including recent international frameworks and multilateral processes, including but not limited to:</p> <ul style="list-style-type: none"> • Kunming-Montreal Global Biodiversity Framework • Noumea Convention • UNFCCC • BRS Convention • National Biodiversity Strategies and Action Plans (NBSAPs) • SIDS-4 Conference Outcomes • Ramsar • Waigani Convention • the 2050 Strategy for the Blue Pacific Continent • Cleaner Pacific 2025 Strategy • SPREP Strategic Plan (and its Results Framework) 	<ul style="list-style-type: none"> • Draft Desktop Review (e-copy, MS Word and Adobe Pdf) • Final Desktop Review (e-copy, MS Word and Adobe Pdf)



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<ul style="list-style-type: none"> • the Agreement on the Conservation and Sustainable Use of Marine Biological Diversity of Areas beyond National Jurisdiction (BBNJ Treaty) • CMS • CITES • MARPOL 	
<p>3.2 Updated Indicators and Guidebook Update the Regional Environmental Indicators and related Guidebook based on findings of task 3.1.</p>	<ul style="list-style-type: none"> • Draft updated indicators, and where applicable – draft updated definitions, purpose, desired outcomes, calculation and suggested data sources (e-copy: MS Word and Adobe Pdf) • Final updated indicators, and where applicable – final updated definitions, purpose, desired outcomes, calculation and suggested data sources (e-copy: MS Word and Adobe Pdf) • Draft updated Environmental Indicators Guidebook for Pacific Island Countries (e-copy: MS Word and Adobe Pdf) • Final updated Environmental Indicators Guidebook for Pacific Island Countries (e-copy: MS Word and Adobe Pdf)
<p>3.3 Review and Validation Organise and conduct a virtual consultation process for the review and validation of the draft updated indicators engaging countries, SPREP Programmes, regional technical experts and partners on deliverables of task 3.2 (above).</p>	<ul style="list-style-type: none"> • Review and validation process successfully completed. • Draft review/validation report (e-copy) • Final review/validation report (e-copy)
<p>3.4 Launch Event for updated Indicators and Guidebook Organise and conduct a hybrid event to launch and raise awareness of the updated Indicators and the Guidebook, working closely with the SPREP Environmental Monitoring and Governance (EMG) team and Communications and Outreach team.</p>	<ul style="list-style-type: none"> • Hybrid launch event successfully carried out. • Media release prepared and disseminated to raise awareness of the updated indicators and guidebook.
<p>3.5 Archiving of Data and Information Compile all data and information collected to update the Environmental Indicators and Guidebook for uploading to the Pacific Environment Portal or provided to SPREP for archiving.</p>	<ul style="list-style-type: none"> • Collected data and information securely archived. • Public data shared on the Pacific Environment Portal, national environment data portals and regional partner platforms (ie – SPC Pacific Data Hub).

4. Reporting requirements

In addition to the reports outlined in 3.3 above, the consultant will be required to prepare and submit the following reports (e-copies):

- Draft consultancy report
- Final consultancy report
- Stakeholders' consultancy data and information.

Remuneration

The budget for services provided is up to **50,000 USD** based on the submission and acceptance by the Pacific BioScapes Programme Manager and the Monitoring and Reporting team led by the Environmental Monitoring and Reporting Adviser and a summary report of agreed deliverables and invoices.

6. Work arrangements

The consultant will work remotely and consult regularly with the Monitoring and Reporting team led by the Environmental Monitoring and Reporting Adviser (EMRA) of the SPREP Environmental Monitoring and Governance (EMG) Programme. The EMRA will oversee the contractual arrangements and reporting requirements of this consultancy.

7. Communication

All communications related to the delivery of the tasks outlined in these terms of reference will be conducted through both online/virtual means and in-person, between the consultant and SPREP lead mentioned in Section 5 above.

The consultant will follow the Pacific BioScapes Programme Communications and Visibility Strategy in the development and approval of all external documents and media publications. The Pacific BioScapes Programme has a communications and outreach specialist who can provide advice.

8. Duration

This consultancy is expected to run for a total of 6 months.