

REQUEST FOR TENDERS

RFT: 2024/024
File: CONV_2/4/12
Date: 26 June 2024
To: Interested consultants
From: Amanda Wheatley, Biodiversity Adviser

Subject: Supporting Pacific island interventions and participation in CBD Meetings and implementation of the Global Biodiversity Framework, and planning for enhancing SPREP as a Technical and Scientific Centre.

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 plays a key role in supporting Pacific Island Countries meeting their obligations under the Convention on Biological Diversity (CBD). A new Global Biodiversity Framework (GBF) was negotiated and adopted at the 15th Meeting of Parties to the CBD (CBD COP15) in December 2022. SPREP supported Pacific islands inputs into the Global Biodiversity Framework during 2019 through to adoption in 2022.
- 1.3. SPREP was recently formally recognised through a global process under the CBD as a sub-regional Technical and Scientific Centre for implementation of the GBF.
- 1.4. PRIORITIES that the Pacific islands have been engaging in relating to the CBD include: indicator development for the GBF Monitoring Framework, Invasive alien species, Coastal and marine, Nagoya protocol and access and benefit sharing, Capacity development, mainstreaming biodiversity into agriculture and resource mobilization.
- 1.5. CHALLENGES for Pacific participation include capacity to participate in all in-person meetings and time zones of virtual meetings, less political emphasis on biodiversity compared to climate change topics, as well challenges in coordinating to have a united voice.
- 1.6. NEXT STEPS include supporting and participating in the upcoming CBD meetings including SBI4 and CBD COP16 in Colombia in October 2024, as well as possible intersessional meetings following the COP in 2025. Before these key events a Pacific Preparatory pre-COP meeting will be convened in September 2024 organised by SPREP, with key outputs to include a regional brief on priority agenda items for the COP15 meeting.
- 1.7. This work is currently supported through the NZ Government for SPREP Policy, Operational & Advisory, and Enabling & Support relating to Climate Change.
- 1.5 For more information, see: www.sprep.org

2. Specifications: statement of requirement

- 2.1. SPREP is seeking consultancy services to address the following objectives:
- i. Support the Pacific islands to actively participate in the global processes of the Convention on Biological Diversity and the Global Biodiversity framework including the Monitoring Framework, through participation in a Pacific preparatory meeting for the CBD COP16, virtual support in lead up to, face-to-face participation at SBI4 and CBD COP16, and development of briefing documents.
 - ii. Support Pacific islands visibility, and awareness raising of the regions priority issues in the lead up and during the CBD SBI4 and COP16 meetings in Cali, Colombia.
 - iii. Support Pacific islands post-CBD COP16 through enhancing understanding of key outcomes relevant to the Pacific and relevant next steps.
 - iv. Provide guiding input, based on outcomes from the CBD COP16 and Global Biodiversity Framework, associated discussions on targets and indicators, and Pacific needs for monitoring and reporting, to other relevant SPREP and regional processes and activities.
- 2.2 Consultancy Duties include:
- i. Supporting Pacific island delegates in preparation for the CBD negotiations as well as being an observer in the actual CBD Meetings. The aim is to ensure the Pacific delegates have resources and materials developed that are targeted for Pacific participation in the CBD COP.
 - ii. The consultant will use the Pacific preparatory meeting and additional possible virtual meetings to support development of a SPREP regional briefing document that countries can use for their CBD-focused statements, interventions and background on Pacific environmental management to define the content and scope of issues briefs;
 - iii. Setting up an online collaborative document and content management system which will support Pacific delegates, OneCROP team and SPREP during CBD COP16 negotiations.
 - iv. Provide content to support the visibility of SPREP, the Pacific island priorities, and key regional reference documents;
 - v. Support Pacific delegates as a support person during official and unofficial CBD meetings in the leadup to COP16, and during the CBD COP16.
- 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.
- 2.5 Full specifications are provided in Annex A - Terms of Reference.

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 as per the scope of work;
 - 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 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** – Breakdown cost for the services to render as per deliverables outlined in Annex A. The cost must be inclusive of all foreseen expenses.
 - 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 03 July 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 05 July 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 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. Technical Score – 80%

Criteria	Details	Weighting
Experience	a) Demonstrating a clear understanding of the needs of the project;	10
	b) Demonstrated working knowledge of the CBD, the negotiation processes, Pacific priorities, the GBF and monitoring FW and the unique circumstances faced by Pacific Island countries in these processes;	25
	c) Demonstrated working knowledge of the national, regional and global policy and frameworks relevant to the Pacific Islands region and its application to nature conservation.	25
Workplan (Technical Proposal)	d) Methodological discussion outlining the bidders proposed approach to address needs of this project including assessment of key issues, analytical strategies that will underlie the project, specific techniques to be utilised, and practical discussion of possible limitations in carrying out the assignment;	20
	e) A detailed workplan / scope of works and proposed timeline as per deliverables listed in the TOR	20

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.

II. Financial Score – 20%

Provide a breakdown of costs for the services to render as per deliverables outlined in Annex A. The cost must be inclusive of all foreseen expenses.

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: 12 July 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 2024/024: Supporting Pacific island interventions and participation in CBD Meetings and implementation of the Framework, and planning for enhancing SPREP as a Technical and Scientific Centre

Mail: SPREP
Attention: Procurement Officer
PO Box 240
Apia, SAMOA

Email: tenders@sprep.org (MOST PREFERRED OPTION)

Fax: 685 20231

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/award 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

Supporting Pacific island interventions and participation in CBD Meetings and implementation of the Global Biodiversity Framework, and planning for enhancing SPREP as a Technical and Scientific Centre.

1. Background

A new Global Biodiversity Framework (GBF) has been negotiated and adopted at Convention on Biological Diversity (CBD) COP15 in December 2022. SPREP supported Pacific islands inputs into the Global Biodiversity Framework during 2019 through to adoption in 2022.

SPREP was recently formally recognised through a global process under the CBD as a sub-regional Technical and Scientific Centre for implementation of the GBF.

PRIORITIES that the Pacific islands have been engaging in relating to the CBD include: indicator development for the GBF Monitoring Framework, Invasive alien species, Coastal and marine, Nagoya protocol and access and benefit sharing, Capacity development, mainstreaming biodiversity into agriculture and resource mobilization.

CHALLENGES for Pacific participation include capacity to participate in all in-person meetings and time zones of virtual meetings, less political emphasis on biodiversity compared to climate change topics, as well challenges in coordinating to have a united voice.

NEXT STEPS include supporting and participating in the upcoming CBD meetings including SBI4 and CBD COP16 in Colombia in October 2024, as well as possible intersessional meetings following the COP in 2025. Before these key events are the Pacific Preparatory pre-COP meeting in September 2024 in Apia, Samoa which SPREP will organize, and preparing a regional brief on priority agenda items.

This work is supported through support from the NZ Government for SPREP Policy, Operational & Advisory, and Enabling & Support relating to Climate Change.

2. Consultancy Objectives

The consultancy will meet the following objectives:

- 2.1. Support the Pacific islands to actively participate in the global processes of the Convention on Biological Diversity and the Global Biodiversity framework including the Monitoring Framework, through participation in a Pacific preparatory meeting for the CBD COP16, virtual support in lead up to, face-to-face participation at SBI4 and CBD COP16, and development of briefing documents.
- 2.2. Support Pacific islands visibility, and awareness raising of the regions priority issues in the lead up and during the CBD SBI4 and COP16 meetings in Cali, Colombia.
- 2.3. Support Pacific islands post-CBD COP16 through enhancing understanding of key outcomes relevant to the Pacific and relevant next steps.
- 2.4. Provide guiding input, based on outcomes from the CBD COP16 and Global Biodiversity Framework and associated discussions on targets and indicators, and Pacific needs for monitoring and reporting, to other relevant SPREP and regional processes and activities including the review and updating of the Framework for Nature Conservation and Protected Areas 2021-2025, revising of the State of Environment and Conservation Report and input into project concepts and business cases being developed for seeking donor support for Pacific biodiversity management needs.

3 Consultancy Duties

- 3.1 Support Pacific island delegates in preparation for the Convention on Biological Diversity negotiations and other relevant CBD Meetings including the various opportunities through engagement with biodiversity related partnerships and initiatives and associated meetings, the SBSTTA and SBI meetings, and CBD COP16 by facilitating and participating in discussions during Pacific virtual briefing meetings and preparatory meetings, as well as being an observer in the actual CBD Meetings. The aim is to ensure the Pacific delegates have resources and materials developed that are targeted for Pacific participation in the CBD COP. The consultant will use the Pacific preparatory meeting and additional possible virtual meetings to support development of a SPREP regional briefing document that countries can use for their CBD-focused statements, interventions and background on Pacific environmental management to define the content and scope of issues briefs;

- 3.2 Setup an online collaborative document and content management system which will support Pacific delegates, OneCROP team and SPREP during CBD COP16 negotiations.
- 3.3 In partnership with SPREP communications team, through providing content, support the visibility of SPREP, the Pacific island priorities, and key regional reference documents (including SOEC report, Vemoore Declaration, Pacific Islands Framework for Nature Conservation).
- 3.4 Support Pacific delegates as a virtual support person during official and unofficial CBD virtual meetings in the leadup to COP16 and during the CBD COP16 face-to face meeting, when possible;

4 Consultancy Outputs

The consultant shall produce the following key outputs:

- 4.1 Draft Agenda for pre-COP meeting
- 4.2 A SPREP Regional Briefing document, including draft interventions, addressing priority CBD agenda items relevant to the Pacific islands, as identified in previous regional meetings.
- 4.3 Separate briefing document based on Regional Brief developed for Ministerial engagement at CBD COP16 High Level Segment.
- 4.4 Online collaborative document and content management system for use at CBD COP16 and associated meetings.
- 4.5 Guidance (in the form of a briefing document identifying priority topics, processes and needs for the Pacific islands region) regarding Global Biodiversity Framework monitoring and reporting which can also support leveraging future donor and partner engagement.
- 4.6 Contribution to a communications package for Pacific participation in CBD process, and promoting key regional reference reports, including SPREPs regional support role. This may include developing key messaging and related quotes, and related input into the Pacific side-event and Pacific Compass (card deck of key messages).

5 Information for applicants

- 5.1 The consultancy will be undertaken over a continuous effective period of 10 calendar months with approximately 14 person weeks of professional services. Work will commence immediately after contract signing. Work will be on a non-fulltime basis.
- 5.2 The consultant must be available to assist with relevant sessions and participate during (virtually or in-person) the Pacific Preparatory Meeting (9-14th Sept 2024 in Apia, Samoa) and in-person at the SBI and CBD COP16 meeting (16th Oct-1st Nov 2024 in Cali, Colombia).
- 5.3 Participation at the Pacific Pre-COP meeting can be either in-person or virtually and consultants should outline their proposed approach and build into the workplan and budget.
- 5.4 Tenders are to include all travel and associated costs in workplan and budget as these will be covered by the consultancy budget.
- 5.5 Consultancy is anticipated to run from August 2024 through to February 2025, with the bulk of the work required from August to December 2024.
- 5.6 This proposal should be in two parts: **Technical** and **Financial** components addressing the attached Terms of Reference.