

## REQUEST FOR TENDERS

RFT: 2024/017  
File: AP\_2/2/20  
Date: 20 May, 2024  
To: Interested consultants  
From: Amanda Wheatley, Biodiversity Adviser

**Subject: Request for Tenders (RFT):** Development of a Framework for Nature Conservation and Protected Areas in the Pacific Islands Region (2026 – 2030), including supporting Pacific Islands Roundtable for Nature Conservation (PIRT) engagement before and after the 11<sup>th</sup> Pacific Islands Nature Conference.

### 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 is also the permanent Secretariate of the Pacific Islands Roundtable for Nature Conservation (PIRT) which is a coalition of regional organisations aimed at supporting coordinated conservation actions including implementation of a regional framework or action strategy. PIRT is also one of the three co-hosts of the Pacific Islands Conference on Nature Conservation and Protected Areas, along side SPREP and a host government.
- 1.3. The current *Framework for Nature Conservation and Protected Areas in the Pacific Islands Region* covers the years 2020-2025 and was a key product of the 10th Pacific Islands Conference on Nature Conservation and Protected Areas which was held virtually in 2020, but co-hosted with the Government of New Caledonia. The Framework was developed based on a process including a review of the previous Framework, and a series of consultations held with SPREP Members, NGOs, community groups, youth, as well as opportunities provided virtually during the 10th Pacific Islands Conference.
- 1.4. In mid 2026, the next Conference on Nature Conservation and Protected Areas will be held in Noumea, New Caledonia. One of its main deliverables is a new Framework for Nature Conservation and Protected Areas in the Pacific Region.
- 1.5. For more information, see: [www.sprep.org](http://www.sprep.org) and [www.pacificnatureconference.com](http://www.pacificnatureconference.com)

### 2. Specifications: statement of requirement

- 2.1. SPREP is seeking consultancy services to develop a new Framework for Nature Conservation and Protected Areas, and to support effective engagement of the Pacific Islands Roundtable for Nature Conservation (PIRT), through its six working groups, before and during the 11<sup>th</sup> Nature Conference, as well as after, to carry forward key outcomes from the conference.
- 2.2. The consultant will liaise and consult extensively with SPREP staff, SPREP Members and national biodiversity focal points, members of the Pacific Islands Round Table for Nature Conservation (PIRT), PIRT Working Groups, PIRT Coordination team, regional and international organizations and partners, and key stakeholders to develop a regional Framework for Nature Conservation and Protected Areas in the Pacific, and a ministerial declaration serving the uptake of the Framework.
- 2.3 The Framework themes and structure strongly inform the program and structure of the Pacific Islands Nature Conference. Hence the consultant will play an important role engaging with the PIRT Working Groups as part of the Framework review, to also support the development of the Conference program and other preparation processes led by a Conference Coordinator.
- 2.4 Following adoption of the Framework and associated High-level Declaration (at the 11<sup>th</sup> Nature Conference), post-conference the Consultant will support ensuring the newly endorsed Framework is promoted and owned by the region.
- 2.5 The Framework revision will also need to take into account and incorporate as relevant other regional processes happening in parallel including revision of the endorsed national and regional environmental indicators; and the update of the State of Environment and Conservation Regional Report for the Pacific Islands.
- 2.6 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.
- 2.7 SPREP Standard Contract Terms and Conditions are non-negotiable.
- 2.8 Full specifications are provided in the attached Terms of Reference.

### **3. Conditions: information for applicants**

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:

- 3.2 The consultancy will be undertaken over a continuous effective period of twenty-four (24) calendar months with approximately 54 person weeks of professional services. Work will commence immediately after contract signing. Work may be proposed on a part-time basis.
- 3.3 The consultant must be available to attend and assist with relevant sessions at the 11th Pacific Islands Conference on Nature Conservation and Protected Areas which is proposed for May 2026 in Noumea, New Caledonia.
- 3.4 This proposal should be in two parts: **Technical** and **Financial** components addressing the attached Terms of Reference.
- 3.5 The maximum **budget allocated for this activity is USD \$110,000** not including travel and associated allowances.
- 3.6 Travel and associated allowances for meetings and attendance at the conference, as agreed by SPREP, will be covered and arranged by SPREP.
- 3.7 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 is US Dollars (USD). 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](mailto:procurement@sprep.org) before 17 June 2024. 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 19 June 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:
  - a. 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;

- b. A detailed work plan that specifies activities to be undertaken, expected outputs and deliverables, resources to be utilised and timing, and staffing and management plan.

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	Details	Weighting
	a) Demonstrating a clear understanding of the needs of the project;	5
	b) Demonstrated working knowledge of national, regional and global policy and frameworks relevant to the Pacific Islands region and its application to nature conservation.	10
	c) Strong knowledge of who the key regional and partners and stakeholders are for nature conservation in the region, with established links and networks with individuals within these organizations a benefit.	10
	d) Demonstrated working knowledge of the Pacific Island Roundtable for Nature Conservation (PIRT) including its working groups, the Framework for Nature Conservation and Protected Areas 2020-2025, and the Pacific Islands Conference for Nature Conservation and Protected Areas.	15
	e) Knowledge of threats to biodiversity and ecosystems in the Pacific Islands Region	10
<b>Workplan (Technical Proposal)</b>	f) A detailed workplan / scope of works and proposed timeline as per deliverable listed in the TOR;  g) 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.	30

## 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: 28 June 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 2024/017: Development of a Framework for Nature Conservation and Protected Areas in the Pacific Islands Region (2026 – 2030), including



supporting Pacific Islands Roundtable for Nature Conservation (PIRT) engagement before and after the 11<sup>th</sup> Pacific Islands Nature Conference.

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



## TERMS OF REFERENCE

### **DEVELOPMENT OF A FRAMEWORK FOR NATURE CONSERVATION AND PROTECTED AREAS IN THE PACIFIC ISLANDS REGION (2026-2030), INCLUDING SUPPORTING PIRT ENGAGEMENT BEFORE AND AFTER THE 11th PACIFIC ISLANDS NATURE CONFERENCE**

#### **1. Background**

In 2022 Parties to the **Convention on Biological Diversity (CBD)** adopted the **Kunming-Montreal Global Biodiversity Framework (GBF)**. This historic Framework, which supports the achievement of the Sustainable Development Goals and builds on the Convention's previous Strategic Plans, sets out an ambitious pathway to reach the global vision of a world living in harmony with nature by 2050. Among the Framework's key elements are 4 goals for 2050 and 23 targets for 2030. Governments have committed to establishing national targets in support of the Aichi Biodiversity Targets. The development of national targets and their incorporation into updated National Biodiversity Strategies and Action Plans (NBSAPs) is a key process in fulfilling the commitments set out in the global framework. National Biodiversity Strategies and Action Plans reflect how a country intends to fulfil the objectives of the CBD and the concrete actions it intends to take.

Given that challenges and needs vary across the different regions of the world and the need to bridge the gaps between local and global initiatives aligned to the CDB, the need for the **development of a regional framework with regional targets** was identified.

Approximately every five years the **Pacific Islands Roundtable for Nature Conservation (PIRT)** with coordination support by **SPREP**, brings together government agencies, NGOs, community-based organisations, donor agencies and individual experts concerned with conservation science and practice in the Pacific Islands region at a **Nature Conservation and Protected Areas conference**.

At this conference they review progress, challenges, gaps and develop the regional agenda for Pacific conservation. This agenda is then set out in a regional **Framework for Nature Conservation and Protected Areas in the Pacific Islands**. This framework is consequently endorsed through **declarations** or decisions of high-level meetings that serve the uptake of the Framework.

The Framework for Nature Conservation and Protected Areas in the Pacific Islands Region aims to strengthen the nature conservation capacities of people, communities, institutions and Island countries and territories of the Pacific Region and enhance the effectiveness of the international nature conservation mechanisms to conserve and protect nature in the Pacific Island countries and

territories, and to facilitate regional actors to jointly respond to nature conservation challenges through concerted efforts and intensified regional cooperation.

The Framework for Nature Conservation and Protected Areas in the Pacific Islands Region also seeks to guide and support the national implementation of the National Biodiversity Strategies and Action Plans (NBSAPs), however it is not a replacement for these national plans. It does so by identifying regional priorities to support national and local actions; enhance exchange of traditional good practices, science-based technologies, knowledge products and information among governments and stakeholders.

In addition to strengthening regional cooperation to support the implementation of international engagements (currently the Kunming-Montreal Global Biodiversity Framework (GBF)), this Framework will also serve as a roadmap for the region and for the priorities for action that endorsing parties will follow.

The current Pacific Islands Framework for Nature Conservation and Protected Areas 2021-2025 was endorsed during the 10<sup>th</sup> Conference and subsequently at the 30<sup>th</sup> SPREP Meeting by 26 Member countries and territories in 2021. It reflects the urgent need for transformative action in response to the multiple accelerating threats, both established and emerging, that are faced by nature and people in the Pacific.

The Framework identifies the key regional priorities for action which form the six Strategic Objectives for the Framework. Each of the Strategic Objectives have Action Tracks which reflected the themes of discussion during the 10<sup>th</sup> Pacific Islands Nature Conference. The Action Tracks were selected based on evidence provided in the State of Environment and Conservation in the Pacific Islands 2020 report and that connected with the Conference theme: Nature Conservation Action for a resilient Pacific. The commitments to action articulated by Pacific island countries and territories during the Conference are also addressed in the Vemööre Declaration which forms part of the Framework. The current Framework includes a vision, mission, goals, six objectives and a set of nine Principles for Nature Conservation in the Pacific. It also includes a set of regional targets adopted from the 2020 Aichi targets, which are also the targets adopted in the revision of national NBSAPs, as well as a mechanism for monitoring and evaluation of conservation effort. The Pacific Islands Roundtable for Nature Conservation (PIRT) and SPREP adopted the Framework and committed as such to its implementation.

In May 2026, the next Nature Conservation and Protected Areas conference will be held in Noumea, New Caledonia. One of its main deliverables is a new Framework for Nature Conservation and Protected Areas in the Pacific.

In this regard, SPREP is seeking consultancy services to develop a new Framework for Nature Conservation and Protected Areas, as well as to support PIRT through its working groups to engage in preparations for the conference, including development of the themes and program concepts, which a line to review and development of the next Framework. In the Frameworks development, the history of the framework as well as the current status of conservation in the Pacific Region and the regional purpose needs to be considered.

Further information relating to each of the following can be found on the PIRT webpage:

- PIRT: <https://www.pacificislandsroundtable.com/the-roundtable>
- Key documents including the current Framework, the State of Environment and Conservation report: <https://www.pacificislandsroundtable.com/our-guiding-documents>
- Previous Nature Conference: <https://www.pacificislandsroundtable.com/pacific-nature-conference>

## 2. Objective of the contract

Under the guidance of SPREP's, Island and Ocean Ecosystems Programme and PIRT Chair, the consultant will liaise and consult extensively with SPREP staff, SPREP Members and national biodiversity focal points, members of the Pacific Islands Round Table for Nature Conservation (PIRT), PIRT Working Groups, regional and international organizations and partners, and key stakeholders to **develop a regional Framework for Nature Conservation and Protected Areas in the Pacific and a High-level declaration for Government and PIRT members, serving the uptake of the Framework.**

The Consultant will also **support engagement of PIRT working groups in the development of the Conference program** given that the Framework themes and structure strongly inform the program and structure of the Pacific Islands Nature Conference. The consultant will do this by engaging with the PIRT Working Groups as part of the Framework review, which also supports the development of the Conference program and other preparation processes led by a Conference Coordinator.

## 3. Key Deliverables/Outputs:

This contract for consultancy services will produce two key deliverables:

- (1) a **regional Framework for Nature Conservation and Protected Areas in the Pacific** containing the following elements:

- Introduction (referring to previous regional framework, international frameworks and agreements to develop regional frameworks)
- Purpose (what the regional framework aims for)
- Background (how the regional framework was developed)
- Rationale (for a regional framework specific for nature conservation in the Pacific Island Region)
- The regional framework
  - Vision, mission, outcome/goals, objectives, targets and indicators
  - Code of conduct/principles
- The regional priorities for action
- Proposed regional programme
  - Describing flagship programmes (considering linkages with existing as well as new regional programmes)
  - Description of how states and other partners will take the framework up (expressing their concrete intentions to support other States/partners and their expectations in terms of benefits of the framework).
- Parties and stakeholders
- Timeframe
- Governance and Monitoring arrangements
- Links with international framework

(2) a **ministerial declaration serving the uptake of the Framework**. The aim of the conference organizers is to programme a High-Level Segment that leads to a ministerial declaration. Such a document implies a declaration of Pacific Island Countries and Territories and embodies a political mandate and further guidance around the uptake of the Framework. The parts of the framework related to regional priorities for action and a regional programme should be at the core of the declaration for coherence and consistency reasons

The project will be implemented by a selected contractor who will be responsible for producing the following reports as outputs:

- i) Project Inception Report
- ii) Review report
- iii) Consultation report

- iv) Interim Report including first draft versions of regional Framework for Nature Conservation and Protected Areas in the Pacific and a ministerial declaration
- v) Completion Report including final draft versions of regional Framework for Nature Conservation and Protected Areas in the Pacific and a ministerial declaration

Activities to be undertaken to produce outputs and reporting may include the following:

- Drafting of an Inception Report outlining overall approach, the work plan, management plan and budget.
- Review of the previous Framework with a focus on assessing how the set-up, features and arrangements of that framework delivered on the purpose of having a regional framework and assess the use of the Framework. This review is not expected to focus on assessing the performance related to the objectives and targets of the previous Framework.
- Stocktake and mapping of existing international frameworks and commitments. This activity will take stock of existing international frameworks, measures and diagnostics, assess advantages, disadvantages and limitations, opportunities and challenges of aligning with such frameworks.
- Development of a Framework for Nature Conservation and Protected Areas in the Pacific. This activity will involve drafting of the initial framework taking into consideration principles such as recommendations of the review, time, benchmarks and sustainability. The framework may consider the following aspects:
  - development/review of objectives and targets (considering the current review and update of endorsed regional and national indicators, and the updating of the State of Environment and Conservation report (SOEC))
  - development/review of the code of conduct/principles
  - development of regional priorities for action and the development of a regional programme
  - development of the governance and monitoring arrangements
- Conducting relevant sessions at the Conference on Nature Conservation and Protected Areas. Sessions will be programmed to discuss the proposed framework and declaration.
- Completion Report including final draft versions of regional Framework for Nature Conservation and Protected Areas in the Pacific and a ministerial declaration. The Completion Report would also discuss the development process as well as recommendations on implementation and future development processes.



#### **4. Scope of work and description of key activities**

The following activities will need to be undertaken to achieve the outputs presented above. The bidder should provide details on its approach to each activity in its bid and is free to recommend additional activities.

	<b>Output</b>	<b>Activity</b>	<b>Person working weeks**</b>	<b>Completion Date</b>	<b>Person(s) responsible</b>
1	Project Inception Report	Determine overall approach, the work plan, consultation approach (participation), key people to be involved and budget	2 person weeks	1 month after signing of the Consultancy Agreement	Consultant(s) to draft the report, with inputs from SPREP
		Presentation of the inception report to SPREP and PIRT Chairs			
		Circulate, revise and finalise the Inception Report based on feedback, if any			
		<b>Approval of Output 1: Inception Report (2 weeks)</b>			
2	Review report	Assessing how the set-up, features and arrangements of the current framework (2020-2025) delivered on the purpose of having a regional framework and the use of the Framework	12 person weeks	Month 6	Consultant(s) to lead and arrange for reviews, and consultations, facilitated by SPREP
		Consult with key stakeholders including supporting PIRT Working Groups to engage in Framework and 11 <sup>th</sup> Nature conference discussions			
		Draft and submit review report summarising results of the above activities.			
		Circulate, revise and finalise the review Report based on feedback, if any			
		<b>Approval of Output 2: Review Report (2 working weeks)</b>			

3	Consultation report	Stocktake and mapping of other relevant existing international frameworks and commitments.	16 person weeks	Month 12	Consultant(s) to lead and arrange for consultations, facilitated by SPREP
		Development/review of objectives and targets (taking into account the actual State of Environment and Conservation (SOEC))			
		Development/review of the code of conduct/principles			
		Development of regional priorities for action and the development of a regional programme, including supporting engagement of PIRT to have inputs into discussions on the 11 <sup>th</sup> Nature Conference theme and program focus			
		Development of the monitoring and governance arrangements of the framework including revision of the PIRT website reporting database			
		Drafting of the initial framework and a ministerial declaration			
		Organisation of a round of consultations with SPREP Members (written exchange or workshop) to further develop and deliberate on ideas and content of the initial Framework ministerial declaration.			



		<p>Organisation of a round of consultations with PIRT and Civil society to further develop and deliberate on ideas and content of the initial Framework ministerial declaration.</p>			
		<p>Draft and submit a Consultation Report containing the consultations' proceedings, lessons learned, issues discussed, and next steps.</p>			
		<p>Circulate, revise, and finalise the Consultation Report based on feedback, if any</p>			
<b>Approval of Output 2: Consultation Report (3 working weeks)</b>					
4	Interim Report including full draft versions of regional Framework for Nature Conservation and Protected Areas in the Pacific and a ministerial declaration	<p>Draft, submit, revise (if required), and finalise the draft "Framework for Nature Conservation and Protected Areas in the Pacific and ministerial declaration ", drawing on the main insights from the outcomes/recommendations from the consultation round. The framework should elaborate its proposed features (see 3. Key Deliverables).</p>	4 person weeks	Month 16	Consultant(s)
		<p>Conduct presentation to SPREP and PIRT to collect further feedback and inputs for the finalisation of the Framework and Declaration</p>	2 person weeks	Month 18	

<b>Approval of Output 4: Interim Report including first draft versions of regional Framework for Nature Conservation and Protected Areas in the Pacific and a ministerial declaration (3 working weeks)</b>					
5	final draft versions of regional Framework for Nature Conservation and Protected Areas in the Pacific and a ministerial declaration	Presentation of first draft versions at the 11th Pacific Islands Conference on Nature Conservation and Protected Areas, May 2026	8 person weeks	Month 22	SPREP and consultant(s) to arrange for presentation, integration in conference programme arranged by SPREP
		Draft, submit, revise (if required), and finalise at the conference final draft versions of regional Framework for Nature Conservation and Protected Areas in the Pacific and a ministerial declaration			
<b>Approval of Output 5: Completion Report including final draft versions of regional Framework for Nature Conservation and Protected Areas in the Pacific and a ministerial declaration (2 working weeks)</b>					
6.	<b>Post conference</b>	<b>Develop and support implementation of a post-conference plan to support promotion and ownership of the Framework and Declaration including through key stakeholders and partners, including PIRT Working groups.</b>	<b>6 person weeks</b>	<b>Month 23</b>	
<b>Approval of Output 6: Post conference plan for Framework and Declaration ownership (3 weeks)</b>					
7	Completion Report	Draft, submit, revise (if required), and finalise the Project Completion report which records against the original intended purpose, work plan and outputs. It should assist in assessing impact, draw out conclusions	<b>4 person weeks</b>	<b>Month 24</b>	Consultant(s)

		and lessons learned that may be valuable in designing new related initiatives.			
<b>Approval of Output 7: Completion Report including final draft versions of regional Framework for Nature Conservation and Protected Areas in the Pacific and a ministerial declaration (3 working weeks)</b>					

\*\* The number of person working weeks is intended to indicate the amount of relative effort required to deliver the corresponding outputs. Outputs can be delivered on a non-full time basis and the consultant will be expected to develop actual timeframes.

The calculation is based on assumption of 5 person days per week. Actual time will be agreed in negotiation with the successful bidder.