

REQUEST FOR TENDERS

RFT: 2024/031
File: AP_2/39
Date: 9 August, 2024
To: Interested consultants
From: Kenneth Kassem, BIEM Initiative Manager

Subject: Request for tenders (RFT): Consultancy to lead development of by-catch action plan and training for strengthening by-catch mitigation for species of special interest in Solomon Islands.

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 (individuals or teams) to organize and lead the development of a by-catch action plan for Solomon Islands and training materials to guide the implementation of the action plan. This will include conducting a series of train-the-trainer workshops with Ministry of Fisheries and Marine Resources (MFMR) and Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM).
- 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 where consultant is based
- 3.2 Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **conflict of interest form** provided.
- 3.3 **Tenderer is deemed ineligible due to association with exclusion criteria, including** bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.
- 3.4 Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall into any of the exclusion situations cited in 3.3 above and where applicable, that they have taken adequate measures to remedy the situation.

4. Submission guidelines

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

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

5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 22 August 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 26 August 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	Weighting
Experience	a. Demonstrate that he/she has the technical qualifications from a recognised tertiary institution and expert knowledge in fisheries management and by-catch mitigation related to species of special interest;	40
	b. Proven track record in advising Pacific Island Countries and Territories (PICTs) or small island developing states on the management of fisheries, by-catch reduction and marine species, or related work.	20
	c. Have a strong track record in gender sensitive and human rights-based approach compliant consultation and communication as well as project management and facilitation.	10
Technical Proposal / Methodology	a. Proposed methodology and workplan to undertake the tasks outlined in these terms of reference, including timelines to complete the deliverables.	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: 03 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 2024031: ‘Consultancy to lead development of by-catch action plan and training for strengthening by-catch mitigation for species of special interest in Solomon Islands.’**

Mail: SPREP
Attention: Procurement Officer
PO Box 240
Apia, SAMOA
Email: tenders@sprep.org (MOST PREFERRED OPTION)
Fax: 685 20231
Person: Submit by hand in the tenders' box at SPREP reception, Vailima, Samoa.

Note: Submissions made to the incorrect portal will not be considered by SPREP. If SPREP is made aware of the error in submission prior to the deadline, the applicant will be advised to resubmit their application to the correct portal. However, if SPREP is not made aware of the error in submission until after the deadline, then the application is considered late and will be returned unopened to the sender.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

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

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

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

Annex A: Terms of Reference

CONSULTANT - Consultancy to lead development of by-catch action plan and training for strengthening by-catch mitigation for species of special interest in Solomon Islands.

Project Background

SPREP is the executing agency of the By-catch and Integrated Ecosystem Management (BIEM) Initiative, Key Result Area 5 of the Pacific European Union Marine Partnership Programme funded by the European Union and the Government of Sweden (see Annex 2 for further details).

Through the BIEM Initiative, SPREP is supporting the governments of Fiji, Papua New Guinea, Solomon Islands, Tonga and Vanuatu in the sustainable management of coastal and marine biodiversity. Activity 5.5 of the BIEM Initiative is focused on development and implementation of by-catch mitigation strategies. Through consultation with Ministry of Fisheries and Marine Resources (MFMR) and Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM), SPREP has been requested that budget available under Activity 5.5 be used to fund the development of a by-catch action plan and associated training workshops and training materials for by-catch mitigation and Conservation and Management Measures (CMMs) relating to species of special interest as a priority activity.

Fisheries by-catch, the unintended species caught or interacted with during fishing operations, can form a significant proportion of the catch in some fisheries and have a deleterious impact on the populations of these species. Species of Special Interest (SSIs), for example marine turtles, seabirds such as albatross, cetaceans and shark species such as oceanic whitetip and silky sharks, can be significantly impacted through by-catch due to their low reproductive rates and long lifespans.

In the Pacific region, the Western and Central Pacific Fisheries Commission (WCPFC) has adopted binding CMMs to mitigate the impact of tuna fishing on these species. Elements of these CMMs apply to the longline fishery which is known to impact all SSIs but particularly turtle and seabird species. Non-binding guidelines for safe handling and release of SSI have also been developed. In addition to the WCPFC CMMs, Pacific Island Countries (PICs) also apply fisheries management measures to the waters under their jurisdiction: their Exclusive Economic Zones (EEZs). PICTs can, and often do, apply more rigorous management measures to operations within their EEZs.

Project Goal

The goal of this project is to develop a by-catch action plan for Solomon Islands, training materials to support implementation of the plan, and to conduct training workshops with government officers in a 'train-the-trainer' approach. The consultant will work jointly with MFMR and MECDM, develop the plan and training materials, conduct consultation with industry representatives and subject matter experts, and coordinate with the SPREP's Threatened and Migratory Species Adviser, BIEM Project Manager and the BIEM Bycatch/CITES Coordinator from TierraMar.

Services Required

SPREP is seeking the services of a consultant (individual or team) to develop a by-catch action plan for Solomon Islands, training materials to support implementation of the plan and to conduct training workshops with government officers in a 'train-the-trainer' approach.

Scope of work

Approach:

- Work jointly with the Ministry of Fisheries and Marine Resources (MFMR), engage with the Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM), consult with technical and legal experts, SPREP's Threatened and Migratory Species Adviser, BIEM Project Manager and the BIEM Bycatch/CITES Coordinator from TierraMar.
- Provide a workplan, budget and Communications and Visibility Plan (using BIEM guidelines provided) for approval by government and project partners.
- Work jointly with MFMR to conduct necessary consultations and review of existing by-catch mitigation measures relevant to Solomon Islands. All consultations should be conducted using a gender sensitive and human rights based approach, particularly any community or stakeholder engagement or consultation.
- Develop a Solomon Islands By-catch Action Plan focusing on offshore fisheries by-catch of species of special interest.
- Develop training materials for government compliance officers to use in the training of fisheries skippers and crew.
- Conduct 'train-the-trainer' capacity building workshops with government officers to enable the use of the training materials and implementation of the action plan in the future.
- Submit progress and project completion reports to SPREP and government.

The consultant will be expected to liaise and consult with technical experts, relevant Ministries, industry representatives, SPREP's Threatened and Migratory Species Adviser and the BIEM Bycatch/CITES Coordinator from TierraMar. The consultant will work from their own premises.

Communications

The consultant will follow the PEUMP Programme Communications and Visibility Strategy and BIEM Initiative Communications and Visibility Guidance in the development and approval of all external documents and publications. Press releases for events should be submitted to SPREP for approval at least 7 days prior to any event.

Requirements

To be considered for this tender, interested suppliers must meet the following conditions (also, refer Evaluation Criteria):

- a. Be able to demonstrate that he/she has the technical qualifications from a recognised tertiary institution.
- b. Have strong knowledge and a proven track record in fisheries management and by-catch mitigation related to species of special interest.
- c. Demonstrate a proven track record in advising Pacific Island Countries and Territories (PICTs) or small island developing states on the management of fisheries, by-catch reduction and marine species, or related work.
- d. Have experience in delivery of effective communication to government and community stakeholders in the Pacific.
- e. Have an excellent command of spoken and written English.
- f. Demonstrate a record of having successfully worked with Governments, regional agencies (such as SPREP and SPC in the Pacific) and fishing industry.
- g. Have a strong track record in gender sensitive and human rights-based approach compliant consultation and communication as well as project management and facilitation.

**Remuneration**

The budget allocated for these activities is up to USD \$20,000. This is to include all out-of-pocket expenses incurred by the consultant.

Duration of the Consultancy

This consultancy will run over a 7-month period from September 2024 to end March 2025.

ANNEX 2:

The Pacific-European Union Marine Partnership Programme

The Pacific-European Union Marine Partnership (PEUMP) Programme addresses some of the most serious challenges faced by the region. Among these are the increasing depletion of coastal fisheries resources; the threats to marine biodiversity, including negative impacts of climate change and disasters; the uneven contribution of oceanic fisheries to national economic development; the need for improved education and training in the sector; and the need to mainstream a rights-based approach and to promote greater recognition of gender issues within the sector.

This 5-year programme started in September 2018 and is funded by the European Union (EUR 35 million) with additional targeted support from the government of Sweden (EUR 10 million). The programme provides direct assistance through regional organisations to support regional and national level activities in the Pacific.

The PEUMP Programme combines a regional and national approach, paying specific attention to actions and services delivered at country level to promote and direct positive changes for target groups, in particular women, youth and the most vulnerable groups.

The PEUMP Programme's **overall objective** is to *'Improve the economic, social and environmental benefits for 15 PACPs arising from stronger regional economic integration and the sustainable management of natural resources and the environment'*.

The **specific objective (outcome)** is to *'support sustainable management and development of fisheries for food security and economic growth, while addressing climate change resilience and conservation of marine biodiversity'*.

To address the main priority areas identified in the formulation phase, a demand-driven approach, recognising the diversity of needs and opportunities across the 15 PACP countries, the Programme adopts an integrated approach, with inter-related components implemented by several agencies, revolving around six KRAs and the Programme Management Unit based in Suva, Fiji. Four main agencies are implementing / or have been implementing the KRAs through a multisectoral approach: 1) The Pacific Community (SPC), which is the lead agency for the programme and will be responsible for its overall management, 2) the Pacific Islands Forum Fisheries Agency (FFA), 3) SPREP and 4) The University of the South Pacific (USP). In addition, the PEUMP is also partnering with Non-Government Organisations (NGOs), which include the Locally Managed Marine Areas (LMMA), Pacific Islands Tuna Industry Association (PITIA), International Union for the Conservation of Nature (IUCN) and the World Wildlife Fund (WWF).

The six KRAs are aligned with the two focal sectors of the regional roadmap – oceanic and coastal fisheries and are as follows:

Oceanic Fisheries

- KRA 1 - High quality scientific and management advice for oceanic fisheries provided and utilised at regional and national levels (SPC).
- KRA 2 – Inclusive economic benefits from sustainable tuna fishing increased through supporting competent authorities and strengthening private sector capacities to create decent employment (FFA).

Coastal Fisheries

- KRA 3 – Sustainable management of coastal fisheries resources and ecosystems improved through better quality scientific information, legal advice, support, mentoring and empowerment at community level (SPC).

Coastal and Oceanic fisheries

- KRA 4 – IUU fishing reduced through enhanced monitoring control and surveillance of both oceanic and coastal fisheries, improved legislation, access to information, and effective marine area management (FFA).
- KRA 5 - Sustainable utilisation of the coastal and marine biodiversity promoted through improving marine special planning, increasing climate change resilience, enhancing conservation, mitigation and rehabilitation measures (SPREP).

Capacity development

- KRA 6 - Capacity built through education, training and research and development for key stakeholder groups in fisheries and marine resources management (USP).

Key Result Area 5: By-catch and Integrated Ecosystem Management

SPREP has been awarded 6.3 million Euros to implement the By-catch and Integrated Ecosystem Management (BIEM) component of the PEUMP Programme and the work is due to be completed by December 2022. BIEM activities are designed to ensure they are relevant to all south Pacific countries. However, to maximise the positive impact of the work with the funding and time available, the BIEM team will focus the majority of activities in Fiji, PNG, Solomon Islands, Tonga and Vanuatu.

SPREP and its partners are dedicated to working to assist these Pacific countries meet their priorities in the sustainable management of their coastal resources and marine biodiversity, focusing on eight integrated key result areas (KRAs) identified in Table 1.

SPREP has sub-contracted the International Union for the Conservation of Nature (IUCN) and TierraMar Ltd (TierraMar) to lead the delivery of some elements of the work. The organisational responsibilities are identified in Table 1.

Table 1: The 8 integrated KRAs of BIEM

KRA-5 Component	Geographical scope:	KRA Coordinator
5.1 Marine Spatial Planning	Solomon Islands, Fiji	IUCN
5.2 Integrated 'ridge to reef' ecosystem strategies and coastal zone management planning	Fiji, Vanuatu	SPREP
5.3 Development and integration of climate change adaptation strategies into coastal community plans	Fiji, Vanuatu	
5.4 Assessment of by-catch of endangered species and extinction risk evaluated	Regional	TierraMar
5.5 Development and implementation of by-catch mitigation strategies	Fiji, Solomon Islands, Papua New Guinea, Tonga, Vanuatu	
5.6 Capacity development through research grants to citizens of the Pacific Islands	Regional	
5.7 Support for community monitoring and protection of endangered species	Fiji, Solomon Islands and Vanuatu	

5.8 Capacity development on Non-Detrimental Findings process for CITES partners	Regional - CITES partner countries	
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Management and Operations

The BIEM Management Unit (MU) has been established by SPREP in Suva to provide logistical, financial, and administrative and communication support and coordinate the delivery of the eight BIEM components.

The MU also has responsibility to ensure that BIEM activities are coordinated effectively as part of the wider PEUMP Programme. The MU will work collaboratively with Programme members, Countries and other partners under the guidance of the PEUMP Programme Management Unit to achieve this.