

## REQUEST FOR TENDERS

File: AP 2/2/24/1  
Date: 19 June, 2019  
To: Interested suppliers  
From: Amanda Wheatley, Biodiversity Adviser

**Subject: Request for tenders: Consultant – Conference Coordinator – 10<sup>th</sup> Pacific Islands Conference on Nature Conservation and Protected Areas**

### 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. For more information, see: [www.sprep.org](http://www.sprep.org).
- 1.3. Nature conservation programmes in the Pacific are guided by the regional conservation conference that has met on average every 5 years since 1975. The Nature Conservation and Protected Areas Conference has become the principal conference of government agencies, NGOs, community-based organisations, donor agencies and individual experts concerned with conservation science and practice in the Pacific Islands region. The conference is the key opportunity to set a Pacific based and initiated agenda for Pacific conservation for the next four to seven years. This agenda must align both with the National Biodiversity Strategies (NBS), as well as with global conservation commitments that Pacific Members are party to, in particular the Convention on Biological Diversity (CBD). Historically a regional conservation document has been prepared and adopted at the Conference called an Action Strategy, and since the 9th Conference in 2013 the Framework for Nature Conservation and Protected Areas, which guides regional conservation effort until the next conference. The current Framework covers the period 2014-2020.

### 2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced consultants who can offer their services on a full or part-time basis to provide technical, administrative and coordination support to SPREP as Secretariat of the Pacific Island Roundtable for Nature Conservation (PIRT) and lead agency organising and preparing for the 10th Pacific Island Nature Conference, over the duration of 12 months with the duties and responsibilities outlined in the annexed Terms of Reference.
- 2.2. The successful applicant will need to provide documented nature, scope and capacity of its services by 12 July 2019.

### 3. Conditions: information for applicants

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

- 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 or your Technical Proposal. Failure to do this will mean your application will **not** be considered*).
- Submit a CV to demonstrate the consultant has the relevant experience, skills and qualifications to carry out this contract successfully.
- Minimum qualifications of a Bachelor degree in Business Management, Events and Administration, Environment Studies, Science, Natural Resource Management, or equivalent related field.
- Be fluent in English and French, both written and spoken.
- Provide three (3) references as part of the tender submission.
- Work full-time or part-time and be based at SPREP for the duration of the consultancy.
- Must hold a valid passport and be available to attend the Nature Conference in April 2020 in New Caledonia, as well as to travel to New Caledonia as required for preparation activities for the conference (travel and per diem to be covered by SPREP).

#### **4. Submission guidelines**

- 4.1. Submissions should include a rough work plan outlining the distribution of hours/days that will be committed across the 12 months and a financial proposal. Please note all costs, including taxes, facilities, insurance, should be included in the financial proposal. The consultancy has a maximum budget of USD\$35,000. Submitted proposals will be evaluated based on best value for money.
- 4.2. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.3. Provide at least three (3) referees as part of the tender application, including the most recent work relevant to this position
- 4.4. Submit a copy of valid Business License, or evidence of application if still in the application process and legally able to work in Samoa for the duration of the contract.
- 4.5. 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 or your Technical Proposal. Failure to do this will mean your application will **not** be considered*).
- 4.6. Tender submission must be in USD
- 4.7. The proposal must remain valid for 90 days from date of submission

## 5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to Maraea Pogi at [maraeap@sprep.org](mailto:maraeap@sprep.org) and copy [amandaw@sprep.org](mailto:amandaw@sprep.org) before 01 July 2019. A summary of all questions received with an associated response will be posted on the SPREP website at [www.sprep.org/tender](http://www.sprep.org/tender) by 03 July 2019.

## 6. Evaluation criteria

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.

- 6.1. At least 5 years of relevant practical experience in project management, event management, coordination of activities, fundraising, monitoring and reporting, preferably in the Pacific region: (20%)
- 6.2. Excellent communications skills with high command of spoken and written English **and French** including demonstrated experience with media, publications, communications and networking with internal and external stakeholders: (20%)
- 6.3. Demonstrated technical research, analytical, organisational and time management skills including strong management and leadership skills as well as good understanding and appreciation of environmental ethics, values and priorities (20%)
- 6.4. Excellent computer skills including use of Microsoft Office suite and basic website design experience and skills. (15%)
- 6.5. Demonstrated ability to show initiative, multi-task and meet deadlines with minimal supervision including strong self-motivation and commitment (15%)
- 6.6. Detailed Financial Proposal in USD dollars. Clearly identify amount for fees, expenses and all other related costs (10%)

Assessment of the proposal will be based on the evaluation of the Technical (90%) and Financial (10%).

## 7. Deadline

- 7.1. **The due date for submission of the tender is 12 July 2019 (midnight, local Apia, Samoa time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all tenders clearly marked 'TENDER: **Consultant – Conference Coordinator 10<sup>th</sup> Pacific Islands Conference on Nature Conservation and Protected Areas**' to one of the following methods:

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

Person: Submit by hand in the tenders box at SPREP reception, Vailima, Samoa.

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

**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

### Key Result Areas

The consultancy position of **Conference Coordinator – 10<sup>th</sup> Pacific Islands Conference on Nature Conservation and Protected Areas** addresses the following Key Result Areas:

1. Networking, partnerships and collaboration
2. Fundraising, resourcing and project management/support
3. Communications and capacity building

***The requirements in the above Key Result Areas are broadly identified below.***

Consultant is accountable for
<b>1. Networking, partnerships and collaboration</b> <ol style="list-style-type: none"> <li>a) Liaise and work closely with partners associated with the Nature Conference including members of the Pacific Island Round Table for nature conservation (PIRT) and associated nature conference working groups, and the Nature Conference Coordinator based in New Caledonia.</li> <li>b) Assist in facilitating collaboration in the development of the theme concept and the agenda including gathering input on suitable presenters for the range of sessions.</li> <li>c) Assist in facilitating collaboration between the communication teams of the organising partners for the development of promotional materials in close collaboration with SPREP's Communications and Outreach team.</li> </ol>
<b>2. Fundraising, resourcing and project management/support</b> <ul style="list-style-type: none"> <li>• Assist in fundraising for the Nature Conference including development and promotion of a sponsorship proposal in collaboration with the SPREP Communications and Outreach team, and the Nature Conference Working Group.</li> <li>• Provide support in managing key activities in the preparation, during and after event phases.</li> </ul>
<b>3. Communication and advocacy</b> <ul style="list-style-type: none"> <li>• Work in close collaboration with the SPREP Communications and Outreach team to:               <ul style="list-style-type: none"> <li>– update as needed and implement the Communications Strategy of the Pacific Islands Nature Conference with partners</li> <li>– develop marketing materials</li> <li>– facilitate communication between SPREP, the Nature Conference Working Group, the French Agencies involved, and New Caledonia as host</li> </ul> </li> </ul>

### Deliverables and Milestones

Milestone or deliverable	Indicative Timeframe
Signing of contract	July 2019
Fundraising plan developed as required and implementation initiated	September 2019
Agenda developed in partnership with nature conference working groups, including identifying key facilitators and speakers.	December 2020
Website and event App are up to date with Conference information including agenda, sponsors etc	February 2020
Attend and support key coordination tasks during the Nature Conference (April 2020)	April 2020
Develop a Conference outcomes report of key outcomes, based on the compiled rapportuering notes from the event	May/June 2020