

REQUEST FOR TENDERS

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

Subject: EDITING A PUBLICATION ON GOOD PRACTISES OF NATURE CONSERVATION IN THE PACIFIC ISLANDS' REGION, EDITING CONFERENCE DOCUMENTS, AND DEVELOPMENT OF THEMATIC BRIEF DOCUMENTS BASED ON THE PUBLICATION'S FINDINGS.

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. Every 5 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 discuss evolutions, review and develop the regional agenda for Pacific conservation. From 19-24th of April 2020 the next Nature Conservation and Protected Areas conference will be held in Noumea, New Caledonia.
- 1.3. On some days of the 10th Pacific Islands Conference the focus of the programme is on 'Conservation in action', in the Pacific region. Actions will be presented in showcasing sessions. Within 6 thematic streams, these sessions will allow participants to showcase nature conservation work and achievements related to the Framework for Nature Conservation and Protected Areas in the Pacific Islands Region (2014-2020).
- 1.4. The inputs of these sessions will be used in a good practises' publication. This publication supports as such one of the conference's objectives, namely, to build Pacific nature conservation capacity and stimulate knowledge management and learning related to biodiversity conservation.
- 1.5. In this regard, SPREP is seeking consultancy services to edit a publication 'good practises of nature conservation in the pacific islands' region, and develop thematic brief documents based on the publication's findings
- 1.6. For more information, see: www.sprep.org and www.pacificnatureconference.com

2. Specifications: statement of requirement

- 2.1. The aims of this consultancy are to:
 - (1) Edit, copyedit and proofread the draft good practises' publication and produce a final version ready to be formatted for publication.
 - (2) Edit, copyedit and proofread documents developed at the conference.
 - (3) Identify and extract from the draft good practises' publication key messages to be condensed into 6 short thematic brief documents written in a journalistic and

accessible style, to be disseminated to wider audiences across the Pacific Island' region.

2.2 This contract for consultancy services will produce 3 key deliverables:

- (1) One edited, copyedited and proofread good practises' publication, by 30th June 2020.
- (2) Edited, copyedited and proofread conference documents, developed on-site between 19-24th April 2020.
- (3) Six thematic brief documents drafted and edited (4 pages each), by 19th March 2020.

2.3 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 consultant must be available to attend and assist at the 10th Pacific Islands Conference on Nature Conservation and Protected Areas from 19-24 April 2020 in Noumea, New Caledonia.
- 3.3 This proposal should be in two parts: **Technical** and **Financial** components addressing the attached Terms of Reference.
- 3.4 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*).
- 3.5 The tender must be submitted in English.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and is capable of meeting the specifications and timeframes listed in the Terms of Reference. Documentation must also include supporting examples to address the evaluation criteria.
- 4.3 Tenderer must provide details of three referees.
- 4.4 Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.
- 4.5 The Technical component should present the following information:
 - A brief discussion indicating the bidder's understanding of the needs of the project;
 - A brief analysis of key issues;
 - A methodological discussion of how the bidder proposes to address those needs including assessment of key issues and practical discussion of possible limitations in carrying out the assignment;
 - Detailed CV;
 - Brief discussion of the firm/consultant's past experience in undertaking similar work and brief summaries of all projects undertaken; and
 - Examples of previous work as Annexes to the proposal.

- 4.6 The Financial component should specify professional fees. Other costs for the expert and participants such as expenses for airfares, other travel costs and daily subsistence allowance for meetings, and all other agreed activities will be arranged by SPREP and discussed with the preferred contractor during the finalisation of the scope of services.

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to Maraea S Pogi on maraeap@sprep.org before **06 January 2020**. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by **08 January 2020**.

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 Understanding of the needs of the project. 10%
- 6.2 Analysis of key issues or challenges. 15%
- 6.3 Proposed workplan and methodology to implement the activities stated in the Terms of Reference to achieve the deliverables of the consultancy within the consultancy period 25%
- 6.4 Past experience in undertaking similar work and brief summaries of projects undertaken 20%
- 6.5 Financial Proposal and cost breakdown by budget line. 30%

7. Deadline

- 7.1. **The due date for submission of the tender is: 10 January 2020, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked **TENDER: EDITING A PUBLICATION ON GOOD PRACTISES OF NATURE CONSERVATION IN THE PACIFIC ISLANDS' REGION, CONFERENCE DOCUMENTS, AND DEVELOPMENT OF THEMATIC BRIES** to one of the following methods:

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.

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>



10th Pacific Islands Conference

NATURE CONSERVATION AND PROTECTED AREAS

Tjibaou Cultural Centre
Noumea, New Caledonia

19-24 April 2020

Nature conservation action for a resilient Pacific



TERMS OF REFERENCE

FOR

EDITING A PUBLICATION ON GOOD PRACTISES OF NATURE CONSERVATION IN THE PACIFIC ISLANDS' REGION, EDITING CONFERENCE DOCUMENTS, AND DEVELOPMENT OF THEMATIC BRIEF DOCUMENTS BASED ON THE PUBLICATION'S FINDINGS.

1. Background

Every 5 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 discuss evolutions, review and develop the regional agenda for Pacific conservation. From 20-24th of April 2020 the next Nature Conservation and Protected Areas conference will be held in Noumea, New Caledonia.

On some days of the 10th Pacific Islands Conference the focus of the programme is on 'Conservation in action', in the Pacific region. Actions will be presented in showcasing sessions. Within 6 thematic streams, these sessions will allow participants to showcase nature conservation work and achievements related to the Framework for Nature Conservation and Protected Areas in the Pacific Islands Region (2014-2020).

The inputs of these sessions will be used in a good practises' publication. This publication supports as such one of the conference's objectives, namely, *to build Pacific nature conservation capacity and stimulate knowledge management and learning related to biodiversity conservation*.

In this regard, SPREP is seeking consultancy services to edit a publication 'good practises of nature conservation in the pacific islands' region, and develop thematic brief documents based on the publication's findings

2. Objectives of the contract

The aims of this consultancy are to:

- 1) Edit, copyedit and proofread the draft good practises' publication and produce a final version ready to be formatted for publication.
- 2) Edit, copyedit and proofread documents developed at the conference.



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- 3) Identify and extract from the draft good practises' publication key messages to be condensed into 6 short thematic brief documents written in a journalistic and accessible style, to be disseminated to wider audiences across the Pacific Island' region.

3. Key Deliverables/Outputs

This contract for consultancy services will produce 3 key deliverables:

- (1) One edited, copyedited and proofread good practises' publication, by 30th June 2020.
- (2) Edited, copyedited and proofread conference documents, developed on-site between 19-24th April 2020.
- (3) Six thematic brief documents drafted and edited (4 pages), by 19th March 2020.

4. Scope of work and description of key activities

The following activities will need to be undertaken to achieve the outputs presented above.

Edit, copy-edit and proof-reading of draft good practises' publication (approx. 150 pages including bibliography, Annexes, 50 photos/figures and 25 boxes, approximately 40.000 words in total):

- Edit, copyedit and proof-read the draft good practises' publication and produce a final version that will be ready for design and publication. The editing process will include a revision of between 40-60 different text inputs from various writers. The different text inputs need to be compiled in 1 text. Each text input comes from a different writer (conference participant) and describes a conservation practise following a same format of five questions (1. What? – description of the practice / 2. Why? – the need or problem / 3. How? – strategy, time scale, resources, difficulties / 4. Who? – initiators, supporters, implementers / 5. Results? – achievements, sustainability, recommendations). The editing process will include a revision of the text inputs and compiling them with photos, tables and figures to achieve an optimal flow of information and presentation in 1 compiled overall text. The editing process might entail substantive re-drafting and synthetizing of text inputs in order to make them more readable and understandable to non-expert audiences. For this task, in addition to consulting with SPREP staff for technical input, the consultant is expected to refer directly to the external author of the good practise to ensure validity of statements. Design of the good practises' is not included in the tasks of this consultancy.

Edit, copy-edit and proof-reading of documents developed at the conference (max 36.000 words in total):

- During 6 days, edit, copyedit and proof-read documents requested on-site by the conference organisation. These documents might be:
 - Written inputs for conference declaration
 - First review of text inputs for draft good practises' publication
 - Inputs for communication products.



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Drafting of 6 short thematic brief documents (each 4 pages, approx. 12.000 words):

- Identify key messages around 6 themes to be extracted from the draft text inputs for the draft good practises' publication, ensuring their technical soundness.
- Ensure that a consensus exists between the SPREP Island and Ocean Ecosystems Programme and SPREP Communication section in relation to the identification and formulation of key messages per theme. This will be accomplished via email, video and phone communication. The consultant should expect several rounds of comments and discussions at this stage, for which patience and flexibility will be essential.
- Write the content of a brief document communicating the findings on a specific theme and key messages. The target audience for this brief is: policy and opinion makers in the Pacific Island' region, and SPREP partners within and outside the Pacific Island' region, including government officials. The consultant is expected to produce at least two interim draft versions of each brief for review by the above-mentioned stakeholders. Design of the brief documents is not included in the tasks of this consultancy.

5. Timeframe and fee

This consultancy is home-based, except for deliverable (2)-*Edited, copyedited and proofread conference documents, developed on-site between 19-24th April 2020.*

The deadline for completion of the exercise is 30th June 2020.

6. Supervision

The consultant will be supervised by Amanda Wheatley, SPREP Biodiversity Adviser.

7. Communication and travel

The consultant is expected to interact with the supervisor and other relevant colleagues via teleconference. Costs related to communication should be included in the professional fees.

The consultant may be required to travel to Samoa for a one-day meeting either at the beginning or at the time of finalizing the deliverables.

The consultant is required to travel to New Caledonia for deliverable 2.

Transportation will be booked and paid for by SPREP on behalf of the consultant, and meal and accommodation expenses will be paid to the consultant according to SPREP travel regulations.

8. Qualifications

- Demonstrated experience in communication and editing.
- High level of English is essential.
- Ability to synthesize complex documents into key messages.
- Experience in drafting documents from reports or case studies.



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- Experience with editing and proofreading SPREP documents and familiarity with SPREP's style is desirable.
- Experience in communication on matters related to nature conservation is an asset.
- Excellent interpersonal skills and flexible attitude.

9. Bidding

Interested consultants are invited to submit a proposal in response to these Terms of Reference.

This proposal should be in two parts: **Technical and Financial components**.

The Technical component should present the following information:

- A brief discussion indicating the bidder's understanding of the needs of the project;
- A brief analysis of key issues;
- A methodological discussion of how the bidder proposes to address those needs including assessment of key issues and practical discussion of possible limitations in carrying out the assignment;
- Detailed CV;
- Brief discussion of the firm/consultant's past experience in undertaking similar work and brief summaries of all projects undertaken; and
- Examples of previous work as Annexes to the proposal.

The Financial component should specify professional fees. Other costs for the expert and participants such as expenses for airfares, other travel costs and daily subsistence allowance for meetings, and all other agreed activities will be arranged by SPREP and discussed with the preferred contractor during the finalisation of the scope of services.

10. Additional Notes on Terms and Conditions of the Project

1. Successful bidder shall agree to be bound and sign the Consultancy Agreement with all requirements under the terms and conditions provided therein.
2. As an intergovernmental organisation, SPREP shall not be responsible for any tax(es), levy, tax claim or any tax liability which may be imposed by any law in relation to any amount payable by SPREP.