



REQUEST FOR TENDERS

File: AP2/39

Date: 6 October, 2020

To: Interested suppliers

From: Jamie Davies – Bycatch and Integrated Ecosystem Management Initiative
Manager

**Subject: Request for Tender: Consultant to provide in-country coordination for the
Bycatch and Integrated Ecosystem Management Initiative in Fiji**

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization 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
- 1.4. As part of the Pacific-European Union Marine (PEUMP) Programme, funded through the Eleventh Round of the European Development Fund (EDF 11), SPREP is the executing agency for Key Result Area 5, the By-catch and Integrated Ecosystem Management (BIEM) Initiative. The purpose of the Initiative is to reduce the by-catch of threatened species in Pacific islands' fisheries; to improve the health of coastal waters through an integrated approach to coastal management, including marine spatial planning; ecosystem-based adaptation to climate change; and to strengthen the capacity of Pacific Islands Parties to implement their obligations under the International Convention for Trade in Endangered Species (CITES). Further detail is provided in Annex 3.
- 1.5. Through the BIEM Initiative SPREP is working to support the Government of Fiji deliver its priorities in the sustainable management of Fiji's coastal resources and marine biodiversity, focusing on seven integrated key result areas (KRAs) identified in Table 1, Annex 2. The KRAs are managed collectively but can be distinguished by their focus:
 - Integrated ecosystem management (IEM) and climate change resilience in 3 -4 coastal areas and associated watersheds; and
 - Bycatch and conservation of threatened, endangered and protected marine species at a national and South West Pacific regional scale.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced consultants who can offer their services for a minimum of 200 days per year to coordinate the development and implementation of the Annual Activity Plans agreed by the Fiji Bycatch and Integrated Ecosystem Management Steering Committee in the following key result areas:
 - Integrated 'ridge to reef' ecosystem strategies and coastal zone management planning
 - Development and integration of climate change adaptation strategies into coastal community plans
 - Assessment of by-catch of endangered species and extinction risk evaluated
 - Development and implementation of by-catch mitigation strategies
 - Support for community monitoring and protection of endangered species
 - Capacity development on Non-Detrimental Findings process for CITES partners
- 2.2 The consultant will liaise and consult extensively with involved Government Ministries and Departments, community representatives, Provincial Governments, contractors, NGOs, donors and the BIEM Initiative Manager in Fiji and will be expected to work in both Suva and in the Provinces.
- 2.3 The duration of the contract will be through to December 2022, renewable annually subject to the duration and completion of the BIEM Initiative and the Pacific-European Union Marine Programme (PEUMP).
- 2.4 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.
- 2.5 The consultant will be expected to adopt gender and human rights sensitive approaches in all aspects of their work.
- 2.6 The Terms of Reference and the specific duties of the consultant are set out in Annex A.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
 - a. Currently reside in Fiji.
 - b. Be able to demonstrate that he/she is legally entitled to work in Fiji.
 - c. Excellent command of spoken and written English and either Fijian and/or Fijian Hindi.
 - d. Record of having successfully worked with Government, civil society stakeholders and local communities in Fiji and establishing effective networks of cooperation.
 - e. Strong track record in project management including work planning, budgeting, organising and managing partner input, reporting, monitoring and evaluation.
- 3.2 The following experience will be considered an advantage:
 - f. A qualification from a recognised tertiary institution in a field related to ecosystems, biodiversity or fisheries management, project management and/or climate change adaptation. A post-graduate qualification will be an advantage.



- g. Experience working in the area of community-based natural resource management, ecosystems restoration and/or species conservation.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and can meet the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should outline the interested supplier's complete proposal and include:
- CV to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
 - Provide three references relevant to this tender submission, including the most recent work completed;
 - Complete **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).*
 - Sign the **Conflict of Interest form**.
- 4.3. Tender documentation should stipulate the consultant's daily rate in United States Dollars (US. Hourly rate will be assumed to be the daily rate divided by 8 hours.
- 4.4. Prospective consultants must commit to 200 days per year to this consultancy and be willing to set aside extra time if needed for particular tasks.
- 4.5. Tenderers must insist on an acknowledgement of receipt of tenders.
- 4.6. Tender submission must be in USD.
- 4.7. The Proposal must remain valid for 90 days from date of submission.
- 4.8. Tenderers / Bidders must insist on an acknowledgement of receipt of tender / proposals / bids.

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to Maraea Pogi on maraeap@sprep.org and before 21 October 2020. A summary of all questions received with an associated response will be posted on the SPREP website <http://www.sprep.org/tender> by 23 October 2020.

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. A qualification from a recognised tertiary institution in a field related to ecosystems, biodiversity or fisheries management, project management and/or climate change adaptation. A post-graduate qualification will be an advantage. (15%)
 - b. Strong knowledge of environmental issues and the legal and governance context in Fiji. Good understanding of integrated ecosystem management and conservation of endangered marine species. (15%)
 - c. Proven track record in planning and delivering complex projects in Fiji, including work planning, budgeting, organising and managing partner input, reporting, monitoring and evaluation. (20%)
 - d. Prior delivery of effective communication and outreach activities in rural circumstances. (15%)
 - h. Established networks in the environment management field of practice in Fiji. Record of having successfully worked with Government, civil society stakeholders and local communities in Fiji and establishing effective networks of cooperation (15%)
 - e. Cost (daily rate in USD). (20%)
- 6.2 Assessment of proposals will be based on the evaluation of the Technical Proposal (80%) and Financial Proposal (20%).

7. Deadline

- 7.1. **The due date for submission of the tender is: 03 November 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: **Consultant to provide in-country coordination for the Bycatch Integrated Ecosystem Management Initiative in Fiji**' 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 tender's 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>

ANNEX 1

TERMS OF REFERENCE

CONSULTANT IN-COUNTRY COORDINATION FOR THE BYCATCH AND INTEGRATED ECOSYSTEM MANAGEMENT (BIEM) INITIATIVE IN FIJI

Background

The scope of the BIEM Initiative in Fiji reflects the Key Result Area 5 of the PEUMP Programme provided in Annex 2. The specific activities to be implemented in Fiji will reflect the Government's National priorities and will be agreed by the Fiji Bycatch and Integrated Ecosystem Management Steering Committee. Detailed Annual Activity Plans will be approved and reviewed on an annual basis and will reflect the two components of the Initiative:

- Integrated ecosystem management (IEM) and climate change resilience in 3 -4 coastal areas and associated watersheds; and
- Bycatch and conservation of threatened, endangered and protected marine species at a national and South West Pacific regional scale.

Services Required

SPREP is seeking the services of a consultant to be appointed to coordinate the development and implementation of the Annual Activity Plans approved by the Fiji Bycatch and Integrated Ecosystem Management Steering Committee from November 2020 to December 2022.

Scope of Consultancy

The role of the consultant coordinator is to support the successful implementation of the approved Annual Activity Plans of the Fiji Bycatch and Integrated Ecosystem Management Steering Group. This will involve working extensively with involved Government Ministries and Departments, community representatives, Provincial Governments, SPREP contractors, NGOs, donors and the BIEM Initiative Manager in Fiji and SPREP's lead consultant for the implementation of the bycatch and conservation of marine species KRAs.

This role will include, but is not limited to:

1. Providing the secretariat of the Fiji Bycatch and Integrated Ecosystem Management Steering Group. This will include, but is not limited to:
 - a. Organising two meetings a year: once in the second quarter of each PEUMP Programme Financial Year (October - December) and once in the fourth quarter of the Financial Year (April – June) and at the end of the implementation of the action.
 - b. Arrange the fourth quarter meeting to provide an opportunity for the Government of Fiji Departments, SPREP and the delivery partners to update all their activities and confirm the Annual Activity Plan for the following PEUMP Programme Financial Year.
 - c. Organising and facilitating additional meetings if requested by the Chairperson.
 - d. Prepare meeting materials, including through a consultative process with Departments and project partners and take minutes of the meetings.
 - e. Organise the meeting venue and other facilities for the meeting, and travel and accommodation for members if required.
 - f. Ensure the agendas and supporting materials are delivered to members in a standard format agreed at least 1 week before the meeting.
 - g. Developing the reporting format endorsed by the SC to be used to present the agenda items.
 - h. Providing quarterly project progress reports to the members of the SC out-of-session.

2. In line with the approved Annual Activity Plan, coordinate the implementation of activities required to develop widely supported gender and human rights sensitive integrated ecosystem management plans for the Navua and Beqa Island coastal zones and associated watersheds that identify realistic activities to help promote the natural adaptive capacity of coastal habitats to support sustainable livelihoods and reduce poverty.

The expected approach to develop, publish and begin the implementation of the integrated ecosystem management plans for the shortlisted sites includes but is not limited to:

- a. Working with and increasing the capacity of men, women and youth in coastal communities, Government authorities and partners.
- b. Putting gender, human rights and poverty alleviation considerations at the heart of the planning and implementation of activities.
- c. Mapping and assessing the ecological health of the selected coastal areas associated watersheds that coastal communities depend upon for their livelihoods.
- d. Assessing the threats to ecosystems and livelihoods as a result of current resource use and the expected impacts of climate change.
- e. Developing widely supported integrated ecosystem management plans for selected coastal area and associated watersheds that identify realistic activities to help promote the natural adaptive capacity of coastal habitats to support sustainable livelihoods and reduce poverty.
- f. Beginning the implementation prioritised activities.
- g. Identifying and securing technical and financial support to implement identified activities beyond December 2022.

The work expected from the coordinator in relation to the development, publication and implementation of the integrated ecosystem management plans for the shortlisted sites includes, but is not limited to:

- Collating and reviewing existing research reports and other important information about the focal area.
- Coordinating with appropriate Government Departments, academic organisations, NGOs, contractors and SPREP to plan and deliver all field activities, training, meetings and workshops undertaken at the project sites, ensuring that gender, human rights and poverty alleviation considerations are central to the planning and implementation of activities.
- Managing and facilitating field activities, training and meetings conducted at the project sites, regionally and nationally to ensure they are understood and supported by target communities and achieve their objectives. A central element of this work will be to initiate, develop and finalise the publication of integrated ecosystem management plans for the sites.
- Managing the identification of capacity building requirements amongst coastal communities, Government authorities and partners.
- Planning, managing and facilitating the delivery of training activities identified in the Annual Activity Plan and in the integrated ecosystem management plans. Trainings are expected to be run at a national, regional and local level and will involve helping to secure experts from different sectors to lead the training exercises.
- Leading the development of audience appropriate documents and publications in English, Fijian and Fijian Hindi.
- Assisting the BIEM Initiative Manager to document lessons learnt.

- Assisting with any other responsibilities advised by the BIEM Initiative Manager and/or the Director of the Department of Environmental from time to time especially those relating to conservation & biodiversity related issues.
 - Providing quarterly forward plans and monthly and quarterly reports to the BIEM Initiative Manager and Director of the Department of Environmental.
3. In line with the approved Annual Activity Plan, manage the delivery of activities in collaboration with relevant Government authorities and partners relating to bycatch and conservation of threatened, endangered and protected marine species at a national and South West Pacific regional scale. Specifically, these will help deliver the following KRAs:
- a. Assessment of by-catch of endangered species and extinction risk evaluated
 - b. Development and implementation of by-catch mitigation strategies
 - c. Capacity development through research grants to citizens of the Pacific Islands
 - d. Support for community monitoring and protection of endangered species
 - e. Capacity development on Non-Detrimental Findings process for CITES partners

The specific activities to be implemented in Fiji is yet to be agreed. However, the work the coordinator will be expected to do will include, but not be limited to:

- Supporting SPREP's lead bycatch consultant for the implementation of these KRAs in Fiji, to plan, manage and facilitate trainings, meetings and workshops with relevant Government Departments, academic organisations, NGOs, contractors and local community members as required, ensuring that gender, human rights and poverty alleviation considerations are central to the planning and implementation of activities.
- Collating and reviewing existing research reports and other important information about bycatch mitigation and conservation of threatened, endangered and protected marine species.
- Managing the identification of capacity building requirements amongst coastal communities, Government authorities and partners.
- Ensuring all documents and publications relating to the BIEM Initiative are available in English, Fijian and Fijian Hindi.
- Assisting the bycatch consultant to document lessons learnt.
- Assisting with any other responsibilities advised by the BIEM Manager and bycatch consultant to facilitate the successful delivery of KRAs.

Requirements

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

- Currently reside in Fiji.
- Be able to demonstrate that he/she is legally entitled to work in Fiji.
- Excellent command of spoken and written English and either Fijian and/or Fijian Hindi.
- A qualification from a recognised tertiary institution in a field related to ecosystems, biodiversity or fisheries management, project management and/or climate change adaptation.
- Record of having successfully worked with Government, civil society stakeholders and local communities in Fiji and establishing effective networks of cooperation; and



- Strong track record in project management including work planning, budgeting, partner oversight, reporting and monitoring and evaluation.

The following experience will be considered an advantage:

- A post-graduate qualification will be an advantage.
- Experience working in the area of community-based natural resource management, ecosystems restoration and/or species conservation.

Remuneration

This is a delivery-based consultancy position and the professional time allocation and professional rate are subject to negotiation. It is expected however that the Consultant will allocate 200 days per year through to December 2022, and that in some years a further 40 days will be required to complete all the tasks. Remuneration will be based on pre-agreed daily consultancy rate and upon approved monthly work plans and delivery on agreed milestones. There will be an operational budget for agreed disbursements including travel and per diem. Travel throughout the focal area will be required and will be supported under the project's travel budget.

Work arrangements

The consultant will need to demonstrate that he/she is legally entitled to work in Fiji. The consultant will be expected to work from their own premises with good internet and telephone connection or from the SPREP office in Suva. The contractor must be prepared to travel to and work from SPREP's Suva office when required. The consultant will submit monthly reports to the BIEM Initiative Manager, reporting against pre-agreed work plans.

The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct

https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf

Duration of the Consultancy

This consultancy is expected to run for 26 months from November 2020 to end December 2022 but may be extended subject to a decision by the funders.

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 6.5 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 Consulting Pty 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:	Budget (Euros) 2018-22	Lead Organisation
5.1 Marine Spatial Planning	Solomon Islands, Fiji	952,000	IUCN
5.2 Integrated 'ridge to reef' ecosystem strategies and coastal zone management planning	Fiji, Vanuatu	1,138,000	SPREP
5.3 Development and integration of climate change adaptation strategies into coastal community plans	Fiji, Vanuatu	240,000	
5.4 Assessment of by-catch of endangered species and extinction risk evaluated	Regional	225,000	TierraMar
5.5 Development and implementation of by-catch mitigation strategies	Fiji, Solomon Islands, Papua New Guinea, Tonga, Vanuatu	726,307	
5.6 Capacity development through research grants to citizens of the Pacific Islands	Regional	80,000	
5.7 Support for community monitoring and protection of endangered species	Fiji, Solomon Islands and Vanuatu	327,000	
5.8 Capacity development on Non-Detrimental Findings process for CITES partners	Regional - CITES partner countries	219,000	

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.