



# REQUEST FOR TENDERS

RFT: 2021/072  
File: AP\_4/13/10/1; AP 4/12/19  
Date: 3 September, 2021  
To: Interested consultants  
From: Amanda Wheatley, Biodiversity Adviser

**Subject: Consultancy to conduct a Comparative Analysis of Protected Area Management Effectiveness (PAME) Evaluation Tools for the Pacific Islands region**

## 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](http://www.sprep.org).

## 2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced consultants who can offer their services to conduct a Comparative Analysis of Protected Area Management Effectiveness (PAME) Evaluation Tools for the Pacific Islands region
- 2.2. The Terms of Reference that detail the requirements and outputs of the consultancy are attached.
- 2.3. Due to the current situation with COVID19, no travel is foreseen for this consultancy. Therefore, communications will be conducted entirely through online/virtual means.
- 2.4. This is a consultancy assignment for six months.
- 2.5. 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](https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf)

## 3. Conditions: information for applicants

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



- i. 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.
- ii. Sign the **conflict of interest form** provided.
- iii. Submit a CV to demonstrate the consultant has the relevant experience, skills and qualifications to carry out this contract successfully.
- iv. Provide examples of related past work outputs.
- v. Minimum qualifications of a bachelor's degree in environmental management, geography, natural resource management or relevant field.

#### 4. Submission guidelines

- 4.1. Submissions should include a work plan, schedule of activities, timeframe and a financial proposal. Please note all costs, taxes, facilities and insurance should be included in the financial proposal. 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. Tenderers / Bidders must insist on an acknowledgement of receipt of tenders / proposals / bids.
- 4.4. Provide at least three (3) referees as part of the tender application, including the most recent work relevant to this consultancy.
- 4.5. Complete the tender application form and conflict of interest form provided.
- 4.6. Tender submission must be in USD.
- 4.7. Tender should itemise all associated costs involved to complete the assignment.
- 4.8. 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 [procurement@sprep.org](mailto:procurement@sprep.org) before 14 September 2021. A summary of all questions received with an associated response will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 16 September 2021

#### 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:
  - i. Minimum qualifications of a bachelor's degree in Environmental Management, Geography, Natural Resource Management or relevant field (15%)

- ii. Demonstrated ability to conduct research and produce analysis (20%)
- iii. At least 7 years' relevant experience working in protected area management and/or administration, or similar at national and/or regional levels, with a good knowledge of protected area management issues and/or biodiversity conservation, regional context, emerging issues and related challenges within the Pacific islands' region is an advantage, including broad understanding and familiarity with the following: (25%)
  - o Existing Protected Area Management Effectiveness (PAME) Evaluation tools and guidance
  - o Convention on Biological Diversity and other related biodiversity conventions
  - o Strategic Plan for Biodiversity 2011-2020 and the Aichi Biodiversity Targets and the new Global Biodiversity
  - o Framework through 2030 Framework for Nature Conservation and Protected Areas in the Pacific islands 2021-2025.
- iv. Demonstrated experience working within a multi-disciplinary and multi-cultural team environment (10%)
- v. Excellent written and verbal communication skills including high level of presentation, interpersonal and critical thinking skills and maintaining effective relationships with a diverse group of people. (15%)
- vi. Detailed work plan, schedule of activities and timeframe which achieves the outputs of the consultancy. (5%)
- vii. Detailed Financial Proposal in USD dollars. Clearly identify amount for fees, expenses and all other related costs (10%)

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

6.3 Desirable:

- demonstrates initiative and ability to think outside the box, exercise good judgment, and resolve complex issues in dealing with multiple tasks, demanding deadlines and with little supervision.
- demonstrates excellent understanding and appreciation of environmental ethics, values and priorities within the workplace.

## 7. Deadline

- 7.1. **The due date for submission of the tender is 24 September 2021, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked '**RFT 2021/072: Consultancy to conduct a Comparative Analysis of Protected Area Management Effectiveness (PAME) Evaluation Tools for the Pacific islands region**' 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)



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.

**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

## Consultancy to conduct a Comparative Analysis of Protected Area Management Effectiveness (PAME) Evaluation Tools for the Pacific islands region

### 1. Background

Funding has been received under the *Capacity Building related to Multilateral Environmental Agreements (MEAs) in the African, Caribbean and Pacific (ACP) countries phase III* project (or ACP MEAs III) to, among other things, promote protected area management effectiveness, develop associated guidance on relevant tools and capacity building for the region. The ACP MEAs III was designed by UNEP in partnership with the European Commission (EC-UNEP) to promote environmental sustainability in ACP countries by strengthening environmental governance and the implementation of MEAs, which will be achieved by enhancing capacities to improve enforcement of and compliance with MEAs related to biodiversity and chemicals and waste, oceans governance. The implementation period of ACP MEAs III is from November 2019 to April 2024.

The success of protected areas as a tool for conservation is based around the assumption that they are managed to protect the values that they contain. To be effective, management should be tailored to the particular demands of the site, given that each protected area has a variety of biological and social characteristics, pressures and uses. Achieving effective management is not an easy task – it requires adopting appropriate management objectives and governance systems, adequate and appropriate resourcing and the timely implementation of appropriate management strategies and processes. (Hockings et al. 2006).

There has been significant growth in the global protected area network over the past few decades. However, despite an increase in protected area coverage, biodiversity continues to decline, even within some protected areas. Similarly, in the Pacific, the last 10 years has witnessed a notable increase in the establishment and formal designation of both marine and terrestrial protected areas across the Pacific islands' region.

Protected Area Management Effectiveness (PAME) evaluations, can be defined as: "the evaluation of how well protected areas are being managed – primarily the extent to which management is protecting values and achieving goals and objectives" (Hockings et al. 2006). Evaluation of management effectiveness is recognised as a vital component of responsive, pro-active protected area management.

As of 2006, protected area management effectiveness (PAME) is embedded within biodiversity commitments made by Parties to the Convention on Biological Diversity (CBD). However, PAME remains an emerging issue that is still in its early stages of uptake within the Pacific islands' region. Therefore, while PAME evaluations have been carried out for some Pacific countries, the majority have yet to undertake these evaluations for their protected and conserved areas. One main inhibiting factor is the cost associated with carrying out these evaluations, which is exacerbated by distance, remoteness and difficulty of access to some protected areas in the region. Furthermore, there is little awareness of available PAME evaluation tools. Thus, the benefits and limitations of each tool are not well understood. Increasing this understanding across the region, through guidance and capacity building is paramount and will facilitate efforts at institutionalising PAME evaluation tools within Pacific island governments and aid planning towards more effective management of Pacific island protected and conserved areas.

## 2. Objectives:

- a. To raise regional awareness and understanding of the suite of available tools to evaluate protected area management effectiveness.
- b. To verify the cost, benefits and limitations of each evaluation tool when or if applied to different island-type contexts across the region (ie - high islands vs. atolls, site specific vs network)
- c. To provide and showcase existing case studies from the region to demonstrate current experience with the utilisation of specific PAME evaluation tools.
- d. To produce regional technical guidance and associated communication products suitable for informing planning at appropriate levels and influencing decisions to determine the most suitable PAME evaluation tool for use.
- e. To widely publicise the technical guidance and promote its use at both the regional and national levels.

## 3. Scope of Work

The Scope of work includes the following tasks and deliverables:

Tasks	Deliverable
<p><b>3.1 Comparative Analysis of PAME evaluation tools</b></p> <ul style="list-style-type: none"> <li>• Conduct a Comparative Analysis of existing pre-determined PAME evaluation tools. The Comparative Analysis should cover the following:               <ul style="list-style-type: none"> <li>• Brief background and description of each PAME evaluation tool including examples of other countries/regions where it has been applied.</li> <li>• A detailed estimation of cost of implementing each individual tool and the timeframe involved.</li> <li>• A brief outline of demonstrated benefits and limitations of each evaluation tool.</li> <li>• An in-depth discussion of the suitability of each evaluation tool to island contexts, including considerations on whether the tool is more suited to high islands, to atolls or to both.</li> <li>• An outline of considerations on adapting each evaluation tool/methodology to suit specific island contexts outlining lessons learned, areas where more support is needed and what types of support.</li> <li>• Case studies from the region on the application of each evaluation tool, where these exist (with images) – both whole of island level and site-based.</li> <li>• Conclusions and recommendations</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• A comparative analysis of PAME evaluation tools (publish-ready quality), completed to specifications outlined above.</li> </ul>

<ul style="list-style-type: none"> <li>• A list of selected resources for further information on each evaluation tool (including URLs)</li> <li>• A short section on reporting PAME assessments at the global level and the value and impediments of doing so.</li> </ul>	
<p><b>3.2 Comparative Analysis review and finalisation</b></p> <ul style="list-style-type: none"> <li>• Conduct a thorough review process to gather feedback from SPREP and other key regional stakeholders and partners to finalise the Comparative Analysis.</li> </ul>	<ul style="list-style-type: none"> <li>• Review process completed and Comparative Analysis finalised.</li> </ul>
<p><b>3.3 Online Launch and training Event</b></p> <ul style="list-style-type: none"> <li>• Plan and facilitate a virtual/online launching and training event to promote and publicise the results of the PAME Comparative Analysis and associated products produced and provide basic training in its use.</li> </ul>	<ul style="list-style-type: none"> <li>• A virtual/online launching event successfully carried out engaging all relevant national, regional and international stakeholders and partners.</li> </ul>

#### 4. Reporting requirements

The consultant will be required to prepare and submit the following reports:

- Bi-weekly reports to update on progress for all tasks outlined in this TOR.
- Interim Consultancy Report.
- Final Consultancy Report.

#### 5. Work arrangements

The consultant will work closely, consult regularly with and report directly to the Island and Ocean Ecosystem (IOE) Programme.

#### 6. Travel arrangements:

Due to current COVID19 travel restrictions, no travel is foreseen under this consultancy.

#### 7. Communication

Given the current circumstances, it is expected that all communications related to delivering on the tasks outlined in these terms of reference will be conducted through online/virtual means.

#### 8. Duration

The term of this consultancy is up to a maximum of 6 months.