REQUEST FOR TENDERS

File: AP_4/13/10/5
Date: 27 March, 2019
To: Interested suppliers
From: Vainuupo Jungblut, Protected Areas Officer

Subject: **Request for tenders: GIS Specialist Consultant – Pacific Islands Protected Area Portal (PIPAP)**

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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.

2. Specifications: statement of requirement

2.1. SPREP would like to call for tenders from qualified and experienced GIS/spatial experts/practitioners who can offer their services to SPREP to coordinate technical assistance relating to spatial databases, data management, data delivery and technical capacity building for the Pacific Islands Protected Area Portal (PIPAP) over a duration of 16 months with the following Duties and Responsibilities (Please refer to annexed Terms of Reference)

2.2. The successful applicant will need to provide documented nature, scope and capacity of its services by 26 April 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 Geographic Information Systems (GIS), Geomatics, Environmental Management, Science, Ecology, Geography and/or related fields

- Relevant IT professional certifications for Systems Analyst or Solutions Developer would be an advantage.

- Provide three references as part of the tender submission.

- Work full-time and be based at SPREP for the duration of the consultancy.

- Be based in the Pacific region

4. Submission guidelines

4.1. Submissions should include a work plan, schedule of activities, timeframes and a financial proposal. Please note all costs, including taxes, facilities, insurance, and travel and associated costs, should be included in the financial proposal. The consultancy has a maximum budget of USD$60,000. 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 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 provided

4.6 Tender submission must be in USD

4.7 Tender should itemise all associated cost involve 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 Maraea Pogi at maraeap@sprep.org and copy vainuupoj@sprep.org before 08 April 2019. A summary of all questions received with an associated response will be posted on the SPREP website at www.sprep.org/tender by 10 April 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   Minimum qualifications of a Bachelor degree in Geographic Information Systems (GIS), Geomatics, Environmental Management, Science, Ecology, Geography and/or related fields (20%)

6.2   At least 5 years' experience in marine and terrestrial spatial data management, utilising multiple spatial data types and GIS software including open source software, in a similar role requiring a similar degree of versatility and responsibility, preferably within the Pacific islands region (15%)

6.3   Demonstrated experience in GIS including: (20%)
   a) Managing diverse spatial data layers and proven ability to develop and apply metadata in the development of data storage and access system, such as the use of open source geodatabase
   b) Open Source GIS analysis software, including delivery of in-country training and understanding of regional open-source standard architectures.
   c) Spatial data sharing sensitivities and issues within the Pacific island region including quality control and data versioning and a broad knowledge of terrestrial and marine Protected Area spatial data management and spatial planning, preferably on small islands context
   d) Developing and applying data processing work-flows and processes to validate national data

6.4   Demonstrated knowledge of environmental issues, specifically on biodiversity conservation and protected areas, as well as emerging and related issues including challenges within the Pacific Island region. Broad and comprehensive knowledge of the following is required: (10%)

   a) Convention on Biological Diversity and other related biodiversity conventions
   b) Strategic Plan for Biodiversity 2011-2020 and the Aichi Biodiversity Targets;
   c) Framework for Nature Conservation and Protected Areas in the Pacific islands 2014-2020;

6.5   Demonstrated advisory and analytical skills (10%)

6.6   Demonstrated knowledge of accepted and emerging information technology issues and challenges in the Pacific Islands. (5%)

6.7   Demonstrated experience working within a multi-disciplinary and multi-cultural team environment including designing and conducting GIS-related training programmes. (5%)

6.8   Excellent written and verbal communication skills including high level of presentation and inter-personal skills and maintaining effective relationships with a diverse group of people. (5%)

6.9   Detailed Financial Proposal in USD dollars. Clearly identify amount for fees, expenses and all other related costs (10%)

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

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<tr><td>**7. Deadline**</td></tr>
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7.1. **The due date for submission of the tender is 26 April 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: **GIS Specialist Consultant – Pacific Islands Protected Area Portal (PIPAP)** to one of the following methods:

Mail: SPREP
        Attention: Procurement Officer
        PO Box 240
        Apia, SAMOA
Email: tenders@sprep.org
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

PO Box 240, Apia, Samoa   T +685 21929   F +685 20231   sprep@sprep.org   www.sprep.org

A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.

TERMS OF REFERENCE

GIS Specialist Consultant – Pacific Islands Protected Area Portal (PIPAP)

Background

The Secretariat of the Pacific Regional Environment Programme (SPREP) has received funding assistance from the ACP-EU to implement phase two of the Biodiversity and Protected Areas Management programme (BIOPAMA2) for the Pacific region.

The BIOPAMA programme an initiative of the African, Caribbean and Pacific (ACP) Group of States financed by the European Union's 11th European Development Fund. BIOPAMA is jointly implemented by the International Union for Conservation of Nature (IUCN) and the Joint Research Centre of the European Commission (EC-JRC). In the Pacific region, BIOPAMA is implemented by IUCN's Oceania Regional Office (IUCN ORO) in partnership with the Secretariat of the Pacific Regional Environment Programme (SPREP).The overall objective of BIOPAMA2 is to contribute to improving the long-term conservation and sustainable use of biodiversity and natural resources in the Pacific ACP region in protected areas and surrounding communities through better use and monitoring of information and capacity development on management and governance.

Therefore, SPREP seeks a GIS Specialist Consultant to assist with BIOPAMA2 with tasks including:

Cleaning, adding metadata to and contextual maps of national and regional protected areas.

Developing national and regional statistics regarding PA coverage, extent, habitat representation, proportion conserved, proportion of priority sites within PAs including KBAs and IBAs, priority site datasets and maps, visual products for use in the SOPA and other regional publications. .

The key objectives of this consultancy are:

a) To provide technical assistance relating to spatial databases, spatial data management, spatial data delivery
b) To deliver technical capacity building in support effective protected area management in Pacific island countries
c) To support SPREP in executing the BIOPAMA2 project.

The PIPAP is the Pacific region's 'one stop shop' for all information and resources on Protected Areas within the EEZs of SPREP's Pacific member countries. One of the key features of the PIPAP requiring ongoing technical support is the visualisation and analysis of spatial data on Pacific Island protected areas. SPREP has built up its in-house GIS capacity and expertise over the years so the successful applicant will be working amongst fellow GIS practitioners within SPREP. Close liaison with IUCN Oceania and the European Commission Joint Research Centre (EC-JRC), the latter of which provide a number of web-based spatial visualisation and analysis tools to assist the BIOPAMA2 project will also be expected.

Scope of Work

The Scope of work includes the following tasks:

Tasks (by thematic area)
Capacity building, training and awareness
Organise and deliver spatial planning and data management capacity building and training, including for in-country consultations.
Maintain an overview of the planning, management of spatial components and GIS (Geographic Information Systems) training activities of the BIOPAMA project.
Technical support
Facilitate user access to spatial data on PAs and biodiversity from the SPREP Spatial Data Infrastructure (SDI) and Environmental Spatial Information Server (ESIS, SPREP-GIS) website, and the ensure PIPAP has integrated links to the Digital Observatory for Protected Areas (DOPA), WDPA and other PA platforms.
Maintain protected area spatial data within sprepGIS, including regular updates of the database with national and community provided content through the INFORM environment data portal network.
Develop metadata using data standards to develop and populate a database structure for multiple uses.
Facilitate linking of the DKAN Inform environmental data portals (regional and national) with the SPREP-GIS geoserver.
Enhance data sharing and search-ability of biodiversity and protected area spatial data and information.
Develop maps and data syntheses or online summaries for use by countries and projects in terrestrial, marine spatial planning and coastal Protected Areas/Managed Areas including the use of graphics software and assist with application development (SPREP-GIS, PIPAP)
Facilitate access of users to underlying protected area datasets, in addition to map visualisations.
Assist SPREP to review tools developed by the EU Joint Research Centre (JRC) for integration to the PIPAP.
Provide quality control and manage correct version spatial data for diverse environmental metrics, using GIS and multiple data formats.
Integrate PA spatial components with the PIPAP.
Regional support mechanism and coordination
Identify and collate spatial data from various stakeholders and partners in multiple ACP Pacific countries, territories, regional partner agencies and other organisations in the region.
Facilitate knowledge sharing across partners, SPREP member countries, SPREP Programmes and projects, PIRT-PAWG, Joint Research Centre (JRC), IUCN including with WDPA and WCMC on spatial data management and its use – move to regional support mechanism.

Maintain and keep up to date protected areas and biodiversity spatial data to support national and regional reports on status of protected areas.
Provide input to the SOE/SOPA and develop output products for the regional state of protected areas report
Communication, partnership and stakeholder engagement
Assist with the organisation and delivery of country consultations including the gathering of spatial datasets and relevant information on protected areas from national and local stakeholders.
Contribute to the preparation of country technical reports based on analysis of spatial data and information collected.
Coordinate and facilitate partnership arrangements with key partners to support spatial planning for protected areas in the region.
Produce information, communication and visual products tailored to different target audiences
Contribute to the preparation of media releases and communication materials to raise profile of the project and its achievements.
Project management support
Contribute to the preparation technical narrative reports
Reporting
Prepare and submit monthly technical output reports for all activities responsible for
Prepare and submit Interim Consultancy Report
Prepare and submit Final Consultancy Report

Qualifications

Essential

Minimum qualifications of a Bachelor degree in Geographic Information Systems (GIS), Geomatics, Environmental Management, Science, Ecology, Geography and/or related fields

Knowledge / Experience

Essential

At least 5 years' experience in marine and terrestrial spatial data management, utilising multiple spatial data types and GIS software including open source software, in a similar role requiring a similar degree of versatility and responsibility, preferably within the Pacific islands region.

1)   Demonstrated experience in GIS including:

I. Managing diverse spatial data layers and proven ability to develop and apply metadata in the development of data storage and access system, such as the use of open source geodatabase

II. ESRI ArcGIS and Open Source GIS analysis software (QGIS, GeoServer, PostGIS), including delivery of in-country training and understanding of regional open-source standard architectures.

III. Spatial data sharing sensitivities and issues within the Pacific island region including quality control and data versioning and a broad knowledge of terrestrial and marine Protected Area spatial data management and spatial planning, preferably on small islands context

IV. Developing and applying data processing work-flows and processes to validate national data

3) Good knowledge of accepted and emerging GIS/spatial data issues and challenges in the Pacific Islands.

4) Demonstrated experience working within a multi-disciplinary and multi-cultural team environment including designing and conducting GIS-related training programmes.

5) Demonstrated advisory and analytical skills.

6) Excellent written and verbal communication skills including high level of presentation and inter-personal skills and maintaining effective relationships with a diverse group of people.

7) Demonstrates initiative and ability to think outside the box in dealing with multiple tasks, demanding deadlines and with little supervision and demonstrates excellent understanding and appreciation of environmental ethics, values and priorities within the workplace.

Work arrangements

The GIS Specialist consultant will work closely with the IOE Programme and the Environmental Monitoring and Governance (EMG) Programme at SPREP. It is expected that the Consultant will be based with the EMG Programme on a full time basis over the duration of the consultancy. Travel is expected during the consultancy at least 20% of the time. Travel and maintenance during duty travel will be arranged by SPREP.