



REQUEST FOR TENDERS

File: AP 2/18/11
Date: 13 November, 2020
To: Interested suppliers
From: Bradley Myer, GEF6 RIP Project Manager

Subject: Request for tenders – Development of report titled ‘Sustainable Finance for Invasive Species Management in the Pacific’.

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.

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 develop a study titled ‘Sustainable Finance for Invasive Species Management in the Pacific’
- 2.2. The outputs include:
 - a) The development a report titled ‘Sustainable Finance for Invasive Species Management in the Pacific’
 - b) The development of a Battler Series publication to be titled *Create a Financial Sustainability Plan for Invasive Species Management in the Pacific*. Examples of other Battler Series publications can be found here: <https://piln.sprep.org/> . Submission of a final draft is the expected output under the terms of this agreement.
 - c) Design and delivery of a virtual capacity building exercise for the benefit of the GEF6 participating countries.

The Project Document for the GEF6 Regional Invasives Project (GEF6 RIP) Output 4.1.2 calls for sustainable financing mechanisms to be in place to support national invasive species management programmes. The study is expected to take a regional approach in the first instance, with options for implementing recommendations in the GEF6 RIP participating



counties as case studies. The GEF6RIP participating countries are Niue, The Republic of the Marshall Islands, The Kingdom of Tonga and Tuvalu.

- 2.3. This study is expected to happen over the next 12 months and is expected to demand a degree of flexibility in the approach taken, in consultation with the SPREP Invasives Team. This need is exacerbated by, but not wholly attributable to the restrictions caused by the current pandemic and the uncertainty with regards to travel. It is expected that the consultant will look for opportunities to engage with stakeholders by identifying meetings planned for the consultation period.
- 2.4. Scope of the service includes consultation and coordination with key stakeholders, the primary group being the SPREP Invasives Team. The consultant will be expected to facilitate workshops with broader groups of stakeholders to assess the strengths, weaknesses, of the existing plans and assess the opportunities and threats for sustainable finance moving forward. The consultant will ensure all key planning documents and legislation is considered, for the completion of a final draft for submission by the date provided in the Terms of Reference, which is attached. The consultant will be expected to deliver a virtual capacity building exercise for the benefit of the GEF6 participating countries.

3. Conditions: information for applicants

- 3.1 To be considered for this tender, interested suppliers must meet the following conditions:
 - i. Tertiary qualification (minimum) in resource management/ environmental management/ environmental economics/ environmental law or other field relevant to the outputs.
 - ii. The budget for this work is USD 35,000. Proposals for more than the budgeted amount will not be considered.
 - iii. Provide examples of related past work outputs to support how the applicant satisfies the evaluation criteria; and
 - iv. Complete the **tender application form** – *(please note you are required to complete all areas in full as requested on 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 result in the application **not** being considered).*
 - v. Sign the conflict of interest form.

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 and provide supporting examples to address the evaluation criteria.
- 4.2. The tenderer should complete the Tender Application Form provided
- 4.3. Provide three references relevant to this tender submission, including the most recent work completed;
- 4.4. The financial proposal should be in US dollars and should **exclude** venue hire and catering. Printing costs associated with production of the final document should also be excluded.
- 4.5. The tenderer should supply an up to date Curriculum Vitae of all personnel to be used in fulfilling this consultancy service.



5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 23 November 2020. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 25 November 2020.

6. Evaluation criteria

- 6.1. SPREP will select a preferred supplier on the basis of SPREP's evaluation of the extent to which their tender documentation demonstrates that they offer the best value for money, and that they satisfy the following criteria.
- i. Proven track record demonstrating a history of completing equivalent projects on time, to specification and budget (20%);
 - ii. At least five years of experience in environmental management (20%);
 - iii. Demonstrated expertise in sustainable finance at an advisory level (preferably in the Pacific) (30%);
 - iv. Demonstrated experience in facilitating public forums/workshops and guiding consultative processes, engaging and partnering with local authorities and communities, communication and reporting across diverse audiences in a multicultural and multi-disciplinary environment in any municipality in the Pacific region.(15%);
 - v. Provide a list of proposed mechanisms that you consider relevant for invasive species management in the Pacific (10%);
 - vi. Detailed financial proposal in USD (5%). Please note: financial proposals higher than the budgeted amount will not be considered

7. Deadline

- 7.1. **The due date for submission of the tender is: 04 December 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: **Development of report titled 'Sustainable Finance for Invasive Species Management in the Pacific'.**

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.



SPREP

Secretariat of the Pacific Regional
Environment Programme



10th Pacific Islands Conference

NATURE CONSERVATION AND PROTECTED AREAS

Nature Conservation Action for a Resilient Pacific

**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 A – GEF6RIP Project Overview

GEF 6 Regional Invasives Project (GEF6 RIP) - Strengthening national and regional capacities to reduce the impact of Invasive Alien Species on globally significant biodiversity in the Pacific

Partner Countries: Marshall Islands, Niue, Tonga, Tuvalu

Project Start Date: 01-May-2019

Completion Date: 30-Apr-2024

Project Objectives: Reduce the threats from Invasive Alien Species (IAS) to terrestrial, freshwater and marine biodiversity in the Pacific by developing and implementing comprehensive national and regional IAS management frameworks

Problem / Challenge Being Addressed: Pacific island ecosystems make up one of the world's biodiversity hotspots, with high levels of endemism. However, Pacific islands are particularly vulnerable to invasive species; because of their isolation and relatively recent human occupation, native species have not evolved to cope with the impacts of predators, herbivores, insect pests, highly competitive weeds, and diseases brought in from continental areas. As a result, Pacific islands face some of the highest extinction rates and threats to endemic species globally. The biggest threat to single-country endemic species in the Pacific region is the spread of IAS (SPREP, 2014). Most, if not all, countries continue to experience incursions of new introduced/invasive species. The State of Conservation in Oceania 2013: Regional Report noted that "the extent of impact of invasive species across the 22 Pacific Island Countries and Territories was examined and the status was deemed to be poor, with only a small number of success stories overall: the majority of invasive species are not managed, are spreading, and continue to have devastating impacts on native species and ecosystems".

Project Outcomes will be delivered in 4 key areas:

- All participating countries have a comprehensive and effective administrative framework established and countries are enabled to manage invasive alien species
- Enhanced IAS surveillance and control strategies reduce introduction rates and contain populations below thresholds that endanger threatened and endemic species and their habitats in 4 countries: IAS surveillance and control strategies can be relied on to reduce the risk posed by the introduction of new IAS and contain established IAS populations below thresholds that endanger threatened and endemic species and their habitats in 4 countries
- Biosecurity risks are reduced for the highest risk pathways and IAS
- Sustainable support service comprised of Council of Regional Organisations in the Pacific (CROP) agencies and partners established and enabling four countries to respond to existing and potential IAS threats, and is up-scalable to at least the Pacific region

Under the 4th component, GEF6 RIP will establish a Pacific Regional Invasive Species Management Support Service (PRISMSS). The PRISMSS is a regional mechanism which aims to provide a comprehensive, seamless mechanism for scaling up invasive species support for on the ground action in the Pacific.

PRISMSS Chair – David Moverley – SPREP IS Adviser

Project Manager – Bradley Myer

ANNEX B - TERM OF REFERENCE

Sustainable Finance for Invasive Species Management in the Pacific.

The GEF6 project document is available here:

<https://www.sprep.org/attachments/Publications/IOE/gef6-rip-project-document.pdf>

Project output 4.1.2 (Requires that) Sustainable financing mechanisms are in place to support national invasive species management programs

The primary target audience for the outputs of this work are at the national level. The objective is to support departments and ministries, responsible for the management of invasive species, to create a sustainable finance plan to support activities. Further orientation will be provided to the consultant at the Inception meeting.

The requirement for sustainable finance can be split into two primary needs for invasive species management in the Pacific:

1. The first is funding for larger singular programmes. These are typically time bound and focused on a specific set of deliverables.
2. The other is for smaller ongoing needs. This is often needed to sustain the advances delivered by the larger singular programmes.

The consultant will be expected to develop the three outputs to address these two primary needs.

The expectation is that this will be achieved by assessing sustainable funding options for a range of invasive species programmes that include the 5 [Pacific Region Invasive Species Management Support Service programmes](#), as well as marine – ballast water management programmes.

The report titled *Sustainable Finance for Invasive Species Management in the Pacific* is expected to cover the fundamentals of sustainable finance, while addressing the following tasks:

- Identification of the primary mechanisms for sustainable finance for invasive species management in the Pacific
- Assess the potential for institutionalisation of project funded staff after projects are completed.
- Investigate border cost recovery including potential fee for service mechanisms
- Assess potential for sustainable finance to be generated by concessions for ecotourism.
- Assess the possibility of directing monies collected from fines imposed for IAS-related infractions into the national funds for IAS prevention and management noting the risk of disincentivizing reporting as a result of imposing fees and/or fines for IAS-related infractions
- Assess the feasibility of more general taxes, fees or levies to pay for IAS prevention, based on the volume or risk level of imported goods.
- Describe the prerequisites needed to ensure that funds generated by institutions are subsequently allocated to invasive species management
- Assess existing and potential private sector engagement with biosecurity and invasive species management in each country. Please identify existing and potential strengths, weaknesses, opportunities and threats.



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- Assess sustainable finance options to support ongoing commitments by communities to sustaining the project funded activities.
- Assess opportunities for schools or villages adopting natural areas for continuing invasive species management as part of their education programme.
- Assess sustainable finance options to support local NGO's continuing invasive species management in key sites.
- Assess the potential for carbon credits to contribute to sustainable financing for invasive species management.

The report annex and Battler Series publication should include a template for national representatives to use to create their own sustainable finance plan

The Battler Series publication titled *Create a Sustainable Finance Plan for Invasive Species Management in the Pacific* is expected to derive from the more comprehensive, *Sustainable Finance for Invasive Species Management in the Pacific* report.

The virtual capacity building event is expected to engage representatives from the GEF6 participating countries with the intention of introducing them to the concepts and range of suitable options identified in the draft *Sustainable Finance for Invasive Species Management in the Pacific* report . This exercise should be designed to help them create their own plan and should inform the development of the Battler Series publication titled *Create a Sustainable Finance Plan for Invasive Species Management in the Pacific*.



Scope of work

The scope of work described below has been constructed for the delivery of the three outputs.

The proposed workflow consists of eight steps as outlined in the milestone table below.

This is an international role and it is expected that this work will be completed remotely with consultations, meetings and capacity building exercises completed using Zoom or similar platform.

Any travel costs and per diems related to emerging opportunities for engagement in person, will be covered outside of this contract, along with logistical assistance to run regional virtual meetings. The costs of this work should be limited to consultancy fees only.

Milestone	Description	Date Due
Inception meeting with SPREP	Virtual meeting to clarify the vision, mechanisms and identify resources.	23 December 2020
The first draft of the report is submitted to SPREP	Report title: <i>Sustainable Finance for Invasive Species Management in the Pacific</i>	30 June 2021
First draft consultations for the report are completed	First draft will be reviewed by the focal group and stakeholders across the Pacific with feedback provided to the consultant	30 July 2021
The second draft of the report is submitted to SPREP	The second draft following consultations is provided to SPREP	30 September 2021
The first draft of the Battler series publication is submitted to SPREP	Title: <i>Create a Financial Sustainability Plan for Invasive Species Management in the Pacific.</i>	30 September 2021
Second draft consultations for the report are completed	Second draft will be reviewed by the focal group and stakeholders across the Pacific with feedback provided to the consultant	30 October 2021
Virtual capacity building event is delivered	A virtual capacity building event is designed and delivered for the benefit of the GEF6 participating countries	1 December 2021
Final Drafts of the Battler Series publication and the report are submitted	Final draft of the report is completed and submitted to SPREP, along with the final draft of the Battler Series	15 December 2021

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