

REQUEST FOR TENDERS

RFT: 2021/081

File: AP_2/18/19

Date: 13 October, 2021

To: Interested suppliers

From: David Moverley, Invasive Species Adviser

Subject: Request for Tender: Sustainability and Resource Mobilisation Plan for the Pacific Regional Invasive Species Management Support Service (PRISMSS)

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 sustainability and resource mobilization experts to develop a Sustainability and Resource Mobilization Plan for the Pacific Regional Invasive Species Management Support Service (PRISMSS) to support and expand PRISMSS until 2030.
- 2.2. The successful consultant will need to provide a finalized PRISMSS Sustainability and Resource Mobilization Strategy for the period 2024 to 2030 by the end of May 2022. A variation to the contract will allow for the development of key communications materials to help engage and influence potential donors and supporters.
- 2.3. The terms of reference are available in Annex 1.
- 2.4. 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

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
- a) 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).*
 - b) Sign the **Conflict of Interest form**
 - c) Provide a detailed proposal as outlined in Annex 1.

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. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should outline the interested supplier's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes, costs and include:
- a. CV to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
 - b. Provide three references relevant to this tender submission, including the most recent work completed;
 - c. 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).*
 - d. Sign the **Conflict of Interest form**.
- 4.3 Provide a detailed proposal as outlined in Annex 1.
- 4.4 The Proposal must remain valid for 90 days from date of submission.
- 4.5 Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 25 October 2021. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 27 October 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:

	Evaluation Criteria	Weighting (%)
Technical 80%	i. Demonstrated experience in developing resource mobilization strategies for inter-governmental organisations or multi-country projects involving Pacific Island Countries.	15
	ii. Demonstrated experience in engaging funding organisations and other stakeholders in the design and implementation of successful resource mobilisation strategies.	15
	iii. Proven experience in developing prospectus-style brochures and audio-visual materials.	10
	iv. Experience working with donor organisations including bi-lateral funding bodies, international funding agencies, philanthropic organisations, and the private sector.	10
	v. Detailed technical proposal	30
Financial 20%	vi. Detailed financial proposal: All inclusive price in USD.	20

- 6.2 Assessment of proposals will be based on the evaluation of the Technical Proposal (80%) and Financial assessment (20%).

7. Deadline

- 7.1. The due date for submission of the tender is **04 November 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 2021/081: Sustainability and Resource Mobilisation Plan for the Pacific Regional Invasive Species Management Support Service (PRISMSS)**' 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>

Annex 1

Terms of Reference: Sustainability & Resource Mobilization Strategy for the Pacific Regional Invasive Species Management Support Service (PRISMSS)

1. Context

1.1. Managing Invasive Species for Climate Change Adaptation in the Pacific (MISCCAP) project

The goal of the [MISCCAP](#) project is that “Pacific island countries (PICs) have improved livelihoods and resilience to climate change, through reduced impacts of invasive species on natural and agricultural systems”. The project is funded by New Zealand Foreign Affairs and Trade (NZMFAT) from within their Climate Change Programme. The project has three implementation partners being SPREP, Manaaki Whenua Landcare Research New Zealand (MWLR) and the New Zealand Department of Conservation (NZDOC).

The project has a strong focus on;

- establishing the [Pacific Regional Invasive Species Management Support Service \(PRISMSS\)](#) to provide specialist support, technical assistance, advice, and training.
- implementing activities within countries linked to the PRISMSS Regional Programmes, particularly [Predator Free Pacific](#), [Natural Enemies – Natural Solutions](#) and [Resilient Ecosystems – Resilient Communities](#), due to their strong alignment with supporting national adaptation to climate change.
- creating an enabling environment for invasive species management activities in the Pacific.

1.2. PRISMSS

PRISMSS is a regional mechanism, which facilitates the scaling up of invasive species management in the Pacific. It provides management support for on-the-ground invasive species actions through streamlining and coordinating activities and invasive species management experts.

Invasive species are a leading cause of biodiversity loss in the Pacific, and they provide a significant impact on ecosystem resilience, leading to a loss in ecosystem services and the ability to adapt to environmental stresses such as climate change. Invasive species make ecosystems and communities more vulnerable to natural disasters. They increase erosion, reduce food, and fish production, and pose critical threats to human health.

On-the-ground, practical management of invasive species is a major gap in the Pacific. Without addressing this, species will continue to become extinct, ecosystems will continue to degrade, and countries in region will be left with poor natural infrastructure to provide for daily needs and protect citizens from the impacts of environmental change.



PRISMSS was established in 2019 with the assistance of the Global Environment Facility Regional Invasive Species Project (GEF 6 RIP): *Strengthening national and regional capacities to reduce the impact of Invasive Alien Species on globally significant biodiversity in the Pacific*. PRISMSS is also supported by the New Zealand Ministry of Foreign Affairs and Trade under the *Managing Invasive Species for Climate Change Adaptation in the Pacific* (MISCCAP) project.

PRISMSS partners BirdLife International, Island Conservation, Manaaki Whenua Landcare Research, New Zealand Department of Conservation, the Pacific Community (SPC), SPREP and Wellington Univentures also provide support.

PRISMSS is currently delivering approximately USD 12M of invasive species activities across the Pacific region.

The current funding streams for PRISMSS end in 2024. A Sustainability and Resource Mobilization Strategy is required to maintain the service until 2030.

2. Objective of this consultancy

This consultancy is aimed at developing a Sustainability and Resource Mobilization Strategy for PRISMSS up until 2030, including the mobilization of funding, resources, and support from a diverse range of partners.

3. Services

A Sustainability and Resource Mobilisation Strategy is to be developed and finalised by the end of June 2022.

Key steps in the development of the strategy should include:

- a) Defining the level of support required to support PRISMSS from 2024 to 2030.
- b) Defining the social, cultural, economic and ecosystem benefits that will be generated by providing this support for the PRISMSS programme.
- c) Highlighting how investment in PRISMSS will support efforts to meet national and regional goals for biodiversity, climate adaptation and sustainable development of Pacific Island Countries by 2030.
- d) Identification of potential sources of funding and operational support for PRISMSS.
- e) Development of a Sustainability and Resource Mobilization Strategy that directly involves engagement and input from potential donors and supporters.

The development of key communications materials that will help to engage and influence potential donors and supporters should be determined during strategy development. A contract variation will be provided to develop these

4. Evaluation Criteria

The tender evaluation criteria are:

	Evaluation Criteria	Weighting (%)
Technical 80%	i. Demonstrated experience in developing resource mobilization strategies for inter-governmental organisations or multi-country projects involving Pacific Island Countries.	15
	ii. Demonstrated experience in engaging funding organisations and other stakeholders in the design and implementation of successful resource mobilisation strategies.	15
	iii. Proven experience in developing prospectus-style brochures and audio-visual materials.	10
	iv. Experience working with donor organisations including bi-lateral funding bodies, international funding agencies, philanthropic organisations, and the private sector.	10
	v. Detailed technical proposal	30
Financial 20%	vi. Detailed financial proposal: All inclusive price in USD.	20

The proposal should include a broad methodology and workplan, including the proposed team, their roles and experience, timelines, milestones and a suggested payment schedule.