



SPREP

Secretariat of the Pacific Regional
Environment Programme

REQUEST FOR TENDERS

RFT: 2022/014
File: AP_2/25
Date: 13 April, 2022
To: Interested consultants
From: Karen Baird, Threatened and Migratory Species Adviser

Subject: Request for tenders (RFT): To develop a regional marine turtle monitoring and tagging manual, funded through the Pacific Bioscapes Programme

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 is seeking the services of a turtle expert or team to develop a regional tagging and monitoring manual. The manual will incorporate a turtle tagging permitting process. The manual will be distributed to all PICTs in hard copy and will also be available as an online resource.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. 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/sprepororganisational-values-code-of-conduct.pdf. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.4. SPREP Standard Contract Terms and Conditions are non-negotiable

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
 - i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;

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- ii. Provide three referees relevant to this tender submission, including the most recent work completed;
 - iii. Provide examples of past related work outputs;
 - iv. 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. Failure to do this will mean your application will **not** be considered*).
For the Technical and Financial proposals you may attach these separately.
 - v. Submit a Financial Proposal which outlines the schedule of priced tasks in accordance with the scope outlined under the Terms of Reference; and
 - vi. Provide a copy of valid business registration/license.
- 3.2 Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **conflict of interest form** provided.
- 3.3 **Tenderer is deemed ineligible due to association with exclusion criteria, including** bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.
- 3.4 Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall into any of the exclusion situations cited in 3.3 above and where applicable, that they have taken adequate measures to remedy the situation.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and in the Terms of Reference 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 be submitted in English and outline the interested consultant's complete proposal:
- a) **SPREP Tender Application form and conflict of interest form.** (*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. Failure to do this will mean your application will **not** be considered*).
For the Technical and Financial proposals you may attach these separately.
 - b) **Honour form**
 - c) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
 - d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
 - e) **Financial Proposal** –provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.



- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. Tenderers/bidders shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award; SPREP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 4.5. The tenderer/bidder might be requested to provide additional information relating to their submitted proposal, if the Tender Evaluation Committee requests further information for the purposes of tender evaluation. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6. The submitted tender proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential tenderer/bidder can provide services for.
- 4.7. The Proposal must remain valid for 90 days from date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of tender.

5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 27 April 2022. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 29 April 2022.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
- c. SPREP will determine what, if any, response should be given to a Tenderer question. SPREP will circulate Tenderer questions and SPREP's response to those questions to all other Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>) without disclosing the source of the questions or revealing any confidential information of a Tenderer.
- d. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- e. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFT or any other information given or made available by SPREP, the Tenderer should promptly notify the Procurement Officer setting out the error in sufficient detail so that SPREP may take the corrective action, if any, it considers appropriate.

6. Evaluation criteria

- 6.1. SPREP will select a preferred consultant 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 tender satisfies the following criteria:
- 6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

I. Technical Score – 80%



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Criteria	Detail	Weighting
Experience	Be able to demonstrate that he/she has the technical qualifications from a recognised tertiary institution. Extensive experience in turtle research, ideally in relation to community turtle research and monitoring including tagging programmes preferably in the Pacific region.	20%
	Experience working with Government, civil society stakeholders and regional CROP agencies such as SPREP and SPC in the Pacific and have established effective networks of cooperation; and	20%
	Strong track record in writing documents for public publication, communication as well as project management and facilitation.	20%
Technical Proposal / Methodology	Provide a comprehensive technical proposal responding to the requirements in the attached terms of reference, including the proposed methodology to undertake the functions outlined in the terms of reference, and details of relevant experience and qualifications to provide the services.	20%
Financial Proposal	Detailed financial proposal inclusive of all fees (and applicable taxes) and other associated costs for duration of the consultancy	20%

II. Financial Score

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = a \times \frac{b}{c}$$

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

7. Variation or Termination of the Request for Tender

- 7.1 a. SPREP may amend, suspend or terminate the RFT process at any time.
- b. In the event that SPREP amends the RFT or the conditions of tender, it will inform potential Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>).
- c. Tenderers are responsible to regularly check the SPREP website Tenders page for any updates and downloading the relevant RFT documentation and addendum for the RFT if it is interested in providing a Tender Response.



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- d. If SPREP determines that none of the Tenders submitted represents value for money, that it is otherwise in the public interest or SPREP's interest to do so, SPREP may terminate this RFT process at any time. In such cases SPREP will cancel the tender, issue a cancellation notice and inform unsuccessful bidders accordingly.

8. Deadline

- 8.1. **The due date for submission of the tender is: 12 May 2022, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked 'RFT 2022/014: **To develop a regional marine turtle monitoring and tagging manual**'

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.

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.

SPREP reserves the right to enter into negotiation with respect to one or more proposals prior to the award of a contract, split an award/awards and to consider localised award/awards between any proposers in any combination, as it may deem appropriate without prior written acceptance of the proposers.

A binding contract is in effect, once signed by both SPREP and the successful tenderer. Any contractual discussion/work carried out/goods supplied prior to a contract being signed does not constitute a binding contract.

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: Terms of Reference

Background

SPREP has progressively been upgrading our Regional Turtle Database System (TREDS) into a web-based platform. The database has been operating since the 1990's and has a comprehensive catalogue of tagged turtles from the Pacific region. With the upgrade, our focus is on re-engaging with members and partners and increasing interest in progressing turtle tagging and monitoring for conservation purposes.

SPREP and members and partners have also recently reviewed and updated the regional marine programme and action plans for 2022-2026. This includes a regional strategy for the conservation of marine turtles to support efforts in the region to recover declining populations and prevent regional extinctions.

Marine turtles play important roles in their habitats and contribute to health and maintenance of coral reefs, seagrass meadows, estuaries and sandy beaches. They have also supported Pacific communities through provision of eggs and meat for sustenance for generations. Six marine turtle species occur within SPREP members jurisdictions, and all are listed on the IUCN red list.

<u>TURTLE SPECIES</u>	<u>IUCN RED LIST STATUS</u>
Flatback (<i>Natator depressus</i>)	Data Deficient (Global listing)
Green (<i>Chelonia mydas</i>)	Endangered (Global listing)
Hawksbill (<i>Eretmochelys imbricata</i>)	Critically Endangered (Global listing)
Leatherback (<i>Dermochelys coriacea</i>)	Critically Endangered (Western Pacific Regional listing)
Loggerhead (<i>Caretta caretta</i>)	Vulnerable (Global listing)
Olive Ridley (<i>Lepidochelys olivacea</i>)	Vulnerable (Global listing)

Research and monitoring are key to understanding the ongoing risks to marine turtles in the Pacific and where possible focus on critical conservation issues. There is a lack of basic information on population trends of turtles across the region and SPREP hopes to establish and support existing long term monitoring programmes which can provide this critical data.

A regional marine turtle monitoring and tagging manual, funded through the Pacific Bioscapes Programme will help to standardise how tagging and monitoring is undertaken across the region, and work to instill best practice handling. It is envisaged that a regional training programme for turtle monitoring coordinators within PICTS, while out of scope of this tender processes, will occur over the next few years.

It is important that tagging is undertaken as part of a carefully planned and thorough research or monitoring programme to enhance knowledge about marine turtles for conservation purposes that addresses priority data needs. In addition, it is important that those tagging turtles are proficient in the tagging process and have a good understanding of turtle husbandry techniques, turtle welfare and care.



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Various issues around tagging have emerged over recent years including loss of tags or failure to submit tagging records. In addition, 'tagging for profit' operations have emerged, where turtles are held in captivity while waiting for tourists to arrive and pay to see turtles tagged and released. So called 'headstart' programmes where eggs are collected and hatched in captivity also have questionable conservation value and may be detrimental. These types of operations can lead to stress and cause welfare impacts on the turtles and are to be discouraged.

Some tagging operations have been so poorly thought out that they result in unnecessary suffering and potential death of turtles. For example, if turtles are found on a field excursion but tagging equipment is not at hand, the turtles have been turned over on their backs while taggers return to retrieve tagging gear. This is extremely inappropriate, potentially causing the turtle to suffocate.

It will be important to clarify in this manual what conservation management techniques are supported by SPREP where tags can be used, and those that are not.

Many PICTs have excellent ongoing tagging programmes and these are often run by small NGOs or community groups. Keeping track of tags that have been distributed has been a challenge, however and a mechanism to encourage regular submission of data and stock take of available tags will need to be included in the manual.

SPREP would also like to implement a registration process for turtle tagging, using SPREP tags. This would be essentially an approval or permit for an individual to be able to tag turtles and could only be authorised by recognised experts or people who have a tagging permit themselves. The prerequisite would be to go through a turtle tagging training course. The manual should provide an outline of what the training course will cover, including best practice handling techniques and genetic sampling. A permit system could be added to the TREDs database and permit provided once the tagger has proven they have been through a tagging course by a recognised expert or permitted person. Alternatively, there could also be a form that can be photocopied or printed out from the manual online which can be completed manually and submitted to SPREP for approval

Service Required

SPREP is seeking the services of a turtle expert or team to develop a regional tagging and monitoring manual. The manual will incorporate a turtle tagging permitting process. The manual will be distributed to all PICTs in hard copy and will also be available as an online resource.

Scope of the consultancy

The manual should cover, but not be limited to the following aspects of turtle research and conservation for the PICTs:

- A chapter on marine turtle biology including identification of common diseases and conditions.
- A chapter summarising current knowledge of marine turtles in the Pacific and identifying important research and monitoring gaps.
- A chapter on TREDs including links to the database and a summary on how it should be used.
- A chapter on best practice for handling marine turtles in all situations and how to tag

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- Health and Safety considerations for those involved in tagging when undertaking fieldwork.
- Monitoring. How to undertake a monitoring programme for
 - Key or index nesting sites
 - Foraging sites.
- Research. Key considerations when developing a research programme.
- Additional chapters as agreed with the TAMSA
- Genetic tools for turtle conservation.

The consultant will work closely with the TAMSA and the TREDIS manager and consult with other regional turtle experts and national and community turtle monitoring practitioners to finalise the scope and content for the manual. This could include through a regional online workshop.

The final manual should also be provided to recognised regional experts for peer review and feedback before finalisation.

Requirements

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

1. Be able to demonstrate that he/she has the technical qualifications from a recognised tertiary institution and extensive experience in turtle research, ideally in relation to community monitoring and tagging programmes;
2. Excellent command of spoken and written English;
3. Record of having successfully worked with the marine turtle research community,
4. Experience working with Government, civil society stakeholders and regional CROP agencies such as SPREP and SPC in the Pacific and have established effective networks of cooperation; and
5. Strong track record in writing documents for public publication, communication as well as project management and facilitation.

Remuneration

The budget allocated for this activity is up to USD 25,000

Duration

The consultancy will run over the period of 12 months to allow plenty of time for scoping workshop, peer review and feedback.