

## REQUEST FOR TENDERS

File: AP\_5/3/20  
Date: 26 July, 2018  
To: Interested suppliers  
From: Franck Connan, Marine Environment and Conservation Specialist

**Subject: Request for Tender: Complementary activities to underwater Education Trails in French Polynesia – Pacific Biodiversity Blue Belt Project – Best2.0 Medium Grant**

### 1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization 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](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 implement the Pacific Biodiversity Blue Belt activities project in French Polynesia.
- 2.2. The successful applicant will need to implement the activities related to the underwater trails in French Polynesia (detailed in the Terms of Reference attached) by the 15<sup>th</sup> of November.
- 2.3. The Terms of Reference that detail the requirements and outputs for the consultancy are attached.

### 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
  - Submissions should include a work plan, schedule of activities and financial proposal. Please note all costs, including taxes, facilities, insurance, travel and associated costs, should be included in the financial proposal.
  - The consultancy has a maximum budget of € 42,800.
  - Submitted proposals will be evaluated based on best value for money.
  - Submit a CV to demonstrate the consultant has the relevant experience, skills and qualifications to carry out this contract successfully.
  - Provide three references as part of the tender submission.
  - Must complete the tender application form provided.

### 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 and costs.
- 4.3. Please submit your tender with itemized costs for the three separate components listed above.
- 4.4. The tender must be written either in English or French.
- 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 Maraea Pogi on [maraeap@sprep.org](mailto:maraeap@sprep.org), Franck Connan [franckc.ext@sprep.org](mailto:franckc.ext@sprep.org) and Dominic Sadler [dominics@sprep.org](mailto:dominics@sprep.org) before 01 August 2018. 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 03 August 2018.

## 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. Methodology, comprehensive understanding of the work and content of the technical proposal (40%).
  - ii. Expertise in Marine Biodiversity, coral reef conservation and educational environmental products design and environmental training (30%).
  - iii. Work phasing calendar (10%)
  - iv. Financial proposal and Costs Breakdown by Budget Line (20%)

## 7. Deadline

- 7.1. **The due date for submission of the tender is: 15 August 2018 (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: **Complementary activities to underwater Education Trails in French Polynesia – Pacific Biodiversity Blue Belt Project – BEST2.0 Medium Grant**' to one of the following addresses:

Mail: SPREP  
 Attention: Procurement Officer  
 PO Box 240  
 Apia, SAMOA

Email: [tenders@sprep.org](mailto:tenders@sprep.org)

Fax: 685 20231

In Person: Submit by hand in the tenders box at SPREP reception,  
 Vailima, Samoa.

SPREP in tight collaboration with MoT 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

### Complementary activities to underwater Education Trails in French Polynesia – Pacific Biodiversity Blue Belt Project – Best2.0 Medium Grant

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#### Background

The *Pacific Biodiversity Blue Belt* project is a two and a half year project implemented by SPREP, in partnership with the French MPA Agency, in the 4 overseas countries and territories (French Polynesia; New Caledonia; Pitcairn; Wallis and Futuna). The project comes within the scope of a MoU signed between the French Agency for Biodiversity (AFB) previously French MPA Agency (AAMP) and SPREP in 2015. This project is designed to serve the Pacific Islands territories with practical actions that support them in achieving tangible outcomes toward their marine Aichi targets 6,10,11 (although the European territories are not direct signatories to the CBD and Aichi targets, they do have reporting obligations to their signatory states and share very similar targets and priorities on marine biodiversity conservation). The core of the project is to implement tangible national and territorial actions supporting local initiatives; to promote trans-boundary cooperation and thus to achieve a greater level of integrated ocean management and biodiversity conservation amongst SPREP members. The project received funds in April 2016 from the BEST 2.0 European program (400,000€) to implement the Biodiversity Blue Belt project with New Caledonia, Wallis and Futuna, French Polynesia and Pitcairn Island partners.

The Pacific Biodiversity Blue Belt project in French Polynesia will contribute to the Ecotourism underwater trails project currently developed by the Ministry of Tourism.

#### Specifications: statement of requirement

The Government of French Polynesia identified priorities on development and good management of underwater/coastal education trails in order to i) promote wider engagement in conservation of biodiversity and ii) to develop sustainable ecotourism industries. French Polynesia seeks to develop good practices in ecotourism, including implementation and management of trails to promote greater use of coastal and underwater educational trails, for awareness and education on marine biodiversity, and to help maintain ecosystem services of marine areas. These good practices, when shown to local people and visitors (tourists, cruise passengers), will help to address real management issues (limitation of access, defining the ecosystem's carrying capacity of a given site, impacts from visitor numbers on the condition of natural resources).

The implementation and enhancement of coastal and underwater trails within existing marine protected areas or areas under severe pressure answer an identified need to diversify marine tourism activities. This work will respond to immediate priorities in the 2015-2020 Tourism Development Strategy in French Polynesia.

**The activities implemented by the Ministry of Tourism are:**

- **Conduct a feasibility study on underwater trails.** The study has already been completed separately by Ministry of Tourism and 7 potential sites have been identified on 5 different islands. The study is available upon contacting the MoT's services.

**Design of the trails.** This phase has already been completed under Ministry of Tourism program schedules. The objective was to clearly define the characteristics of each trail (ie: determine paths, observation areas, areas for educational materials, security tools, marking of the area etc.).

- **Project management: layout, development and construction of the trails.** Ministry of Tourism has already contracted companies to build the trails. Only 4 of the 7 identified sites will be implemented in 2018 (2 on Tahiti, 1 on Bora Bora, 1 on Rangiroa) the completion date is set at the 31<sup>st</sup> of August 2018.

**It was agreed that the Pacific Biodiversity Blue Belt Project contribution to the Ministry of Tourism project would be:**

### **1. Development, design and construction of additional underwater trail products**

- a. Development of complementary educational interpretive material for the existing underwater trails (e.g. underwater signage).
- b. Underwater coral restoration structure implantation based on site specifics identified in the feasibility study. The number of structure will have to be specified by the tender in the proposal.
- c. Different complementary educational material for each trail. However, a style guide will be used to unify all the trails' materials and to facilitate the development of an underwater trails network
- d. Educational signage implementation. This must use best practice methodology in the marine protected/managed area and for ecotourism. Likewise, the design will promote the best practice management and sustainable use of coral reefs.

### **2. Training, capacity building**

- a. Development of training guidebooks and handbooks to train people to manage the trails.
- b. To train managers of the trail, including tourism operators, through specific training sessions (e.g courses and/or workshops).
- c. The training should contain the following subjects:
  - i. Use of the educational material
  - ii. Promoting best practice in the face of conservation issues (e.g maintain and manage access to the coral reef)
  - iii. Sustainable Eco touristic management of the coral reef
  - iv. Understanding of coral reef biology/ecology aiming to initiate ecologic survey of the underwater trails.
  - v. Contribute to (assist) the training of ecotourism lagoon guides relating to underwater trails.

### **3. Communication on Underwater Trails**

Develop online content. These communication tools will be used by other Eco touristic initiatives in French Polynesia and other OCTs.

<b>Conditions: information for applicants</b>
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To be considered for this tender, interested suppliers must meet the following conditions:

- Tenders must include the price, the description of deliverables (ie, as listed above), as well as the expected times for completion of key steps.

- Have financial performance measures and guarantees in place to ensure project completion if the tender is successful.
- Fees for time may be budgeted on an hourly/daily rate, or on a fixed fee basis. All fees paid to individual employees must be consistent with previous salary/fee history, as documented in a CV.
- Ensure that the completion of physical structures, final guideline materials and other physical products according to the requirements above.
- Provide three references as part of the tender submission.
- Must complete the tender application form provided.

SPREP in tight collaboration with the Ministry of Tourism reserves the right to reject any or all quotes, and the lowest or any quote may not necessarily be accepted.

### **Submission guidelines**

Please submit your tender with itemized costs for the three separate components listed above.

1. Development, design and construction of additional underwater trail products
2. Training, capacity building
3. Communication on Underwater Trails

The tender must be written in either English or French.