



SPREP
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Environment Programme

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The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.

REQUEST FOR TENDERS

File: AP 2/18/11
Date: 29 August, 2017
To: Interested suppliers
From: David Moverley, Invasive Species Adviser

**Subject: Request for tenders: Invasive Species GEF Project Preparation
Consultancy**

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.
- 1.3. The GEF Full-Sized Project “Strengthening National and Regional Capacities to Reduce the Impact of Invasive Alien Species on Globally Significant Biodiversity in the Pacific” (GEFSECID 9410) has had its Project Identification Form (PIF), Clearance for Work Program Inclusion and Project Preparation Grant (PPG) approved. The Implementing Agency for the project is the United Nations Environment Program (UNEP) with SPREP being the primary Executing Agency along with national Environment Departments and the Pacific Community (SPC). The project’s objective is to “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”. The participating countries are Marshall Islands, Niue, Tonga and Tuvalu funded from their STAR allocations and a significant regional support service funded from the Global Set-Aside Funds.
- 1.4. For more information including the PIF, see www.thegef.org/project/strengthening-national-and-regional-capacities-reduce-impact-invasive-alien-species-globally

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced invasive species management specialists who can offer their services to prepare the project document for the GEF 6 project “Strengthening national and regional

capacities to reduce the impact of Invasive Alien Species on globally significant biodiversity in the Pacific”.

- 2.2. The successful applicant will need to complete the project document with partners to the satisfaction of partners and the GEF Secretariat with the assistance of review at several stages of the process.
- 2.3. The preferred timeframe for the consultancy is mid-September 2017 for twelve months, with a consultation workshop in each of the four countries, a consultation in Apia to develop the regional component and a further one week final workshop in Apia to present to partners and address any concerns raised by the reviewers and partners.
- 2.4. The Consultant will report to the SPREP Invasive Species Adviser, who will provide management oversight and assistance. A coordinator will be based at SPREP who will track progress, milestones and serve to coordinate the workshops and communications.
- 2.5. Full specifications are provided in the attached terms of reference.

3. Conditions: information for applicants

- 3.1. The Invasive Species GEF Project Preparation Consultant will be contracted by SPREP as a consultant.
- 3.2. It is anticipated that the work will include two weeks travel in 2017 and five weeks travel in 2018.
- 3.3. SPREP will organise travel for the required Pacific visits and should not be included in the tender price.
- 3.4. The Invasive Species Consultant will report directly to the Invasive Species Adviser.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and in the Terms of Reference, and is available for the timeframe provided. Documentation must also address how each individual evaluation criteria is met.
- 4.2. Tender documentation should outline the interested supplier's complete proposal: tender application form, methods, previous relevant experience and qualifications, timeframes and costs.
- 4.3. Provide at least 3 referees, including the most recent work relevant to this position.
- 4.4. Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.
- 4.5. Complete the **tender application form** provided

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to Marea S.Pogi (maraeap@sprep.org) and copy davidm@sprep.org before 06 September 2017. A summary of all questions received with an associated

response will be posted on the SPREP website www.sprep.org/tender by 08 September 2017

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. Experience- Minimum of ten (10) years' work experience in areas relevant to invasive species management and biodiversity conservation, preferably within the Pacific islands region **(15 points)**.
 - ii. Qualifications- A postgraduate qualification degree in Ecology, Conservation, Natural Resource Management, or a related field **(5 points)**.
 - iii. Knowledge- Demonstrated knowledge of accepted and emerging conservation and invasive species issues and challenges, including in the sphere of governance, in the Pacific islands region, particularly in the Marshall Islands, Niue, Tonga and Tuvalu **(20 points)**.
 - iv. GEF Development Experience- Demonstrated experience in the writing and submission of Global Environment Facility (GEF) project documents and the consultative formulation of such, within the UN system would be a significant advantage **(20 points)**.
 - v. Communication / Capacity Building Skills- Demonstrated advisory and analytical skills including a high level of organisational, analytical, problem-solving and facilitation skills. Excellent written and verbal communication skills including high level of presentation and interpersonal skills with proven ability to synthesize information and communicate effectively to multiple audiences **(10 points)**.
 - vi. Cost in US\$ excluding airfares and Daily Subsistence Allowances. Please state the location of your home base (where you will be travelling from) **(30 points)**.

7. Deadline

- 7.1. **The due date for submission of the tender is: 13 September 2017, 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: Invasive Species GEF Project Preparation Consultant' to one of the following methods:

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

Email: tenders@sprep.org

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>

Attachment: Terms of reference

Description of the Role:

The Invasive Species GEF Project Preparation Consultant is expected to produce, in a timely manner and in full compliance with the set timeline, all relevant documents and forms completed to a high quality level for the UNEP Project Quality Assurance Team and the GEF Secretariat for technical and financial clearance.

The consultant will work in close collaboration with the SPREP Invasive Species Adviser and the IAS Technical Expert, participating countries and the UNEP GEF Task Manager / Programme Management Officer.

The PPG process will engage stakeholders and will support specific studies and analyses to enable detailed design of the project “Strengthening National and Regional Capacities to Reduce the Impact of Invasive Alien Species on Globally Significant Biodiversity in the Pacific”. The final result of these analyses and consultations will be the Full Size Project Document and CEO Endorsement Request for the above mentioned project that will be submitted to GEFSec within the agreed upon timeframe and with all support documentation required, including co-financing confirmation letters.

Key personnel/experts will be (1) the lead consultant with Invasive Species in the Pacific and GEF project development experience, (2) a technical support expert with experience in eradication (plants / animals / restoration) of IAS with international project experience and a focus on small islands, (3) the SPREP Invasive Species Adviser (ISA), and (4) a results sustainability consultant. The financial stability / results sustainability dimension as per GEF guidance, will be addressed at the PPG level by bringing in an international expert, who will propose methods and also review the project document after the national dialogues in order to mainstream the financial stability / results sustainability dimension in the national and regional activities. The lead consultant and SPREP ISA will focus on the substantial technical qualitative and quantitative activities to ensure the best possible project document, with specific technical inputs from the eradication / restoration technical expert. The lead consultant will be responsible for delivering the project document at the level of quality necessary to be submitted to the GEF for CEO Endorsement and will have to avail time to address comments generated by the UN Environment and the GEF quality control processes.

The PPG process will support a suite of activities to further identify and cost the actions to be included in the FSP, including: 1) Strengthening institutional frameworks and capacities for IAS management; 2) Establishing national systems for prioritizing IAS management; 3) Implementing programmes for IAS risk reduction, Early Detection and Rapid Response (EDRR), eradication, control and restoration; 4) Establishing a Pacific islands regional support framework for IAS management; and 5) Definition of Project Strategy, including preparation of required documentation; a completed logical framework; monitoring and risk plans; feasibility analyses; budget and financing plans; and implementation arrangements. Furthermore, The Scientific and Technical Advisory Panel will be consulted throughout the development process to ensure their concerns are addressed and a report provided prior to seeking CEO endorsement. The more generic STAP comments will be addressed during PPG and the PPG Team will make certain these are taken into account.

The deadline for delivery of the documentation is June 30 2018, revisions as requested by UNEP July 2018 prior to Official submission to the GEF in August 2018 and revisions as required by the GEF review process in September 2018.

Key travel dates are:

Tonga national dialogue and workshop; 13-17 November 2017

Niue national dialogue and workshop; 27 November-1 December 2017

Marshall Islands dialogue and workshop; 22-26 January 2018 (TBC)

Tuvalu national dialogue and workshop; 12-16 February 2018 (TBC)

Regional component dialogue and workshop (in Samoa): 5-16 March 2018

Project partner inception and finalisation workshop (Samoa); 7-11 May 2018

Duties and Responsibilities:

The Invasive Species GEF Project Preparation Consultant is responsible to the Invasive Species Adviser for the performance of the following key responsibilities, which will be duly recorded and the work/information/data generated will be clearly reflected in the documents generated from the PPG Activities as listed below:

PPG Document Task and output	Role of Consultant	Tentative due date
<p>Project site and stakeholder assessments and detailed baseline information analysis for the participating countries of Niue, Tonga, Marshall Islands and Tuvalu, and regional support. These will be conducted as national dialogue workshops to ensure national multi sectoral and stakeholder agreement.</p> <p>The national dialogues / consultations are deemed as a necessary component of the PPG and as the only platform available to include all the stakeholders into the project development stage and retrieve their contributions/opinions for the development of activities, enhancing project ownership at the same time.</p> <p>This activity will establish a baseline for Components 1-4 of the PIF. Key sub-activities will include the following:</p>		
<p>Based on existing data and in-country consultations with stakeholders, assess and compile detailed information on institutional frameworks and capacities for IAS management.</p>	<p>Support the Invasive Expert Consultant and partners to provide GEF-able language.</p>	<p>Prior to the relevant national dialogue</p>
<p>Based on existing data and in-country consultations with stakeholders, assess and compile detailed information on national systems for prioritizing IAS management.</p>	<p>Support the Invasive Expert Consultant and partners to provide GEF-able language.</p>	<p>Prior to the relevant national dialogue</p>
<p>Based on existing data and in-country consultations with stakeholders, assess and compile information on national programmes for IAS risk reduction, Early Detection and Rapid Response (EDRR), eradication, control and restoration.</p>	<p>Support the Invasive Expert Consultant and partners to provide GEF-able language.</p>	<p>Prior to the relevant national dialogue</p>

Based on existing data and consultations with regional stakeholders, assess and compile information on the existing Pacific islands regional support framework for IAS management.	Support the Invasive Expert Consultant and partners to provide GEF-able language.	Prior to the regional component dialogue 5 March 2018
Make recommendations (including activities, timing, responsibilities, and costs) on how the project can develop and improve national institutional frameworks and capacities for IAS management including: the development of national cross-sectoral IAS technical advisory groups, the strengthening of IAS legislation, regulations and policies, active National Invasive Species Strategies and Action Plans (NISSAPs), national teams trained in best practice and standard operational procedures.	Support the Invasive Expert Consultant and partners to provide GEF-able language.	Prior to the relevant national dialogue
Make recommendations (including activities, timing, responsibilities, and costs) on how the project can develop and improve national systems for prioritizing IAS management including: baseline studies of the distribution and status of invasive species, and programmes for detecting change, effective protocols for assessing risk and prioritising IAS for management, species and site specific management plans.	Support the Invasive Expert Consultant and partners to provide GEF-able language.	Prior to the relevant national dialogue
Make recommendations (including activities, timing, responsibilities, and costs) on how the project can identify priority risk mitigation measures and identify the necessary actions to be taken to reduce or eliminate these risks including: Early Detection Rapid Response protocols, sustainable IAS control programmes, successful eradications of priority species, restoration of priority sites.	Support the Invasive Expert Consultant and partners to provide GEF-able language.	Prior to the relevant national dialogue
Make recommendations (including activities, timing, responsibilities, and costs) on how the project can establish a regional support service including: a sustainable financing mechanism to support long-term IAS programs, capacity to systematically measure the success of IAS management objectives as described in national, regional and international instruments, a regionally capable information system delivering case studies, guidelines, standard operating procedures and tools, a revised and formally approved version of the	Lead and deliver documentation with assistance from the project management team including the Sustainability Consultant.	Prior to regional component dialogue 5 March 2018

“Guidelines for Invasive Species Management in the Pacific” (Guidelines).		
In consultation with relevant stakeholders, complete the GEF 6 Tracking Tool for Biodiversity Projects (BD-TT)	Lead and deliver documentation	Prior to project partner inception and finalisation workshop 7 May 2018
Definition of Project Strategy This activity (with inputs from activity 2) will develop the documents required for the submission of a GEF CEO Endorsement Request package. Consultations will be undertaken at the regional, national and site levels to reach consensus on the final project details. Activities will include:		
Expand the description of the <u>Project Baseline</u> in the PIF by collecting and analysing data on government, donor-funded, non-governmental and private sector investments in invasive species management. Results to be identified and briefly described, including: sources of funding; recipient of funding; type and purpose of investment; committed amount in USD-equivalent; and duration of investment	Lead and deliver documentation	Prior to project partner inception and finalisation workshop 7 May 2018
Detailed project <u>Components, Outcomes, Outputs</u> and related activities, based on a logical framework analysis, and the results of the studies undertaken in activities 1 and 2	Lead and deliver documentation	Prior to project partner inception and finalisation workshop 7 May 2018
A <u>Logical Framework</u> specifying the project goal, objective, outcomes, and outputs, and detailed project indicators (including baseline and target values, means of verification, and assumptions /risks)	Lead and deliver documentation	Prior to project partner inception and finalisation workshop 7 May 2018
A detailed <u>incremental-cost analysis</u> as per GEF guidance (definition of GEF incremental value per outcome and output; presentation of results of the incremental cost-analysis in matrices)	Lead and deliver documentation	Prior to project partner inception and finalisation workshop 7 May 2018
Summary of the <u>Global Environmental Benefits</u> that the project is expected to generate	Lead and deliver documentation	Prior to project partner inception and finalisation workshop 7 May 2018

Description of the <u>Innovation, Sustainability</u> (Environmental; Institutional; Financial; Social), and <u>Potential for Scaling Up</u> incorporated into the project design	Lead and deliver documentation with Sustainability Consultant (Sustainability)	Prior to project partner inception and finalisation workshop 7 May 2018
Detailed analysis of all project <u>Stakeholders</u> (national and local level; governmental, non-governmental, private sector, community, etc.), and identification of stakeholder roles and responsibilities in the implementation of the project	Lead and deliver documentation	Prior to project partner inception and finalisation workshop 7 May 2018
Study of gender inequalities and strategy for mainstreaming <u>Gender Equality</u> and women's empowerment into the project implementation	Lead and deliver documentation	Prior to project partner inception and finalisation workshop 7 May 2018
Definition of project <u>Risks</u> and corresponding risk mitigation measures	Lead and deliver documentation	Prior to project partner inception and finalisation workshop 7 May 2018
Participatory definition of the project <u>Implementation Arrangements</u> for the FSP, including delineation of responsibilities and coordination mechanisms; costs of the project management unit; and inputs required for implementation (consultants, equipment, travel, etc.)	Lead and deliver documentation	Prior to project partner inception and finalisation workshop 7 May 2018
Description of the <u>Socio-Economic Benefits</u> to be delivered by the project at the national and local levels	Lead and deliver documentation	Prior to project partner inception and finalisation workshop 7 May 2018
Description of the project's approach to <u>Knowledge Management</u> , including, if any, plans for the project to learn from other relevant projects and initiatives and plans for the project to assess, document and share lessons learned with relevant stakeholders	Lead and deliver documentation	Prior to project partner inception and finalisation

		workshop 7 May 2018
Description of the project's <u>Alignment with National Strategies</u> and plans or reports, as well as with relevant conventions (e.g. the UNCBD)	Lead and deliver documentation	Prior to project partner inception and finalisation workshop 7 May 2018
Formulation of the project <u>Monitoring and Evaluation Plan</u> and <u>Budget</u> to track project progress and effectiveness	Lead and deliver documentation	Prior to project partner inception and finalisation workshop 7 May 2018
<u>Responses to Reviews</u> from the GEF Secretariat and other GEF Agencies	Lead and deliver documentation	July-September 2018
Final budget showing Status of Implementation of Project Preparation activities and the use of funds (i.e. a report on PPG spending)	Assist the SPREP ISA	September 2018
<u>Annexes</u>		
<u>Project Budgets for GEF funds and Co-financing</u> , showing the costs of the project Outcomes and Outputs, in required GEF and UNEP formats	Lead and deliver documentation	Will need inputs / support from all partners.
Identification of <u>co-financing</u> sources and secured letters of co-financing commitment	Lead and deliver documentation	Will need inputs / support from all partners.
Table in UNEP format showing <u>Key Deliverables and Benchmarks</u> to measure project progress	Lead and deliver documentation	Will need inputs / support from all partners.
<u>Project Workplan and Timetable</u> in UNEP format	Lead and deliver documentation	Will need inputs / support from all partners.
UNEP <u>Environmental, Social and Economic Review Note (ESERN)</u>	Lead and deliver documentation	Will need inputs / support from all partners.
<u>Project Supervision Plan</u> in UNEP format	Lead and deliver documentation	Will need inputs / support from all partners.
<u>Project Procurement Plan</u> in UNEP format	Lead and deliver documentation	Will need inputs / support from all partners.

<u>Terms of Reference for key project staff and project steering committee</u>	Lead and deliver documentation	Will need inputs / support from all partners.
Overall Guidance and Final Documentation		
Provide <u>overall orientation</u> to PPG team / stakeholders in relation to GEF requirements and international best practices for project planning and monitoring	Lead and deliver documentation	Throughout project development cycle
<u>Review, provide feedback, and validate</u> the results of the studies undertaken and recommendations made by the PPG team members, as well as information provided by national stakeholders, checking for the technical feasibility, cost-effectiveness and incrementality of proposed FSP activities	Lead and deliver documentation	Throughout project development cycle
Participate in relevant <u>consultation processes</u> when in country	Lead and deliver documentation	Throughout project development cycle
Submit <u>required documentation (GEF Endorsement Request and annexes)</u> and lead the process to revise and finalize documents in response to comments from UNEP and GEF	Lead and deliver documentation	Throughout project development cycle