



REQUEST FOR TENDERS

File: AP 5/3/7
Date: 21 August 2013
To: Interested suppliers
Contact: Bruce Jefferies brucej@sprep.org Makerita Atiga makeritaa@sprep.org
Subject: **Request for tenders – Preparation of Guidelines for Undertaking Rapid Biodiversity Assessments**

1. Background

- 1.1. 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. For more information, see: www.sprep.org.
- 1.2. SPREP has received funding under the - Support for Climate Change Adaptation Activities under Australia's International Climate Change Adaptation Initiative – [hereafter referred to as ICCAI] to carry out a review and formulate guidelines for a Pacific wide approach for planning, and implementation of Rapid Biodiversity Assessments [hereafter referred to as BIORAP].
- 1.3. The primary purpose for this consultancy is to provide, assistance and practical guidance to SPREP members for identifying, planning, implementing and monitoring terrestrial and marine BIORAP type surveys.
- 1.4. In support of 1.3 the primary purpose is required to integrate Climate Change considerations with particular emphasis on Ecosystem based Adaption (EbA) approaches and methodologies.
- 1.5. The outcomes of this consultancy will support implementation of international, regional, and national biodiversity focused plans such as: CBD Strategic Plan and Aichi Targets (including all relevant Programmes of Work), Oceanscape Framework, SPREP Strategic Plan and the Pacific Islands Round Table (PIRT) Action Strategy for Nature Conservation and Protected Areas in the Pacific Region.

2. Specification:

- 2.1. SPREP would like to call for tenders from qualified and experienced consultants to work during the period September – November 2013.
- 2.2. The consultant will identify appropriate biodiversity survey systems and methodologies that take account of *inter alia*:

- i. The status of key species, in particular IUCN Red List species [Critically Endangered (CR), Endangered (EN), Near Threatened (NT), Lower Risk (LR), Lower Risk (conservation dependent) (LR/cd), Data Deficient (DD) and Lower Risk (near threatened)]
 - ii. Priority habitats/areas identified based on the endangered fauna and flora.
 - iii. Identification of Key Biodiversity Areas (KBA) and / or other areas of high ecological / biodiversity significance.
 - iv. Threats posed by invasive species.
 - v. Approaches to assess both marine and terrestrial ecosystem resilience and vulnerability.
- 2.3. Develop an annotated summary of appropriate methodologies.
- 2.4. Produce draft guidelines for comment (including from PIRT Protected Area Working Group, PICT that have applied CI Rapid Assessment Program (RAP), SPREP BIORAPs and other rapid assessment processes, as well as other stakeholders).
- 2.5. Produce guidelines in a print ready format as well in digital format.

3. Key Deliverables:

- 3.1. By November 2013, in time for the 9th Nature Conservation Conference, guidelines in an easy to access format in both text and digital formats.
- 3.2. Guidelines to include; links to existing protected area websites; training resources of relevance to PICT;
- 3.3. References of key management resources for both marine and terrestrial BIORAP programs.

4. Key Deliverables:

- 4.1. To be considered for this tender, interested consultants are required to meet the following conditions:
- Have familiarity with rapid biodiversity assessment processes;
 - Preferably applicants will have participated in RAP or BIORAP surveys;
 - Worked in protected area establishment or management in the Pacific;
 - Be familiar with:
 - a. Biodiversity and ecosystems based information needs for developing management plans.
 - b. Projected Climate Change impacts on SIDS in particular EbA responses;
 - c. Working knowledge of the Open Standards for the Practice of Conservation.
 - It is expected that the inputs required to achieve the ToR will be four person weeks over the project period. Interested consultants are, however, advised to include their own estimate of time in their expression of interest.
 - Submit all required information as detailed in submission guidelines.

5. Submission guidelines

- 5.1. A *cover letter* detailing how you meet the requirements in section three, and a statement of capacity and time to deliver the project on time and within budget.
- 5.2. *Short CVs* for key staff (max 2 pages)

5.3. A short proposal (max 2 pages total) addressing the criteria in Section 5 below.

6. Evaluation criteria

6.1. SPREP will select a preferred supplier from those that meet the requirements in section three and score the highest based on the following evaluation criteria

- **Experience and Track Record (20%)**
Provide examples of past or current projects of relevance.
- **Proposed approach (40%)**
 - Describe how the guidelines will be formulated identified and how stakeholders will be engaged to provide input in the development of the guidelines. Provide a preliminary outlines of the guidelines including a draft Table of Contents (TOC)
- **Added value (10%)**
Explain how your participation in producing the guidelines will add value to the uptake of Ecosystem Based Adaptation in the Pacific islands region.
- **Budget (30%)**
Please estimate in US\$ and take account of all costs including salary, administrative fees (*maximum of 10%*), travel, and time for facilitating the printing process (*actual cost of printing will be paid separately by SPREP*).

7. Deadline

- 7.1 The due date for submission of the tender is: 2 September **2013**.
- 7.2 Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked 'TENDER: **Preparation of Guidelines for Undertaking Rapid Biodiversity Assessments**.
- 7.4 *Electronic:* Electronic submissions, submitted via email, are preferable; Submit to tenders@sprep.org

Mail: SPREP
Attention: Bruce Jefferies
P O Box 240
Apia, SAMOA
Email: (as above)
Fax: 685 20231

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

