



SPREP

Secretariat of the
Pacific Regional
Environment
Programme

PROE

Programme régional
océanien de
l'environnement

Request for Tenders

File: AP 2/1/12
Date: 27 July, 2010
To: Interested suppliers
Contact: Easter Galuvao easterg@sprep.org

**Subject: Request for tenders: Project Preparation Consultancy GEF-PAS
Integrated Island Biodiversity Project**

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.
- 1.2. 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 consultants who can offer their services to produce the key outputs and deliverables in 2.2 and implement activities in 2.3 Details of the scope of work and deliverables are in the Attached Terms of Reference. All the required activities and key deliverables are to be completed and submitted no later than the 30th November 2010.
- 2.2. **Summary of Key Deliverables**
 1. Final Consultancy Report ; and
 2. Draft Project Document in UNEP/DGEF format and CEO Endorsement Form in GEF Sec format including:
- 2.3. **Summary of Key Activities**
 1. Finalise a plan for carrying out the contract, including detailed planning for carrying out each point below.
 2. Carry out a desk review and assessment of existing island biodiversity programmes, human and institutional resources for biodiversity management, and capacity building needs, and review mechanisms to



facilitate regional cooperation and information sharing relevant to the Project.

3. Consult with key national and international agency representatives, member agencies of national biodiversity committees where these exist, and other key stakeholders
4. Remotely assist in organising national consultations to discuss results of the national assessment and identify priority Project activities
5. Identify priority areas for regional assistance and identify how best to use the regional and international organisations to carry out the Project.
6. Identify possible areas for collaboration with relevant initiatives in non-GEF-eligible territories, including but not limited to the Micronesia Challenge, Coral Triangle Initiative and others
7. Develop guidelines for the composition of national multi-sectoral steering committees for the Project
8. Design a management structure for the Project at national level, including human and other resources required, roles and responsibilities etc.
10. Provide input to national workshops to draft and agree on a Project Document and roles and responsibilities of participating agencies. Finalise the Project Document and CEO Endorsement Form, comprising national and regional components based on the above consultations.
11. Present final documents for approval by Implementing and Executing agencies.
12. Assist with post-UNEP and GEF Sec review revision of Project Document if required.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions: must have been a team leader or primary consultant involved in at least one approved GEF project document preparation; at least 5 years of experience in national biodiversity strategic action plans; a postgraduate qualifications in biodiversity; and a good understanding of other major funding resources; and experience in small island developing states particularly on biodiversity priorities and challenges

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, and provide 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 in lump sum and in US currency.

5. Evaluation criteria

- 5.1. SPREP will select a preferred supplier on the basis of SPREP's evaluation of the extent to which their tender documentation demonstrates that they offer the best value for money, and that they satisfy the following criteria.
- 5.2. Expertise in GEF project development processes and requirements
- 5.3. Demonstrated experience in island biodiversity conservation and national biodiversity strategies
- 5.4. Familiarity with / comprehensive understanding of a variety of different funding options for biodiversity conservation

6. Deadline

- 6.1. The due date for submission of the tender is: **4:00 pm, Wednesday 11th August 2010 (Samoa local time)**
- 6.2. Late submissions will be returned unopened to the sender.
- 6.3. Please send all tenders clearly marked 'TENDER: **Project Preparation Consultancy GEF-PAS Integrated Island Biodiversity Project**' to:
mail: SPREP
PO Box 240
Apia, SAMOA
Attention: Ms. Easter Galuvao – Biodiversity Adviser
Email: sprep@sprep.org .
Fax: 685 20231
Person: Submit by hand in the tenders box at SPREP reception, Vailima, Samoa.