



REQUEST FOR TENDER

File: AP_2/39
Date: 27 August, 2020
To: Interested Consultants
From: Jamie Davies, Bycatch and Integrated Ecosystem Management
Initiative Manager

Subject: Request for Tender: Building capacity of Fiji to address regulatory and legal obligations relating to CITES with respect to some Appendix II listed coral, live rock and giant clam species (READVERTISEMENT)

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. 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. As part of the Pacific-European Union Marine (PEUMP) Programme, funded through the Eleventh Round of the European Development Fund (EDF 11), SPREP is the executing agency for Key Result Area 5, the By-catch and Integrated Ecosystem Management (BIEM) Initiative. The purpose of the Initiative is to reduce the by-catch of threatened species in Pacific islands' fisheries; to improve the health of coastal waters through an integrated approach to coastal management, including marine spatial planning; ecosystem-based adaptation to climate change; and to strengthen the capacity of Pacific Islands Parties to implement their obligations under the International Convention for Trade in Endangered Species (CITES). Further detail is provided in Annex 3.
- 1.4 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 (individuals or teams) to lead the preparation of a number of Non Detriment Findings (NDFs) for hard



corals, live rocks, and giant clam species that occur in Fiji in partnership with the Ministry of Environment, Fiji's CITES Management and Scientific Council, to address their legal responsibility in relation to export and permitting processes for relevant CITES-listed species.

- 2.2 The consultant will be expected to liaise and consult with technical experts, the Fiji Government Ministry of Environment, Fiji CITES Management Authority, Fiji CITES Scientific Council, relevant Ministries, SPREP's Threatened and Migratory Species Adviser and the BIEM Bycatch/CITES Coordinator from TierraMar. This work can be undertaken remotely, using digital means of communication.
- 2.3 The consultant will follow the PEUMP Programme Communications and Visibility Strategy and BIEM Initiative Communications and Visibility Guidance in the development and approval of all external documents and publications.
- 2.4 The Terms of Reference and the specific duties of the consultant are set out in Annex 1.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
 - a. Be able to demonstrate that they have the necessary technical qualifications;
 - b. Have a proven track record in advising Pacific Island Countries and Territories (PICTs) or small island developing states on the regulatory and legal obligations relating to CITES decisions on trade in Appendix II listed species, or related work (preferably in preparing NDFs for marine species);
 - c. Have an excellent command of spoken and written English;
 - d. Demonstrate a record of having successfully worked with Governments, and regional agencies (such as SPREP and SPC in the Pacific); and
 - e. Have a strong track record in communication as well as project management and facilitation;
 - f. Be deemed to be independent and impartial, with no conflicts of interest; and
 - g. Completed 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 or your Technical Proposal. Failure to do this will mean your application will **not** be considered).*

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 and include:
 - a. A CV to demonstrate that they have the requisite skills and experience to carry out this contract successfully.



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- b. Three references including most recent work relevant to this position
- c. Completed 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 or your Technical Proposal. Failure to do this will mean your application will **not** be considered).*
- 4.3 Tender documentation should stipulate the consultant's daily rate in USD. Hourly rate will be assumed to be the daily rate divided by 8 hours.
- 4.4 Tender submission must be in United States Dollars (USD), up to a maximum of USD 24,500.
- 4.5 The Proposal must remain valid for 90 days from date of submission.
- 4.6 Tenderers must insist on an acknowledgement of receipt of tender.

5. Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to Maraea Pogi, maraeap@sprep.org before 07 September 2020. A summary of all questions received with an associated response will be posted on the SPREP website <http://www.sprep.org/tender> by 09 September 2020.

6. Evaluation criteria

- 6.1. SPREP will short-list 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.
 - a. A proven track record in advising PICTs on the regulatory and legal obligations relating to CITES decisions on trade in marine species, or related work. (20%)
 - b. Strong knowledge of the conservation and management of the relevant CITES listed marine species. (20%)
 - c. Costed workplan setting out the activities to be undertaken and timings of activities. (15%)
 - d. Prior delivery of effective communication to relevant government scientific and management authorities. (10%)
 - e. Conflict of interest. (15%)
 - f. Financial proposal in US dollars. (20%)
- 6.2 Assessment of proposals will be based on the evaluation of the Technical Proposal (80%) and Financial Proposal (20%).



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7. Deadline

- 7.1. **The due date for submission of the tender is: 17 September 2020 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: **Building capacity of Fiji to address regulatory and legal obligations relating to CITES with respect to some Appendix II listed coral, live rock and giant clam species (READVERTISEMENT)**' to one of the following methods:

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 tender's 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>



ANNEX 1

TERMS OF REFERENCE

CONSULTANT – Building capacity of Fiji to address regulatory and legal obligations relating to CITES with respect to some Appendix II listed coral, live rock and giant clam species.

Background and rationale

As a signatory to CITES, Fiji is required to have completed Non Detriment Findings (NDFs) for species listed under Appendix II of CITES to be traded internationally.

The Ministry of Environment has requested assistance to develop NDFs for a number of hard corals and live rocks as well as giant clams (refer to Annex 2 for list). This work is to be undertaken in partnership with the Ministry of Environment, Fiji CITES Management Authority, Fiji CITES Scientific Council and all relevant Ministries.

Fiji has undertaken some work to understand the status and trends of the coral, live rock and giant clam species, particularly those being grown through aquaculture, but the data is limited and NDFs will have to be developed using best available evidence.

Project concept

Scope and objectives

This project seeks to work with Fiji's Management Authority (MA) and Scientific Council (SC) through the Ministry of Environment in addressing their legal responsibility in relation to export and permitting processes for CITES Appendix II listed corals, live rocks and giant clams.

Approach

The following approach will be used

- Provide training (virtual if necessary) to officers from the Ministry of Environment and other relevant Ministries to build their capacity in the development of the NDFs for the listed species.
- Prepare NDFs for each of the listed species in Annex 2 for review by Fiji's Scientific and Management Authorities before finalising. Note that a Regional NDF Template developed in 2016 for use by Pacific Island Countries for listed shark species will form the basis of the NDFs to be prepared for corals, live rocks and giant clams. The template essentially reflects the Worksheets from the six-step process in the CITES NDF Guidance for Shark Species¹ and can easily be tailored for other marine species. It will be made available to the successful consultant upon contracting.
- Develop two management plans in consultation with key stakeholders (virtual if necessary), one for corals and live rocks and the other for giant clams for review by the Fiji CITES Scientific Council and Fiji CITES Management Authority.

¹ Refer <https://cites.org/sites/default/files/eng/prog/shark/docs/Shark%20NDF%20guidance%20incl%20Annexes.pdf>



Services Required

SPREP is seeking the services of a consultant (individual or team) to undertake the capacity building and training as well as preparation of the NDFs for Fiji's coral, live rock and giant clam Appendix II listed CITES species.

Note all work can be undertaken remotely using Zoom/Skype if the consultant is not located in Fiji.

Scope of Consultancy

The role of the consultant is to undertake all activities required in accordance with the Project Approach described above.

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/sprep-organisational-values-code-of-conduct.pdf

Requirements

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

- a. Be able to demonstrate that they have the necessary technical qualifications;
- b. Have a proven track record in advising Pacific Island Countries and Territories (PICTs) or small island developing states on the regulatory and legal obligations relating to CITES decisions on trade in Appendix II listed species, or related work (preferably in preparing NDFs for marine species);
- c. Have an excellent command of spoken and written English;
- d. Demonstrate a record of having successfully worked with Governments, and regional agencies (such as SPREP and SPC in the Pacific);
- e. Have a strong track record in communication as well as project management and facilitation;
- f. Be deemed to be independent and impartial, with no conflicts of interest; and
- g. Completed 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 or your Technical Proposal. Failure to do this will mean your application will **not** be considered).*

Remuneration

A budget of up to USD 24,500 is available and is to include all travel and out of pocket expenses incurred by the consultant.



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Duration of the Consultancy

SPREP and the Ministry of Environment would like this contract to be completed as soon as possible after it is awarded.



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ANNEX 2

Corals, live rocks and giant clams requiring NDFs and management plans.

Convention on International Trade of Endangered Species in wild fauna and flora- (CITES)

Fiji Export Quota 2020

Hard Corals, Live Rocks (farmed only) and *Physeter macrocephalus* teeth (Tabua)

Hard Coral Species	Total Quota (pcs)
<i>Acropora spp</i> (up to 30 plus species).	40,000
<i>Acanthastrea spp</i>	2500
<i>Archelia spp.</i>	600
<i>Astreopora sp</i>	2100
<i>Caulastrea spp.</i>	4500
<i>Catalaphyllia jardinei</i>	880
<i>Cyphastrea sp.</i>	1200
<i>Distichopora spp</i>	600
<i>Diploastrea heliopora</i>	1950
<i>Echinopora sp.</i>	1900
<i>Echinophyllia sp.</i>	2500
<i>Echinomorpha nishihirai</i>	900
<i>Euphyllia ancora</i>	1600
<i>Euphyllia cristata</i>	700
<i>Euphyllia glabrescens</i>	4500
<i>Euphyllia parancora</i> (hammer coral)	1500
<i>Euphyllia yaeyamaensis</i>	700
<i>Favia spp</i>	5600
<i>Favites spp</i>	5900
<i>Fungia sp</i>	7800
<i>Galaxea astreata</i>	600
<i>Galaxea fascicularis</i>	2250
<i>Galaxea horrescens</i>	700
<i>Goniastrea sp</i>	3500
<i>Goniopora spp</i>	2300
<i>Hydnophora exesa</i>	700
<i>Hydnophora rigida</i>	3500
<i>Leptoseris spp.</i>	650
<i>Leptastrea sp</i> (purpurea)	200
<i>Lobophyllia spp</i>	7300
<i>Merulina ampliata</i>	2200
<i>Merulina scabricula</i>	650
<i>Millepora sp</i> (fire corals)	4700
<i>Montastraea spp.</i> (annularis/cavernosa).	1500
<i>Montipora spp</i> (digitata).	8800
<i>Mycedium elephantotus</i>	3900
<i>Oulophyllia spp</i>	1900
<i>Oxypora spp</i>	1100
<i>Pachyseris rugosa</i>	1500
<i>Pachyseris speciosa</i>	900
<i>Pavona spp</i>	4300
<i>Pectinia spp</i>	1700
<i>Platygyra spp</i>	6500
<i>Pocillopora spp</i>	15,600
<i>Polyphyllia talpina</i>	1000
<i>Porites spp</i>	5870
<i>Psammacora spp</i>	1270
<i>Seriatopora hystrix</i>	4400
<i>Stylaster spp</i>	5000
<i>Stylophora spp</i>	5000
<i>Symphyllia sp</i>	2300
<i>Trachyphyllia sp</i>	7500
<i>Tubastrea faulkneri</i>	870
<i>Tubastrea micrantha</i>	1770



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<i>Tubipora musica</i>	5000
<i>Turbinaria spp</i>	7000

Species	Total Quota
Live Rock (farmed only)	340,125.00 kg

Tridacna spp.



ANNEX 3: The Pacific-European Union Marine Partnership Programme

The Pacific-European Union Marine Partnership (PEUMP) Programme addresses some of the most serious challenges faced by the region. Among these are the increasing depletion of coastal fisheries resources; the threats to marine biodiversity, including negative impacts of climate change and disasters; the uneven contribution of oceanic fisheries to national economic development; the need for improved education and training in the sector; and the need to mainstream a rights-based approach and to promote greater recognition of gender issues within the sector.

This 5-year programme started in September 2018 and is funded by the European Union (EUR 35 million) with additional targeted support from the government of Sweden (EUR 10 million). The programme provides direct assistance through regional organisations to support regional and national level activities in the Pacific.

The PEUMP Programme combines a regional and national approach, paying specific attention to actions and services delivered at country level to promote and direct positive changes for target groups, in particular women, youth and the most vulnerable groups.

The PEUMP Programme's **overall objective** is to '*Improve the economic, social and environmental benefits for 15 PACPs arising from stronger regional economic integration and the sustainable management of natural resources and the environment*'.

The **specific objective (outcome)** is to '*support sustainable management and development of fisheries for food security and economic growth, while addressing climate change resilience and conservation of marine biodiversity*'.

To address the main priority areas identified in the formulation phase, a demand-driven approach, recognising the diversity of needs and opportunities across the 15 PACP countries, the Programme adopts an integrated approach, with inter-related components implemented by several agencies, revolving around six KRAs and the Programme Management Unit based in Suva, Fiji. Four main agencies are implementing / or have been implementing the KRAs through a multisectoral approach: 1) The Pacific Community (SPC), which is the lead agency for the programme and will be responsible for its overall management, 2) the Pacific Islands Forum Fisheries Agency (FFA), 3) SPREP and 4) The University of the South Pacific (USP). In addition, the PEUMP is also partnering with Non-Government Organisations (NGOs), which include the Locally Managed Marine Areas (LMMA), Pacific Islands Tuna Industry Association (PITIA), International Union for the Conservation of Nature (IUCN) and the World Wildlife Fund (WWF).

The six KRAs are aligned with the two focal sectors of the regional roadmap – oceanic and coastal fisheries and are as follows:

Oceanic Fisheries

- KRA 1 - High quality scientific and management advice for oceanic fisheries provided and utilised at regional and national levels (SPC).
- KRA 2 – Inclusive economic benefits from sustainable tuna fishing increased through supporting competent authorities and strengthening private sector capacities to create decent employment (FFA).

Coastal Fisheries

- KRA 3 – Sustainable management of coastal fisheries resources and ecosystems improved through better quality scientific information, legal advice, support, mentoring and empowerment at community level (SPC).



Coastal and Oceanic fisheries

- KRA 4 – IUU fishing reduced through enhanced monitoring control and surveillance of both oceanic and coastal fisheries, improved legislation, access to information, and effective marine area management (FFA).
- KRA 5 - Sustainable utilisation of the coastal and marine biodiversity promoted through improving marine special planning, increasing climate change resilience, enhancing conservation, mitigation and rehabilitation measures (SPREP).

Capacity development

- KRA 6 - Capacity built through education, training and research and development for key stakeholder groups in fisheries and marine resources management (USP).

Key Result Area 5: By-catch and Integrated Ecosystem Management

SPREP has been awarded 6.3 million Euros to implement the By-catch and Integrated Ecosystem Management (BIEM) component of the PEUMP Programme and the work is due to be completed by December 2022. BIEM activities are designed to ensure they are relevant to all south Pacific countries. However, to maximise the positive impact of the work with the funding and time available, the BIEM team will focus the majority of activities in Fiji, PNG, Solomon Islands, Tonga and Vanuatu.

SPREP and its partners are dedicated to working to assist these Pacific countries meet their priorities in the sustainable management of their coastal resources and marine biodiversity, focusing on eight integrated key result areas (KRAs) identified in Table 1.

SPREP has sub-contracted the International Union for the Conservation of Nature (IUCN) and TierraMar Consulting Pty Ltd (TierraMar) to lead the delivery of some elements of the work. The organisational responsibilities are identified in Table 1.

Table 1: The 8 integrated KRAs of BIEM

KRA-5 Component	Geographical scope:	KRA Coordinator
5.1 Marine Spatial Planning	Solomon Islands, Fiji	IUCN
5.2 Integrated 'ridge to reef' ecosystem strategies and coastal zone management planning	Fiji, Vanuatu	SPREP
5.3 Development and integration of climate change adaptation strategies into coastal community plans	Fiji, Vanuatu	
5.4 Assessment of by-catch of endangered species and extinction risk evaluated	Regional	TierraMar
5.5 Development and implementation of by-catch mitigation strategies	Fiji, Solomon Islands, Papua New Guinea, Tonga, Vanuatu	



5.6 Capacity development through research grants to citizens of the Pacific Islands	Regional	
5.7 Support for community monitoring and protection of endangered species	Fiji, Solomon Islands and Vanuatu	
5.8 Capacity development on Non-Detrimental Findings process for CITES partners	Regional - CITES partner countries	

Management and Operations

The BIEM Management Unit (MU) has been established by SPREP in Suva to provide logistical, financial, and administrative and communication support and coordinate the delivery of the eight BIEM components.

The MU also has responsibility to ensure that BIEM activities are coordinated effectively as part of the wider PEUMP Programme. The MU will work collaboratively with Programme members, Countries and other partners under the guidance of the PEUMP Programme Management Unit to achieve this.