



SPREP

Secretariat of the Pacific Regional
Environment Programme



10th Pacific Islands Conference

NATURE CONSERVATION AND PROTECTED AREAS

Nature Conservation Action for a Resilient Pacific

REQUEST FOR TENDERS

File: AP 2/18/11
Date: 8 July, 2020
To: Interested suppliers
From: Bradley Myer, GEF6 RIP Project Manager

Subject: Request for tenders – Review of existing National Invasive Species Strategy and Action Plans (NISSAP) for Tonga, Marshall Islands and Niue and development of a new NISSAP for each country. Development of a new National Invasive Species Strategy and Action Plan for Tuvalu.

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. 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. 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 invasive species/biodiversity consultants who can offer their services to provide expert assistance to the following Pacific Countries: Niue, Marshall Islands, Tonga and Tuvalu. A new National Invasive Species Strategy and Action Plan (NISSAP) is needed for Tuvalu. Existing NISSAP's for Niue, Marshall Islands and Tonga need to be reviewed and updated.
- 2.2. The successful applicant will need to provide four final draft NISSAP documents signed in agreement by all key stakeholders, ready for endorsement by the relevant national government. NISSAP Review reports will be needed for Niue, Marshall Islands and Tonga as part of the update process.
- 2.3. The scope of the service includes consultation and coordination with stakeholders, through distribution and compilation of key baseline information and other documentation. Facilitating workshops with key stakeholders in each country to determine priority actions for each country, and liaising with the relevant national government to ensure all key planning documents and legislation is considered, for the completion of a final draft National Invasive Species Strategy and Action Plan for each country by the date provided in the Terms of Reference, which is attached.



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- 2.4. An initial desktop baseline survey has been completed for Tuvalu. Similar baseline surveys have been completed for Niue, the Marshall Islands and Tonga prior to the development of their existing NISSAP.

Baseline studies include:

- i. An annotated inventory of IAS by island, invasiveness and habitat including risk assessment ranking.
- ii. An annotated inventory of key endemic and threatened species at state, island, and site level.
- iii. An annotated inventory of designated natural areas and ecosystems with notes on threat/pressures on these areas.
- iv. An annotated inventory of 'at risk' invasive species in neighboring countries with pathways of introduction and dispersal.
- v. An annotated inventory of all invasive species prevention, management/control related projects undertaken in country and on-going initiatives.
- vi. A concise discussion synthesis of the data and information collated highlighting key invasive alien species already occurring in the country or at the verge of potential invasion (considering pathways of introduction), key endemic and threatened species, and threatened ecosystems with a description of threats/pressures. This includes a complete bibliography.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
- i. Bachelor's degree (minimum) in biology/ecology/agriculture/forestry/ environmental science or other relevant fields to the outputs.
 - ii. At least five years of experience in invasive species management at an advisory level (preferably in the Pacific).
 - iii. Proven experience in facilitating workshops and guiding consultative processes.
 - iv. Excellent communication and report writing skills, with the ability to express ideas clearly, concisely, and effectively both orally and in writing (English).
 - v. Provide at least three referees as part of their tender application;
 - vi. Provide examples of related past work outputs; and
 - vii. Complete the **tender application form** – *(please note you are required to complete all areas in full as requested on 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 result in the application **not** being considered).*

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and can meet the specifications and timeframes and provide supporting examples to address the evaluation criteria.
- 4.2. The tenderer should supply a cover letter providing the following explicit details:
- i. Tenderer's statements of minimum requirements met.
 - ii. Confirmation statement that the resources are available for the tenderer to complete the required outputs on time and to budget.
- 4.3. The tenderer should complete the supplies Tender Application Form explicitly containing the evaluation headed sections of:
- i. Previous experience and track record with similar projects including completion on time and to budget.



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- ii. Financial proposal in US dollars to complete the project including all fees associated with the delivery of the endorsed Final Draft NISSAP by the completion date. Prices should include airfares and expenses, on the basis of being in each country for 1 week.
 - iii. The price in US dollars should **exclude** venue hire and catering for in-country workshops. Printing costs associated with production of the final document should also be excluded.
- 4.4. The tenderer should supply an up to date Curriculum Vitae of all personnel to be used for fulfilling this consultancy service.
 - 4.5. All tender documentation should be supplied by email in three PDF documents.
 - 4.6. The tenderer should supply a proposed invoice schedule based on the deliverables.

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to Mareaa Pogi on maraeap@sprep.org, copy bradley@sprep.org and isabellr@sprep.org before 22 July 2020. A summary of all questions received with an associated response will be posted on the SPREP website <http://www.sprep.org/tender> by 24 July 2020.

6. Evaluation criteria

- 6.1. 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.
 - i. Proven track record demonstrating a history of completing equivalent projects on time, to specification and budget (30%);
 - ii. At least five years of experience in invasive species management at an advisory level (preferably in the Pacific) (10%).
 - iii. Demonstrated experience in the listed countries, developing or reviewing of environment related strategies and plans (15%);
 - iv. Demonstrated experience in facilitating public forums, engaging and partnering with local authorities and communities, communication and reporting across diverse audiences in a multicultural and multi-disciplinary environment in any municipality in the Pacific region (15%);
 - v. Detailed financial proposal in USD (30%).

7. Deadline

- 7.1. **The due date for submission of the tender is: 05 August 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: Consultancy to develop Review of National Invasive Species Strategy and Action Plans (NISSAP) for Tonga, Marshall Islands and Niue and development of a new NISSAP for each country. Development of a National Invasive Species Strategy and Action Plan for Tuvalu.

Mail: SPREP



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Attention: Procurement Officer
PO Box 240
Apia, SAMOA

Email: tenders@sprep.org (MOST PREFERRED OPTION)

Fax: 685 20231

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>



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ANNEX A - TERM OF REFERENCE

**Review of National Invasive Species Strategy and Action Plans (NISSAP) for Tonga, Marshall Islands and Niue and development of a new NISSAP for each country.
Development of a National Invasive Species Strategy and Action Plan for Tuvalu.**

Background and Rationale

There are many reasons to develop a National Invasive Species Strategy and Action Plan, but the first five are outlined below. A NISSAP takes account of the regional guidelines produced by SPREP and SPC, whose goal is “to assist Pacific island countries and territories in planning the effective management of invasive species, thereby reducing the negative impacts of invasiveness in their rich and fragile native heritage, communities and livelihoods” (SPREP 2009).

1. Invasive Species are a constant threat to resources

Invasive species continue to be a costly issue for all countries and particularly island nations, and with increasing trade and movement of people between countries, the threat of new species arriving is increasing. A NISSAP can highlight the issue and bring it to the attention of national and international decision makers.

2. A NISSAP prioritises invasive species issues

Every country is faced by a wide range of invasive species causing various degrees of damage, many more than the country has the capacity to address. Management has concentrated on plant and animal pests of the agricultural sector in the past and on direct threats to human health, but there has been growing recognition of their impacts on native biodiversity and the environment as a whole. A NISSAP can bring people in different sectors and the wider community together to agree on the priorities.

3. Creating a NISSAP is a cross-sectoral and inclusive exercise

The management of invasive species involves many different organisations from government departments to non-governmental organisations (NGOs), farmers, fishermen and women, and island communities. This management effort has in the past been fragmented and uncoordinated. The NISSAP seeks to address this problem by bringing all stakeholders together around an agreed plan of priority actions, with clearly identified responsibilities and timeframes.

4. A NISSAP supports a coordinated approach

Managing invasive species involves many activities, including border control, awareness raising, research, monitoring, eradication, control and risk assessment. A NISSAP allows appropriate prioritization of the different elements and spread of resources across them.

5. A NISSAP identifies resources

There is always more work to be done than a Pacific island country can afford with its own resources. An approved NISSAP identifies that a country has been through a prioritization process involving a full range of stakeholders and that the government has endorsed its findings. A NISSAP thus gives a funder a priority list of tasks that require money and assurance that the country will commit the ‘in-kind’ support required to achieve successful outcomes.



Scope of work

The scope of work described below has been constructed for the development of a new NISSAP, as is required for Tuvalu. The review of existing NISSAPs, as is required for Niue, the Marshall Islands and Tonga, will differ in terms of process whereby the Tenderer will be expected to liaise with the National Invasive Species Coordinator to arrange a review of the existing NISSAP by the respective National Technical Advisory Group prior to the workshop. The first task of the in-country workshop will be to lead a review of the document for the public and other stakeholders. Views should be considered as the new NISSAP is developed and the key concepts presented at the end of the week.

1. The successful tenderer will use this information, existing NISSAP's and all other documentation provided by, and in consultations with, the respective governments, SPREP and SPC to inform the drafting of the National Invasive Species Strategy and Action Plans which will include the following sections (as a minimum):
 - a. Foreword (to be provided by the respective Government)
 - b. Acknowledgements (to be provided by the respective Government)
 - c. Tables of Contents and Figures
 - d. Key Concepts
 - e. Acronyms
 - f. Introduction
 - i) Introduction to the respective country
 - ii) The significant threat of invasive species for the respective country
 - iii) Invasive Species – Everyone's Responsibility
 - iv) The biodiversity at risk in the respective country
 - v) Why is a NISSAP needed?
 - vi) Process of NISSAP development
 - g. Linkages of the NISSAP to other strategies and conventions
 - i) Guiding Principles
 - ii) Goals, Themes and Outcomes
 - iii) Pathway Identification
 - a) International
 - By Air
 - By Sea
 - Other External Pathways
 - b) Internal Pathways
 - By Air
 - By Sea
 - "Natural" pathways
 - h. Roles and Responsibilities of stakeholders in IAS management
 - i) Local community
 - ii) National
 - iii) Regional
 - i. Past and Current Programmes
 - j. Legislation and International Conventions
 - k. A suggested Action Plan for each country, structured on the themes and outcomes within the document "Guidelines for Invasive Species Management in the Pacific", and based on addressing the gaps in this framework. The Action Plans should include the outcomes and actions, activities, target, means of verification and monitoring frequency, the agencies responsible and the financing (if available). A template will be made available for this purpose.
 - l. References



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2. The successful tenderer will distribute the draft NISSAP to key stakeholders by the following dates for comments, edits, and further input. For the reviews, the consultant

Country	First Draft Deadline
Tuvalu	1 September 2020
Niue – NISSAP Review	2 November 2020
Tonga – NISSAP Review	29 January 2021
RMI – NISSAP Review	1 June 2021

3. Comments, edits and input will be incorporated into the second draft NISSAP by the following dates and re-circulated to key stakeholders including SPREP.

Country	Second Draft Deadline
Tuvalu	16 October 2020
Niue – NISSAP Review	18 December 2020
Tonga – NISSAP Review	12 March 2021
RMI – NISSAP Review	16 July 2021

4. Two-day workshops are required to be held in each country between the following dates. The aim of these workshops is to inform key stakeholders of the findings of the document and facilitate proactive discussion, revision, and agreement on the document. An extra three days may be required for consultation with key stakeholders.

Country	Workshop dates – 1 week in the following window
Tuvalu	2 - 27 November 2020
Niue	1 – 26 February 2020
Tonga	5 – 30 April 2021
RMI	2 – 27 August 2021

5. Following the consultation process the third draft is required to be circulated to key stakeholders for final agreement by the following dates.

Country	Third Draft Deadline
Tuvalu	18 December 2020
Niue	26 March 2021
Tonga	28 May 2021
RMI	13 August 2021

6. The fourth draft is supplied to the national governments for their input into the sections “Foreword” and “Acknowledgements”, cover, and final document layout.

Country	Fourth Draft Deadline
Tuvalu	29 January 2021
Niue	9 April 2021
Tonga	11 June 2021
RMI	27 August 2021



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7. Work with the respective governments to ensure provision of completed Final NISSAP for submission to the national governments for approval and government endorsement by the following dates.

Country	Final Draft Deadline
Tuvalu	26 February 2021
Niue	7 May 2021
Tonga	9 July 2021
RMI	30 September 2021

8. 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