



## REQUEST FOR TENDERS

File: AP 4/12/18  
Date: 4 March, 2020  
To: Interested suppliers  
From: Paul Anderson – Inform Project Manager

**Subject: Request for tenders: Consultant to draft the Niue 6th National Report (6NR) to the Convention on Biological Diversity**

### 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](http://www.sprep.org).

### 2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced consultants to work with the Niue Department of Environment and SPREP to review the Niue 6<sup>th</sup> National Report to the Convention on Biological Diversity.
- 2.2. The successful applicant will need to provide the details of works required as referred to in the attached Terms of Reference within 6 months of the consultancy start date.
- 2.3. The Terms of Reference and the specific statement of work for the consultancy are set out in Table 2.

### 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
  - Submit details of qualification and previous relevant experience in reviewing policies in the Pacific region or equivalent developing countries;
  - Submissions should include a work plan, schedule of activities and financial proposal. Please note all costs, including taxes, facilities, insurance, and travel and associated costs, should be included in the financial proposal. The consultancy has a maximum budget of US \$29,000. Submitted proposals will be evaluated based on best value for money.
  - Submit a CV to demonstrate the consultant has the relevant experience, skills and qualifications to carry out this contract successfully.
  - Provide at least three referees as part of their tender application;
  - Provide examples of related past work outputs; and
  - 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 the interested consultant satisfies the conditions stated above and can meet the required specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should comprise the interested supplier's complete proposal, comprising:
  - (a) The CV of the proposed personnel highlighting experience relevant to the tender;
  - (b) A Technical Proposal which contains the details to achieve the tasks outlined in the Terms of Reference (Annex A); and
  - (c) A Financial Proposal to be priced based on a work plan on where, when and how the technical assistance will be conducted. The proposal should be for the fees and any other costs related to carrying out the work. Any requirements outside of the fees component (e.g. travel specifications) should be mentioned and costed in the proposal.
- 4.3 Tender submission must be in United State Dollars (USD).
- 4.4 The Proposal must remain valid for 90 days from date of submission.
- 4.5 Interested consultants must insist on an acknowledgement of receipt of tenders/proposals/bids. 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. Describe any additional minimum content and format requirements.
- 4.2. Tender documentation should outline the interested supplier's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.
- 4.3 Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

#### **5. Tender Clarification**

- 5.1. Any clarification questions from applicants must be submitted by email to Maraea Pogi on maraeap@sprep.org and copy paula@sprep.org before 16 March 2020. A summary of all questions received with an associated response will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 18 March 2020.

#### **6. Evaluation criteria**

- 6.1 SPREP will select a preferred consultant on the basis of SPREP's evaluation of the extent to which the documentation demonstrates the tenderer offers the best value for money, and that the tenderer satisfies the following criteria:



# SPREP

Secretariat of the Pacific Regional  
Environment Programme



10th Pacific Islands Conference

## NATURE CONSERVATION AND PROTECTED AREAS

*Nature Conservation Action for a Resilient Pacific*

Noumea, New Caledonia

**19-24 April 2020**

- i. Has a minimum 5 years' experience with monitoring/evaluation of policies and developing policies and has a Bsc or Master degree in Environment Management or other related degrees. (25%);
- ii. Demonstrated experience working in Niue, the Pacific region or other developing countries (15%);
- iii. Demonstrated high-level of skills in conducting national consultations, assessing and writing policy documents and ability to deliver within the timeframe (20%);
- iv. Detailed technical proposal/workplan and methodology (20%); and
- v. Detailed financial proposal including travel (at least one country visit to Niue) (20%).

### 7. Deadline

- 7.1. **The due date for submission of the tender is: 26 March 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: Consultant to Consultant to draft the Niue 6th National Report (6NR) to the Convention on Biological Diversity**'

Mail: SPREP

Attention: Procurement Officer

PO Box 240

Apia, SAMOA

Email: [tenders@sprep.org](mailto: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>



## Terms of Reference:

### Brief background:

The following work will provide a final draft of the Niue 6th National Report (6NR) to the Convention on Biological Diversity. This report will be based on the consultative process undertaken to develop the 2018 State of Environment Report (SOE) and the findings of that report.

### Key task:

The consultant will draft the 6th national report based on information provided by Niue in the 2018 APPROVED SOE and following the guidance provided by the CBD on their website (<https://www.cbd.int/nr6/>). Any required national consultations and input will be coordinated and provided by Niue Department of Environment (DoE) staff.

Most images, graphs and maps provided in this report will be sourced from the State of Environment Report. However, information on Aichi targets 1, 3, 13, 16 and 20 will need to be sourced and provided by DoE (Table 1).

**Table 1. CBD targets and relevant SoE indicators.**

| <b>CBD Targets</b>   | <b>Relevant indicator(s)</b>   |
|--|--|
| 1. People aware of Biodiversity values   | ?  |
| 2. Biodiversity values integrated into national and local development and planning | - NSDP<br>- Mapping in SOE   |
| 3. Minimizing harmful subsidies and incentives                                     | ? (potentially less relevant)  |
| 4. Sustainable production and consumption of natural resources                     | - Links to protected areas<br>- Land Use<br>- Fisheries (Inshore and Offshore)<br>- Cultural and Heritage theme  |
| 5. The rate of loss of natural habitats decreased and land degradation reduced.    | - Land Use<br>- Forest cover and changes<br>- Soil fertility   |
| 6. Fish and invertebrate stocks are managed sustainably                            | - Subsistence Coastal Fisheries<br>- Artisanal and commercial offshore fisheries<br>- Marine conservation areas<br>- Reef fish<br>- Reef biodiversity and health |
| 7. Areas under agriculture and forestry are managed sustainably                    | - Forest cover and changes<br>- Agriculture-land under cultivation<br>- Terrestrial protected areas  |
| 8. Pollution has been reduced and is not detrimental to biodiversity               | - Water Quality<br>- Solid waste management  |
| 9. Invasive species are controlled   | - Invasive species   |
| 10. Anthropogenic pressures are reduced on reefs                                   | - Coral reef health<br>- Reef Biodiversity<br>- Reef fish<br>- Marine conservation areas   |
| 11. 17% of terrestrial area and 10% of marine area are conserved                   | - Terrestrial protected areas<br>- Marine protected areas  |
| 12. Extinction of threatened species prevented                                     | - Endemic, threatened and native species<br>- Marine mammals   |



|   |   |
|---|---|
| 13. Genetic diversity of cultivated plants is maintained                          | ? (taro ? )   |
| 14. Ecosystems that provide essential services are maintained                     | - Protected areas (terrestrial, marine)<br>- Sites of National significance |
| 15. Ecosystem resilience and the contribution to carbon stocks have been enhanced | - Terrestrial protected areas   |
| 16. Nagoya protocol is in force and operational                                   | ? (ABS Project)   |
| 17. Developed and implemented NBSAP   | NBSAP review and NEMS   |
| 18. Traditional Knowledge   | - Culture and Heritage<br>- TK (Pacific Met Desk – SPREP)<br>- Taoga Niue   |
| 19. Knowledge and science base related to biodiversity improved                   | - DATA PORTAL<br>- On-going research<br>- Nat GEO (Beveridge Reef)          |
| 20. Increased funding for NBSAP objectives  | ?   |

An advanced draft will be provided to DoE by May 1 2020, with a final draft by June 30, 2020, dependent on timely input by Niue DoE (Table 2).

**Table 2. Delivery timeline**

| <b>Deliverables (outputs)</b>  | <b>Timeline</b> |
|--|-----------------|
| Draft 6th NR including full integration of SoE with links to relevant SDGs | May 1           |
| Documentation of consultations including participants and process          | June 1          |
| Final 6th NR with graphics (from SoE)                                      | June 30         |