



SPREP

Secretariat of the Pacific Regional
Environment Programme

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The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.

REQUEST FOR TENDERS

File: AP 2/18/11
Date: 2 May, 2017
To: Interested suppliers
Contact: David Moverley, Invasive Species Adviser (davidm@sprep.org)

Subject: Request for tenders: Invasive Species Programme Assistance
Consultancy

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 invasive species management specialists who can offer their services to play a key role in coordinating the development of invasive species focused projects and activities, coordinating regional data sharing initiatives, maintaining knowledge management systems and communicating to diverse cultural groups.
- 2.2. The successful applicant will need to coordinate the development of several large multi-country projects and activities, co-ordinate data sharing between members and partners and manage the knowledge base and communication initiatives for the Programme.
- 2.3. The preferred timeframe for the consultancy is beginning June 2016 for twelve months, with a possible extension of a further six months. It is anticipated that to fulfil the service will require full-time commitment and be based in Apia at the SPREP headquarters.
- 2.4. The Programme Assistance Consultant will report to the SPREP Invasive Species Adviser, who will provide management oversight. The consultant will be based in the Biodiversity and Ecosystems Management Division.
- 2.5. Full specifications are provided in the attached terms of reference.

3. Conditions: information for applicants

- 3.1. The Invasive Species Assistant will be contracted by SPREP as a consultant, and will be based full time at SPREP Headquarters in Vailima, Samoa.
- 3.2. It is anticipated that this will be a full time position on a contractual basis for a period of twelve months from July 2017 to June 2018, with provision to extend the contract for a further six months.
- 3.3. The Invasive Species Assistant will report directly to the Invasive Species Adviser
- 3.4. A laptop computer will be provided for the Invasive Species Assistant.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and in the Terms of Reference, and is available for the timeframe provided. Documentation must also address how each individual evaluation criteria is met.
- 4.2. Tender documentation should outline the interested supplier's complete proposal: tender application form, methods, 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 David Moverley (davidm@sprep.org) and Maraea S.Pogi (maraeap@sprep.org) before 22 May 2017. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 24 May 2017.

6. Evaluation criteria

- 6.1. SPREP will select 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:
 - i. Minimum of five (5) years' work experience in areas relevant to invasive species management or coordination and biodiversity conservation, preferably within the Pacific islands region.
 - ii. An undergraduate degree in Ecology, Conservation, Natural Resource Management, Environmental Communications or a related field. (A postgraduate qualification in a relevant field would be an advantage).
 - iii. Demonstrated knowledge of accepted and emerging conservation and invasive species issues and challenges in the Pacific islands region.
 - iv. Demonstrated experience in programme and project work including monitoring and evaluation, financial management, proposal and report writing.
 - v. Excellent written and verbal communication skills including high level of presentation and inter-personal skills, collaboration with donors and

- partners with sound experience in capacity building and developing and maintaining effective relationships with a diverse group of people.
- vi. Demonstrated advisory and analytical skills including high level of organisational, analytical, problem-solving and facilitation skills
 - vii. Excellent written and verbal communication skills including high level of presentation and interpersonal skills with proven ability to synthesize information and communicate effectively to multiple audiences.
 - viii. Proven ability to work as part of a team within a multi-disciplinary and multi-cultural environment with a demonstrated ability to motivate teams and establish and implement workplan objectives.
 - ix. Cost based on twelve months in US\$.
 - x. Willingness and ability to travel to Pacific countries and territories if required.
 - xi. Provide three references as part of the tender submission
 - xii. Willingness to reside in Apia, Samoa for the period of the consultancy (including gaining the right to work). Please refer to following sites on requirements for working in Samoa : Work permits: <http://www.mcil.gov.ws/index.php/en/2-uncategorised/121-foreign-employee-employment-permit-ir> and <http://www.mpmc.gov.ws/samoa-immigration/>[DM1]

7. Deadline

- 7.1. **The due date for submission of the tender is: 29 May 2017 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: Invasive Species Programme Assistance Consultancy' to one of the following methods:

Mail: SPREP
Attention: Procurement Officer
PO Box 240
Apia, SAMOA

Email: tenders@sprep.org

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.

Attachment: Terms of reference

Description of the Role:

The Invasive Species Assistance Consultant will be responsible for coordinating the development of several invasive species projects, activities and initiatives, maintaining the knowledge management base, communication and other tasks.

The Consultant will also support broader Invasive Species Programme initiatives with the support of the Invasive Species Adviser.

Duties and Responsibilities:

The Invasive Species Assistance Consultant is responsible to the Invasive Species Adviser for the performance of the following key responsibilities:

Task	Details	Outputs
Coordinate the development of the project document “Strengthening national and regional capacities to reduce the impact of Invasive Alien Species on globally significant biodiversity in the Pacific” and the development of other invasive species projects and components.	<ul style="list-style-type: none"> Track milestones. Track expenditure. Track outsourced contracts. Maintain and record communication between parties. Organise logistics and travel plans for meetings and workshops. Manage all development information inputs and outputs. 	<p>The project documents and components are completed on time and to budget.</p> <p>All information is filed and stored correctly.</p>
Coordinate workshops and meetings.	<ul style="list-style-type: none"> Arrange logistics Create travel plans Report on workshops and meetings. 	Successful workshops and meetings are reported on.
Coordinate data sharing to maintain the Guidelines Reporting Database.	<ul style="list-style-type: none"> Collaborate with member countries and territories to determine baseline data for 2016 and 2017. Data entry of indicators and production of outputs. <p>A database which measures national, territorial and regional progress in implementing the “Guidelines” and provides indicators on priority invasive species initiatives.). Guidelines available at: www.sprep.org/att/publication/000699_RIS_SFinalLR.pdf</p>	The Guidelines Reporting Database is populated and providing outputs for 2016 and 2017.

<p>Coordinate data sharing to populate the Priority Projects Database.</p>	<ul style="list-style-type: none"> • Collaborate with member countries and partners to determine costed priority invasive species activities. • Data entry of priority activity attributes. 	<p>Priority Project Database populated with consensual priority activities.</p>
<p>Maintain and increase the knowledge base within the Battler Resource Base</p>	<ul style="list-style-type: none"> • Maintain the Battler Resource Base in collaboration with the SPREP IRCA and IT teams and in accordance with procedures. <p>A searchable resource base hosted on the SPREP website. Providing the latest information on invasive species issues, case-studies and introductory guides on common invasive species issues. Designed to increase capacity of Pacific countries and Territories in an effective and efficient manner https://piln.sprep.org/</p>	<p>The Battler Resource Base contains a greater knowledge and is available for use.</p>
<p>Produce a quarterly Pacific Invasive Learning Network "Soundbites" Newsletter.</p>	<ul style="list-style-type: none"> • Develop a quarterly newsletter using templates for distribution to the PILN network. 	<p>Quarterly newsletter distributed.</p>
<p>Other Duties</p>	<p>Other duties that may be determined by the Invasive Species Adviser to assist with the Invasive Species Programme.</p>	