



REQUEST FOR TENDERS

RFT: PBS-2024-009
File: AP_5/3/2/9
Date: 03 December 2024
To: Interested consultants
From: Juney Ward, Coastal and Marine Ecosystem Adviser

Subject: Request for tenders (RFT): Pacific Coral Reef Monitoring Assessment

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 wishes to call for tenders from qualified and experienced consultants who can offer their services to implement Activity 1.1.7 under the Pacific BioScapes Programme which is to better support the Pacific Island countries towards delivering a comprehensive assessment of the state of play of coral reef monitoring in the Pacific region.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: <https://library.sprep.org/sites/default/files/sprep-organisational-values-code-of-conduct.pdf>. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.4. SPREP Standard Contract Terms and Conditions are non-negotiable

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
 - i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 - ii. Provide three referees relevant to this tender submission, including the most recent work completed;
 - iii. Complete the **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. Failure to do this will mean your application will **not** be considered*).



Provide examples of past related work outputs

For the Technical and Financial proposals you may attach these separately.

- iv. Must meet local registration requirements where the consultant is based.
- 3.2 Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **conflict of interest form** provided.
- 3.3 **Tenderer is deemed ineligible due to association with exclusion criteria, including** bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.
- 3.4 Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall **into** any of the exclusion situations cited in 3.3 above and where applicable, that they have taken adequate measures to remedy the situation.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and in the Terms of Reference 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 be submitted in English and outline the interested consultant's complete proposal:
 - a) **SPREP Tender Application form and conflict of interest form.** *(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. Failure to do this will mean your application will **not** be considered).*
Provide examples of past related work outputs
For the Technical and Financial proposals you may attach these separately.
 - b) **Honour form**
 - c) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
 - d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
 - e) **Financial Proposal** – provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
 - f) Where relevant provide:
 - i. Business registration/license (For Entities/ Individual consultant's as per relevant national legislations)
 - ii. Tax Identification Number (TIN) Letter (If applicable for Individual consultant's as per relevant national legislations)
- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.



- 4.4. Tenderers/bidders shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award; SPREP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 4.5. The tenderer/bidder might be requested to provide additional information relating to their submitted proposal, if the Tender Evaluation Committee requests further information for the purposes of tender evaluation. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6. The submitted tender proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential tenderer/bidder can provide services for.
- 4.7. The Proposal must remain valid for 90 days from date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of tender.

5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 16 December 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 18 December 2024.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
- c. SPREP will determine what, if any, response should be given to a Tenderer question. SPREP will circulate Tenderer questions and SPREP's response to those questions to all other Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>) without disclosing the source of the questions or revealing any confidential information of a Tenderer.
- d. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- e. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFT or any other information given or made available by SPREP, the Tenderer should promptly notify the Procurement Officer setting out the error in sufficient detail so that SPREP may take the corrective action, if any, it considers appropriate.

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 that the tenderer offers the best value for money, and that the tender satisfies the following criteria:
- 6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

I. Technical Score – 80%

--	--	--

Qualification	Holds a Master level with extensive experience in field relevant to the successful execution of the tender (marine science, environment, ecology and other related fields).	10%
Experience	At least 10 years of professional experience in coral reef monitoring/assessments techniques and extensive knowledge in coral reef ecosystems, particularly in the Pacific region.	15%
	Strong knowledge of global and regional frameworks such as the Convention on Biological Diversity (CBD), Sustainable Development Goals (SDGs), the Pacific Coral Reef Action Plan, including a strong understanding of key players/partners, current initiatives and platforms (eg ReefCloud, MERMAID, Coral-Net...) being implemented in the Pacific region	10%
	Demonstrated experience working with national governments, Non-Governmental Organisations (NGOs) and local communities related to coral reef conservation and management.	10%
	Demonstrated experience in data collection and analysis, including utilisation of the analysis to develop informed management decisions.	10%
Technical Proposal / Methodology	Proposed methodology and detailed workplan clearly outlining timeline for the delivery of tasks as outline in the terms of reference	25%

II. Financial Score – 20%

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = a \times \frac{b}{c}$$

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

7. Variation or Termination of the Request for Tender

- 7.1 a. SPREP may amend, suspend or terminate the RFT process at any time.
- b. In the event that SPREP amends the RFT or the conditions of tender, it will inform potential Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>).
- c. Tenderers are responsible to regularly check the SPREP website Tenders page for any updates and downloading the relevant RFT documentation and addendum for the RFT if it is interested in providing a Tender Response.
- d. If SPREP determines that none of the Tenders submitted represents value for money, that it is otherwise in the public interest or SPREP's interest to do so, SPREP may terminate this RFT process at any time. In such cases SPREP will cancel the tender, issue a cancellation notice and inform unsuccessful bidders accordingly.



8. Deadline

- 8.1. **The due date for submission of the tender is: 20 January 2025, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked 'RFT PBS-2024-009: **Pacific Coral Reef Monitoring Assessment**

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 tenders' box at SPREP reception,
Vailima, Samoa.

Note: Submissions made to the incorrect portal will not be considered by SPREP. If SPREP is made aware of the error in submission prior to the deadline, the applicant will be advised to resubmit their application to the correct portal. However, if SPREP is not made aware of the error in submission until after the deadline, then the application is considered late and will be returned unopened to the sender.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

SPREP reserves the right to enter into negotiation with respect to one or more proposals prior to the award of a contract, split an award/awards and to consider localised award/awards between any proposers in any combination, as it may deem appropriate without prior written acceptance of the proposers.

A binding contract is in effect, once signed by both SPREP and the successful tenderer. Any contractual discussion/work carried out/goods supplied prior to a contract being signed does not constitute a binding contract.

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 A: Terms of Reference

Pacific Coral Reef Monitoring Assessment

Background and context

The European Union (EU) funded Pacific BioScapes Programme, managed by SPREP, aims to support the sustainable development of Pacific Small Island Developing States (SIDS) by improving the management and use of marine and coastal resources. It is funded from the 11th European Development Fund and directly contributes to SDGs 14 and 15 and the Rio Conventions. The program includes 30 projects to enhance capacities in managing biodiversity and resilience to climate change, as well as to assess, conserve, protect, and sustainably use marine and terrestrial biodiversity. Implementation is carried out within 11 Pacific Island Countries with support from national to community levels, including partnerships with NGOs and civil society. The program applies ridge-to-reef approaches to address barriers to effective conservation and sustainable use of biodiversity. Its objectives include strengthening policy frameworks, raising environmental awareness, providing training and technology access, improving decision-making processes, and conducting pilot projects for biodiversity conservation.

Coral reefs are confronted with multiple threats such as ocean warming, acidification, overfishing, and pollution, which render them highly vulnerable ecosystems. In 2021, SPREP collaborated closely with Pacific Island nations and territories to formulate the Pacific Coral Reef Action Plan (PACRAP) for the period 2021-2030, with the aim of enhancing the prosperity and resilience of reef ecosystems in the Pacific region. As an integral component of this plan, Activity 1.1.7 was established to offer support, specifically focusing on the areas of coral monitoring and integration of traditional knowledge, denoted as action areas 8 and 2, respectively.

The coral reef monitoring landscape is rapidly evolving with the involvement of many stakeholders from (and beyond) the Pacific region, while new and innovative technologies and platforms are being developed and implemented at the same time. Scientific and research institutions, NGOs and private sector are increasingly supporting government entities and coral reef managers and practitioners in their coral monitoring efforts. This gives way to a wide diversity of monitoring techniques, programmes, and initiatives, including innovative tools for monitoring, data collection, storage and reporting (e.g. Coral Net, Mermaid, ReefCloud, Reef Check, etc.). Additionally, there is a growing emphasis on participatory monitoring as well as on data standardisation to better integrate different datasets into portals and reporting mechanisms aiming to enhance and better support evidence-based policies for coral reef management. This is particularly carried out under the Global Coral Reef Monitoring Network (GCRMN), an operational network of the International Coral Reef Initiative (ICRI), for which CRILOBE (research laboratory based in Moorea, French Polynesia) is coordinating the GCRMN regional node along with SPREP.

In this context, the objective of Activity 1.1.7 under the Pacific BioScapes Programme is to assess and better support 11 Pacific Island countries, namely Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Republic of the Marshall Islands, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga and Vanuatu, towards standardised and fit-for-purpose coral reef monitoring programmes and approaches. Instead of a harmonised or replicable model that would be implemented across the entire region, the overarching goal is to increase monitoring efforts that support and deliver informed decision-making for coral reef management, building on current practices and targeted approaches depending on national or sub-regional monitoring frameworks and capabilities.



Services under this Contract

To effectively carry out Activity 1.1.7, a comprehensive assessment of coral reef monitoring in the Pacific region will be undertaken, including a more in-depth analysis in five selected Pacific Island countries, identifying areas that would require support and capacity development, adoption of innovative techniques and technologies, coordination and alignment with other initiatives, and strengthening of data integration and reporting at different scales.

The consultant (or group of consultants) shall deliver a comprehensive assessment of the state of play of coral reef monitoring in the targeted Pacific Island Countries¹. The results of the assessment will be delivered through a detailed report to Pacific BioScapes Project Management Unit (PMU) and the SPREP Coastal and Marine team, including recommendations for further developments in terms of capacity-building, data integration and reporting requirements following GCRMN standards. In addition, a summary report to Pacific Governments will be delivered as part of the work.

The assessment shall include analysis and recommendations as follows:

1. Current state of coral reef monitoring in 11 Pacific Island Countries, mapping out the main stakeholders and partners involved, tools, methodologies, techniques and data platforms implemented, the type of monitoring data collected (coral cover, fish, invertebrates, socio-economic data, etc.), data sharing arrangements in place, data storage and reporting capacities, initiatives and programmes from government agencies and ministries, NGOs, universities and research institutions, private sector, etc.
2. Current capacities and capabilities of government agencies in coral reef monitoring, highlighting gaps and needs towards informed decision-making process and coral reef management policies
3. Recommend potential candidate countries where a national coral monitoring programme could be designed and implemented
4. A list of recommendations for Pacific BioScapes and SPREP support towards capacity development, data integration and a regional coral reef data webpage, building on the Pacific Environment Data Portal (PEP) and other existing portals and platforms.

The consultant(s) will employ various methods, including key informant interviews, online surveys, reviewing relevant policies, technical reports, and government publications, as well as engaging in consultations with stakeholders such as civil society organisations (CSOs) and community groups. Key stakeholders can include government Environment/Natural Resources/Marine Resources departments, government Fisheries departments, other relevant departments, relevant local and international NGOs, regional CROP agencies, universities and research agencies, Locally Managed Marine Areas (LMMAs) and communities, etc.

The assessment will focus on evaluating the current capabilities of government agencies involved in coral reef monitoring across the **Pacific Island countries targeted by the Pacific BioScapes programme**. The objective is to identify specific areas that require capacity building, technical assistance for consolidating monitoring and data integration, adoption of innovative techniques and technologies, and alignment with current and forthcoming initiatives (especially cross-cutting work on data integration and capacity building for Pacific coral reef monitoring).

¹ Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Republic of the Marshall Islands, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga and Vanuatu

The consultant(s) will conduct a more in-depth assessment to examine the current state of coral reef monitoring in five countries, namely Kiribati, Republic of the Marshall Islands, Papua New Guinea, Tonga and Vanuatu, considering relevant programmes or initiatives at national and subregional levels (e.g. Micronesia Coral Reef Programme, Coral Reef Rescue Initiative and related GEF project). This assessment will involve a thorough investigation in collaboration with the respective line ministries and government agencies responsible for coral reefs in each country. To gather all the necessary information, it is expected that at least one national consultation workshop will be organised in each country. These workshops will bring together relevant government agencies and various stakeholders (including local, regional, and international non-governmental organisations, research institutions, regional organisations, and communities). The workshop will provide a crucial opportunity to validate the information and knowledge gathered from the country regarding the status of coral reef monitoring.

A regional workshop will be organised by the consultant(s) to provide an opportunity for representatives from relevant government agencies, civil society organisations (CSOs), and scientific and technical partners to come together and identify specific gaps and needs at regional and national levels in terms of capacity building and technical assistance, that the BioScapes Programme could further provide, in close collaboration with key partners.

The consultant(s) will utilise the information and analysis from the assessment and workshops to provide recommendations on the following aspects:

- Attributes of an innovative and practical approach to access on a regular basis the status and trends of coral reefs, at the regional level and in some extent at national level within the selected countries.
- Desired attributes of a reef monitoring platform or programme that support countries to collect the right information in a systematic way and facilitate centralised storage of data.
- Base level specifications, features, capabilities, and support needed for an effective coral reef monitoring programme to be sustainably implemented in one or two specific countries in the long run.
- Options for upgrading existing regional portals so that coral reef data can be sustainably stored, accessed and used for reporting and decision-making processes. Specific attention will be given to the Inform portal as well as the Pacific Environmental Data Portal, in line with the GCRMN standards and principles used for coral reef monitoring data.

Deliverables and Reporting

Assessment	Deliverables
1. Policy and Mandate:	<ul style="list-style-type: none"> • Identify government agencies responsible for coral reefs within each Pacific Island Country (PIC). • Analyse relevant PIC government policies and their alignment with coral reef monitoring efforts. • Determine the mandate and responsibility of government agencies for monitoring coral reefs.

Assessment	Deliverables
2. Monitoring Programs and Data Sharing:	<ul style="list-style-type: none"> • Determine if each PIC has a national coral monitoring program and identify the responsible government agency. • Identify any PICs without a national program including the barriers that may prevent them from having and implementing one • Examine how government agencies use the monitoring data for coral reef management. • Investigate data sharing arrangements with other government and non-government agencies, including international partners. • Assess the level of collaboration between mandated government agencies, communities, and NGOs for data collection and management. • Identify key gaps and challenges to national monitoring programs.
3. Coral Reef Monitoring Protocols and Data Handling:	<ul style="list-style-type: none"> • Analyse the current coral reef monitoring protocols employed by government agencies in each PIC and identify strengths and weaknesses. • In relationship with the GCRMN Pacific node and considering the forthcoming GCRMN Pacific report (2025): <ul style="list-style-type: none"> ○ Determine the type of data obtained from the monitoring protocols and assess coverage (substrate, fish/invertebrate data, abiotic data, socioeconomic data, etc.). ○ Assess the frequency of coral reef data collection and the spatial/temporal extent of coverage. ○ Evaluate the data handling platforms used for data entry, storage, and analysis. Assess adequacy at national and international levels.
4. Analysis, Reporting, and Utilisation of Monitoring Data:	<ul style="list-style-type: none"> • Evaluate the level of data analysis conducted, including descriptive and statistical analysis. • Assess the effectiveness of visualisations used for presenting trends and findings from the monitoring. • Determine key data users and how they utilise it. • Calculate the turnaround time from data collection to data analysis. Assess the information provided for informed management decision-making. • Identify key knowledge gaps or barriers to analyse, report and utilise monitoring data.
5. Capacity and Support Assessment:	<ul style="list-style-type: none"> • Assess the capacity of mandated government agencies to continue ongoing monitoring within the country. • Identify areas that require capacity building or assistance in monitoring efforts. • Evaluate the support provided by developers, NGOs, and CROP agencies in terms of data handling platforms and training
6. Recommendations:	<ul style="list-style-type: none"> • A list of recommended attributes for a regional coral reef data platform



Assessment	Deliverables
	<ul style="list-style-type: none">Recommend potential candidate countries where a coral monitoring programme could be implemented.

Communications

All Pacific BioScapes Programme (PBP) activity communications outputs must be in line with the overall PBP communications and Visibility Plan. The PBP Communications and Outreach Specialist must be consulted before the publication of any Pacific BioScapes Programme-related materials.

Remuneration

The total value of this contract will be inclusive of all in-country and regional consultations and workshops. All travel and related costs for the workshops, venue and catering must be included in the financial proposal.

Work Arrangements

- The Contractor shall be responsible for organising their own work arrangements, travels and accommodation.
- The Contractor shall work closely with the Director of Island and Ocean Ecosystems, the Coastal and Marine Ecosystems Adviser and the Programme Manager for the Pacific BioScapes Programme.
- The Contractor shall report to the Coastal and Marine Ecosystem Adviser and the Programme Manager for the Pacific BioScapes Programme.

Duration of the Consultancy

The total expected duration of this consultation is 6 months, starting from the signing date.

Budget

An indicative budget of **USD 100,000** is allocated for this activity.