



REQUEST FOR TENDERS

RFT: 2025/042
File: AP_2/49
Date: 26 May, 2025
To: Interested consultants
From: Isaac Rounds, Protected Areas Officer

Subject: Request for tenders (RFT): Review and Alignment of the Niue's National Biodiversity Strategy and Action Plan (NBSAP) to the Kunming-Montreal Global Biodiversity Framework.

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 review and alignment of the Niue's National Biodiversity Strategy and Action Plan (NBSAP) to the Kunming-Montreal Global Biodiversity Framework.
- 2.2. The Terms of Reference for 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;



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- 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 of achieving 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 11 June 2025. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 13 June 2025.
- 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%

Criteria	Detail	Weighting
Qualifications	I. Minimum post-graduate qualification and at least 8 years of experience in environment, biodiversity management, sustainable development, project management, policy development, or a related field.	5%
	II. Demonstrated understanding of the Convention on Biological Diversity and other Multilateral Environmental Agreements (MEAs).	10%
Experience	III. Demonstrated knowledge of existing national policies, plans, and strategies related to biodiversity conservation in Niue.	20%
	IV. Skilled personnel with expertise in biodiversity conservation, community development, and financial management.	15%
	V. Excellent verbal and written communication and interpersonal skills in a multicultural environment.	10%
Technical Proposal / Methodology	VI. Detailed methodology to deliver the required output and provide details to the panel of the value proposed.	10%
	VII. Risk Plan (with mitigation measures) will ensure the successful delivery of the project.	10%

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: 24 June 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 2025/042: Review and Alignment of the Niue's National Biodiversity Strategy and Action Plan (NBSAP) to the Kunming-Montreal Global'

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 considering 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

TERMS OF REFERENCE FOR SUPPORTING THE REVIEW AND ALIGNMENT OF THE NIUE'S NATIONAL BIODIVERSITY STRATEGY AND ACTION PLAN (NBSAP) TO THE KUNMING-MONTREAL GLOBAL BIODIVERSITY FRAMEWORK

Location:	Home-based with travel expected within Niue
Type of contract:	Professional Service/International consultant
Project:	Niue NBSAP Early Action Support Grant
Languages Required:	English
Starting Date:	July 31 2025
Duration of Initial Contract:	6 months (40 days)

A. Background Information and Rationale

Niue signed and ratified the Convention on Biological Diversity (CBD) in 1996. As a signatory to the Convention, Niue must ensure compliance with the reporting obligations required by the Convention.

The CBD adopted the Kunming-Montreal Global Biodiversity Framework (KM-GBF) in December 2022. The KM-GBF is an ambitious plan consisting of four overarching goals and 23 targets aimed at halting biodiversity loss and putting nature on a path to recovery by 2030, with a vision to live in harmony with nature by 2050.

The Global Environmental Facility (GEF), under its Enabling Activity window, and complementary to the global GEF-7 project on early action, is currently supporting GEF-8 global projects that support the development, financing, and reporting of National Biodiversity Strategies and Action Plans (NBSAPs) to fulfill the commitments of Parties to the Convention on Biological Diversity (CBD) and provide strategic support for each country to act towards achieving the Kunming – Montreal Global Biodiversity Framework (GBF).

The United Nations Development Programme (UNDP) and the United Nations Environment Programme (UNEP) in partnership with the Convention on Biological Diversity (CBD) Secretariat, and with funding from the Global Environment Facility (GEF), are implementing the Global Biodiversity Framework Early Action Support (GBF-EAS) Project.

The GBF-EAS project is designed to fast-track early actions to implement GBF in this decade. Eligible Parties are receiving a financial and technical support package that focuses on aligning NBSAPs with this new global agreement, including national biodiversity targets, monitoring systems, policy and institutional coherence, and biodiversity finance. Each country undertakes a government-driven scope to achieve national priorities.



Rational and major task:

The National Biodiversity Strategy and Action Plan (NBSAP) is Niue's roadmap to conserve and sustainably manage its rich biodiversity. Department of Environment is the leading authority in the development and implementation of the goals set out in the NBSAP, which is closely linked to the Niue Integrated Strategic Plan (NISP).

SPREP is seeking proposals from qualified consultancy firms or individuals to fast-track early actions for implementing the Global Biodiversity Framework (GBF) at the national level in Niue. The primary focus will be to support the Department of Environment in the update of the NBSAP by performing stakeholder mapping, rapid policy reviews of current targets and the NBSAP for alignment to the GBF, developing biodiversity finance plans, and assessing monitoring systems to ensure progress towards goals are measurable.

The consultancy will be carried out over a period of **40 days**, spread across a span of **six months**.

B. Specific Objectives

1. Review existing NBSAP for alignment with the Kunming-Montreal Global Biodiversity Framework (KMGBF)
2. Review national targets and relevant indicators for alignment with the GBF and relevant SDGs and also other relevant national targets in sectoral policies.
3. Assess existing monitoring systems and develop monitoring plans for NBSAP and national targets.
4. Conduct national policy and institutional alignment and review and development of Action Plan for achieving coherence with the GBF.
5. Develop biodiversity finance plans and strategies.
6. Assists the Department of Environment to host at least two workshops on revised NBSAP and national targets, in Niue.
7. Support Niue DOE with facilitation from the Biodiversity Division to conduct consultations with relevant stakeholders in Niue.

In order to complete the anticipated objectives of the ToR, the bidder should understand the following considerations:

- The consultant will be responsible for technical contributions to the required review and analysis.
- It is expected that this consultancy will conduct consultations with a wide range of stakeholders to receive a clear understanding of their needs related to NBSAP. Niue-DOE will support this with facilitation from the Biodiversity Division.

C. Scope and Key Tasks to be completed by the consultant in this work

1. **Inception Meeting.** Participate in an inception meeting with Niue-DOE and other relevant government authorities as determined by the lead team, to clarify the objectives of the consultancy, methodological approach, tasks, deadlines, and logistical schedule. The results of the meeting to be captured in an inception report, which will be formally approved by Niue DOE.



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2. **Component 1: Rapid Review of NBSAP for Alignment with the Kunming-Montreal GBF.** *Objective: Ensure alignment of NBSAPs and National Biodiversity targets with the Kunming-Montreal GBF and relevant Sustainable Development Goals (SDGs).*
 1. **Rapid Review and gap analysis of Niue's NBSAP and thematic areas:** Conduct a rapid review of key thematic areas in the Niue's existing NBSAP to determine coherence with GBF goals and action targets. Report of Identified new key thematic areas and priority issues along with actions necessary for the implementation to be incorporated into the new NBSAP. Ensure full participation of Niue DOE in the rapid review process and methodology.
 2. **National Targets Review and Update:** In consultation with the TWG, and considering Component 3, draft national targets to align with the GBF and relevant SDGs, ensuring measurability, costing, spatial specificity where applicable, and grounding in existing programs by government authorities, development partners, NGOs, CBOs, and other relevant organizations. Hold a meeting in Niue with the TWG to validate the findings of a) and b).
 3. **Draft NBSAP Review and Update:** Review and draft the update of the existing NBSAP through a whole-of-government and whole-of-society process, aligning with the GBF and COP 15 guidance. Develop Stakeholder Engagement Plans for inclusive approval processes. The draft NBSAP will be delivered to the Department of Environment to provide their comments, approval, and eventual submission to the CBD.
3. **Component 2: Assessment of Monitoring Systems.** *Objective: Enhance and improve monitoring, reporting systems, and transparency frameworks.*
 1. **Gaps in Monitoring Systems Assessment:** Identify gaps in existing data, knowledge systems, and institutional monitoring frameworks for biodiversity status and trends, aligning with NBSAP and GBF targets.
 2. **Monitoring Action Plan Development:** Develop a plan to strengthen national monitoring systems in response to updated targets, GBF, and its monitoring framework, including initial costing and sequencing of investment support. The plan should consider the region's and country's existing database(s) on biodiversity, budgeting, and M&E systems, including the national reporting system developed by the CBD.
4. **Component 3: Policy and Institutional Alignment and Review for Coherence with GBF.** *Objective: Identify actions for policy alignment and coherence in nature-related sectors.*
 1. **Rapid Review of National Policies:** Conduct a rapid review of existing national policies and policy instruments (e.g. legislation) related to biodiversity and/or the goals and targets of the GBF and assess their alignment with the GBF and the NBSAP. [Note that this may include sectoral policies outside of biodiversity as well, such as forestry, agriculture, crops and livestock, tourism...]
 2. **Prioritised action plan** developed for greater policy coherence and for early implementation related to policy and institutional alignment exercises.
5. **Engage with relevant stakeholders for the NBSAP update. This includes:**
 1. **Identify and map the core stakeholders:** In consultation with Niue DOE, map core stakeholders who need to be consulted on the development of the NBSAP and update of national goals and targets

2. **Hosting meetings for the Niue DOE** For tasks under Component 1, 2, 3 and 4, convene at least one meeting per component (4 meetings total) in country in the Technical Working Group. The dates will be selected at least two weeks prior notice in collaboration with Niue DOE.
3. **Stakeholder Engagement and South-South Cooperation:** Develop and implement Stakeholder Engagement Plans for an inclusive consultative process.
4. **Stakeholder Consultation:** Facilitate in-country consultations, taking into consideration the whole-of-society and whole-of-government approach in a participatory process engaging communities across the islands.
5. **Reporting:** Provide regular progress reports, including detailed documentation of activities, findings, and recommendations to SPREP and Niue DOE.

D. Approach and Methodology

The bidder will closely engage with Niue DOE through the Biodiversity Division project teams before initiating their work to understand the activities and agree on a work plan.

The bidder should be working closely with the Biodiversity Division of the Niue DOE. To ensure a whole-of-society approach, the bidder will be expected to liaise with relevant entities, such as Ministries, civil society partners, and non-governmental organisation partners, to ensure the proposed NBSAP revisions are in line with Section C of the GBF and the CBD Gender Plan of Action (attached).

The workshops, training events, and other activities should be delivered in coordination with the Project Team. The bidder will submit all reports to Project Manager in soft copies in English along with all raw and primary data collected in electronic form.

The bidder will provide a detailed methodology aligned with the above scope and below deliverables.

E. Deliverables and Duration

The service provider should perform the tasks above according to the following schedule and deliverables. The conditions for payment release for all deliverables will be within thirty (30) days from the date of meeting the following conditions:

- Director Environment -Niue with concurrence from Project Manager written acceptance of the quality of the outputs; and
- Receipt of invoice from the Service Provider.

Task	Reporting period and key milestones	Report Due	Payment Percentage
Deliverable 1: Inception Report/Meeting	Payment upon submission and acceptance of the following deliverables: <ul style="list-style-type: none"> ● Submission and acceptance of reports and workplan, including timeframe, for outputs under Task 1: Inception Meeting 	(Two-weeks from signing the contract)	20%

<p>Deliverable 2:</p> <p>Component 1: Rapid Review of NBSAP for Alignment with the Kunming-Montreal GBF.</p>	<p>Payment upon submission and acceptance of the following deliverables:</p> <ul style="list-style-type: none"> · Submission and acceptance of reports for outputs under Component 1 	<p>Date (30/10/25)</p> <p>(Three months from signing of the contract)</p>	<p>20%</p>
<p>Deliverable 3:</p> <p>Component 2 and 3: Assessment of Monitoring Systems and Policy and Institutional Review for Coherence with GBF</p>	<p>Payment upon submission and acceptance of the following deliverables:</p> <ul style="list-style-type: none"> · Submission and acceptance of reports for outputs under Component 2 · Submission and acceptance of reports for outputs under Component 3 	<p>Date (31/11/25)</p> <p>(Four months after signing of the contract)</p>	<p>20%</p>
<p>Deliverable 4:</p> <p>Component 4: Biodiversity Finance Activities.</p>	<p>Payment upon submission and acceptance of the following deliverables:</p> <ul style="list-style-type: none"> ● Submission and acceptance of reports for outputs under Component 4 	<p>Date (20/1/205)</p> <p>(Five month after the signing of the contract)</p>	<p>10%</p>
<p>Deliverable 5:</p> <p>Lessons learned documentation</p>	<p>Payment upon submission and acceptance of the following deliverables:</p> <ul style="list-style-type: none"> · Final presentation of all outputs to TWG · Lessons learned documentation. · All outputs and raw data handed over Niue Department of Environment 	<p>Date(31/1/2026)</p> <p>(Six months after signing the contract)</p>	<p>10%</p>

F. Key Performance Indicators and Service Level

The following are the main indicators for the assignment:

- NBSAP is reviewed for updates and revised in an inclusive, cross-sectoral process.
- Gaps in current monitoring systems are identified, and a monitoring plan is put in place for biodiversity targets and NBSAP.
- Policies are assessed for coherence to the GBF and NBSAP.

G. Governance and Accountability

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A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.

The service provider will actively work with the Department of Environment-Niue and SPREP Protected Areas Officer, SPREP while taking responsibility for deadlines and deliverables as outlined in the Terms of Reference and Associated Contract. The team will also be responsible for working with country stakeholders and other important government authorities. The team will appoint a project manager who will report directly to the project Technical Advisor or their delegated staff member.

The Consultancy firm and/or individual will be given access to relevant information necessary for execution of the tasks under this assignment.

H. Institutional Arrangements / Facilities to be provided by Department of Environment-Niue

The service provider will be responsible for the delivery, content, technical quality, and accuracy of its own deliverables, subject to the provision of the necessary information and facilitation by SPREP and the Department of Environment-Niue on relevant aspects in the development of the assessment. The bidder is expected to have their own IT equipment to perform the tasks above and is responsible for all telecommunications equipment and subscriptions while in the country.

I. Expected Duration of the Contract/Assignment

The expected duration of the assignment is over a period of 40 working days collectively over 6 months from contract signature.

J. Duty Station

The location of the assignment is home-based, with anticipated significant travel to Niue. It is anticipated that the bidder will be responsible for ground truthing, meetings, and travel arrangements to Niue. Costs for this should be included in the proposal. If the project team and/or individual are based overseas, it is expected that the team and/or individual will be available to travel to Niue as required by the ToR to provide in-person guidance and support to the TWGs. Nonetheless, the entire team will be expected to be available via Zoom or other teleconferencing software during country working hours at least twice per week. The bidder must be accessible by email and telephone (preferably mobile). The use of dependable, internet-based telecommunications application software (Zoom, MS Teams or equivalent) is required.

6. Assumptions

Niue DOE acknowledges that the bidder's work will rely upon collaboration with government departments, NGOs, IGOs, UN agencies, donors, and other relevant stakeholders including private sector representatives, youth groups, and communities. country representative hiring will therefore seek to:

- Facilitate effective liaison between the bidder and other teams undertaking related pieces of work in Niue including national government.
- Offer timely feedback on drafts submitted by the bidder.

7. Fees: The financial cost-proposal should include a detailed breakdown of the total budget proposal including: daily fees, presentation costs, travel costs, and applicable taxes.

8. Requirements and Qualification:

The Consultant(s) must meet the following criteria:



- i. Minimum post-graduate qualification and at least 8 years of experience in environment, biodiversity management, sustainable development, project management, policy development, or a related field.
- ii. Demonstrated understanding of the Convention on Biological Diversity and other Multilateral Environmental Agreements (MEAs).
- iii. Demonstrated knowledge of existing national policies, plans, and strategies related to biodiversity conservation in Niue.
- iv. Skilled personnel with expertise in biodiversity conservation, community development, and financial management.
- v. Excellent verbal and written communication and interpersonal skills in a multicultural environment.