

# REQUEST FOR TENDERS

RFT: PBS 2024- 002  
File: AP\_2/43  
Date: 13 February, 2024  
To: Interested consultants  
From: Karen Baird; Threatened and Migratory Species Adviser

**Subject: Request for tenders (RFT): Literature review and initial assessment of traditional and cultural knowledge, expressions and practices associated with seabirds in the Pacific Islands Region. (Service- based Consultancy)**

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

## 2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced **Researchers** who can offer their services to undertake a literature review and assessment of traditional and cultural knowledge, expressions and practices associated with seabirds in the Pacific Islands 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 researchers 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
- 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](mailto:procurement@sprep.org) before 26<sup>th</sup> February 2024. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 28<sup>th</sup> February 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 – 90%**

Criteria	Detail	Weighting
<b>Experience</b>	A postgraduate researcher ( in Traditional Knowledge and culture) or PhD candidate/graduate familiar with both traditional knowledge and culture and western science approaches to marine animals (ideally seabirds) in the Pacific	25
	Demonstrated experience in working on traditional knowledge and culture associated with natural resources.	10
	Demonstrated ability to work across diverse groups and individuals in academic, professional and community settings	15
	Demonstrated ability to work both individually and collaboratively	10
	Fluent in at least one Pacific Island Indigenous language	10
<b>Technical Proposal / Methodology</b>	Outline of methodology to be used for literature review.	20

**II. Financial Score – 10%**

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: 13<sup>th</sup> March 2024, 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- 002: Development of a funding proposal on traditional and cultural knowledge, expressions and practices associated with seabirds in the Pacific Islands Region. (Service- based Consultancy)**

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.

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

### **Literature review and initial assessment of traditional and cultural knowledge, expressions and practices associated with seabirds in the Pacific Islands Region:**

#### **Knowing and Conserving Pacific Seabirds: Working with Culture, Traditional Knowledge and Western Science.**

##### **1. Background.**

Seabirds are more threatened than any other bird group and this continues to deteriorate. In Oceania we have 42 suspected or breeding seabirds. However, the distribution of seabirds across the region is poorly known due to remoteness and inaccessibility as well as the lack of regional capacity for systematic surveys. Furthermore, there are some species where breeding sites have never been found such as Fiji and Beck's petrels and Heinroths shearwater. The existence of some species is also in question such as the Samoan storm petrel known only from one specimen and potentially other undescribed storm petrel species have still to be found; this is also the case of the New Caledonian storm petrel.

Seabirds are highly important to heritage, culture, totemic relationships and subsistence for many Pacific peoples. We know that seabirds played a critical role in the settlement and navigation of the Pacific, and in some countries such as Kiribati and Nauru, there is an ongoing mutualistic relationship between people and frigates, with the latter catching fish for human consumption. Annual harvesting of chicks, adults and eggs continue to be important traditional activities for some Pacific cultures and communities. Seabirds appear in many forms of cultural expressions in the region: chants, dances, oral history, crafts, clan and community motifs and designs.

SPREP's Pacific Island Regional Marine Species Programme 2022-2026 has for the first time incorporated a Seabird Action Plan and it includes actions to specifically work with traditional knowledge holders and cultural experts to understand historical and current distribution of seabirds as well as preserving and protecting knowledge and values associated with seabirds in artforms, video, audio and publications. A cultural approach focusing on understanding the relationships of communities with seabirds as well as the behaviour and distribution of seabirds would amplify and enable better synergies between Western scientific and traditional knowledge and cultural approaches. Names of birds, their relationship to places and observation in sea routes by traditional and contemporary voyagers would result in much needed data on seabirds throughout the region.

Seabirds are continuing to decline – often as the result of invasive alien species (IAS) such as rats, cats, dogs and pigs and habitat loss from logging and mining. Other threats include sea level rise disturbing atoll nesting seabirds as well as overharvesting, which may be an issue for some species and locations. In addition, direct interactions from fisheries as well as indirect impacts through overfishing and fishing down the food chain may also threaten some species and populations and plastic pollution affects a wide range of seabirds who mistake plastic for

food. Climate change is likely to continue to exacerbate impacts e.g. facilitating transfer of disease vectors and Invasive alien species.

Some communities especially those that are still reliant on seabirds for food have knowledge of species distribution and possibly also population trends. Others may have lost their connections to seabirds especially nocturnal burrowing petrels that nest high up in rugged mountains. Or perhaps only a few members of some communities still have knowledge of and interaction with these species. But much of this knowledge is contained in language and various forms of cultural expressions that are important to communities and to conservation.

Documenting traditional knowledge, language and cultural expressions in collaboration with researchers and communities, including navigation societies and cultural experts across the Pacific could help identify critical locations for seabirds which can be protected from threats and revive community interest in protecting them.

### **Pacific BioScapes Programme**

The Pacific BioScapes programme financed by the European Union has activities over the next 4 years to specifically support capacity around seabirds. Activity 1.2.1 *Regional Seabird Monitoring Training*, seeks to enhance countries capabilities to monitor species. In some cases just finding these species is a challenge and one where Traditional Knowledge (TK) and culture and Western science can work effectively together to find, monitor and protect these species.

Most Pacific countries have so far had little experience or expertise in monitoring seabirds as part of scientific or government biodiversity programmes. Some locations remain unknown to western science but may well be known by traditional communities who have always relied on their knowledge of and connections with these species. Working with these communities may reveal hitherto populations of seabirds that are unknown to western science and revive community celebration of traditional knowledge and culture associated with them.

The research to be conducted through this consultancy is a first step by providing a review of the existing literature in this area and some initial discussions with TK holders in communities in locations where these species may occur.

The intention will be for the results of this Consultancy to be presented at the first Oceania Seabirds Symposium scheduled to occur in New Caledonia in September 2024.

## **2. Objective**

The objective of this consultancy is to bring together traditional knowledge, cultural approaches and Western science to improve the conservation of seabirds across the Pacific, in targeted countries

This consultancy is targeted to review existing literature around seabirds and traditional knowledge, use and cultural traditions in the Pacific, followed by initial discussions with targeted communities, researchers and navigation societies' on their engagement with seabirds through interviews and dialogue. Also, identify areas for future research which might assist

with identifying locations where priority seabirds are thought to breed but for which there is no scientific evidence of location. For example, Heinroth's shearwater (*Puffinus heinrothi*) is a poorly known endangered seabird; its breeding grounds have not been discovered. It is believed to be breeding on Kolombangara Island and possibly Rendova Island in the Solomon Islands.

Others could include:

Beck's petrel (*Pseudobulweria becki*) known as *pato* to local people, is believed to breed on New Ireland in PNG

Fiji Petrel (*Pseudobulweria macgillivrayi*) believed to breed on Gau island in Fiji.

Samoa storm petrel (*Fregetta lineata*) known from one specimen collected in 1839, from Upolu in Samoa.



Others could include locations where documenting traditional relationships including use or in artforms will significantly contribute to a body of knowledge around seabirds both biological traditional knowledge and cultural relationships. Priority will also be given to cultural keystone seabird species.

### **3. Description of Services**

SPREP is seeking the services of a researcher to conduct a literature review and undertake initial discussions with TK holders in targeted countries (to be agreed). To achieve the following outputs /deliverables;

1. Literature review of TK and culture associated with seabirds.
2. A report on discussions with TK holders about seabirds
3. A final report summarising findings and recommendations for future research.
4. A presentation on the findings at the Oceania Seabird Symposium

### **4. Remuneration**

The budget for this service is **up to USD 6,000** payable on achieved milestones accepted by the Threatened and Migratory Species Adviser and Pacific BioScapes Programme Manager.

SPREP may and will only cover Travel costs (airfare and accommodation) to attend the Oceania Seabird Symposium conference in Noumea in September 2024, alternatively, the presentation can be done virtually.

### **5. Duration**

The duration of this consultancy is expected to be 6 months (To end of September 2024).



## **6. Key Selection Criteria**

Requirements for the researcher;

1. A postgraduate researcher (in traditional knowledge and culture) or PhD candidate/graduate familiar with both traditional knowledge and culture and Western science approaches to marine animals (ideally seabirds) in the Pacific.
2. Associated with a Pacific University for access to library resources.
3. Demonstrated experience in working on traditional knowledge and culture associated with natural resources including Pacific species of seabirds.
4. Demonstrated ability to work across diverse groups and individuals in academic, professional and community settings.
5. Demonstrated ability to work both individually and collaboratively.
6. Fluent in at least one Pacific Island Indigenous language.

## **7. Work arrangement**

The main duty station of the researcher is Home- based.

The Researcher will be expected to provide and cover the costs of their own, laptop/computer equipment and associated software and stationery as part of the contract agreement.