



**SPREP**

Secretariat of the Pacific  
Regional  
Environment Programme

**PROE**

Programme régional  
océanien de  
l'environnement

# Invitation: list of experts

File: FN 1/7 – Procurement  
Date: 12th January 2011  
To: Interested suppliers  
Contact: Ms Alofa Tuuau, Finance Manager [alofat@sprep.org](mailto:alofat@sprep.org)

Subject: **Multi-use list of experts for potential consultancies**

## 1. Background

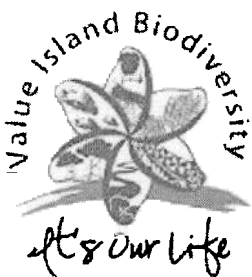
- 1.1. The Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands to protect and improve their environment and ensure sustainable development.
- 1.2. For more information, see: [www.sprep.org](http://www.sprep.org).

## 2. Specifications: statement of requirement

- 2.1. From 2011, SPREP will undertake a 'select tender' process for certain consultancy contracts, by requesting quotes from pre-qualified suppliers who are registered on a list of experts, rather than advertising the consultancies.
- 2.2. SPREP is thus inviting applications for membership on this list of experts, from specialists in the following areas:
  - a. Climate change;
  - b. Biodiversity and ecosystem management;
  - c. Pollution prevention and waste management;
  - d. Environmental monitoring and governance; and
  - e. Corporate and cross-cutting issues.

Once the list of experts is established, SPREP may use it to identify potential suppliers for consultancies valued at less than US \$40,000. SPREP may also share the list with Pacific island governments that may engage consultants at the national level.

- 2.3. The technical specifications, timeframes and terms of reference for each consultancy will be determined on a case-by-case basis. Inclusion in the list of experts does not guarantee that a potential supplier will be offered a consultancy contract with SPREP.



- 2.4. The list of experts will be operational from March 2011, updated as necessary, and remain open to applications until December 2012. Potential suppliers are encouraged to apply as soon as possible.

### 3. Conditions: information for applicants

- 3.1. To be included on the list of experts, interested suppliers must demonstrate an ability to provide scientific or technical advice in one or more of the fields stated in the application form (attached).

### 4. Submission guidelines

- 4.1. The application should be brief, and should outline skills, qualifications and consultancy experience that demonstrate that the interested supplier is capable of providing high-level technical advice or policy development.

### 5. Evaluation criteria

- 5.1. SPREP will include potential suppliers on the list of experts if SPREP confirms their application satisfies the following criteria:
- 5.2. Ability to provide quality services under a consultancy contract and in a timely manner.
- 5.3. Demonstrated experience in providing services under one or more of the expert categories, or sufficient skills or qualifications that would equip the potential supplier to provide such services.
- 5.4. Relevant experience in the Pacific Islands region (this would be an advantage rather than a requirement).

### 6. Deadline

- 6.1. Potential suppliers should submit their applications by 20 February 2011, as the list may be used for select tender processes from March 2011. However, applications will remain open until December 2012.
- 6.2. SPREP will advise all applicants whether they have been successful or unsuccessful in applying for inclusion on the list of experts.
- 6.3. Please send applications, marked 'LIST OF EXPERTS: Application,' to:  
Email: [alofat@sprep.org](mailto:alofat@sprep.org).  
Mail: SPREP, Attention: Finance Manager  
PO Box 240, Apia, SAMOA.

# SPREP List of Experts

For scientific and technical consultancies

## Application

Please complete the following tables and indicate clearly the specialist skills and experience your organisation or you as an individual seek to provide to SPREP.

### 1. Company details (if applicable)

Organisation name	
Location (country)	
Phone number	
Web site	
Postal address	

### 2. Individual / primary contact details

Name	
Location	
Title / position	
Phone number	
Email	
Postal address	

### 3. Declaration

I declare that the information in this application is accurate and that my organisation is willing to be invited by SPREP or SPREP Member countries and territories to tender for future consultancy opportunities in the indicated fields.

Signature	
Name	
Title / position	
Date	

**4. Business of consultant / organisation**

Introduce your core business, as an individual or team, in consultancy services.

**5. Curriculum vitae of personnel**

Briefly introduce your personnel who would be available to provide consultancy services (please attach separate CVs for personnel to your application).

**6. Technical skills**

Outline your or your organisation's technical or specialist skills that you can offer.

**7. Experience**

Outline your or your organisation's experience in providing services similar to those that may be required by SPREP.

**8. Locations**

Outline the locations where you or your organisation have worked and can provide services.

## 9. Services

Please indicate in the tables below your or your organisation's experience in providing similar services to those that might be required by SPREP or its Members, or your or your organisation's skills or qualifications that would equip you to provide such services.

(a) Climate change	High level or current experience in providing similar services (what, where and when)	Previous experience in providing similar services (what, where and when)	Skills / qualifications of staff (explain)
Adaptation to climate change – technical advice			
Climate change mitigation – technical advice			
Climatology / meteorology – technical advice			

(b) Biodiversity and ecosystem management	High level or current experience in providing similar services (what, where and when)	Previous experience in providing similar services (what, where and when)	Skills / qualifications of staff (explain)
Marine species scientific or technical advice			
Terrestrial species scientific or technical advice			
Invasive species scientific or technical advice			
Protected area management			
Ecosystem management			

<b>(c) Pollution prevention and waste management</b>	<b>High level or current experience</b> in providing similar services (what, where and when)	<b>Previous experience</b> in providing similar services (what, where and when)	<b>Skills / qualifications of staff</b> (explain)
Marine pollution technical advice			
Land-based pollution technical advice			
Waste management technical advice			

<b>(d) Environmental monitoring and governance</b>	<b>High level or current experience</b> in providing similar services (what, where and when)	<b>Previous experience</b> in providing similar services (what, where and when)	<b>Skills / qualifications of staff</b> (explain)
State of the environment indicators – development and monitoring / modeling and scenario development			
National environmental management strategies			
Natural resources management policy			
Biological/environmental research (please specify)			
Sustainable development policy			
Environmental impact assessments (EIA / SEA etc.)			
Multilateral environment agreements: negotiation / reporting / preparatory meetings / finance mechanisms (please specify)			

<b>(e) Corporate and cross-cutting issues</b>	<b>High level or current experience in providing similar services (what, where and when)</b>	<b>Previous experience in providing similar services (what, where and when)</b>	<b>Skills / qualifications of staff (explain)</b>
Strategic planning			
Project design, development and peer-review			
Financial management			
Human resources			
Network development and facilitation			
Capacity building training			
Knowledge management (including databases)			
Education resource development			
Editing			
Website content and design			
Layout and design of print material			
Multimedia production (films etc.)			
English-French translation			