



SPREP

Secretariat of the
Pacific Regional
Environment Programme

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12 March 2009

To: Interested Suppliers

Subject: *Request for tenders:*
**Consultancy to assist SPREP Secretariat Develop
2011-2015 Strategic Plan**

The Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among 21 Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.

1. Background

The 20th SPREP Meeting in 2009 endorsed preparation of a new regional Strategic Plan (SP) 2011-2015 to replace the Action Plan 2005-2009 as required under the 1993 SPREP Agreement. SPREP Member countries and territories have agreed to produce a coherent and achievable Strategic Plan for adoption at the SM21 in 2010. The new Strategic Plan will integrate the objectives of the Action Plan as defined in the Agreement and the Secretariat's Strategic Programmes that guide the work of the Secretariat in assisting Pacific island countries and territories (PICTs). Achieving effective integration will require an approach that better links Secretariat programmatic support and outputs with Member environmental management and development goals/targets, that together will help to deliver improved environmental outcomes in the region.

2. Process for Developing the 2011-2015 Strategic Plan

The Secretariat is engaged in a consultative and participatory process with SPREP Member countries and territories, as well as SPREP staff and key partners, in the development of the new Action Strategy. The process comprises:

- 2.1 establishment of a Secretariat task force to oversee development of the 2011-2015 Strategic Plan;
- 2.2 distribution of a questionnaire to all Members to gather key input on their views on the effectiveness of the previous Action Plan in its goals and implementation, national and regional priorities that should be addressed in the 2011-2015 Strategic Plan, and other relevant issues;
- 2.3 distribution of questionnaires to Secretariat programme staff and key partners to gather input on their views on the effectiveness of the previous Action Plan in its goals and implementation, national and regional priorities that should be addressed in the 2011-2015 Strategic Plan, and other relevant issues;
- 2.4 in-country follow-up of questionnaires by the Secretariat;
- 2.5 convening 2 sub-regional meetings with SPREP Member countries and territories to consolidate regional input;
- 2.6 design and preparation of the draft Strategic Plan, and distribution to Members for review;



- 2.7 refinement of draft Strategic Plan; and
- 2.8 submission to 21st SPREP Meeting in September 2010.

3. Terms of Reference of the Consultancy

SPREP requires a consultant to assist the Secretariat in its development of the 2011-2015 Strategic Plan, with the specific tasks:

- 3.1 collate and interpret responses from SPREP Member countries and territories (PICTs) to the questionnaire distributed by the Secretariat;
- 3.2 design, convene and facilitate 2 sub-regional meetings of SPREP Members in Guam and Fiji in collaboration with the Secretariat to consolidate input from PICTs and partners in terms of defining needs, issues, priorities and recommendations for consideration in the development of the new strategy;
- 3.3 prepare an analytical report on the outcomes and recommendations of the sub-regional meetings;
- 3.4 advise and work with the Secretariat Strategy Taskforce to prepare a synthesis assessment of strategy priorities and needs based on responses from PICTs and partners, and input from SPREP programme staff;
- 3.5 advise and work with the Secretariat Strategy Taskforce to develop the draft new strategy for circulation to SPREP Member countries and territories.

4. Consultant Expertise Required

- 4.1 Extensive experience and proven track record in organisational strategic planning and consultative stakeholder engagement, preferably in the Pacific islands region.
- 4.2 Extensive experience and proven track record in consultative and participatory stakeholder engagement, preferably in the Pacific islands region.
- 4.3 Familiarity, and preferably previous working experience with, the role and operations of regional organisations in the Pacific, especially SPREP.
- 4.4 Comprehensive understanding of the main environmental and developmental issues in the Pacific islands region preferred.

Proven ability to deliver required outputs within tight deadlines.

5. Timeframe

5.1 Follow-up to questionnaire (5 days)	April-May 2010
5.2 Designing, convening and facilitating 2 sub-regional SPREP Members meetings and prepare a report on the outcomes (15 days)	May 2010
5.3 Work with Secretariat Strategy Taskforce to prepare a synthesis assessment of strategy priorities and needs (5 days)	May-June 2010
5.4 Work with Secretariat Strategy Taskforce to develop draft new Strategic Plan (5 days)	May-June 2010

Total number of days: 30

6. Evaluation criteria

SPREP will select a preferred supplier on the basis of SPREP's evaluation of the extent to which the tender documents received demonstrate that the consultant can meet the ToR requirements set out above, show evidence of a proven track record in the required expertise and meet budgetary requirements.

7. Due date for submission of the tender is: 6 April 2010

Please send all tenders clearly marked "TENDER: Consultancy SPREP 2011-2015 Strategic Plan" to:

Director
SPREP
Attention: Stuart Chape
PO Box 240
Apia
Samoa

Tenders may also be sent via email with the subject line: "TENDER: Consultancy SPREP 2011-2015 Strategic Plan" to Stuartc@sprep.org or by fax to +685.20231.

8. Additional Information

The 2005-2009 SPREP Action Plan can be viewed or downloaded at:

http://www.sprep.org/att/publication/000382_ActionPlan2005_2009.pdf

The Strategic Programmes document can be viewed or downloaded at:

http://www.sprep.org/att/publication/000383_SPREP_SP_2004_2013.pdf

If you need further clarification please email Stuartc@sprep.org or phone +685.21929 ext 208