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REQUEST FOR TENDERS

RFT: 2026-042
File: AP_5/4/11
Date: 29 September, 2026
To: Interested service providers
From: Nicolas Rocle, Marine Environment and Conservation Specialist

Subject: Request for Tenders (RFT): Guidelines for Identifying, Recognising and Strengthening Coastal and Marine Other Effective Area-based Conservation Measures (OECMs) in Pacific Island region

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. This tender is part of the "Pacific Ocean Initiative - Sustainable protection and management of coastal and marine ecosystems for community resilience", funded by the French Development Agency (AFD). With a budget of €8 million, the Pacific Ocean Initiative aims to strengthen regional and local capacities, knowledge and expertise sharing, and decision-support tools for sustainable management of marine and coastal resources and ecosystems to the benefit of Pacific Islands countries and communities.

1.4. For more information, see: www.sprep.org .

2. Specifications: statement of requirement

2.1. SPREP wishes to seek services of a consulting team to develop regional and comprehensive guidelines supporting Pacific Island Countries and Territories in strengthening the understanding, identification, recognition, and operationalisation of coastal and marine Other Effective Area-based Conservation Measures (OECMs).

2.2. The Terms of Reference for this consultation are provided 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://www.sprep.org/attachments/Publications/Corporate_Documents/spreporganisationalvalues-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.

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3. Conditions: information for applicants

3.1. To be considered for this tender, interested suppliers 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).*

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** and an **integrity 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 applicant 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 individual'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*)

b) **Declaration of honour**

c) **Statement of integrity**

d) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.

e) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.

f) **Financial Proposal** containing a detailed cost breakdown and schedule of priced tasks in accordance with the Deliverables/Timeline section of the Terms of Reference.

g) Where applicable, please provide:

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i. Business registration/licence (for entities/suppliers in accordance with applicable national legislation).
ii. Tax Identification Number (NIF) letter (if applicable for suppliers under national legislation).

4.3. Provide three references relevant to this tender, including one reference for 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. The financial proposal must be submitted in USD and include all associated taxes.

4.9. 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 14 October 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 16 October 2026.

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 service provider 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:

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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	Details	Weighting
Experience, Qualifications and Resources	The tenderer shall demonstrate:	
	a) Advanced degree in environmental policy, conservation science, natural resource management, or a related field. Minimum of 7–10 years of relevant experience in biodiversity conservation and governance in the Pacific Island region.	10%
	b) Demonstrated expertise and knowledge of the Convention on Biological Diversity (CBD) and OECM framework, including IUCN, FAO OECM guidelines and related initiatives.	15%
	c) Demonstrated expertise and knowledge with coastal and marine fisheries management; Pacific customary tenure and legal expertise; Indigenous rights and Free, Prior and Informed Consent (FPIC); marine ecology and biodiversity monitoring; GIS and sensitive-data governance; GEDSI; and participatory facilitation and practical tool development. Demonstrated experience with legal/policy analysis and incentive mapping.	15%
Methodology / Technical Proposal	d) General approach – demonstrated understanding of the objectives, scope of work, challenges and expected outcomes. Quality and appropriateness of the proposed methodology, including the approach to conducting legal and policy review, institutional analysis, spatial mapping, costing analysis, and stakeholder consultations and engagement.	25%
	e) Proposed timeline and workplan, including the proposed approach to delivering the assignment and conducting the stakeholder consultations and regional dialogue sessions to present key findings, gather feedback, and support validation of the guideline and associated tools.	15%

II. Financial score – 20%

A detailed budget must be provided by the tenderer(s) according to the approach, methodology, and deliverables proposed in their offer.

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

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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: 30 October 2026 at 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 2026-042: **Guidelines for Identifying, Recognising and Strengthening Coastal and Marine OECMs in Pacific Island region**

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.

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.

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Annex A: Terms of Reference

Guidelines for Identifying, Recognising and Strengthening Coastal and Marine OECMs in Pacific Island region

A. Background Information and Rationale

The Secretariat of the Pacific Regional Environment Programme (SPREP) works with its members and partners to strengthen regional and national capacity, coordinate environmental initiatives, and support the implementation of international environmental commitments, including the Kunming-Montréal Global Biodiversity Framework. As such, and through the Pacific Area-based Conservation Network (PACoN), SPREP is committed to further support member countries and territories to engage with and progress on Other Effective Area-based Conservation Measures (OECMs), as recognised under the Convention on Biological Diversity (CBD) through Decision 14/8. OECMs are areas outside of designated protected areas that achieve long-term conservation of biodiversity through effective governance and sustainable management practices.

Across the Pacific, many areas - including those under traditional management, community-based resource management, or sector-based controls - may already qualify as potential OECMs. However, understanding, recognition, and reporting of OECMs remain in the early stages. Key challenges include unclear governance arrangements, limited awareness of OECM criteria, and insufficient alignment with national policy and legal frameworks. Addressing these gaps will contribute to the Global Biodiversity Framework (GBF), specifically Targets 3 and 10, while also contributing to other targets and more broadly to conservation efforts and networks across the region. Based on other experiences and the Tiaki Moana Workshop held in 2025 in French Polynesia[1], indigenous and traditional leadership and ownership, equity and justice, and sustainability are critical elements to advancing OECM work in the Pacific and ensuring effective, transparent and fair processes.

SPREP is seeking the services of a qualified consultant or group of consultants to conduct the work described in following sections, supported through the "*Pacific Ocean Initiative - Sustainable protection and management of coastal and marine ecosystems for community resilience*", funded by the Agence Française de Développement (AFD) over the period 2025-2030. The Pacific Ocean Initiative aims to strengthen regional and local capacities, knowledge and expertise sharing, and decision-support tools for sustainable management of marine and coastal resources and ecosystems to the benefit of Pacific Islands countries and communities.

The project consists of the following components:

- Component 1, implemented by SPREP: Strengthening regional collaboration and national capacities for the conservation of biodiversity and critical marine and coastal ecosystems;
- Component 2, implemented by the Pacific Community (SPC): Enhancing regional and community capacities to support the sustainable co-management of coastal and marine resources and ecosystems at the local and community level;
- Component 3, implemented by SPREP: Project management, monitoring, and evaluation.

[1] Short, K., Hikuroa, D., Nikitine, J., & Rowland, S. (Eds.). (2025). *Tiaki Moana: Pacific wisdom and community action for ocean protection*. Blue Cradle Foundation. Tiaki-Moana-Report.pdf.

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As a regional initiative, eligible countries under the Pacific Ocean Initiative are the following: Fiji, Kiribati, Federated States of Micronesia, Marshall Islands, Solomon Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Tonga, Tuvalu, Vanuatu, Tokelau, Timor-Leste, New Caledonia, French Polynesia, and Wallis and Futuna.

B. Specific Objectives and Scope of work

The overall objective of this consultancy is to support Pacific Island Countries and Territories to strengthen the understanding, identification, recognition, and operationalisation of coastal and marine Other Effective Area-based Conservation Measures (OECMs). Based on existing guidance, tools and platforms (esp. https://oecm.info/), the guidelines aim to provide national governments and authorities, regional partners, NGOs and CSOs with comprehensive and Pacific-specific guidance and tools to navigate and engage with coastal and marine OECMs.

Guiding approach: OECM recognition shall be voluntary, evidence-based and applied flexibly on a case-by-case basis. It shall complement, and not replace or weaken, existing protected areas, customary tenure, locally managed areas, community-based management systems or other nationally recognised conservation arrangements. Recognition shall not transfer ownership, tenure or management authority, restrict customary sustainable use that is consistent with biodiversity outcomes, or be pursued solely to increase reported area coverage.

Specifically, the consultancy will undertake:

1. Legal and Policy Review - Conduct a review of national legal frameworks, policies, strategies, and regulatory instruments relevant to Other Effective Area-based Conservation Measures (OECMs) in Pacific Island countries and territories[2]. The review will assess alignment with CBD and other international guidance on OECMs (IUCN and FAO guideline), identify existing enabling legislation, examine policy and regulatory gaps, and provide recommendations to strengthen national mechanisms for the recognition, reporting, and operationalisation of OECMs.

The review shall distinguish protected areas from OECMs and identify circumstances where existing national or customary recognition is already appropriate and should not be converted to an OECM. It shall also assess tenure, resource and access rights; customary and statutory governance; data and intellectual-property protections; consent requirements; grievance and appeal mechanisms; and procedures for updating or withdrawing national recognition and World Database-OECM records.

2. Institutional Analysis - Map and analyse regional/national institutional roles and responsibilities related to conservation outside formal protected areas, including those of national and sub-national government agencies, customary governance structures, local communities and Indigenous Peoples, NGOs and civil society organisations, private sector actors, research institutions, and development partners. Based on this analysis, the consultant(s) will recommend appropriate institutional arrangements and governance mechanisms to support transparent, inclusive, and effective recognition and management of OECMs.

Recommendations shall include options for an accountable national recognition or review body with appropriate representation from environment and fisheries authorities, Indigenous Peoples and local communities, customary rightsholders, women, youth, small-scale fishers, private governance authorities and relevant technical experts. Proposed arrangements shall

[2] Although Cook Islands is not among the Pacific Ocean Initiative's eligible countries, the Takitumu Conservation Area will be included as case study and lessons learned within the expected Guidelines, however no in-country mission nor expenses solely pertaining to Cook Islands will be deemed eligible.

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include transparent decision criteria, management of conflicts of interest, documented reasons for decisions, and accessible review, grievance and appeal procedures.

3. Consent-based Opportunity Analysis and Spatial Information for Potential Coastal and Marine OECMs - Conduct an indicative opportunity analysis of categories of areas outside formal protected areas that may warrant voluntary site-level OECM assessment, including community-managed conservation areas, locally marine managed areas (LMMAs), customary tenure areas, private conservation areas, community-based fisheries management (CBFM), and other sustainably managed seascapes. The analysis will integrate available GIS datasets, biodiversity information, and governance data to support evidence-based identification and decision-making on potential OECM sites.

Spatial or database screening shall not, by itself, determine that an area qualifies as an OECM. No individual customary area, locally managed area or other site shall be publicly identified, mapped, nominated, assessed or reported without the participation and Free, Prior and Informed Consent (FPIC) of the relevant governance authority and rightsholders.

4. Costing and Incentive Analysis - Conduct an analysis of the financial requirements associated with OECM recognition and management, including costs related to identification, assessment, monitoring, reporting, and governance. The analysis will also examine financial and non-financial incentives that encourage OECM recognition, explore the relationship between livelihoods and conservation outcomes, and identify potential financing mechanisms to support the long-term sustainability of OECMs.

The analysis shall separately estimate national system costs and site-level costs for participation, assessment, recognition, management, compliance and enforcement, ecological and governance monitoring, reporting and periodic reassessment. It shall identify who bears costs and who receives benefits; avoid shifting unfunded burdens to customary owners and local managers; address equitable benefit-sharing and risks of elite capture or perverse incentives; and ensure that reporting requirements do not divert resources from effective management.

5. Development of OECM Criteria, Processes, and Procedures - Develop guidance outlining national or regional principles, criteria, and procedures for identifying and recognising OECMs, aligned with CBD guidance, IUCN guidance on OECMs, and national biodiversity objectives. The guidance will describe clear processes for screening potential OECM sites, conducting detailed assessments, ensuring Free Prior and Informed Consent (FPIC), formal recognition, and ongoing monitoring and reporting.

Temporary and cyclical closures: The guideline shall include specific decision guidance for tabu, tambu, tapu, kapu, rāhui and other temporary or periodically harvested closures. It shall distinguish short-term closures from durable management regimes and assess whether closure duration, reopening frequency and harvest intensity, area, compliance, broader management rules and ecological recovery can deliver sustained long-term biodiversity and ecosystem-function outcomes. It shall also explain when assessment of a broader customary management area containing closure zones may be appropriate.

Evidence and criteria: The site-level assessment shall address all CBD/IUCN criteria and subcriteria, including whether the area is other than a protected area; is geographically defined; has legitimate, equitable and durable governance and management; contains identified biodiversity values; is subject to implemented measures that address relevant threats; and achieves positive and sustained long-term in-situ biodiversity outcomes while maintaining ecosystem functions, services and locally relevant cultural, spiritual and socioeconomic values. The tools shall specify acceptable evidence, use of scientific and traditional knowledge, treatment of uncertainty, reasons for assessment decisions, and circumstances in which a site does not qualify.

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Assessment pathway: The guideline shall distinguish and provide decision gates for: (i) voluntary nomination or identification; (ii) initial screening; (iii) full site-level evaluation; (iv) national recognition or confirmation; (v) reporting to the WD-OECM; (vi) monitoring and periodic reassessment; (vii) strengthening management where appropriate; and (viii) correction, suspension or withdrawal where an area no longer meets the criteria or the governance authority withdraws its support.

6. Development of Tools and Templates – Based on existing guidance and resources, develop practical tools to support the implementation of OECMs, including screening tools, assessment templates, monitoring frameworks, and reporting formats aligned with UNEP-WCMC WD-OECM standards. These tools will be refined and discussed during the consultancy, and should enable a consistent approach for identifying, assessing, monitoring, and reporting OECMs across Pacific Island countries and territories.

7. Preparation of Guideline and Supporting Documents - Prepare a comprehensive guideline summarising the findings from the legal and policy review, institutional analysis, spatial mapping, and costing and incentive analysis, and provide clear recommendations for operationalising OECMs. The consultant(s) will also prepare a concise policy brief highlighting key recommendations and develop presentation materials to support regional dialogue and stakeholder engagement.

The guideline shall contain worked Pacific case studies illustrating measures that clearly qualify, may qualify if strengthened, and do not qualify. At minimum, examples shall address customary and community governance, fisheries area-based measures, temporary and cyclical closures, private or sectoral governance, and the Cook Islands Takitumu OECM recognition process. The guideline shall include a clear statement that identification or recognition of an OECM does not, by itself, change tenure, ownership, access rights or governance authority.

The guidelines will specifically look at coastal and marine OECMs, highlighting some of the key differences, challenges and opportunities for coastal OECMs (related to traditional conservation areas, community-based fisheries management, etc.) and marine OECMs, including fisheries area-based management measures and relevant regional and transboundary cooperation within national jurisdictions.

C. Approach and Methodology

The consultant or consortium are expected to employ a participatory, evidence-based methodology that includes:

- Desk review of relevant literature, policy documents and frameworks, case studies and existing guidelines;

- Consultations (surveys, key informant interviews, etc.) with national government agencies, customary leaders, community representatives, conservation organisations, and regional partners to gather input and strengthen stakeholder engagement on OECMs;

- Engagement with Indigenous Peoples, local communities and customary rightsholders shall begin during methodology design and continue through assessment, validation and finalisation. Information shall be provided in culturally appropriate and accessible forms and, where practicable, relevant local languages. FPIC shall be obtained before any site-level assessment, mapping, nomination, recognition or reporting, and shall include clear information on possible legal, tenure, regulatory, financing, data-sharing and management implications, the right to decline

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without losing existing support, and any options for placing conditions on or withdrawing participation.

- Ensure relevant and fair representativeness of Pacific Island contexts and situations, especially between Melanesia, Micronesia and Polynesia, including SPREP Member territories;

- Online regional OECM dialogue, through SPREP and the Protected Area-based Conservation Network (PACoN) to present findings, validate recommendations, and obtain feedback from key partners and stakeholders;

- A Human-Rights based approach, ensuring Gender Equity, Disability and Social Inclusion (GEDSI) and other key environmental justice considerations are critical elements integrated throughout. The methodology shall explain how customary governance and legislations will be respected; how women, youth, persons with disabilities, small-scale fishers and potentially marginalised rightsholders will participate meaningfully; how intra-community differences will be addressed; and how complaints, disputes and risks of adverse impacts will be identified, prevented and remedied.

The methodology should be refined and detailed in the Inception Report following consultations with SPREP and other relevant stakeholders.

D. Deliverables and Milestones

The incumbent should perform the above tasks according to the following schedule and deliverables.

1. **Inception Report** – An inception report outlining the proposed methodology, detailed workplan, timeline, and proposed structure of the guideline document for the assignment. The report will also clarify the approach for consultations, data collection, and analysis.

2. **Draft Guideline Document** – Preparation of a draft guideline document on the identification, recognition, and strengthening of Other Effective Area-based Conservation Measures (OECMs) in Pacific Island countries. The document will be informed by the legal and policy review, institutional analysis, spatial mapping, costing analysis, and stakeholder consultations undertaken during the consultancy, and will be developed in close consultation with SPREP technical staff and relevant partners and stakeholders.

   The draft submission shall be accompanied by: (i) a regional legal and institutional baseline or country matrix; (ii) a consultation and rightsholder-engagement report; (iii) the consent-based opportunity-analysis methodology and data-governance protocol; (iv) a fisheries OECM technical module; and (v) a response matrix showing how stakeholder feedback has been considered.

3. **Supporting Tools and Materials** – Development of practical tools, forms, and templates to support the screening, assessment, verification, registration, monitoring, and reporting of OECMs. These tools will be included as annexes to the guideline document and aligned with UNEP-WCMC reporting standards where appropriate. Preparation of PowerPoint presentations and supporting materials for stakeholder consultations and regional dialogue sessions to present key findings, gather feedback, and support validation of the guideline and associated tools.

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Supporting materials shall also include a training package, facilitator guide, worked Pacific case studies and a machine-readable WD-OECM reporting template and data dictionary. All tools shall be pilot tested with a representative selection of government, Indigenous and community, fisheries and other governance actors from Melanesia, Micronesia and Polynesia before finalisation.

4. **Final Guideline Document** – Final version of the "Guidelines for Identifying, Recognising, and Strengthening Coastal and Marine OECMs in Pacific Island region". The final documents of all presentation materials, tools, forms, and templates will be attached as annexes to the Guidelines. The policy brief will be a separate document.

Payment release for all deliverables will be within 15 days from the date of meeting the following conditions:

- SPREP Protected Area Officer with concurrence from Project Manager – Pacific Ocean Initiative written acceptance of the quality of the outputs; and
- Receipt of invoice from the Service Provider.

This consultancy is expected to be completed over an 8-month period. The detailed timeline will be agreed upon during the inception phase. At inception, the consultant shall assess the feasibility of comprehensive jurisdiction-level analysis across all eligible countries and territories within the available period. Where complete coverage is not practicable, the inception report shall propose a transparent sampling or tiered approach that retains regional applicability and representative participation from Melanesia, Micronesia and Polynesia, for SPREP approval.

Deliverables	**Payment milestones**	**Due date**	**Payment %**
Deliverable 1. Inception report	Upon submission and approval of inception report	10 days following the inception meeting	20%
Deliverable 2. Submission of first draft "Guidelines for Identifying, Recognising, and Strengthening Coastal and Marine OECMs in Pacific Island region"	Upon submission of draft "Guidelines for Identifying, Recognising, and Strengthening Coastal and Marine OECMs in Pacific Island region"	5 months following contract start date	30%
Deliverable 3. Supporting documents, tools and materials: - All tools, forms, and templates to be attached as annexes in the Guidelines - A draft policy brief highlighting key findings and recommendations - PowerPoint and other materials to be presented at a PACoN meeting to present key findings and recommendations.	All tools, forms, and templates are attached as annexes in this main document	6 months following start date	25%

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Deliverable 4. After compiling inputs from stakeholder consultation and/or validation meeting, satisfactory submission of: - Final version of "Guidelines for Identifying, Recognising, and Strengthening Coastal and Marine OECMs in Pacific Island region". - The final documents of all presentation materials, tools, forms, and templates are attached as annexes, whereas the policy brief will be a separate document.	Upon satisfactory submission of the Guideline document with attachment of all tools, forms, and templates, including inputs from partner and stakeholder consultation meeting.	7 months following contract start date	25%

E. Required Qualifications

- Given the multidisciplinary scope, proposals from consortia are encouraged. Collectively, the team shall demonstrate expertise and knowledge of IUCN and FAO OECM guidelines; coastal and marine fisheries management; Pacific customary tenure and legal expertise; Indigenous rights and FPIC; marine ecology and biodiversity monitoring; GIS and sensitive-data governance; GEDSI; and participatory facilitation and practical tool development.
- Advanced degree in environmental policy, conservation science, natural resource management, or a related field
- Minimum of 7–10 years of relevant experience in biodiversity conservation and governance in the Pacific Island region
- Demonstrated experience with legal/policy analysis and incentive mapping
- Strong stakeholder engagement experience, especially in Pacific Island contexts
- Familiarity with the CBD and OECM framework
- Excellent research, writing, and presentation skills
- Fluency in English; knowledge of Pacific languages is an asset

F. Work Arrangements

- Duty Station: Home-based. Travel to Pacific Island countries or territories, if there is any, must be included within the financial offer.
- Supervision: The consultant will report to the Project Manager - Pacific Ocean Initiative and the SPREP Protected Area Officer within the Biodiversity Conservation Programme at SPREP.
- Support: SPREP will support consultations with relevant partners and stakeholders, especially through the Protected Area-based Conservation Network (PACoN), a working group under the Pacific Island Roundtable for Nature Conservation and Protected Areas (PIRT). SPREP will also use opportunities of regional convenings or workshops to organise consultations or validation.

The Consultant or Consultancy Firm shall remain responsible for the quality, accuracy and timely delivery of all outputs.

All reports, designs, databases, and other materials developed under this assignment shall become the property of SPREP and shall be provided in editable electronic formats where applicable.

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The Consultant or Consultancy Firm shall not publish, distribute or otherwise use the outputs of the assignment without the prior written approval of SPREP.

G. Financials

All activities carried out as part of this work, including consultations, and travels if there is any, must be included within the financial offer.

The maximum budget allocated for this work is USD 72,440. Offers which are above the maximum budget allocated will not be considered for review and selection.