

REQUEST FOR TENDERS

RFT: 2021/024
File: AP 4/12/18
Date: 15 March, 2021
To: Interested suppliers
From: Paul Anderson – Inform Project Manager

Subject: Request for tenders: Papua New Guinea Inform Project Consultant

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 would like to call for tenders from qualified and experienced consultants who can work with PNG Conservation and Environment Protection Authority (CEPA) to help improve their environmental data management and reporting.
- 2.2. The successful applicant will need to provide the details of works required as referred to in the attached Terms of Reference within 9 months of the consultancy start date.
- 2.3. The Terms of Reference and the specific statement of work for the consultancy are set out in Table 1.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
 - i. Must be currently residing in Port Moresby, PNG.
 - ii. Submit details of qualification and previous relevant experience working in environmental data management and reporting in the region.
 - iii. Submit a CV to demonstrate the consultant has the relevant experience, skills and qualifications to carry out this contract successfully.
 - iv. Provide three references relevant to this tender submission, including the most recent work completed
 - v. Provide examples of prior relevant work outputs.
 - vi. Complete the **tender application form** – (please note you are required to complete all areas in full as requested on the form, particularly the statements to demonstrate you meet

the selection criteria – DO NOT refer us to your CV or your Technical Proposal. Failure to do this will result in the application not being considered).

- vii. Sign the **Conflict of Interest form**.
- viii. 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/sprep-organisational-values-code-of-conduct.pdf

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above 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 outline the interested supplier's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs (in USD) and include:
 - i. A work plan, schedule of activities and financial proposal. Please note all costs, including taxes, facilities, insurance, and travel and associated costs, should be included in the financial proposal. Submitted proposals will be evaluated based on best value for money.
- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 17 March 2021. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 19 March 2021.

6. Evaluation criteria

- 6.1. SPREP will select a preferred supplier 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 tenderer satisfies the following criteria:
 - i. Minimum Bachelor of Science level qualifications in Environmental Science or related field and more than 5 years experience working in areas of environmental management, policy or planning (10%);
 - ii. Demonstrated experience working with online environment data portals and reporting tools in the Pacific (25%)
 - iii. Demonstrated working knowledge of PNG government processes and policies (30%)
 - iv. Detailed workplan and schedule of activities (20%)
 - v. Detailed financial proposal (15%)

7. Deadline

- 7.1. **The due date for submission of the tender is: 05 April 2021, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked 'RFT 2021/024: Papua New Guinea Inform Project Consultant' to one of the following methods:

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.

For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website
<http://www.sprep.org/accountability/complaints>

**ATTACHEMENT
TERMS OF REFERENCE
PAPUA NEW GUINEA INFORM PROJECT CONSULTANT 2021**

1. Background

The UNEP-GEF funded Inform project are working with the Conservation and Environment Protection Authority (CEPA) to improve environmental data management and reporting. CEPA have requested the Inform to support a consultancy in 2021 to build on existing work. Key outputs will include: updating a subset of the 2020 SoE indicators in the IRT, mapping indicators in IRT to additional reporting obligations, applying SoE indicators to national and international reporting obligations in IRT, capacity built and support provided in the PNG data portal and IRT, establish mechanisms for the management and exchange of environmental data through the PNG data working group, and develop a sustainability plan for Inform project outputs. In the course of the consultancy, identify the impacts of some strategic directions contained in the PNG National Environment Management Strategies (NEMS) towards national planning and policy development processes.

2. Scope of work

The consultant will work with the CEPA to build on the work funded through the Inform project. The specific consultancy tasks and deliverables are outlined in **Table 1**.

Table 1. Key tasks and deliverables

Task	Deliverables	Timing¹	Metric
Update SoE indicators	Five SoE indicators are updated in the IRT	Five indicators updated by 30 th September 2021 (Tranch 3) Further five indicators updated by 31 st December 2021 (Tranch 4)	10 indicators with new data in IRT
Map IRT indicators to reporting obligations	SoE indicators in IRT are mapped to two additional reporting obligations	SoE indicators mapped to one reporting obligation by 30 th June 2021 (Tranch 2) SoE indicators mapped to additional one reporting obligations by 30 th September 2021 (Tranch 3)	Reporting obligation mapping completed on IRT
Apply SoE indicators to reporting obligations	SoE indicators are re-used for other reporting obligations	SoE indicators reused in one national reporting obligation (e.g. 1 million trees report) and one international reporting obligation by 31 st December (Tranch 4)	Reporting obligations met, at least in part, using SoE indicators
Build capacity in PNG data portal and IRT	Deliver one workshop on IRT and respond to ongoing request on the data portal	IRT workshop held by 30 th September 2021 (Tranch 4)	Photos and sign in sheets from workshop Log assistance on the data portal
Establish mechanisms for the management and exchange of	Support four PNG data working group meetings	First working group meeting by 30 th June 2021 (Tranch 2)	

environmental data through the PNG data working group		Second working group by 30 th September 2021 (Tranch 3) Third working group meeting by 30 th September 2021 (Tranch 3) Fourth working group meeting by 31 st December (Tranch 4)	
Sustainability plan	Develop sustainability plan for Inform project outputs in PNG in line with regional sustainability plan	Sustainability plan completed by 31 st December 2021 (Tranch 4)	Sustainability plan

¹Tranch 1 will be paid on signing of contract

In addition to the task tabulated above, the consultant to report some of the impact of the Strategic Directions in the NEMS on policy development and national planning towards sustainable development.

3. Timeline

The consultant will work full time at CEPA, Port Moresby over the 9-month period April 2021 – 31st December 2021.

4. Reporting arrangements

The consultancy will be funded through the Inform project at SPREP. The consultant will be directly accountable to the Managing Director, CEPA. The consultant will liaise with the SPREP Inform Project Team, principally the Environmental Monitoring and Reporting Specialist, for technical advice and guidance. The Inform project manager will be responsible for overall management of the contract. Office space is provided, and the consultant is expected to use their own laptop and bandwidth for use at the CEPA.