



## REQUEST FOR TENDERS

RFT: 2021/069  
File: AP\_3/31/19/1  
Date: 6 September, 2021  
To: Interested suppliers  
From: Monifa Fiu (GCCA+ SUPA SPREP Team Leader/Impacts Analysis Adviser)

**Subject: Request for tenders: GCCA+ SUPA Project Communications Support Specialist.**

### 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. The Global Climate Change Alliance Plus Scaling Up Pacific Adaptation (GCCA+ SUPA) Project, in particular the SPREP component will undertake an impact analysis methodology designed and tested with information on past adaptation interventions completed in the past 5-years in four countries. These are Tonga, Palau, Cook Islands, and the Federated States of Micronesia. Key criteria for assessing past interventions include:
  - (i) effectiveness,
  - (ii) sustainable social and behavioural changes e.g. enhanced decision making skills for women and vulnerable groups,
  - (iii) successful lessons and practices, and;
  - (iv) overall sustainability of completed climate change adaptation interventions.

The impact methodology will be tested in the four trial countries and integrated into a user-friendly database module which can be added to existing national climate change portals. Training will be provided so that countries can install, populate, and customise the adaptation impacts database and apply it to inform their national prioritisation and decision making. The other countries taking part in this GCCA+ SUPA Action will be involved in training activities and information sharing sessions at regional meetings.
- 1.4. This tender procedure is for the provision of communication services for the GCCA+ SUPA Project. The services to be provided include knowledge product development, advocacy, and media outreach to support outcomes of the GCCA+ SUPA Project Output 1 in line with the GCCA+ SUPA Project Communication and Visibility Plan, Output 1 Communication Action Plan and the SPREP Communication Policies.

- 1.5. The specialist/consultant to work on a full-time basis for a period of twelve (12) months to develop and deliver communication content, products, media materials and training to support outcomes of the GCCA+ SUPA Project Output 1 in the following key result areas:
- (i) Develop and deliver communication content and knowledge products including the Guide for the Impacts Analysis (IA) Methodology and application of the Impacts Database.
  - (ii) Promote and raise awareness on key deliverables produced including the database and module content on its use and up-take by countries.
- 1.6. For more information, see: [www.sprep.org](http://www.sprep.org).

## **2. Specifications: statement of requirement**

- 2.1. SPREP would like to call for tenders from qualified and experienced communication specialists who can offer their services to work on a full-time basis for a period of 12 months to develop and deliver communication content, knowledge products, media materials and training to support outcomes of the GCCA+ SUPA Project Output 1 in line with the GCCA+ SUPA Project Communication and Visibility Plan, Output 1 Communication Action Plan and the SPREP Communication Policies.
- 2.2. Develop and deliver communication content and products including the Guide for the Impacts Analysis (IA) methodology application and module content for the application of the database. Content will be designed in English, with the possibility of having content developed in any of the national languages of the four trial countries, for which an agreed upon process will be established. All text, for publications and other graphic design products will be supplied by SPREP, usually in a Microsoft Word format.
- 2.3. Promote and raise awareness on key outcomes and results of the field trial of Impacts Analysis (IA) methodology and the deliverables produced, including the database and module content on its use and up-take by countries. The provision of graphic design services will be on an “on call” basis and service providers will be required to carry out the work in their own office location for the duration of this consultancy, with the agreement that this work will be of priority.
- 2.4. Full specifications for the Terms of Reference and the specific statement of work for this tender are set out in Annex A.
- 2.5. 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](https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf)

## **3. Conditions: information for applicants**

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
- i. Must provide a copy of a valid business license.
  - ii. Submit a detailed Curriculum Vitae (CV) to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
  - iii. Provide three referees relevant to this tender submission, including the most recent work completed.
  - iv. Provide examples of prior relevant work outputs.
  - v. 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 complete the tender application form will result in the application NOT being considered); and*

- vi. Sign the conflict-of-interest (COI) form.

#### 4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and can meet 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:
- (i) A Technical Proposal which contains the details to achieve the tasks as outlined in Annex A.
  - (ii) A detailed CV and evidence demonstrating the consultant/bidder has the relevant experience, skills, work ethics and qualifications to carry out this contract successfully.
  - (iii) A financial proposal to be priced on a workplan on where, when, and how the technical assistance will be provided. The proposal should be for consultancy fees costs, inclusive of all costs, including taxes, facilities, insurance, local travel and associated costs, should be included in the financial proposal. Submitted proposals will be evaluated based on the best value for money.
- 4.3. Tender submission must be in United States Dollars (USD).
- 4.4. Complete the tender application form and COI form provided.
- 4.5. The Proposal must remain valid for 90 days from date of submission.
- 4.6. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.7. 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](mailto:procurement@sprep.org) before 14 September 2021. A summary of all questions received with an associated response will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 16 September 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) **Quality of Work and Proficiency (25%)**  
A technical proposal which contains the details to achieve the tasks as outlined in Annex A.
  - (ii) **Experience and Technical Skills (30%)**  
Proven track record in developing communication content and knowledge products and, delivery of effective communication and outreach activities in the



environment, biodiversity conservation, disaster risk reduction and climate change sectors within the Pacific context.

**(iii) Work Ethic and Commitment (25%)**

Provide evidence of excellent work ethics including but not limited to responsiveness of your services, ability to take instruction, capable of meeting deadlines, and proficiency in working unsupervised until task is completed to a high quality.

**(iv) Financial (20%)**

Detailed financial proposal in USD.

**7. Deadline**

- 7.1. **The due date for submission of the tender is: 27 September 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 2021/069: GCCA+ SUPA Project Communications Support Specialist' to one of the following methods:

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.

**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

#### GCCA+ SUPA Project Communication Support Specialist

##### 1. Objectives of the Contract

This tender procedure is for the provision of communication services for the GCCA+ SUPA Project. The services to be provided include knowledge product development, advocacy, and media outreach to support outcomes of the GCCA+ SUPA Project Output 1 in line with the GCCA+ SUPA Project Communication and Visibility Plan, Output 1 Communication Action Plan and the SPREP Communication Policies. This consultancy is seeking an expert in the field of communications and advocacy to support the delivery of activities in the plan with consistent messaging of content about the Impacts' Analysis (IA) methodology for adaptation in the Pacific.

##### 2. Scope of Work and Description of Key Activities

The project communications support specialist will work on a full-time basis for a period of 12 months to support and guide the delivery of communication content and advocacy for the Impacts' Analysis (IA) Methodology for adaptation in the Pacific and its application.

The GCCA+ SUPA SPREP Project Team will provide guidance on the scope of work.

##### 3. Specific Tasks

The following essential functions are to be conducted under the guidance of the GCCA+ SUPA SPREP Project Team and the SPREP Communications and Outreach Unit, both of which are based at SPREP. These essential functions include, but are not limited to:

- Provide support and guidance to the GCCA+ SUPA Output 1 Communications Action Plan and finalise a 12-month work plan for this consultancy.
- Work closely with the GCCA+ SUPA SPREP Project Team and the SPREP Communications and Outreach Unit to deliver on project communication activities.
- Work closely with the graphics designer in providing content for the knowledge products include the Guide for the Impacts Analysis (IA) Methodology, infographics material and application of the Impacts Database.
- Promote and raise awareness of key deliverables produced including the database and module content on its use and up-take by countries.
- Plan and executes all specific tasks within budget and established deadlines.
- Liaise with printers where required to ensure knowledge product files are printed to completion at a high standard.

##### 4. Logistical and Reporting Arrangements

The consultancy will be funded through the GCCA+ SUPA Project at SPREP.

There is scope for this to be a remote working consultancy, therefore internet access is compulsory.

The consultant is to have own their technical equipment required to undertake this work.

The consultant will liaise with the GCCA+ SUPA SPREP Project Team and the SPREP Communications and Outreach Unit for technical advice and guidance.



All SPREP and GCCA+ SUPA communication guidelines will be shared with the consultant for adherence.

## 5. Requirements

Technical and Financial Evaluation Criteria	Obtaining Score
<p><b>(i) Quality of Work and Proficiency</b> A technical proposal which contains the details to achieve the tasks as outlined in Annex A.</p>	25%
<p><b>(ii) Experience and Technical Skill</b> Proven track record in developing communication content and knowledge products, and delivery of effective communication and outreach activities in the environment, biodiversity conservation, disaster risk reduction and climate change sectors within the Pacific context.</p>	30%
<p><b>(iii) Work Ethic and Commitment</b> Provide evidence of excellent work ethics including but not limited to responsiveness of your services, ability to take instruction, capable of meeting deadlines, and proficiency in working unsupervised until task is completed to a high quality.</p>	25%
<p><b>Total (Technical)</b></p>	<b>80%</b>
<p><b>(iv) Financial</b> Detailed financial proposal in USD.</p>	<b>20%</b>

## 6. Timeline and Duration of the Consultancy

The consultant will work closely with SPREP for 12 months from agreed start date until the end of November 2022.

## 7. Working Arrangements

The consultant will be based at home and work remotely.

The consultant will work under the direction of the GCCA+ SUPA SPREP Team Leader and submit bimonthly updates to the GCCA+ SUPA SPREP Team Leader reporting against agreed tasks and output(s) delivered.

The consultant will need to demonstrate that he/she is legally entitled to work.

## 8. Project Management

The execution of this consultancy work requires the capacity to manage several orders simultaneously and to ensure coordination between all parties involved, where needed.



The consultant shall ensure the necessary management systems for quality control in the relevant production phases of the process and the quality check of the final product as well as the proper follow up and coordination at the pre-production, production, and post-production stages.

Where instruction is challenging to address via email, the consultant is expected to interact with the GCCA+ SUPA SPREP Project Team and other relevant colleagues via teleconference and other virtual platforms (Zoom Cloud Meetings, Microsoft Teams).

## **9. Additional Notes**

The successful bidder will be required to note and acknowledge the following:

- SPREP is entitled to all intellectual property and other proprietary rights, including but not limited to patents, copyrights, and trademarks, with regards to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected under any contract that may result from this invitation to tender.
- Any artwork, photographs, films, electronic files or other physical or electronic media (including preparatory, intermediate, and final work) produced under any contract that may result from this invitation to tender shall be property of SPREP and must be surrendered to SPREP upon request.
- In case that it is necessary or requested to use third party-materials (e.g., footage or stock photos) the contractor shall have or obtain the necessary licenses to use them for SPREP's needs.