

# REQUEST FOR TENDERS

RFT: 2022/060  
File: AP\_2/44  
Date: 5 October, 2022  
To: Interested consultants  
From: Mathilde Kraft, Project Development Coordinator - Kiwa Initiative

**Subject: Request for tenders (RFT): Consultancy services to coordinate the Pacific Ecosystem-based Adaptation to Climate Change (PEBACC+) project in New Caledonia and Wallis & Futuna**

## 1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization 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:
  1. We value the Environment
  2. We value our People
  3. We value high quality and targeted Service Delivery
  4. We value Integrity
- 1.3. For more information, see: [www.sprep.org](http://www.sprep.org).

## 2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services to coordinate the implementation of the Pacific Ecosystem-based Adaptation to Climate Change (PEBACC+) project in New Caledonia and Wallis & Futuna.
- 2.2. The Terms of Reference of the consultancy are set out 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/spreporganisational-values-code-of-conduct.pdf](https://www.sprep.org/attachments/Publications/Corporate_Documents/spreporganisational-values-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.

## 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
  1. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience;

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2. Provide three referees relevant to this tender submission, including the most recent work completed;
  3. Provide examples of past related work outputs;
  4. 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*).  
*For the Technical and Financial proposals you may attach these separately.*
  5. Provide a copy of valid business registration/license.
- 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** 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.
- 3.5 Tenderer must be proficient in both French and English to be considered.

#### 4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant 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 or French and outline the interested consultant'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*).  
*For the Technical and Financial proposals you may attach these separately.*
  - b) **Honour form**
  - c) **Curriculum Vitae** to demonstrate that the applicant has the requisite skills and experience to carry out this contract successfully.
  - d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
  - e) **Financial Proposal** – including a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.

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- 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. 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](mailto:procurement@sprep.org) before 26 October 2022. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 28 October 2022.
- 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 consultant 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:
- 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.

### 1. Technical Score – 85%

Criteria	Detail	Weighting
<b>Experience</b>	Post-graduate qualifications in Ecology, Climate Change, Environmental Management or relevant field.	10

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	At least 5 years of extensive project management experience (ideally on international donor funded projects) and technical assistance on projects related to EbA perspectives for climate change adaptation, with at least 3 years in a role requiring a similar degree of versatility and responsibility, including technical and financial reporting, and preferably within the Pacific islands region.	15
	Excellent work experience and knowledge of island ecosystem function and management and ecosystem-based approaches relevant to climate change adaptation, preferably with demonstrated experience in both marine and terrestrial habitats.	10
	Excellent high-level experience in programme and project management, monitoring and evaluation including multi-project coordination and skills in project financial and personnel management, report writing preferably in environmental planning and management related projects in Pacific island countries as well as strong skills in developing workplans, organizational and time management, coordination and facilitation.	15
	Excellent cross cultural engagement skills preferably in Melanesia and Polynesia, with sound knowledge of the Pacific Islands region and French Overseas Territories, and demonstrated ability to work effectively with multiple levels of government, NGOs, local communities and diverse groups of stakeholders.	10
	Excellent oral and written communication skills in English and French	10
<b>Technical Proposal / Methodology</b>	a. recommended approach to deliver scope of work in the attached terms of reference. b. key sources/data to inform the assignment and relevant stakeholders; and c. detailed work plan clearly outlining milestones and delivery timelines.	15

## 2. Financial Score – 15%

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

## 7. Variation or Termination of the Request for Tender

- SPREP may amend, suspend or terminate the RFT process at any time.

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- 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: 09 November 2022, 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 2022/060: **Consultancy services to coordinate the Pacific Ecosystem-based Adaptation to Climate Change (PEBACC+) project in New Caledonia and Wallis & Futuna**'

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.

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**

### **Coordinator, New Caledonia and Wallis & Futuna Pacific Ecosystem-based Adaptation to Climate Change (PEBACC+ project)**

#### **Background: the PEBACC + project**

From 2015 to 2020, SPREP has implemented the Pacific Ecosystem-based Adaptation to Climate Change (PEBACC) project in Fiji, Vanuatu and Solomon Islands, with a budget of €4.9M, funded by the German Government's International Climate Initiative. Following this first phase and based on the main results, outputs and lessons learned, a second phase has been designed and submitted to the 2020 call for regional projects under the Kiwa Initiative to strengthen existing activities, diversify them, integrate ecosystem-based adaptation (EbA) into public policies to ensure its sustainability, and extend the approach to other territories: New Caledonia and Wallis and Futuna.

Officially started in March, 2020, the “Kiwa Initiative – Nature-based Solutions for climate resilience” ([www.kiwainitiative.org](http://www.kiwainitiative.org)) is the first programme ever to gather five donors (France, the European Union, Canada, Australia and New Zealand) and regional/national partners around a common objective : to enhance access to funding for rights-based gender-sensitive and socially-inclusive climate change adaptation through nature-based solutions for Pacific Island Countries and Territories (PICTs), including local, national and regional authorities as well as civil society organisations. Taking action to protect biodiversity (conservation/restoration) and developing Nature-Based Solutions (NBS) to anticipate, reduce vulnerabilities and strengthen adaptive capacities of Pacific Island Countries and Territories in the face climate change are the core governing principles of the Initiative.

The project « Pacific Ecosystem-based Adaptation to Climate Change – PEBACC+ » is a regional project of the Kiwa Initiative and SPREP has been granted €4M by the Kiwa Initiative through the Agence française de développement (AFD) and €1.8M the French Facility for Global Environment (FFEM) for its implementation. This 4-year project seeks to strengthen the resilience of ecosystems, economies and people in Fiji, Vanuatu, Solomon Islands, New Caledonia and Wallis and Futuna to the impacts of climate change. The specific objective of the PEBACC+ project is to develop, sustain and institutionalise the ecosystem-based approach to climate change adaptation in the target countries and territories.

The project is organised around three components:

- Component 1: Strengthen stakeholders' experience in the practical implementation of EbA and Nature-based Solutions (NbS) as a climate change adaptation strategy in Fiji, Vanuatu & the Solomon Islands.
- Component 2: Integrate and support the implementation of the EbA and NbS approach as a strategy contributing to climate change adaptation in New Caledonia and Wallis & Futuna
- Component 3: Strengthen regional cooperation between Pacific Countries and Territories in the area of EbA by promoting the sharing of experiences and lessons learned from projects to increase the resilience of populations and ensure the sustainability of EbA implementation activities

The project will be coordinated and managed from the SPREP Office in Suva, Fiji. Activities in New Caledonia and Wallis & Futuna will be coordinated from Noumea, New Caledonia, with frequent travels to Wallis and Futuna and Fiji.



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PEBACC + requires the services of a Coordinator based in New Caledonia to ensure the successful implementation of the project in New Caledonia and Wallis & Futuna and contribute to the wider PEBACC + Project. The position will require development of partnership approaches with national and provincial governments, local communities, the donors and others to ensure successful project implementation and sustainability of outcomes.

## Scope of work

The Project requires the services of an experienced consultant to coordinate, supervise and monitor the implementation of the Pacific Ecosystem-based Adaptation to Climate Change (PEBACC+ project) in New Caledonia and Wallis & Futuna and address the following:

### 1. Project Planning, implementation, monitoring & management

- a) Ensure that planning for all project activities in New Caledonia and Wallis & Futuna is carried out to the highest standards of efficiency.
- b) Ensure that management of the project is in accordance with SPREP operating standards and donor requirements.
- c) Organise and implement project activities according to project work plans and deliver project outputs in a timely manner.
- d) Ensure that regular communications are maintained with the donors and that the donor profile is highlighted in project outputs and products.
- e) Maintain good relationships with local governments and stakeholders in the consultation and implementation of the project.
- f) Organise national project steering committee meetings and facilitate local consultation processes.

### 2. Technical support and facilitation

- a) Provide technical advice and guidance to the project and its partners.
- b) Facilitate workshops and meetings with various stakeholders in collaboration with project partners and SPREP technical staff.
- c) Coordinate a multi-partner integrated approach to EbA design and implementation with partners and SPREP technical staff.
- d) Prepare and, where relevant, present technical reports and presentations on project implementation.
- e) Promote the PEBACC + approach and EbA at the local level

### 3. Financial and project administrative management

- a) Develop annual workplans and budgets for the country component of the project in consultation with the Project Manager and Finance and Administration Officer (FAO)
- b) Ensure that the financial management of the project is of the highest standard and conforms with the requirements of SPREP and the donors.
- c) Ensure that the costs for output activities and deliverables comply with the project budget.
- d) Ensure that financial reporting for the project as a whole and its components are delivered on time to SPREP and the donors.

### 4. Synthesis and report writing

- e) Lead the preparation of project technical reports and work with partners to synthesise key outputs of the project, providing regular and effective feedback to stakeholders and partners.
- f) Work with the project Communication Officer to plan and produce synthetic communications products for dissemination to a broad audience in line with the Kiwa Initiative Communication Strategy and Guidelines.
- g) Liaise with stakeholders and partners to facilitate public relations and information management for the projects.

## Deliverables

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The consultancy is expected to provide the following deliverables from the assignment:

- Monthly statements
- Interim progress report
- New Caledonia and Wallis and Futuna General implementation report

### **Payment**

Payments will be made upon submission of the monthly reports, and in accordance with an agreed workplan and schedule of payments.

### **Management Arrangements**

The consultant will report primarily to the PEBACC+ Project Manager and will work closely with the PEBACC+ team, IOE Programme at SPREP, as well as with AFD and the Kiwa Secretariat.

### **Timeframes and budgets**

The position is full-time and anticipated over a timeframe of 36 months (approx. Jan 2023 to January 2026).

### **Work arrangements**

The full-time consultant will be based in Noumea, New Caledonia. Office location will be confirmed upon appointment. One option currently under discussion is a location within local government agencies.

### **Travel arrangements:**

The consultant is expected to travel regularly to Wallis and Futuna, and other Pacific Island States and Territories as required. Duty travels will be covered under the PEBACC+ budget and shouldn't be included in the financial proposal.

### **Qualifications**

- Post-graduate qualifications in Ecology, Climate Change, Environmental Management or relevant field

### **Knowledge / Experience**

- At least 5 years of extensive project management experience (ideally on international donor funded projects) and technical assistance on projects related to EbA perspectives for climate change adaptation, with at least 3 years in a role requiring a similar degree of versatility and responsibility, including technical and financial reporting, and preferably within the Pacific islands region.
- Excellent work experience and knowledge of island ecosystem function and management and ecosystem-based approaches relevant to climate change adaptation, preferably with demonstrated experience in both marine and terrestrial habitats.
- Excellent high-level experience in programme and project management, monitoring and evaluation including multi-project coordination and skills in project financial and personnel management, report writing preferably in environmental planning and management related projects in Pacific island countries as well as strong skills in developing workplans, organisational and time management, coordination and facilitation

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- Excellent cross cultural engagement skills preferably in Melanesia and Polynesia, with sound knowledge of the Pacific Islands region and French Overseas Territories, and demonstrated ability to work effectively with multiple levels of government, NGOs, local communities and diverse groups of stakeholders.
- Excellent written and verbal communication in English and French, with proven ability to synthesise information and communicate effectively to multiple audiences, as well as proven experience working in a team within a multi-cultural and multi-disciplinary environment.
- Ability and willingness to travel, including by boat and light aircraft, and stay in remote areas for extended periods of time.

## Competencies

Expert level	<ul style="list-style-type: none"><li>• Project technical and financial management</li><li>• Organisational and time management</li><li>• Self-motivated</li><li>• Analytical skills</li><li>• Facilitation and interpersonal skills</li><li>• Report writing and science synthesis</li><li>• Support of local communities in the implementation of adaptation projects.</li></ul>
Advanced level	<ul style="list-style-type: none"><li>• Environmental and climate change issues in the Pacific islands region</li><li>• Applied knowledge of Ecosystem-based Adaptation approaches</li><li>• Demonstrated success in working with diverse cultures and communities in the use of funds for action implementation.</li></ul>
Working Knowledge	<ul style="list-style-type: none"><li>• Pacific islands region governance modalities and cultural diversity.</li></ul>