



# REQUEST FOR TENDERS

File: AP\_3/1/13  
Date: 18 November, 2020  
To: Interested Consultants  
From: Vanda Faasoa Chan-Ting, NDC Hub Technical Adviser

**Subject: Request for Tenders: Development of National Building Codes and Standards for Nauru**

## 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](http://www.sprep.org).

## 2. Specifications: statement of requirement

- 2.1. SPREP is seeking to recruit qualified personnel to work on a part-time basis for a period of 6 months to develop national building codes and standards for Nauru.
- 2.3. The Terms of Reference for the consultancy are set out in Annex 1.

## 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
  - i. Must be legally able to work in Nauru for the duration of the consultancy (if an overseas consultancy firm, proof of operations should be provided i.e. business license/permit);
  - ii. Be available to do the work in the timeframe proposed;
  - iii. Demonstrated value for money;
  - iv. Completed **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);*
  - v. Sign the conflict of interest form.



#### 4. Submission guidelines

- 4.1 Tender documentation should demonstrate that the interested consultant 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 consultant's complete proposal including:
  - i. CV to demonstrate that they have the requisite skills and experience to carry out this contract successfully;
  - ii. Provide three references relevant to this tender submission, including the most recent work completed;
  - iii. Provide examples of relevant experience in development of national building codes and standards, particularly in the Pacific region and Small Island Developing countries (SIDS);
  - iv. Detailed technical proposal/workplan and methodology
  - v. Detailed financial proposal
- 4.3 Tender submission must be in United States Dollars (USD)
- 4.4 Completed **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) and sign the conflict of interest form.*
- 4.5 Subcontracting of tasks under the contract is permitted but the consultant will retain full liability towards SPREP for performance tasks of the contract as a whole.
- 4.6 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 30 November 2020. 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 02 December 2020.

#### 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. At least one team member to have a Master's degree from a recognized tertiary institution in the fields of Town Planning, Architecture, Construction & Building, Environmental Engineering, Climate Change, Environmental Management, Energy Efficiency or any other related field OR a Bachelor degree with 10 years of experience in the abovementioned fields. In addition, applicant should have a minimum of 8 years' experience in national planning and long-term strategies to address issues such as Building Codes and Standards for buildings and



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infrastructure; minimum 5 years' experience with different building codes – electrical, plumbing, sewage tanks, etc. and minimum of 5 years' experience in building inspection, energy efficient and water-efficient architecture. Applicant should also have a good understanding of NDC-related projects and developing low carbon strategies for SIDS/Pacific countries and a good understanding of environmental and climate change related issues in Nauru or other similar Pacific countries (10%)

- ii. Demonstrated experience in leading the preparation of national planning documents and long-term strategies which dealt with Building Codes & Standards for Housing and Infrastructure (at least 2 Building Code documents); demonstrated experience with various construction codes such as electrical, plumbing, energy efficiency, orientation, etc. (at least 1 code experience); familiarity, knowledge and demonstrated experience with architecture in Nauru or any other similar country in the Pacific and SIDS (at least 2 approved architectural designs); and overall familiarity, knowledge and experience with the geographical location and orientation of Nauru in the Pacific (at least 1 energy efficient building design with a detailed explanation) (20%)
- iii. Detailed technical proposal/workplan and methodology (40%)
- iv. Detailed financial proposal (30%)

### 7. Deadline

- 7.1. **The due date for submission of the tender is: 09 December 2020, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all tenders clearly marked 'TENDER: **Development of National Building Codes and Standards for Nauru**' 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 tender's 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>**



## Annex 1: Terms of Reference

### National Building Codes and Standards for NAURU

#### Assignment Information

<b>Assignment Title:</b>	Development of National Building Codes and Standards for Nauru
<b>Project:</b>	NDC Hub (GIZ)
<b>Post Level:</b>	International Consultant
<b>Contract Type:</b>	Individual Contractor or Consultancy Firm
<b>Duty Station:</b>	Nauru-based (or overseas)
<b>Expected Place of Travel:</b>	NA
<b>Contract Duration:</b>	6 months

#### Project Description:

The Regional Pacific NDC Hub (NDC Hub) was launched in 2017 and officially established in 2018, as an initiative emerging from Pacific Island Leaders at the Climate Action Pacific Partnership (CAPP) in 2017 and Fiji's Presidency of COP23. The Hub, in partnership with SPREP and other ONE CROP+ agencies, aims to provide a regional coordinated mechanism to support countries in meeting their climate related commitments under the Paris Agreement as part of their Nationally Determined Contributions (NDCs). Assistance can be provided and tailor-made to suit NDC Hub members so they can produce relevant national policies and measures that action those commitments. In taking a demand-driven approach, the NDC Hub receives requests from Pacific Island Countries and Territories (PICTs) outlining their specific needs for support in the NDC Process and implementation so the proper technical expertise can be provided accordingly.

The Republic of Nauru is one of the smallest independent, democratic states in the world who is fully committed to become part of the solution to the enormous challenge of global warming which threatens their very existence. Nauru's NDC is primarily Adaptation rather than Mitigation due to the limited availability of natural resources on island as a result of intense phosphate mining in the past. The mining activities had removed a large proportion of original forest and arable land, greatly reducing fresh water resources amongst a number of essential natural resources, and increasing the dependence on imports to meet basic food and energy needs. This has led the Nauruan government to have their NDC focus mainly on adaptation with a strong emphasis on building resilience of their nation to combat the adverse impacts of climate change on their low-lying island which is only a few meters above sea level. Part of strengthening Nauru's resilience includes the drive to establish building codes and standards for housing and infrastructure to ensure that not only are these structures safe and climate-proofed but they are also highly energy efficient to reduce the demand on their electrical utility. This implies that the overarching legislation on housing codes and standards needs to be established and endorsed by the Nauruan leaders to



ensure the Building Codes & Standards shall have legal backing once it is formulated and launched. The “National Building Codes and Standards” to be developed for Nauru should include more stringent codes for government and commercial infrastructures and less stringent codes and standards for communities and the residential sector.

### **Scope of Work:**

The consultant (or consultancy firm) shall:

- 1) Initiate a meeting with the Nauru Climate Change Division under the Department of Commerce, Industry and Environment especially the Director of Climate Change and the Director of Infrastructure who can identify their national priorities and pinpoint the key stakeholders to be consulted / interviewed or surveyed;
- 2) Conduct a desktop review of all existing policies & regulations, strategies, existing codes (electrical, plumbing, etc.), existing legislation on owning lands & buildings and other related documents as directed by the directors of Climate Change and Infrastructure;
- 3) Conduct preliminary consultations and organize meetings (virtually if working remotely from overseas) with selected key stakeholders;
- 4) Based on the desk-top review and preliminary interviews, develop a workplan for the collection of more detailed information and relevant data, highlighting further interviews with key stakeholders;
- 5) Develop and submit a draft “National Building Codes & Standards” for Nauru;
- 6) Summarize key findings and present this draft via a PowerPoint presentation to the key stakeholders;
- 7) Address any final comments from the Nauruan government officials and key stakeholders before finalizing the “National Building Codes & Standards for Housing and Infrastructure in Nauru”;
- 8) Prepare and host a workshop to present the final “National Building Codes & Standards for Housing and Infrastructure in Nauru” to the Directors of the Department of Climate Change and the Department of Infrastructure and all key stakeholders;
- 9) Prepare a submission to Cabinet for their endorsement and more importantly, to seek their permission to have the “National Building Codes & Standards for Housing and Infrastructure in Nauru” be part of the existing legal framework under the Department of Infrastructure so that the enforcement for any new construction will have legal backing for easier implementation of the Building Code.

### **Expected Outcomes and Deliverables:**

Based on the scope of works outlined above, the consultant will deliver the following outputs:

#### **Output 1: Inception Report**

The inception report should include the desktop review of all relevant existing documentation, reports, policies & regulations, existing codes (electrical, plumbing, etc.) and available data to assist with the formulation and development of Nauru’s National Building Codes & Standards for Housing & Infrastructure. It should also include the priorities identified by the Nauru Department of Climate Change and Department of Infrastructure and all the key stakeholders, both from communities and government. The consultant(s) should also provide a list of key stakeholders identified for further detailed interviews to guide the development of the Building Code. Additionally, a workplan of activities as well as a timeline for the duration of the contract should be included.





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### **Output 2: Consultation Report**

The consultant(s) shall work with the Department of Climate Change and the Department of Infrastructure to arrange the consultations with the key stakeholders identified as well as one-to-one interviews or virtual meetings where more detailed information and data may need to be extracted from. The report should clearly identify the priorities and sectors earmarked for Nauru's Building Codes & Standards for Housing and Infrastructure. There should also be a section on whether there will be a separate criterion of more stringent codes for government and commercial infrastructure as opposed to less stringent codes for communities and the residential sector.

### **Output 3: Draft “Building Codes & Standards for Housing & Infrastructure” in Nauru**

The consultant(s) shall compile all the information gathered and data obtained to develop a draft “Building Codes & Standards for Housing & Infrastructure” in Nauru. This draft shall include detailed codes and standards for the various types of infrastructure on the islands of Nauru including options of architectural designs for these types. Furthermore, there should be clear instructions on which set of criteria to be applied to government and commercial infrastructure and which set to be used for the communities and residential sector. The Building Code should also include specific codes / standards for electricity, plumbing and sewage disposal (e.g. septic tank design, etc). Because this Building Code aims to create more resilient communities, there should be sections on ‘climate-proof structures’ & ‘energy efficiency’ specifically to address the types of buildings which can provide safety for residents during these times of more frequent tropical storms, typhoons, floods, etc but to also address the types of buildings (orientation, architectural design, etc) which use less energy.

The consultant(s) is also expected to present this draft via a PowerPoint presentation (virtually if based overseas) to the Nauru government officials and key stakeholders.

### **Output 4: “Building Codes & Standards for Housing & Infrastructure” in Nauru**

The consultant(s) shall incorporate all the comments received from the Director of Climate Change and the Director of Infrastructure, as well as those from all other key stakeholders, finalize and submit the “Building Codes & Standards for Housing and Infrastructure in Nauru”.

### **Output 5: Cabinet Submission**

Based on the Nauru-approved and endorsed “Building Codes & Standards for Housing and Infrastructure”, the consultant(s) shall then prepare a submission to Cabinet for their endorsement of the Building Code and their approval to have the “National Building Codes & Standards for Housing and Infrastructure in Nauru” be part of the existing legal framework under the Department of Infrastructure so that the enforcement for any new construction will have legal backing for easier implementation of the Building Code.

### **Institutional Arrangement:**

The consultant(s) will be under the supervision of the Climate Change Resilience Programme (Pacific NDC Hub) and work closely with the Climate Change Division under the Department of Commerce, Industry and Environment.

Reports and documentation will be shared with CCR Director, PCCC Manager, all advisers and the Director of the Climate Change Division under the Nauruan Department of Commerce, Industry and Environment, in a timely manner.



**Duty Station:**

Nauru-based or overseas.

**Deliverables/Timeline:**

All deliverables must be completed within the number of days set out in the table below within six months from the effective date (signing) of the contract.

No.	Deliverables	Estimated Duration to Complete	Review and Approvals Required
1	Inception Report	1 month	Director of Climate Change from the Climate Change Division (CCD) of the Department of Commerce, Industry and Environment (DCIE), CCR-NDC Hub
2	Consultation Report	1 month	Director of Climate Change from CCD of DCIE, CCR-NDC Hub
3	Draft 'Building Codes & Standards for Housing & Infrastructure in Nauru + PowerPoint presentation	2 months	Director of Climate Change from CCD of DCIE, CCR-NDC Hub
4	Final "Building Codes & Standards for Housing & Infrastructure in Nauru"	0.5 month	Director of Climate Change from CCD of DCIE, CCR-NDC Hub
5	Cabinet Submission	1.5 months	Director of Climate Change from CCD of DCIE, CCR-NDC Hub
<b>Total</b>		<b>6 months</b>	

**Evaluation criteria & Scoring Method:**

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 – 70%**

Detailed technical evaluation criteria and possible scores for each are as follows:

Major Criteria	Details & sub-criteria	Maximum %
CVs & Qualification	At least one consultant to have: <ul style="list-style-type: none"> <li>Minimum qualification of a Master's degree (or Bachelors with minimum 10 years of experience) in the fields of Town Planning, Architecture, Construction &amp; Building,</li> </ul>	10



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	<p>Environmental Engineering, Climate Change, Environmental Management, Energy Efficiency or any other related field;</p> <ul style="list-style-type: none"> <li>• minimum of 8 years' experience in national planning and long-term strategies to address issues such as Building Codes and Standards for buildings and infrastructure;</li> <li>• minimum of 5 years' experience with different building codes – electrical, plumbing, sewage tanks, etc.</li> <li>• minimum of 5 years' experience in building inspection, energy efficient &amp; water-efficient architecture;</li> <li>• good understanding of NDC-related projects and developing low carbon strategies for SIDS / Pacific countries.</li> <li>• good understanding of environmental and climate change related issues in Nauru or other similar Pacific countries;</li> </ul>	
General expertise in similar assignments	<ul style="list-style-type: none"> <li>• Experience in leading the preparation of national planning documents and long-term strategies which dealt with Building Codes &amp; Standards for Housing and Infrastructure. At least 2 Building Code documents;</li> <li>• Experience with various construction codes (electrical, plumbing, energy efficiency, orientation, etc). At least 1 code experience.</li> <li>• Familiarity, knowledge &amp; experience with architecture in Nauru or any other similar country in the Pacific and SIDS. At least 2 approved architectural designs;</li> <li>• Familiarity, knowledge &amp; experience with the geographical location and orientation of Nauru in the Pacific. At least 1 energy efficient building design with a detailed explanation.</li> </ul>	20
Methodology	<ul style="list-style-type: none"> <li>• General approach – step by step methodology on how they will carry out this assignment;</li> <li>• Show how the consultant(s) will articulate the preparation and development of the “Building Codes and Standards for Housing and Infrastructure in Nauru”;</li> <li>• Timeline – including the starting date, dates of consultations, presentations, etc;</li> <li>• Clear presentation of potential difficulties in carrying out this assignment to deliver Nauru's Building Codes &amp; Standards for Housing &amp; Infrastructure. Possible solutions to overcome perceived obstacles should also be included;</li> </ul>	40





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	<ul style="list-style-type: none"><li>• Workplan to include total number of person-days and appropriate allocation of person-days with respect to each task.</li></ul>	
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**ii. Financial Score – 30 %**

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = 30 \times \frac{\text{Lowest Bid Amount}}{\text{Total Bidding Amount of the Proposal}}$$

**Reporting Relationships:**

The consultant will report primarily to the CCR Director through the Pacific NDC Hub Technical Advisor based at SPREP.

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)