

REQUEST FOR TENDERS

RFT: 2021/068
File: AP_3/29
Date: 6 August, 2021
To: Interested suppliers
From: Martin Sharp – PACRES Project Manager

Subject: Request for Tenders: To develop an Ecosystem-based Adaptation decision support tool

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 a suitably qualified consultant to develop an Ecosystem-based Adaptation decision support tool.
- 2.2. The Terms of Reference and the specific statement of work for 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/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. Provide a technical and financial proposal outlining how the deliverables described in the Annex A (Terms of Reference) will be delivered.
 - ii. Provide three references relevant to this tender submission, including the most recent work completed;
 - iii. Provide examples of related past work outputs;

- iv. 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); and*
- v. Sign the **Conflict of Interest** form.

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 and include:
 - a. The CVs of proposed personnel highlighting related experience relevant to the tender.
 - b. A Technical Proposal which describes the interested tenderer's approach, including timelines to achieve the tasks described in the Terms of Reference.
 - c. A detailed Financial Proposal in USD.
 - d. A Completed Tender Application Form and Conflict of Interest form.
- 4.3. 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 August 2021. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 19 August 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. Qualifications and expertise (30%):
 - a. Extensive experience and demonstrated record of achievement developing on-line decision support tools or similar applications; including:
 - i. system analysis;
 - ii. programming; and
 - iii. in-depth knowledge of Drupal 9
 - ii. A good working understanding of climate change and biodiversity issues; (10%)
 - iii. Previous experience working with stakeholders in the Pacific Islands region (10%)

- iv. Submission of a detailed technical proposal based on the scope of work required (30%); and
- v. Submission of a detailed financial proposal providing the full cost (in USD) to develop an Ecosystem-based Adaptation decision support tool (20%).

7. Deadline

- 7.1. The due date for submission of the tender is: **27 August 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 2021/068: Consultancy to develop an Ecosystem-based Adaptation decision support tool**' 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.

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
Developing an Ecosystem-based Adaptation decision support tool

Background and Rationale

The Intra-ACP¹ GCCA+ Pacific Adaptation to Climate Change and Resilience Building (PACRES) aims to ensure better regional and national adaptation and mitigation responses to climate change challenges facing Pacific ACP countries². PACRES is being implemented collaboratively by the Secretariat of the Pacific Regional Environment Programme (SPREP), the Pacific Islands Forum Secretariat (PIFS), the Pacific Community (SPC) and the University of the South Pacific (USP).

One of the planned activities under PACRES is to develop an Ecosystem-based Adaptation (EbA) decision support tool.

The Convention of Biological Biodiversity (2009) defines EbA as the use of biodiversity and ecosystem services as part of an overall adaptation strategy to help people adapt to the adverse impacts of climate change. For further background, see also the IUCN's EbA Issues Brief, November 2017 https://www.iucn.org/sites/dev/files/import/downloads/ecosystem-based_adaptation_issues_brief_final.pdf

There already exist a number of EbA planning tools such as the Adaptation, Livelihoods and Ecosystems (ALiVe) Planning Tool, which takes a comprehensive approach to gathering and analysing information to enable planners to select appropriate EbA options – see the ALiVe user manual: <https://www.iisd.org/publications/alive-adaptation-livelihoods-and-ecosystem-planning-tool-user-manual>

Our aim with the EbA decision support tool is to create a more modest tool using 'lite' technology tailored to the needs of planners at the national, subnational and community levels in the Pacific Islands region. It will not require the input of data but will rather provide links to information for planners to initiate scoping and selection of potential EbA options, depending on different local circumstances and requirements across the region.

Scope of work and functionality

It is envisaged the EbA decision support tool will be an open-source tool with at least 4 steps with drop down options boxes:

1. What issue or sector needs to be addressed? eg coastal inundation, inland flooding, water management, forest management or food security;
2. Ask the user a number of questions to narrow down EbA options specific to the problem/issue and appropriate to their geographic circumstances and local requirements; eg:
 - a. nature or extent of current problem or affected ecosystems;
 - b. nature and value of existing ecosystem services;
 - c. projected climate change impacts; and
 - d. other stressors.

¹ Africa, Caribbean and Pacific Group of States.

² The 15 Pacific ACP countries are: Cook Islands, Fiji, Federated States of Micronesia, Kiribati, Republic of the Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu and Vanuatu.

3. Each option would then be presented with supporting examples of good practice to assist decision makers scope appropriate EbA options to pursue in more detail:
 - a. eg pros and cons of particular approaches;
 - b. requirements and resources required to implement preferred options; and
 - c. indicative costs
4. For each option the tool would then refer the user to organisations, resources, potential donors and other information for further support.

While not prescriptive, the EbA decision support tool could potentially mirror some of the functionality of the Adaptation Project Tool (APT) which is a more generic project concept design tool and can be accessed through the Pacific Climate Change Portal (PCCP)

<https://apt.pacificclimatechange.net/>

Like the APT, the EbA decision support tool will be accessible through the PCCP. High level non-functional (system) requirements are described in the terms of reference below.

Figure 1: Example of APT functionality

The screenshot displays the web interface of the Adaptation Project Tool (APT). The header includes the PCCP logo and navigation links: HOME, WHAT IS ADAPTATION PLANNING?, THE TOOL, and RESOURCES. The main heading is 'Concept Identification' with a sub-heading 'Step 1 - Problem Analysis'. The content area explains the importance of identifying project parameters and outlines the steps for this stage: 'Briefly describe the problem you are tackling', 'Identify the root causes of the problem and who it affects', and 'Detail how your project idea could address the issue'. On the right, a form titled 'Tell us more about your project...' contains input fields for 'WHAT IS THE PROBLEM?', 'LOCATION', 'WHAT IS THE CAUSE?', 'WHO DOES IT AFFECT?', and 'HOW CAN IT BE ADDRESSED?'. Navigation buttons for 'BACK' and 'NEXT' are at the bottom, along with a progress bar showing steps 1 through 6.

Wireframes

The successful tenderer will, in consultation with SPREP, develop wireframes based on the functionality described in the 4-step functionality described above.

The wireframes will be reviewed by SPREP and any changes made by the successful tenderer.

Beta Version

The successful tenderer will then develop a beta version of the EbA decision support tool based on the approved wireframes.

User advisory group

The beta version of the EbA decision support tool will be made available for user acceptance testing by a user advisory group (UAG) comprising regional and national Pacific island practitioners.

Production version

Changes recommended by the UAG and any changes made by the successful tenderer will be reviewed by SPREP and a production version of the tool will be made available to users on the PCCP. Once in use, SPREP will, over time, build a catalogue of links to resources and examples of good practice. The tool must therefore have the functionality to enable catalogues and links to other resources to be easily added and updated.

All technical documentation required for ongoing maintenance and management will be the intellectual property of SPREP and is to be handed over to SPREP at the end of the consultancy.

Preferred technology stack (system requirements)

- Latest stable Drupal 9
- Docker using docker4drupal docker-compose yaml which includes:
 - Php 7.4 (or later), MariaDB, Nginx, Varnish, Redis, Solr
- Gitlab as the platform for git version control system and issue tracker

Work Arrangements

This work is expected to be delivered remotely in close consultation with SPREP. No travel expected.

Project Schedule

The EbA decision support tool is to be in production by 30 June 2022. Expected project activity is detailed in Table 1 below. The tender response should detail how and when these steps will be delivered by submitting a Technical Proposal.

Table 1 Project schedule

	Activity
1	Notification of successful consultant.
2	Contract signed.
3	Commencement meeting between successful consultant and SPREP.

4	Approval of work plan and methodology.
5	Develop wireframes based on scope of work and functionality identified in this RFT
6	Approval of wire frames by SPREP
7	Development of beta version of the EbA decision support tool
8	Consultant will be available for beta testing by UAG
9	Development production version of EbA decision support tool based on UAG feedback as agreed by SPREP
10	Acceptance by SPREP of production version of EbA decision support tool on the PCCP, including handover of all documentation for ongoing management and maintenance of the tool by SPREP

Budget

The Financial Proposal to be priced based on a work plan on how the technical assistance will be conducted. The proposal should be for the **fees component only** associated with undertaking the work outlined above. No travel is envisaged.

Expertise and experience

The successful bidder will have the following expertise and technical experience:

1. Extensive experience and demonstrated record of achievement developing on-line decision support tools or similar applications; including:
 - a. system analysis;
 - b. programming; and
 - c. in-depth knowledge of Drupal 9.
2. A good working understanding of climate change and biodiversity issues; and
3. Previous experience working with stakeholders in the Pacific Islands region.