



REQUEST FOR TENDERS

File: **AP 6/1/12**
Date: 15 October, 2020
To: Interested suppliers
From: Ma Bella Guinto, Solid Waste Management Adviser

Subject: Request for tenders: Consultant – Event Coordinator – 3rd Clean Pacific Roundtable

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:
 - 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.
- 1.4. The Pacific Regional Waste and Pollution Management Strategy 2016-2025 (Cleaner Pacific 2025) highlighted the need to promote best practices through regional exchanges and national cooperation to achieve the strategic goals towards a cleaner Pacific environment. In order to initiate regional and national cooperation, a Clean Pacific Roundtable (CPRT) was identified as a major activity to be organized to enable the monitoring and progress reporting against the Cleaner Pacific 2025, facilitate networking and dialogue, explore additional resources and investment opportunities, and improve donor coordination.

The 2021 CPRT will provide a vehicle to disseminate outcomes, promote regional collaboration and resource complementarity, and expand networking opportunities to assist Pacific island countries and territories in the delivery of safe and sustainable waste management practices and to prevent pollution-related issues that impact the health of the ocean and communities within the region.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced consultants who can offer their services on a full or part-time basis to provide technical, administrative and coordination support to SPREP as the Secretariat of the 2021 Clean Pacific Roundtable



Steering Committee and lead agency organising and preparing for the 3rd Clean Pacific Roundtable in partnership with the Government of New Caledonia and ACOTRED, over the duration of 10 months with the duties and responsibilities outlined in the annexed Duties and Responsibilities).

- 2.2. The successful applicant will need to provide documented nature, scope, and capacity of its services as outlined in the Terms of Reference, Annex 1.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
- 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 or your Technical Proposal. Failure to do this will mean your application will **not** be considered).*
 - Complete the **conflict of interest form** provided
 - Submit a CV to demonstrate the consultant has the relevant experience, skills and qualifications to carry out this contract successfully.
 - Minimum qualifications of a bachelor's degree in business management, events and administration, environmental studies, science, natural resource management, or equivalent related field.
 - Be fluent in English and preferably French (but not required), both written and spoken.
 - Provide three references relevant to this tender submission, including the most recent work completed.
 - Work part-time and be based at SPREP for the duration of the consultancy. Due to travel restrictions, applicants already residing in Samoa and legally entitled to work will be preferred.
 - Be available to attend the Roundtable in April or May 2021 virtually at dates agreed by the Steering Committee.

4. Submission guidelines

- 4.1. Submissions should include a rough work plan outlining the distribution of hours/days that will be committed across the 8 months and a financial proposal. Please note all costs, including taxes, facilities, insurance, should be included in the financial proposal. Submitted proposals will be evaluated based on best value for money.
- 4.2. 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.
- 4.3. Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.
- 4.4. Provide three references relevant to this tender submission, including the most recent work completed;

- 4.5 Submit a copy of valid Business License, or evidence of application if still in the application process
- 4.6 Complete the tender application form and conflict of interest form provided
- 4.7 Tender submission must be in USD
- 4.8 The proposal must remain valid for 90 days from date of submission

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 02 November 2020. A summary of all questions received with an associated response will be posted on the SPREP website at www.sprep.org/tender by 04 November 2020.

6. Evaluation criteria

SPREP will select a preferred supplier based on 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.

- 6.1. At least 5 years of relevant practical experience in project management, event management, coordination of activities, fundraising, monitoring, and reporting, preferably in the Pacific region: (20%)
- 6.2. Excellent communications skills with high command of spoken and written English and preferably French (but not required) including demonstrated experience with media, publications, communications, and networking with internal and external stakeholders: (20%)
- 6.3. Demonstrated technical research, analytical, organisational and time management skills including strong management and leadership skills as well as good understanding and appreciation of environmental ethics, values and priorities (20%)
- 6.4. Excellent computer skills including use of Microsoft Office suite and basic website design experience and skills. (15%).
- 6.5. Demonstrated ability to show initiative, multi-task and meet deadlines with minimal supervision including strong self-motivation and commitment (15%)
- 6.6. Detailed Financial Proposal in USD dollars. Clearly identify amount for fees, expenses and all other related costs (10%)
- 6.7. Assessment of the proposal will be based on the evaluation of the Technical (90%) and Financial (10%).

7. Deadline



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- 7.1. **The due date for submission of the tender is: 13 November 2020 (midnight, local Apia, Samoa time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked 'TENDER: **Consultant – Event Coordinator -3rd Clean Pacific Roundtable**' 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>



Annex 1
TERMS OF REFERENCE
Clean Pacific Roundtable Event Coordinator

Duties and Responsibilities

The position of **Clean Pacific Roundtable Event Coordinator (CPRT-EC)** addresses the following Key Result Areas:

1. Networking, partnerships, and collaboration
2. Fundraising, resourcing, and project management/support
3. Communications and capacity building

The requirements in the above Key Result Areas are broadly identified below.

Consultant is accountable for	Consultant is successful when
1. Networking, partnerships and collaboration <ul style="list-style-type: none">a) Liaise and work closely with partners associated with the Clean Pacific Roundtable (CPRT) including members of the Steering Committee and associated working groups, and the CPRT Coordinator based in New Caledonia.b) Assist in facilitating collaboration in the refinement of the agenda including gathering input on suitable presenters for the range of sessions.c) Assist in facilitating collaboration between the communication teams of the organising partners for the development of promotional materials in close collaboration with SPREP's Communications and Outreach team.d) Facilitate collaboration with organisers of localised activities relevant to the CPRT as agreed by the Steering Committee.e) Overall coordination of activities with guidance from SPREP, Steering Committee, and co-hosts.	<ul style="list-style-type: none">• All relevant partners are well informed and engaged in activities in preparation, during and after the Roundtable• Partners have ownership of the theme and agenda through consultation and invitation to provide input• Communication activities and promotion of the CPRT are undertaken in a coordinated, efficient and diplomatic/culturally sensitive manner that utilises the input and network of partner organisations' communications teams.• Activities across the region are well coordinated with organisers.• CPRT activities are undertaken in a coordinated and efficient manner.
2. Fundraising, resourcing, and project management/support <ul style="list-style-type: none">• Assist in fundraising for the CPRT including development and promotion of a sponsorship proposal in collaboration with the SPREP Communications and Outreach team, and the Sponsorship	<ul style="list-style-type: none">• Fundraising proposal developed which captures input from partners in the CPRT Working Group, and SPREP Communications and Outreach team.



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<p>Working Group headed by University of Newcastle representative.</p> <ul style="list-style-type: none"> • Provide support in managing key activities in the preparation, during and after event phases. • Work closely with the technology provider of webinar service to enable smooth flow of the event. 	<ul style="list-style-type: none"> • CPRT activities are undertaken in a coordinated and efficient manner.
<p>3. Communication and advocacy</p> <ul style="list-style-type: none"> • Work in close collaboration with the SPREP Communications and Outreach team to: <ul style="list-style-type: none"> – update as needed and implement the Communications Strategy of the CPRT with partners – develop branding and marketing materials – facilitate communication between SPREP, the CPRT Working Group, the French Agencies involved, and New Caledonia as host – prepare an event report and Sustainability Plan for the next CPRT 	<ul style="list-style-type: none"> • All CPRT communication activities outlined in the Communications Strategy are completed and disseminated in a timely manner, noting this includes (but is not limited to) social media, events, media, publication development, online materials, promotional materials, fundraising and outreach. • The CPRT webpage is established on the SPREP website and updated on a weekly basis at a minimum. • The CPRT Event App is completed and has reached its target followers (as outlined in the Communications Strategy) with information updated and shared every three days at a minimum. • Branding is developed and represents the theme and reflects the host country • Clear, efficient, and timely communication between all stakeholders of the Roundtable; in particular the Steering Committee and the co-hosts: Government New Caledonia and ACOTRED. • Event Report and Sustainability Plan is drafted with guidance from the Steering Committee.

Work Complexity

Most challenging duties typically undertaken:

- Communicating across a culturally diverse range of partners from NGOs, governments, regional agencies, and across SPREP teams.
- Multi-tasking a range of activities in the lead-up and during the CPRT.



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Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none"> • SPREP member countries / focal points • ACOTRED • Government of New Caledonia and the Provincial governments • Regional partners such as JICA, EU, UON, PIPSO, PIFS, IUCN, and other members of the CPRT Steering Committee, and working groups • Other development partners (donors), private sector • Technical Working Group members 	<ul style="list-style-type: none"> • Meetings and discussions • Coordination and collaboration • Communication
<p>Internal</p> <ul style="list-style-type: none"> • WMPC Programme Team • Communications and Outreach Team • Senior Management Team • Other Technical Programmes • SPREP Departments 	<ul style="list-style-type: none"> • Presentation and reporting • Training • Communication • Collaboration • Management and development

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