



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

## REQUEST FOR TENDERS

RFT: 2022/056  
File: AP\_3/31/19/1  
Date: 13 September, 2022  
To: Interested consultants  
From: Monifa Fiu, GCCA+ SUPA SPREP Team Leader/Impacts Analysis Adviser

**Subject: Request for tenders (RFT): GCCA+ SUPA Regional Training Event Coordinator for Adaptation Impacts Methodology and Impacts Database.**

### 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, 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 was tested on a spectrum of adaptation interventions across key priority sectors of coastal protection, water security, resilient agriculture measures and marine resources management. The four countries to trial the impacts analysis methodology are Tonga, Palau, Cook Islands and Federated States of Micronesia. Results of the impact methodology will be integrated into a user-friendly database module which can be added to existing national climate change portals. Through the field trial experience of applying the impact methodology, information sharing sessions about the value of tracking influence of intervention types that addresses priority climate actions for a country, are communicated in stories and knowledge products uploaded online although limited.

An organised regional training of the impacts methodology and database management will be held in Fiji within a two-weeks program designed to apply the impact tools with field practical, networking sessions and data input to the newly created adaptation impacts database.

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- 1.4. This tender procedure is for the provision of event coordination services for a regional training on the impact methodology and database.
- 1.5. 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 in this area of expertise who can offer their services to the GCCA+ SUPA Project at SPREP.
- 2.2. Services requested:
  - i. Prepare a plan and schedule detailing the delivery of this work.
  - ii. Meet with vendors at the venue to help with set-up, collecting (pre-agreed upon) supplies, and greening of the training event to ensure the completion of a successful training.
  - iii. Support project staff in the development of the training program with organised field trips and networking activities for participants.
  - iv. Measure the success of the Impacts Database training event including a dashboard and big-picture report.
- 2.3. Full specifications for the Terms of Reference and the specific statement of work for this consultancy are set out in Annex A.
- 2.4. 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>. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.5. 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:
  - i. Must be based in Fiji and legally entitled to work in Fiji
  - ii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
  - iii. Provide three referees relevant to this tender submission, including the most recent work completed;
  - iv. Provide examples of past related work outputs;
  - v. 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.*
  - vi. Submit a detailed technical proposal on how to coordinate such a training event for regional participants and carry out this contract successfully, and
  - vii. 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  
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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.

## 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 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** of the proposed personnel to demonstrate that they have 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** – detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and 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 best value for money.
- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 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.

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## 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 September 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 September 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.

### I. Technical Score – 85%

Criteria	Detail	Weighting
<b>Experience, Skills, and Technical Services</b>	(1) Must have at least 10 years' practical experience in project management, event management, coordination of activities, fundraising, monitoring, and reporting, preferably in the Pacific region. Experience organising Fiji-based events as well as be able to work in Fiji.	25%
	(2) Excellent communications skills with high command of spoken and written English including demonstrated experience with media, publications, communications, and networking with internal and external stakeholders.	20%
	(3) Demonstrated technical research, analytical, organisational and time management skills including strong management	20%



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and leadership skills with good understanding and appreciation of environmental ethics, values, and priorities.

**Technical Proposal / Methodology**

(4) Detailed technical proposal on how to coordinate such a training event for regional participants and carry out this contract successfully in Fiji.

20%

## II. Financial Score – 15%

Detailed financial proposal.

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

- 7.1 a. SPREP may amend, suspend or terminate the RFT process at any time.
- 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: 05 October 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 2022/056: **GCCA+ SUPA Regional Training Event Coordinator for Adaptation Impacts Methodology and Impacts Database.**'

Mail: SPREP  
Attention: Procurement Officer  
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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>**

## Annex A: Terms of Reference

### **GCCA+ SUPA Regional Training Event Coordinator for Adaptation Impacts Methodology and Impacts Database.**

#### **1. Objectives of the Contract**

This tender procedure is for the provision of event coordination services for a regional training on the impacts methodology and impacts database for the GCCA+ SUPA Project at SPREP.

An organised regional training of the impacts methodology and database management will be held in Fiji within a two-weeks program in November 2022, designed to apply the impact tools with field practical, networking sessions and data input to the newly created adaptation impacts database.

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

Reporting to the GCCA+ SUPA SPREP Team Leader/Impacts Analysis Adviser, the consultant will work with the GCCA+ SUPA Project Team to coordinate the regional training on the Impact Methodology and Database.

Specifically:

- Work with the GCCA+ SUPA SPREP Project Team to prepare a plan and schedule detailing the delivery of this work.
- Meet with vendors at the venue to help with set-up, collecting (pre-agreed upon) supplies and greening of the training event to ensure the completion of a successful training.
- Support project staff in the development of the training program with organised field trips and networking activities for participants.
- Measure the success of the impact database training event including a dashboard and the big-picture report.

#### **3. Specific Tasks**

The following essential functions are to be conducted under the guidance of the GCCA+ SUPA SPREP Project Team. These essential functions include, but are not limited to:

- Prepare a plan and schedule detailing the delivery of this work.
- Meeting with the GCCA+ SUPA Project Team to discuss the event and what they're looking for (scoping activity).
- Provide support in managing key activities in the preparation, during and after event phases.
- Assist in facilitating collaboration between the team of organising partners local partners for the development of promotional materials in close collaboration with SPREP's Communications and Outreach Unit.
- Facilitate collaboration with organisers of localised activities, networking, and the field trips.
- Day-to-day administrative work such as issuing invoices and collecting payments, meeting the vendors at the venue to help with set up, participant's package.
- Ensure the greening of the training event at the venue.
- Prepare an event report and dashboard that measure the success of the impact database training event.



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#### 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 Leader for support and guidance.

#### 5. Requirements and Evaluation Criteria

Technical and Financial Evaluation Criteria	Obtaining Score
(1) Must have at least 10 years' practical experience in project management, event management, coordination of activities, fundraising, monitoring, and reporting, preferably in the Pacific region. Experience organising Fiji-based events as well as be able to work in Fiji.	25%
(2) Excellent communications skills with high command of spoken and written English including demonstrated experience with media, publications, communications, and networking with internal and external stakeholders.	20%
(3) Demonstrated technical research, analytical, organisational and time management skills including strong management and leadership skills with good understanding and appreciation of environmental ethics, values, and priorities.	20%
(4) Detailed technical proposal on how to coordinate such a training event for regional participants and carry out this contract successfully.	20%
<b>Total (Technical)</b>	<b>85%</b>
<b>Financial</b> Detailed financial proposal.	<b>15%</b>

#### 6. Timeline

The consultant will work closely with SPREP from agreed start date until the end of December 2022.

#### 7. Working Arrangements

The consultant will work remotely until able to travel for site implementation purpose and project meetings where necessary in Fiji.



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The consultant will work under the direction of the GCCA+ SUPA SPREP Team Leader with two updates per week to the GCCA+ SUPA SPREP Project Team 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.

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. Duration of the Consultancy**

This consultancy will run up to the end of December 2022 and commencing as soon as practical.