



SPREP

Secretariat of the Pacific Regional
Environment Programme

REQUEST FOR TENDERS

RFT: 2022/019
File: AP_1/4/3
Date: 6 May, 2022
To: Interested individual consultants
From: Rupeni Mario, Project Coordination Unit

Subject: Request for Tender (RFT): Experts/Specialists for Project Development and Implementation

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 Members comprise 21 Pacific Island countries and territories (PICTs), and five developed countries with direct interests in the region: America Samoa, Northern Mariana Islands, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis and Futuna. Metropolitan members are Australia, New Zealand, France, United Kingdom and United States of America.
- 1.3. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
 - a. We value the Environment
 - b. We value our People
 - c. We value high quality and targeted Service Delivery
 - d. We value Integrity
- 1.4. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1 SPREP would like to call for tenders from qualified and experienced individual consultants to provide specific technical assistance on project development and implementation.
- 2.2 This RFT will be executed in two phases:
 - a. Phase 1: Register of Experts /Specialists for Project Development and Implementation
 - b. Phase 2: Engage individual consultant(s) selected in Phase 1 with a SPREP Services Agreement on assignment-specific terms of reference

PO Box 240, Apia, Samoa T +685 21929 F +685 20231 sprep@sprep.org www.sprep.org

A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.



SPREP

Secretariat of the Pacific Regional
Environment Programme

- 2.3 Phase 1: Register of Experts /Specialists for Project Development and Implementation, seeks to register a pool of individual consultants that have expertise and experience in the focus areas described in the terms of reference, Annex A. The pool of individual consultants (Experts /Specialists) will be registered by SPREP on a retainer basis over a period of 18 months. Inclusion on the register does not guarantee engagement on SPREP projects, but ensures your details are available for SPREP to review when seeking external technical assistance on specific assignments.
- 2.4 Phase 2: Engage individual consultants selected in Phase 1 with a SPREP Services Agreement on assignment-specific terms of reference. An assignment-specific terms of reference will be developed by SPREP when the need arises and offered to the pool of individual consultants selected in Phase 1 for a response with a full technical and financial proposal. A SPREP procurement panel will evaluate the responses and select a consultant(s) to conduct the assignment-specific activities. The successful consultant(s) will be engaged with a SPREP Services Agreement.
- 2.5 Tenderers for Phase 1 will need to provide a complete respond as per tender application form and the outlined Terms of Reference (Annex A: Terms of Reference Register of Experts /Specialists for Project Development and Implementation)
- 2.6 The information provided are:
 - a. Annex A: Terms of Reference (ToR) Register of Experts/Specialists for Project Development and Implementation
 - b. Annex B: SPREP Services Agreement template
- 2.7 The successful consultant(s) 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.
- 2.8 SPREP Standard Contract Terms and Conditions are non-negotiable

3. Conditions: information for applicants

- 3.1. To be considered for this tender (Phase 1), interested individual consultants must meet the following conditions:
 - a. Provide a comprehensive response (i.e., complete the tender application form) to the requirements in the attached terms of reference (Annex A) and as outlined in Section 4 below.
 - b. Provide a recent CV.
 - c. Provide three referees relevant to this tender submission, including the most recent work completed.
 - d. 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).

PO Box 240, Apia, Samoa T +685 21929 F +685 20231 sprep@sprep.org www.sprep.org

A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.



SPREP

Secretariat of the Pacific Regional
Environment Programme

- 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.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate for Phase 1 that the interested consultant satisfies the conditions stated above and in the Terms of Reference, Annex A. 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).*
Responding to the requirements, including details to achieve the tasks as outlined in the Terms of Reference (Annex A).
 - 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.
- 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.



SPREP

Secretariat of the Pacific Regional
Environment Programme

- 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. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 06 June 2022. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 08 June 2022.
- 5.2. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
- 5.3. 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.
- 5.4. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- 5.5. 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 the individual consultants for Phase 1 on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer satisfies the following criteria.

CRITERIA 1 (20%):

University and/or advanced degree in:

- Related Sectors i.e., climate change, environment, coastal or marine, agriculture, food security, water, energy, forestry, social sciences, waste management
- Public administration, political science, international relations, public policy, development studies, economics, sociology, gender or any other related field



SPREP

Secretariat of the Pacific Regional
Environment Programme

CRITERIA 2 (40%):

- Recognised technical capacity and expertise of relevant professional experience in the Pacific region or developing country / SIDS context
- High level communication and facilitation skills
- Minimum of 8 years proven experience related to two specialised areas you selected in 6. Areas of Expertise, of the tender application form.

CRITERIA 3 (20%):

Demonstrated experience in project concept note and proposal development and /or project implementation and execution.

CRITERIA 4 (20%):

- Proven track record in securing funding for development and /or for addressing climate change related issues.
- Ability and self-initiative to carry out assigned tasks in a team under minimal supervision as well as an individual basis for assignments

7. Variation or Termination of the Request for Tender

- 7.1 SPREP may amend, suspend or terminate the RFT process at any time.
- 7.2 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>).
- 7.3 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.
- 7.4 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: 17 June 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 2022/019: *"Experts /Specialists for Project Development and Implementation"*



SPREP

Secretariat of the Pacific Regional
Environment Programme

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.

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>



SPREP

Secretariat of the Pacific Regional
Environment Programme

Annex A

Terms of Reference

Phase 1: Register of Experts /Specialists

for

Project Development and Implementation



SPREP

Secretariat of the Pacific Regional
Environment Programme

1. INTRODUCTION

SPREP is an accredited entity for the Green Climate Fund, Adaptation Fund and an executing entity for the Global Environment Facility, the European Union and Agence Française de Développement (AFD). SPREP also implements projects in the region on behalf of bi-lateral partners.

SPREP is seeking to establish a register of qualified individual consultants (Experts /Specialists) who can deliver professional services on a short-term basis for project development and implementation requirements, either with individual SPREP member countries or on a regional basis across various donors. This work may include but is not limited to:

- a. feasibility studies e.g., sectoral, economic and financial.
- b. data analysis e.g., climate data.
- c. development of project concept notes and proposals
- d. development of project supporting plans e.g., Gender, Environment and Social Safeguards, Monitoring and Evaluation, stakeholder engagement, etc.
- e. undertaking specific activities within projects under implementation e.g., institutional strengthening, policy review, etc.
- f. technical assistance in other areas as necessary.

Such work will vary in duration and scope but will be based on the needs identified in each of the target countries or at the regional level.

The intention is to:

- a. Enable SPREP to be able to efficiently and effectively deliver upon its functions as an accredited entity and executing entity in developing and implementing projects which may have requirements to be achieved within tight deadlines.
- b. Provide for a pool of experts /specialists who are available to work with SPREP in meeting specific project requirements, particularly on common project-related requirements.
- c. Develop efficiencies in project development and implementation.

The register of Experts /Specialists will be managed by the SPREP Project Coordination Unit. Inclusion on the register does not guarantee engagement on SPREP projects, but ensures your details are available for SPREP to review when seeking external technical assistance on specific assignments.

The pool of individual consultants (Experts /Specialists) will be registered by SPREP on a retainer basis over a period of 18 months.

2. SCOPE

Experts /Specialists registered by SPREP are required to provide specific technical assistance that will be defined in assignment-specific terms of reference. The assignment-specific terms of reference will be provided to the registered Experts /Specialists when the need arises.

For the purpose of this terms of reference, the Experts /Specialists will be selected for registration based on their ability to provide technical assistance in the areas of:

- a. Project design and formulation
- b. Policy and Strategy Development
- c. Capacity Development / Training
- d. Gender Equality and Social Inclusion

PO Box 240, Apia, Samoa T +685 21929 F +685 20231 sprep@sprep.org www.sprep.org



SPREP

Secretariat of the Pacific Regional
Environment Programme

- e. Environmental and Social Safeguards
- f. Monitoring, Evaluation and Learnings
- g. Research and Documentation
- h. Knowledge Management and Communications
- i. Project Management
- j. Stakeholder facilitation
- k. Feasibility studies
- l. Financial and economic analysis
- m. Private sector engagement

3. QUALIFICATIONS AND EXPERIENCE

- a. University and/or advanced degree in: related Sectors i.e. climate change, environment, coastal or marine, agriculture, food security, water, energy, forestry, social sciences, waste management; and public administration, political science, international relations, public policy, development studies, economics, sociology, gender or any other related field
- b. Recognised technical capacity and expertise of relevant professional experience in the Pacific region or developing country / SIDS context
- c. Minimum of 8 years proven experience related to at least one of the following:
 - ✓ Food and water security
 - ✓ Livelihoods and well-being of people and communities
 - ✓ Energy generation and access
 - ✓ Infrastructure and built environment
 - ✓ Ecosystems and ecosystem services
 - ✓ Oceans, coastal and marine resources
 - ✓ Forests, agriculture and land use
 - ✓ Climate information services
 - ✓ Disaster risk reduction and early warning systems
 - ✓ Residual waste management
 - ✓ Organic waste management
 - ✓ Hazardous waste management
- d. Demonstrated experience in project concept note and proposal development and project implementation and execution.
- e. Proven track record in securing funding for development and addressing climate change related issues.

4. PAYMENT SCHEDULE

Payments will only be made on assignment-specific consultancies which will be contracted by SPREP when the need arises. Contracted Experts /Specialists will be formally engaged with a Services Agreement.

The Services Agreement template outlining terms and conditions is attached for information and reference.

5. REPORTING ARRANGEMENTS

All reporting arrangements will be articulated in the assignment-specific terms of reference.

PO Box 240, Apia, Samoa T +685 21929 F +685 20231 sprep@sprep.org www.sprep.org

A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.



SPREP

Secretariat of the Pacific Regional
Environment Programme

Annex B

SERVICE AGREEMENT TEMPLATE

PO Box 240, Apia, Samoa T +685 21929 F +685 20231 sprep@sprep.org www.sprep.org

A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.