

REQUEST FOR TENDERS

File: AP_3/28/3
Date: 11th November 2019
To: Interested Service Providers
Contact: Rupeni Mario (Project Development Specialist)

Subject: Green Climate Fund Niue Readiness 1: Development of an Options Paper for the Private Sector

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 (PICTs) to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP is a delivery partner for the GCF Niue Readiness 1 through the Niue Project Management and Coordination Unit (PMCU).
- 1.3. The Niue PMCU is charged with all in country GCF activities.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from a qualified and experienced Consultant who can offer their services to provide Technical Assistance to the Niue Private Sector as set out in the Terms of Reference (ToR) in Annex A.
- 2.2. The successful applicant will need to provide technical advice and input, and work with the Niue Chamber of Commerce under the supervision of the Niue Readiness Project Manager, including by drawing on research and analytical skills, excellent communication skills and experience working with a range of stakeholders, as well as knowledge of the GCF and climate finance readiness issues.
- 2.4. The successful applicant will be required to develop an Options Paper for the private sector with the support from the Niue Chamber of as set out in Annex A.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested Consultants must meet the following conditions:
- i. Meet the Evaluation Criteria.
 - ii. Supply three references as part of their tender application.
 - iii. The Consultant must possess or be able to obtain relevant work permits and approvals in order to be able to lawfully work as a consultant in Niue.
 - iv. Submit a complete submission as directed in Section 4.
 - v. Complete the tender application form provided.
 - vi. The Consultant must also be able to attend an interview prior to award of contract. The interview may be undertaken remotely (e.g. via teleconference) or in person.
 - vii. The Consultant must be willing to undertake some international travel, as may be required to effectively deliver the assignment as detailed in Annex A.
 - viii. The Consultant must be willing to work in accordance and in cooperation with SPREP to ensure that, relevant SPREP financial management, procurement and other policies are followed in the delivery of the assignment.
 - ix. The Consultant must be willing to accept the payment conditions as follows:
 - Payment of services rendered will be as per payment schedule present in the ToR (reference Annex A).
 - Payment will be made from SPREP to the Consultant as per deliverables outlined in the Services Agreement between SPREP and the Consultant.
- 3.2 The Consultant will be provided with adequate office space and amenities in accordance with Niue Government standard provisions for the duration of the assignment while in country.
- Consultant must have their own computer for the consultancy
- Consultant must comply with Niue Laws

4. Submission guidelines

- 4.1. Tender documentation should demonstrate the interested bidder's ability to carry out the required work in support of successful delivery of the ToR as described in Annex A. This will require that the interested bidder satisfies the Conditions stated above and is capable of meeting the specifications and timeframes, and that supporting examples to address the Evaluation Criteria are also provided.
- 4.2. Tender documentation must include:
- i. A cover letter stating that the tenderer meets the conditions in Section 3 and that the tenderer has the ability and resources to complete the consultancy within the stated timeframes and budget inclusive of all fees, expenses and costs.
 - ii. A comprehensive Curriculum Vitae with contact details of at least three professional referees and samples of past work with a clear explanation of what aspects were coordinated by the applicant and what aspects were done directly by the applicant.
 - iii. The proposal must remain valid for 90 days from date of submission.
- 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 Alvin Sen on alvins@sprep.org and copy Vitolina Samu on vitolinas@sprep.org before 17th December 2019. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 19th December 2019.

6. Evaluation criteria

- 6.1 SPREP will select a preferred bidder 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. (20%) Bachelor degree or equivalent or higher in a relevant field including for example information finance, economics or climate change.
 - ii. (20%) Demonstrated at least 5 years' experience in project development and management with small island states, government and climate finance donors.
 - iii. (15%) Excellent communication skills, including the ability to prepare high quality written reports and other documents.
 - iv. (15%) Demonstrated research and analytical skills.
 - v. (10%) Familiarity with climate change policy and priorities for Niue and climate finance, including the Green Climate Fund.
 - vi. (10%) Experience working with and coordinating a range of stakeholders including across national and local government, NGO's and the private sector including facilitation of consultation and workshops will be considered favourably.
 - vii. (10%) Demonstrated understanding of the assignment, including the role and expectations of the Consultant.
- 6.2 Persons of all nationalities are able to apply (subject to relevant Conditions) and suitably qualified and experienced Niueans are encouraged to apply.

7. Deadline

- 7.1. **The due date for submission of the tender is: 6th January 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: **Green Climate Fund Niue Readiness 1: Development of an Options Paper for the Private Sector**' to one of the following methods:

Mail: SPREP
Attention: Procurement Officer; PO Box 240; Apia, SAMOA
Email: tenders@sprep.org
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 A: TERMS OF REFERENCE

Green Climate Fund Niue Readiness 1: Development of an Options Paper for the Private Sector

BACKGROUND

Niue currently depends on intermediaries to access global climate financing. The GCF Readiness Programme has provided the opportunity for Niue to build national policies and systems and strengthen national entities to have direct access to GCF financing.

Through the Niue GCF Readiness 1, Niue has identified the Private Sector as a potential partner to support the Government realize its climate ambitions. The Government of Niue has also established a Project Management and Coordination Unit (PMCU) that is headed by a Director, who is the alternate NDA. The PMCU is housed directly under the Premier's Office.

The Niue Chamber of Commerce is the mandated national organization representing the Private Sector for Niue and provides a crucial training, support, advocacy and facilitation role in the development of a stronger private sector in Niue. The Niue Chamber of Commerce has over 200 members and is growing. The membership composition is: 81% are owned by Niueans, 24% have been operating for more than 10 years, 58% are sole traders, 62% are owned/managed by or in partnership with a woman, 60% have tourism as their primary focus, 21% have three or more full time employees, 28% are looking to employ additional staff in the next 12 months, and 68% are confident their business will perform well in the future.

The major challenges for businesses in Niue over the next five years are: staffing, competition, increasing costs of materials and doing business, infrastructure – particularly roads, connectivity and power, lack of insurance, outdated government policy and climate change.

The Niue Chamber of Commerce undertook consultations in early 2018 in relation to possible private sector climate change projects. The outcome was on Food Security with a broad outline of priorities identified as:

- Vanilla – protecting this successful growth export crop for Niue. The current vanilla production is successful and cannot meet the export market demand. The plantations we have need cover, misting systems, and water supply.
- Hydroponics – the lifeline for healthy food options for the people of Niue. The conditions in Niue make it difficult to grow many salad and vegetable crops and hydroponics has proven successful in providing these options to the people. To protect these crops against climate change they need cover, research and development and water-cooling systems.
- Subsistence Farmers – many Niueans rely on their plantations to feed their families and to provide sole or supplementary income through selling their produce at the markets, to the hotel or to retail outlets. They need water supplies, protection of seed and root stock etc.
- Research and Development – all these areas for climate change mitigation and adaptation require investment in research and technology to ensure protection and to look at diversification that fits with Niue's climate and growing conditions.

Niue has a very small population, 1650 residents. Any project identified and developed for Niue needs to take into consideration the ability of the country to implement /deliver on the project.

The private sector is aware that they need tailored climate-related tools and projects that they can use to reduce the impacts of climate change on their businesses, lives, livelihoods, natural resources and property. Any private sector Climate Change Project needs to sit well with the National Strategy in relation to policy, planning, and decision making across sectors, and at national and community scales for both long and short-term timeframes.

The entire private sector is at significant risk from losses and damage due to extreme events such as drought, heat waves, cyclones and flooding, and slow onset changes, such as rising temperatures, sea-level rise and ocean acidification.

OBJECTIVE

The primary objective of this assignment is twofold:

- (i) Outline how the private sector can support the government achieve Niue's climate ambitions;
and
- (ii) Guide the private sector on accessing climate finance

SCOPE OF THE ASSIGNMENT

The Consultant will work with the Niue Chamber of Commerce to:

- i. Develop an Options Paper for the private sector

The minimum contents requirement of the Options Paper are: an executive summary, introduction and background, the challenge, available options (including a description and, pros and cons for each option), conclusions and recommendations for Niue with reasoning, and annexes on: list of climate change related projects, policies and funding sources currently in implementation; and, list of people, with contacts, consulted.

- ii. The Process

The development of the Options Paper will undergo through a desktop review, field mission(s) – consultations /workshop(s) with relevant stakeholders, and research on opportunities for Niue private sector.

DELIVERABLES AND TIMELINES

The Consultant will be responsible for the following tasks:

- Submit a work plan with timelines that covers central tasks to this ToR
- As required, organise travel to Niue to consult stakeholders and gather data and information
- Work with the Niue Chamber of Commerce and relevant government ministries on the following:
 - (i) Detail account of the private sector profiles
 - (ii) Explore areas where the private sector can support government realize Niue's climate ambitions including how the private can participate in partnership
 - (iii) Explore and propose a modality for the private sector to access climate financing for the food security project
 - (iv) Identify other private sector niche areas including climate financing modalities
- Draft a 5-year plan for the private sector to access climate financing

The Consultant will be responsible for the following deliverables:

- A work plan and travel plan outlining timelines of tasks including specific times for submitting the required deliverables
- Options Paper for the private sector
- 5-year plan for the private sector

- End of assignment report

WORKING ARRANGEMENTS

The Consultant will be home based. Where travel to Niue is required these will be costed separately from the professional fees.

CONSULTANCY DURATION

Total maximum working days = 25 days

End of assignment = all deliverables to be completed by 01 March 2020

INDICATIVE LEVEL OF REMUNERATION

This will be disbursed as per Table below

Deliverable /Outputs	Description	Payment upon delivery (%)
1	Work plan and timelines submitted	20
2	Draft Options Paper	30
3	Final Options Paper	20
4	<ul style="list-style-type: none"> • 5-year plan • End of assignment brief 	30

QUALIFICATIONS AND EXPERIENCE

- Have tertiary qualifications in climate change or related field and relevant to the tasks in this ToR
- Have spent 5 years or more in similar work areas
- Familiar with the Pacific region particularly with small island developing states such as Niue
- Fluent in English (note that all deliverables are required to be in English)
- Should have some or all of the following:
 - a. Experience with GCF policies
 - b. Experience with climate financing and the private sector

REPORTING LINES

The Consultant will be recruited under a SPREP Contract and will act under the direct supervision of the Niue Readiness Project Manager with support from the SPREP Project Coordination Unit.