



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

## REQUEST FOR QUOTES

RFQ: 2022/039  
File: AP\_3/31/19/2  
Date: 7 April, 2022  
To: Interested consultants  
From: Monifa Fiu, GCCA+ SUPA Impacts Analysis Adviser

**Subject: Request for quotes (RFQ): GCCA+ SUPA National Journalist – Cook Islands.**

### 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](http://www.sprep.org).
- 1.4. The Global Climate Change Alliance Plus Scaling Up Pacific Adaptation (GCCA+ SUPA) Project, in particular 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 behavioral 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 is being 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 the Federated States of Micronesia.

- 1.5. This tender procedure is to seek a national journalist to create news stories about the experience of applying the impacts methodology on lessons of past adaptation at targeted community areas for the GCCA+ SUPA Project.

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## 2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for quotes from qualified and experienced national journalist who can offer their services to the GCCA+ SUPA Project at SPREP.
- 2.2. The Terms of Reference of 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/sprepororganisational-values-code-of-conduct.pdf](https://www.sprep.org/attachments/Publications/Corporate_Documents/sprepororganisational-values-code-of-conduct.pdf). Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.4. SPREP Standard Contract Terms and Conditions are non-negotiable

## 3. Conditions: information for applicants

- 3.1. To be considered, interested consultants must meet the following conditions:
  - i. Submit a detailed Curriculum vitae detailing relevant experience, skills, work ethics, and qualifications to carry out this contract successfully.
  - ii. Provide three referees relevant to this submission, including the most recent work completed;
  - iii. Provide examples of past related work outputs;
  - iv. 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.*
  - v. Submission must include a TECHNICAL PROPOSAL that includes a detailed workplan, methodology, schedule of activities and other items deemed necessary by the tenderer;
  - vi. Submission must include a FINANCIAL PROPOSAL that has an annotated budget listing for each task as required in the scope of work 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 activity 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.



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- 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. 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. 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 associated taxes.
- 4.3. Provide three referees relevant to this 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 Evaluation Committee requests further information for the purposes of the evaluation process. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6. The submitted 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 proposal.



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## 5. Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to [procurement@sprep.org](mailto:procurement@sprep.org) before 15 April 2022. A summary of all questions received complete with an associated response will be shared with all Tenderers by 19 April 2022.
- b. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- c. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFQ or any other information given or made available by SPREP, the Tenderer should promptly notify the Requesting 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 proposal 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 – 80%

Criteria	Detail	Weighting
<b>Experience and Technical Skills</b>	Proven track record in developing communication content, news stories, knowledge products and delivery of effective communication in the environment, biodiversity conservation, disaster risk reduction and climate change sectors within the Pacific context. Provide three relevant examples.	30%
<b>Technical Proposal / Methodology and Proficiency</b>	A proposed plan which contains the details to achieve the communication tasks as outlined in Annex A.	25%
<b>Work Ethic and Commitment</b>	Provide evidence of excellent work ethics including but not limited to responsiveness of your services, ability to take instructions, capable of meeting deadlines, and proficiency in working unsupervised until task is completed to a high quality.	25%

### II. Financial Score – 20%

Detailed financial proposal.

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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 Quotes

- 7.1 a. SPREP may amend, suspend or terminate the RFQ process at any time.
- b. In the event that SPREP amends the RFQ or the conditions of tender, it will inform potential Tenderers.
- c. 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 RFQ process at any time. In such cases SPREP will cancel this process and inform unsuccessful bidders accordingly.

## 8. Deadline

- 8.1. **The due date for submission is: 22 April 2022, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3. Please send all quotes clearly marked '**RFQ: GCCA+ SUPA National Journalist – Cook Islands.**'

Mail: SPREP

PO Box 240

Apia, SAMOA

Email: [monifaf@sprep.org](mailto:monifaf@sprep.org)

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

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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 proposals and the lowest or any proposal 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 National Journalist – Cook Islands.

#### 1. Objectives of the Contract

This tender procedure is for the provision of journalism services for the GCCA+ SUPA Project at SPREP and write news stories including video stories, features and reviews, in liaison with the SPREP Communications and Outreach Unit and GCCA+ SUPA Project Team.

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

The national journalist will work on a full-time basis for a period of 8 months to support and write news story and communication content aiming to advocate for the Impacts' Analysis (IA) Methodology for adaptation in the Pacific and its application.

The GCCA+ SUPA SPREP Project Team will provide guidance on the scope of work. Specifically:

- a) Write three news stories that depicts two feature articles and one review on making sense of the impact on frontline communities that have benefited from adaptation actions.
- b) Produce a short video story about application of the impact methodology to make sense of impact influenced by past adaptation action in the community.
- c) Ensure that the written news stories are made accessible through local national print and electronic media.

#### 3. Specific Tasks

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

- Prepare a plan and schedule detailing the delivery of this work.
- Work closely with the national climate change focal point to collect and prepare potential story lines with frontline communities treated to an impact assessment of adaptation actions.
- Write three news stories of two feature articles and one review about making sense of the impact on frontline communities that have benefited from adaptation actions.
- Produce a short video story about application of the impact methodology to make sense of impact influenced by past adaptation action in the community.
- Ensure that the written news stories are made accessible through local national print and electronic media.

#### 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. Particularly, the news stories and featured articles are expected to include high resolution images preferably captured by the national journalist with their own digital single-lens reflex (DSLR) camera. Similarly, the

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short video story is expected to be of high-quality video with good sound/audio recording and overall, professional video editing and production.

The consultant will liaise with the GCCA+ SUPA SPREP Project Team Leader and SPREP Communications and Outreach Unit for support and guidance.

## **5. Requirements**

The consultancy seeks a national journalist to create news stories about the experience of applying the impacts methodology on lessons of past adaptation at targeted community areas for the GCCA+ SUPA Project.

## **6. Timeline**

The national consultant will work closely with SPREP for up to 8 months 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. These local travel arrangements for any project related activities will be facilitated by the GCCA+ SUPA SPREP Project Team when necessary.

The consultant will work under the direction of the GCCA+ SUPA SPREP Team Leader and SPREP Communications and Outreach Unit with monthly updates 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 national 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.

## **10. Additional Notes**

The successful bidder will be required to note and acknowledge the following:

- SPREP is entitled to all intellectual property and other proprietary rights, including but not limited to patents, copyrights, and trademarks, with regards to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected under any contract that may result from this invitation to tender.
- Any artwork, photographs, films, electronic files or other physical or electronic media (including preparatory, intermediate, and final work) produced under any contract that



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may result from this invitation to tender shall be property of SPREP and must be surrendered to SPREP upon request.

- In case that it is necessary or requested to use third party-materials (e.g., footage or stock photos) the contractor shall have or obtain the necessary licenses to use them for SPREP's needs.