

# REQUEST FOR TENDERS

File: AP\_3/28/3  
Date: 06 October 2020  
To: Interested suppliers in Niue  
From: Filomena Nelson, Climate Change Adaptation Adviser

**Subject: Request for tenders: Communications Specialist, Niue NDA Green Climate Fund Readiness Project**

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## 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).

## 2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced Communications Specialists in Niue who can offer their services to develop a Communication and Engagement Strategy and plan for implementation for Niue's National Designated Authority with the Green Climate Fund, under Niue's Project Management Coordination Unit (PMCU), and provide training and mentoring to the PMCU to embed the strategy.
- 2.2. The successful applicant will need to provide the Communication and Engagement Strategy and plan and training by **14 December 2020**
- 2.3. The Terms of Reference for the consultancy are set out in Annex A.

## 3. Conditions: Information for Applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:



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- Submit a CV detailing previous relevant experience
- Provide examples of relevant experience in developing communication strategies and plan for implementation, in particular in the Pacific region.
- Provide three written references relevant to this tender submission, including the most recent work completed;
- Complete the Tender Application 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 or your Technical Proposal. Failure to do this will mean your application will not be considered.
- Sign the Conflict of Interest form provided

3.2 To be considered, interested suppliers must also:

- Be a Niuean National or Expat living and legally entitled to work in Niue.
- Be willing to accept payment of services rendered will be as per payment schedule below:
  - 20% upon signing of contract.
  - 50% upon satisfactory delivery of outputs 1 to 4, as set out in Annex A.
  - 30% upon satisfactory delivery of outputs 5 to 8, as set out in Annex A.

3.3 The successful applicant is responsible for

- The payment of applicable taxes,
- All insurance cover such as medical, travel and professional liability,
- Own equipment for work i.e. laptop and software.

#### 4. Submission Guidelines

- 4.1. 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.
- 4.2. Tender documentation should outline the interested supplier's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.
- 4.3. Tender submission must be in United States Dollars (USD).
- 4.4. The proposal must remain valid for 90 days from date of submission.
- 4.5. 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 [procurement@sprep.org](mailto:procurement@sprep.org) before 12 October 2020. A summary of all questions received with an associated response will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 14 October 2020.

#### 6. Evaluation criteria



- 6.1. SPREP will select a preferred supplier 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:

Technical Evaluation Criteria	Obtainable Score
<p>At least 10 years of relevant experience in working preferably within government institutions and / or international organisations on consultancy assignments, especially in strategic communications planning.</p> <p>Proven track record in creative strategic communications planning, advertising, message and IEC development.</p> <p>Demonstrated experience in developing, designing, production and publishing / dissemination / airing of communication products using various media in a national or international context.</p> <p>Demonstrated experience in developing complex language into appropriate messaging for a range of audiences and have experience delivering communications using a variety of channels aiming at those 'hard to reach' target groups.</p> <p>Experience in training and mentoring people.</p>	35%
<p>Demonstrated experience undertaking similar assignments in Niue and or other countries of the Pacific region.</p> <p>Demonstrated experience with communication methodologies and approaches in the Pacific region.</p> <p>Knowledgeable about environmental issues, climate change impacts, water vulnerability challenges and resilience building opportunities particular to Pacific Small Island Developing States.</p>	25%
<p>Demonstrated culturally sensitive, friendly, and effective inter-personal and communication skills that are conducive to effective presentations and networking, and building trust required to complete tasks.</p>	15%
<b>Total (Technical)</b>	<b>75%</b>
<b>Total (Financial)</b>	<b>25%</b>

- 6.2. Assessment of proposals will be based on the evaluation of the Technical Proposal (75%) and Financial Proposal (25%)



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## 7. Deadline

- 7.1. **The due date for submission of the tender is: 20 October 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: **Communications Specialist, Niue NDA Green Climate Fund Readiness Project**' to one of the following methods:

Mail: SPREP  
Attention: Procurement Officer  
PO Box 240  
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.

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

### Communications Specialist – Niue National Delegated Authority Green Climate Fund Readiness Project

#### Assignment Information

<b>Assignment Title:</b>	Communications Specialist
<b>Project:</b>	Niue Readiness
<b>Post Level:</b>	Local Specialist
<b>Contract Type:</b>	Individual Contractor
<b>Duty Station:</b>	Home-based <sup>1</sup>
<b>Expected Place of Travel:</b>	Niue
<b>Contract Duration:</b>	2 months

#### Project Description

Niue, through the Project Management and Coordination Unit (PMCU) of the Office of the Secretary to Government working with SPREP as the Delivery Partner successfully applied for a Green Climate Fund (GCF) Readiness Grant. The grant funds Niue's first Readiness Project (Readiness1) aimed at strengthening the Office of the Premier and the PMCU's capacity to effectively perform its functions as the National Delegated Authority to the Green Climate Fund.

As the National Designated Authority (NDA) for the GCF, within the Secretary to Government's Office, the PMCU is responsible for the overall coordination and capacity building of Niue's engagement with the GCF. Key priorities of the NDA are to strengthen its capacity to effectively perform its functions as the NDA and to develop a strategic approach to pipeline development and harmonisation of these resources and efforts with the Country's Climate agenda and broader development.

About the GCF Readiness: The GCF Readiness Programme is a funding programme to enhance country ownership and access to the Green Climate Fund. The Programme provides resources for strengthening the institutional capacities of NDAs, developing the necessary strategic frameworks, country programme and pipeline, and support direct access to efficiently engage with the Fund.

#### Scope of Work:

An experienced Communications Specialist is sought to develop a Communication and Engagement Strategy and implementation plan for Niue's National Designated Authority /

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<sup>1</sup> Due to impacts of COVID-19



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Project Management Coordination Unit to effectively engage stakeholders in climate finance activities and raise awareness and promote the functions and work of the Office.

The overall objective of the assignment is the development of a Communications and Engagement strategy and plan for implementation that will assist the NDA to:

- a. Achieve overall organisational objectives as the NDA for Niue;
- b. Engage effectively with stakeholders;
- c. Demonstrate the work of the Office in relation to climate financing;
- d. Ensure stakeholders understand the role and responsibilities of the NDA Office; and
- e. Guide and facilitate advocacy work towards change in behaviour and perceptions of stakeholders in relation to accessing climate financing where necessary.

Stakeholder consultations and the development of the plan will need to consider the impacts of COVID-19 in terms of travel restrictions. All applications will need to clearly define a course of action which considers the restrictions. To assist with information and data collection, the Consultant will work with and have the full support of the Project Management Coordination Unit in Niue.

### **Expected Outcomes and Deliverables:**

Guided by an existing project plan and in consultation with the PMCU, SPREP and relevant stakeholders in Niue, the consultant will deliver the following outputs:

#### **Output 1: Communication and Engagement strategy and action plan for the NDA Office.**

The strategy and plan will enhance awareness, understanding and knowledge of key stakeholders in the government, private sector, civil society etc at the national level aimed at raising awareness of climate financing, access to climate financing and the roles and responsibilities within Niue's Government to key stakeholders. This will include, but not limited to:

- a. Identifying and assessing Niue's needs in terms of information and knowledge sharing on climate finance issues.
- b. Undertake a stakeholder mapping and analysis to identify key stakeholders in government, private sector, civil society etc whom the NDA Office needs to be engaging with.
- c. Identification of mechanisms to meet stakeholder needs in information and knowledge sharing.

The final strategy should as a minimum contain:

- a. Situational analysis and communication rationale
- b. Communication and engagement goals and objectives aligned to the organisational goals
- c. Key stakeholders and target audiences
- d. Key messages for the Strategy
- e. Tools and tactics against key stakeholders
- f. Activities and timelines
- g. Monitoring and evaluation including indicators aligned to NDA/PMCU organisational M&E Framework / Plan.
- h. Risk management including identification of risks and mitigation actions
- i. Budget





**Output 2: Communication Training Needs Analysis**

Undertake an analysis of staffing capacity to implement the Communication and Engagement Strategy and Action Plan including identification of capacity gaps and measures to fill the gaps.

**Output 3: Communication and Engagement Training**

Provide training and mentoring to the Niue National Designated Authority Office staff focusing on the implementation of the Communication and Engagement Strategy & Action Plan and embedding the Strategy within the organisation.

**Institutional Arrangement:**

The selected consultant will be under the supervision of the Secretariat of the Pacific Regional Environment Programme (SPREP) and work closely with the NDA Office based in the Project Management Coordination Unit. Reports and documentation will be shared with the SPREP Project Coordination Unit, Readiness Adviser of the Climate Change Resilience Programme and the NDA and Readiness Project Manager in a timely manner.

**Duty Station:**

Home-based. Travel within Niue and face-to-face engagement with stakeholders will be dependent upon the situation under the COVID-19 pandemic.

**Outputs / Deliverables:**

No.	Deliverables / Outputs	Estimated Duration to Complete	Review and Approvals Required
1	Communication and engagement review report which should include findings from desk review and stakeholder consultations as well as key lessons learnt and best practices.	8 working days	SPREP & NDA PMCU
2	Stakeholder mapping: Analysis of target audiences, relevancy, influence, awareness need, how to reach them etc.	7 working days	SPREP & NDA PMCU
3	Establishment of specific objectives and key messages for the communication strategy	3 working days	SPREP & NDA PMCU
4	Development of the draft Communication and Engagement Strategy & Action Plan	10 working days	SPREP & NDA PMCU
5	Validation workshop / meetings with NDA Office	2 working days	SPREP & NDA PMCU



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6	Final Communication and Engagement Strategy & Action Plan is developed	3 working days	SPREP & NDA PMU
7	Training and mentoring of NDA personnel to implement the Strategy & Action Plan and a report on the training and mentoring undertaken	5 working days	SPREP & NDA PMU
8	Final report of actions, lessons learned, and future actions or areas for focus to further strengthen communication and engagement.	2 working days	SPREP
<b>Total</b>		40 working days	

### Qualifications & Competencies:

Experience:	<ol style="list-style-type: none"> <li>At least 10 years of relevant experience preferably in government institutions and / or international organisations on consultancy assignments, especially in strategic communications planning.</li> <li>Proven track record in creative strategic communications planning, advertising, message and Information, Education, Communication (IEC) development.</li> <li>Demonstrated experience in developing, designing, production and publishing / dissemination / airing of communication products using various media in a national or international context.</li> <li>Be able to turn complex language into appropriate messaging for a range of audiences and have experience delivering communications using a variety of channels aiming at those 'hard to reach' target groups.</li> <li>Good knowledge of climate change impacts in Niue and the Pacific and climate financing, particularly related to public awareness, knowledge and understanding of stakeholders.</li> <li>Experience in training and mentoring people.</li> </ol>
Competencies:	<ol style="list-style-type: none"> <li><b>Professionalism:</b> Ability to develop a strategy and plan using various methods. Have the gravitas and credibility to engage with Government officials, private sector and civil society</li> </ol>





	<p>audiences; Ability to apply judgement in the context of assignments given, plan own work and manage conflicting priorities.</p> <p>3. <b>Leadership:</b> Establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions.</p> <p>4. <b>Communication:</b> Speaks and writes clearly and effectively; exhibits interest in consultative approaches; demonstrates openness in sharing information and keeping people informed.</p> <p>5. <b>Teamwork:</b> Works collaboratively with colleagues to achieve goals.</p> <p>6. <b>Planning and Organising:</b> Develops clear goals that are consistent with agreed strategies; identifies priority actions and assignments; adjusts priorities as required; allocated appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary.</p>
Language Requirements:	<p>1. Fluency in English (oral and written) is a requirement, with sound written and presentation skills using plain English. Fluency in Niuean is an advantage.</p>

**Evaluation criteria: (Technical 75%, Financial 25%)**

Technical Evaluation Criteria	Obtainable Score
<p>At least 10 years of relevant experience working preferably in government institutions and / or international organisations on consultancy assignments, especially in strategic communications planning.</p> <p>Proven track record in creative strategic communications planning, advertising, message and IEC development.</p> <p>Demonstrated experience in developing, designing, production and publishing / dissemination / airing of communication products using various media in a national or international context.</p> <p>Demonstrated experience in developing complex language into appropriate messaging for a range of audiences and have experience delivering communications using a variety of channels aiming at those 'hard to reach' target groups.</p> <p>Experience in training and mentoring people.</p>	35%
Demonstrated experience undertaking similar assignments in Niue and or other countries of the Pacific region.	25%



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Demonstrated experience with communication methodologies and approaches in the Pacific region.	
Knowledgeable about climate change impacts in Niue and the Pacific and climate finance particularly related to public awareness, knowledge and understanding of stakeholders.	
Demonstrated culturally sensitive, friendly, and effective inter-personal and communication skills that are conducive to effective presentations and networking, and building trust required to complete tasks.	15%
<b>Total (Technical)</b>	<b>75%</b>
<b>Total (Financial)</b>	<b>25%</b>

### Reporting Relationships

The consultant will report primarily to the SPREP Climate Change Finance Readiness Adviser.

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](https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf)