



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

## REQUEST FOR TENDERS

RFT: 2022/030  
File: SPREP\_2/44  
Date: 06 May 2022  
To: Individual consultants  
From: Dr Melanie King, Project Coordination Unit

**Subject: Request for tenders (RFT): Project Officer (Service based Contract) to support SPREP's climate finance portfolio**

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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 SPREP is an Accredited Entity to the Green Climate Fund (GCF) and the Adaptation Fund (AF), and an executing entity to the Global Environment Facility (GEF), working with 14 Member countries to access climate financing to achieve their climate ambitions. The Project Coordination Unit (PCU) functions as SPREP's operational focal point for the GCF and AF, which includes establishing and managing a portfolio of climate financing projects across a range of sectors; liaising with Member countries, donors and other stakeholders, and; championing project results, achievements and impacts.
- 1.4 The PCU provides high quality project development and management support for the benefit of its Members. The PCU works in a collaborative, cross cutting manner with other SPREP technical programmes and departments; and engages and works closely with a range of stakeholders including SPREP Member countries, Donors, international and regional entities, and public and private sectors.
- 1.5 Internally, the PCU provides leadership, guidance, advice and support to SPREP Programmes / Projects on project design, development and implementation, including the establishment and championing of project-related policies and procedures.
- 1.6 For more information see: [www.sprep.org](http://www.sprep.org).

## 2. Specifications: statement of requirement

- 2.1. SPREP is seeking to recruit a qualified and experienced Project Officer (Service-based Consultancy) to assist with the implementation of project activities under SPREP's Green Climate Fund (GCF) Readiness and National Adaptation Plan (NAPs) portfolio.
- 2.2. The project officer will be based within the Project Coordination Unit (PCU) and work closely with the individual SPREP Readiness and NAP Project Manager(s). The Terms of Reference (TOR) and the specific statement of work for the consultancy is set out in Annex A.
- 2.3. The role is for two years and will be Samoa based. The project officer will be subject to an annual review.
- 2.4. Tenderers will need to provide a comprehensive proposal as outlined in the attached terms of reference (Annex A).
- 2.5. The successful consultants 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)
- 2.6. 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:
  - Currently reside in Samoa
  - Be able to demonstrate he/she is legally entitled to work in Samoa
  - Strong track record in project management including work planning, budgeting, organising, and managing partner input, reporting, monitoring, and evaluation
  - A relevant qualification from a recognised tertiary institution in a field related to environment and project management
  - At least 3 years' experience working on projects, preferably in the international development field or related area
  - Have an excellent command of spoken and written English
  - Record of having successfully worked with multiple stakeholders including Government, and civil society stakeholders establishing effective networks of cooperation
- 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 under 3.2 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 applicant satisfies the conditions stated above and is capable of meeting the requirements as stipulated in the ToR. 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, comprising:
- 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).*
  - b. Honour form.
  - c. **Curriculum Vitae** to demonstrate the requisite skills and experience to carry out this contract successfully
  - d. Declaration form
  - e. Conflict of Interest form
- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. Tenderers 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 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. No tender proposal may be modified after the deadline for submission of proposals.
- 4.8. The proposal must remain valid for 90 days from date of submission.
- 4.9. Tenderers / bidders must insist on acknowledgement of receipt of tender / 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 18 May 2022 and responses will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 20 May 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 tenderer satisfies the following criteria:

Detail	Weighting
Qualification from a recognised tertiary institution in a field related to project management and / or environment management	5%
At least 3 years project implementation experience on environmentally focused, and/or climate change projects (preferably in the international development sector). Record of having successfully worked with multiple stakeholders including Government, and civil society stakeholders establishing effective networks of cooperation	30%
Strong track record in project management including work planning, field assessment, stakeholder consultations and oversight, communication, and reporting across diverse audiences in a multicultural and multi-disciplinary environment, monitoring, and evaluation. Demonstrated experience with a management tool/software an advantage	40%
Demonstrated experience in systems, policies and procedures	10%
Excellent command of spoken and written English	15%
<b>Sub-Total</b>	<b>100%</b>

**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: 03 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 2022/030: **Project Officer (Service based Contract) to support SPREP's climate finance portfolio** 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.

### Note:

Submissions made to the incorrect portal will not be considered by SPREP. 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, thereby incurring no liability to the affected tenderer/bidder, nor any obligation to inform the affected tenderers/bidders of the grounds for SPREP's action.

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**

### **Project Officer (Service based consultancy) - Climate Finance Readiness Portfolio**

#### **Background and Rationale**

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.

SPREP is an Accredited Entity to the Green Climate Fund (GCF) and the Adaptation Fund (AF), and an executing entity to the Global Environment Facility (GEF), working with 14 Member countries to access climate financing to achieve their climate ambitions. The Project Coordination Unit (PCU) functions as SPREP's operational focal point for the GCF and AF, which includes establishing and managing a portfolio of climate financing projects across a range of sectors; liaising with Member countries, donors and other stakeholders, and; championing project results, achievements and impacts.

The PCU provides high quality project development and management support for the benefit of its Members. The PCU works in a collaborative, cross cutting manner with other SPREP technical programmes and departments; and engages and works closely with a range of stakeholders including SPREP Member countries, Donors, international and regional entities, and public and private sectors.

Internally, the PCU provides leadership, guidance, advice and support to SPREP Programmes / Projects on project design, development and implementation, including the establishment and championing of project-related policies and procedures.

The Readiness and National Adaptation Plan (NAPs) portfolio where SPREP is the accredited entity and delivery partner, supports participating countries in capacity building, strategic frameworks, adaptation planning, project pipeline development and knowledge sharing and learning. The specific objectives in these focus areas are tailored to country priority needs.

For more information on SPREP see: [www.sprep.org](http://www.sprep.org).

#### **Services Required**

SPREP is seeking the services of a suitably qualified Project Officer to be appointed on a full-time service consulting basis to support the Country Readiness and National Adaptation Plan (NAPs) portfolio under the Green Climate Fund (GCF).

#### **Scope of Consultancy**

The Project Officer will provide technical support to the Readiness and NAP project leads under the portfolio, including engaging with the local stakeholders in the identified project sites, relevant national and sub-national government agencies and consultants or contractors delivering specific activities. Specific responsibilities for the Project Officer will include the following:

### **Project management support**

- a) Monitor and advise on the delivery of Readiness and NAP projects, including as per project agreements documents with third party executing entities.
- b) Coordinate the delivery and collation of project financial and progress information in a timely and comprehensive manner.
- c) Assist with monitoring key project timeframes and milestones and provide advice to the appropriate SPREP Readiness and NAP project managers on priorities.
- d) Assist with monitoring SPREP's commitments and obligations as per relevant contracts and provide advice on priorities.
- e) Support technical project teams as required and where appropriate, including provision of trouble shooting support.
- f) Coordinate the compilation of information for the preparation of narrative progress reports, project implementation reports, and other substantive reports as required by the Readiness and NAP project managers.
- g) Provide input into the preparation of annual project workplans and budgets.
- h) Assist with the monitoring and tracking of financial disbursements, payments and expenditures of the project.
- i) Assist with the monitoring and tracking of project progress and delivery of project outputs.
- j) Support the proper follow up on project reports and coordinate responses on any issues that may be raised from reports and / or GCF reviewers' comments.
- k) Prepare necessary paperwork, process and follow up payments for project activities
- l) Provide secretariat support for relevant project related meetings.

### **Technical and finance assistance and support**

- a) Provide technical assistance and support for SPREP's role as an accredited entity and delivery partner on the Readiness and NAP projects.
- b) Undertake analytical work as required.
- c) Support technical project delivery teams from time to time.
- d) Prepare project budget reconciliation on a quarterly basis.

### **Logistical, administrative and organisational support**

- a) Support the development and monitoring of project agreements with the GCF, as well as with third party Executing Entities
- b) Organise and arrange travel requirements in line with SPREP's Travel and Procurement Policies.
- c) Arrange and organise logistics for project meetings, visits, monitoring and evaluation activities.
- d) Work with country counterparts to organise local transport field work and monitoring visits including activities of the project that require local transportation.
- e) Liaise with local project counterparts on logistics and organisation of project activities
- f) Provide administrative and secretariat support to the project
- g) Set-up, maintain and update project e-filing and record keeping.
- h) Prepare meeting notes and reports for all project and related meetings

### **Project Information Management System (PIMS)**

- a) Compile project data and relevant information required for updating the PIMS
- b) Ensure information is correct and accurate before uploading on the PIMS
- c) Review project information on PIMS and report on gaps and issues that need to be addressed
- d) Ensure follow up on project information gaps so that data on PIMS is relevant and up-to-date

### **Deliverables**

The Project Officer will provide a monthly activity report that will contribute to the following overarching deliverables.

### **Project management support**

- Project activity documentations are collated and available for project progress reporting
- All relevant project documents are collated and available to inform annual work plans and budgeting
- Project expenditure documentations such as invoices and receipts are verified, and payments are made accordingly
- All available project activity information (e.g., terms of reference, progress reports, deliverables archived, funds expended, etc) is filed and available for monitoring & evaluation of projects.

### **Technical and finance assistance and support**

- All project data and information are compiled and provided to the SPREP Project Managers for analysis to support SPREP as the accredited entity and or the delivery partner.
- Project budgets are reconciled every quarter.

### **Logistical, administrative and organisational support**

- Support is provided to in-country logistics such as those for consultation meetings, workshops, local travel, etc. Examples of such support include budget preparation for meetings and travel, ensuring that proper documentations are available (e.g. quotes for in country travel and catering and receipts).
- Where travel is required and feasible, all travel documentations such as quotes from service providers, mission reports and itineraries are compiled and filed accordingly.
- All meetings (virtual and face-to-face where appropriate) are held as scheduled with proper minutes, meeting minutes disseminated to participants, actions from the meetings followed through and documents filed.
- All Readiness and NAP documentations are uploaded to the e-filing system.

### **Project Information Management System (PIMS)**

- Relevant project data and information are verified and uploaded to the PIMS. Incomplete project data and information in PIMS are identified and followed through to completion and the PIMS updated accordingly.

### **Remuneration**

- This is a delivery-based consultancy position, and the professional time allocation and annual payment of work is set and is not subject to negotiation.
- The Project Officer will be paid USD 28,000 per annum (USD 2,333 per month).
- Any operational requirements, including travel and per diem, will be paid for through the individual project's travel budgets.
- Disbursements will be made monthly on receipt of an activity report and approval from the Project Development and Implementation Specialist (PDIS), Project Coordination Unit.
- Equipment i.e. laptop will be provided in the event the consultant is not able to provide their own.

### **Work arrangements**

The Project Officer will:

- Be based at SPREP Headquarters in Apia, within the Project Coordination Unit, on a full-time basis.
- Submit monthly reports to the Project Development and Implementation Specialist (PDIS), reporting against agreed workplans.
- Once monthly reports have been vetted and approved, payment will be processed against submitted invoices.

### **Duration of the Consultancy**

The service consultancy will run for a two-year period from the signing of the Agreement.