

REQUEST FOR TENDERS

File: AP_3/29
Date: 29 November, 2019
To: Interested Consultants
From: Semi Qamese – PACRES M&E Officer

**Subject: Request for tenders: Project Officer (Service-Based Consultancy):
Papua New Guinea PACRES Project Component**

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. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP is seeking to recruit a Project Officer (Service-Based Consultancy) for the Pacific Adaptation to Climate Change and Resilience Building (PACRES) – PNG Component to work on a consultancy basis for a period of 30 months to oversee the implementation, administration and completion of the PNG component of the project.
- 2.2. The Terms of Reference (ToR) and the specific statement of work 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:
 - Be able to demonstrate that he/she is legally entitled to work in PNG; and
 - Be willing and able to travel to project sites.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate the interested supplier 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 comprise the interested supplier's complete proposal, comprising:
 - CV to demonstrate that they have the requisite skills and experience to carry this contract successfully;
 - Three referees including most recent work relevant to this position; and

- Completed **tender application form** – *(please note you are required to complete all areas in full as requested on 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 result in the application **not** being considered).*
- 4.3 Prospective suppliers must commit to an agreed amount of time per month to this consultancy and be willing to set aside extra time if needed for particular tasks.
 - 4.4 Tenderers must insist on an acknowledgement of receipt of tenders.
 - 4.5 The proposal must remain valid for 90 days from date of submission.

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to Alvin Sen on alvins@sprep.org and copy Semi Qamese on semitq@sprep.org before 06 December 2019. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 09 December 2019

6. Evaluation criteria

- 6.1. SPREP will short-list applicants on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the consultant offers the best value for money, and that the tenderer satisfies the following criteria:
 - a) A qualification from a recognised tertiary institution in a field related to environmental management, project management and/or climate change. A post-graduate qualification will be an advantage (10%)
 - b) Strong track record in project management including work planning, partner oversight, reporting and monitoring and evaluation (20%)
 - c) Record of having successfully worked with government and civil society stakeholders in PNG and established networks of cooperation (15%)
 - d) Experience working in the area of community-based natural resource management, ecosystems restoration and/or conservation (20%)
 - e) Experience working with rural communities and sub-national government systems on environmental management/climate change projects (15%)
 - f) Experience in project communication and reporting across diverse audiences in a multicultural and multi-disciplinary environment (10%)
 - g) Excellent command of spoken and written English and basic knowledge of PNG Pidgin (10%)

7. Deadline

- 7.1. **The due date for submission of the tender is: 15 December 2019, 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: **Project Officer (Service-Based Consultancy): PNG PACRES Project Component**' to one of the following methods:

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 tender's 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
PROJECT OFFICER (SERVICE-BASED CONSULTANCY)
PACIFIC ADAPTATION TO CLIMATE CHANGE AND RESILIENCE BUILDING (PACRES)
PAPUA NEW GUINEA PROJECT

Background and Rationale

Papua New Guinea is one of five Pacific ACP countries where the €12 million EU funded Intra-ACP GCCA+ Pacific Adaptation to Climate Change and Resilience Building (PACRES) proposes to scale up adaptation/ecosystem-based adaptation (EbA) pilots. This work will be implemented jointly by the Secretariat of the Pacific Regional Environment Programme (SPREP), the Pacific Community (SPC) and the University of the South Pacific (USP).

The project in PNG is titled: 'Scaling up adaptation pilots in Papua New Guinea' (the project). The project is being developed in two stages, to be implemented in parallel 2020-22. Stage 1 was developed during a design mission by the PACRES Project Management Unit (PMU) to Port Moresby in August 2019, in collaboration with the PNG Government, the Climate Change and Development Authority (CCDA) and other key stakeholders.

Stage 1 will have the following main components:

- (i) an inception and planning workshop;
- (ii) implementing community-based adaptation activities in selected communities; and
- (iii) development of communication and visibility materials.

Components (i-ii) above will be delivered as discrete activities funded through separate procurements or an SPC grants facility.

Stage 2 will be developed in early 2020. It will include a capacity development component led by USP and activities led by SPREP and USP to strengthen existing climate change, disaster resilience and sustainable development networks.

SPREP will have overall responsibility for coordinating project activities in collaboration with SPC, USP and CCDA. The overall project manager will be the SPREP Monitoring and Evaluation Officer who will work in close consultation with CCDA, the SPC PACRES coordinator, the USP Research and Community Officer (RCO) and the Project Officer established under this procurement.

Services Required

SPREP is seeking the services of a suitably qualified Project Officer to be appointed on a full-time service consulting basis to oversee the implementation the PNG PACRES project.

Scope of Consultancy

The Project Officer will provide technical support and on-ground project scheduling oversight for the project, including engaging and strengthening networks with 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:

- organising the inception and planning workshop and producing a meeting report;
- obtaining laptops, printers and office consumables quotes for procurement processes;
- developing a project specific M & E framework in collaboration with the PACRES M & E officer;

- preparing monthly progress reports on implementation of all project activities under Stage 1 and Stage 2 (Stage 2 in collaboration with the USP RCO at UPNG);
- where necessary, working with consultants or contractors, CCDA and the PACRES PMU to address any issues that impact on project delivery;
- taking stock of climate change and disaster resilience initiatives in relevant government and non-government organisations;
- conducting workshops and dialogue to bring together regional, national, sub-national and community stakeholders to identify existing networks and alliances through which to share successes and challenges in the application of EbA;
- working with all stakeholders to develop communications and visibility products; and
- preparing a project closure report.

Requirements

- A qualification from a recognised tertiary institution in a field related to environmental management, project management and/or climate change. A post-graduate qualification will be an advantage;
- Strong track record in project management including work planning, partner oversight, reporting and monitoring and evaluation;
- Record of having successfully worked with government and non-government stakeholders in PNG and established networks of cooperation;
- Experience working in the area of community-based natural resource management, ecosystems restoration and/or conservation;
- Experience working with rural communities and sub-national government systems on environmental management/climate change projects;
- Experience in project communication and reporting across diverse audiences in a multicultural and multi-disciplinary environment.
- Excellent command of spoken and written English and basic knowledge of Pidgin.

Remuneration

Remuneration will be paid monthly in the range of PNG Kina 43,204 – 47, 524.00 per annum. The successful applicant will work to the standard PNG Government hours.

Work arrangements

The service consultant will:

- be based in Port Moresby and work from the CCDA office;
- report on a day-to-day basis to the Acting Manager, Adaptation Branch, CCDA;
- need to demonstrate that he/she is legally entitled to work in PNG; and
- submit monthly reports to the PACRES M&E Officer reporting against agreed work plans.

Duration of the Consultancy

This service consultancy will run for 30 months from January 2020 to end June 2022.