

REQUEST FOR TENDERS

File: AP_3/28/4
Date: 30 April, 2019
To: Interested suppliers
Contact: Tagaloa Cooper-Halo – Director, Climate Change Resilience

Subject: Request for tenders: Republic of Marshal Islands Green Climate Fund Readiness Project: Country Programme Consultancy

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 would like to call for tenders from qualified and experienced consultants who can offer their services as the Republic of Marshal Islands (RMI) Green Climate Fund (GCF) Readiness Project Consultant to develop the RMI GCF Country Programme.
- 2.2. The successful applicant will need to implement the activities and provide and submit all the deliverables specified in the ToR within the consultancy period of 185 person days spread over 8 months.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
 - i. Meet the Evaluation Criteria.
 - ii. Supply three references as part of their tender application.
 - iii. The Principal consultant must be able to travel to Majuro to work with the OEPC, the GCF Readiness Project Team and local consultant and to undertake consultations as required under this consultancy;

- iv. The Principal consultant must possess or be able to obtain relevant work permits and business licences to be able to lawfully work as a consultant in RMI.
- v. Submit a complete submission as directed in Section 4.
- vi. 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 or your Technical Proposal. Failure to do this will mean your application will **not** be considered).*
- vii. 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 Project.
- viii. The successful applicant must be willing to accept the payment conditions as follows:
 - a. Payment of services will be made upon receipt of deliverables as follows:

Deliverable	% of Total Consultancy Price (USD)	Due Date (estimate)
1. Signing of the contract	10	14 working days after signing of contract
2. Consultancy Inception Report	10	Within 3 weeks from contract effective date
3. Final Stakeholder Engagement Plan and a report on its development	10	Within 2 months from contract effective date
4. Stakeholder consultation Reports	15	Within 5 months from contract effective date
5. Final RMI GCF Country Programme and a report on its development	25	Within six months from the contract effective date
6. 2 Final Concept for Project Proposal Development	20	Within seven months from the contract effective date
7. Final Consultancy Report	10	Within 14 days from the contract end date
	100%	

3.2 Applicants should declare any areas that may constitute conflict of interest related to this bid.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate the interested supplier's ability to carry out the required work in support of successful delivery of the Project as described in Annex A. This will require that the interested supplier satisfies the Conditions stated

above and is capable of meeting the Specifications and timeframes, and provide supporting examples to address the Evaluation Criteria.

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.

Consultants' travel will be paid for by the Project using SPREP's Travel Policy for return tickets and Daily Subsistence Allowance.

Please note that all expenses related to stakeholder consultations such as cost of venue, catering and printing and cost of producing the Country Programme (formatting and printing) will be paid directly by the Project.

- 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. This is required for both the Principal and local consultants.
- iii. A proposed workplan and methodology to implement the activities stated in the ToR in Annex A to achieve the deliverables of the consultancy within the consultancy period;
- iv. The proposal must remain valid for 90 days from date of submission.

4.4 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 Maraea Pogi on maraeap@sprep.org and copy Vitolina Samu on vitolinas@sprep.org before 13 May 2019. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 15 May 2019.

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.
- i. (10%) Master's degree in Climate Change, Environmental Management, Planning and Policy or a relevant field.
 - ii. (20%) Demonstrated at least 10 years' experience in undertaking consultancy services of similar nature in particular development of GCF Country Programme and project concepts and proposal development in climate change adaptation and or mitigation to the GCF.
 - iii. (10%) Familiarity with climate change policy and priorities for the Republic of Marshall Islands, climate change finance including the Green Climate Fund and its requirements.
 - iv. (10%) Demonstrated 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 will be considered favourably.

- v. (10%) Excellent interpersonal and communication skills, including the ability to prepare high quality written reports and other documents. Fluency in English is a must and fluency in Marshallese will also be considered an advantage.
 - vi. (10%) Demonstrated project management experience, research and analytical skills.
 - vii. (10%) Demonstrated understanding of the Project, and what a GCF Country Programme is about.
 - viii. (20%) Financial Proposal
- 6.2 Persons of all nationalities are able to apply (subject to relevant Conditions) as the Principal Consultant. Suitably qualified and experienced Marshallese nationals are encouraged to apply as a Principal Consultant. All candidates wishing to apply as a Principal Consultant must find their own local consultant and must submit one tender as a team. The Local consultant MUST be a national of RMI.

7. Deadline

- 7.1. **The due date for submission of the tender is: 31 May 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: Republic of Marshal Islands **Green Climate Fund Readiness Project:** Country Programme and Project Development Consultant' 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 or to OEPPC Office: 5th Floor MIDB Building, Delap, Majuro, MH96960.

Please note that any tenders submitted by hand to the OEPPC Office in RMI must also be emailed to the above email address by the due date stated above.

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
RMI GCF Readiness Project
Country Programme and Project Development Consultant

Background

The GCF Readiness Programme is a funding programme to enhance country ownership and access to the Green Climate Fund. The Programme provides, amongst other things, resources for strengthening the institutional capacities of National Designated Authority (NDAs), developing the necessary strategic frameworks, country programme and pipeline, and support direct access to efficiently engage with the Fund.

Under the new SPREP Strategic Plan 2017-2026, SPREP has been mandated by its Members to support Pacific Island Members access and manage climate finance and enhance direct access. A key strategy in achieving this is to support the strengthening of institutions and country planning process and build the climate finance 'readiness' of the country. SPREP is delivering on this commitment by serving as a Delivery Partner for countries to access GCF Readiness resources, and has worked with the Republic of Marshall Islands Office of Environmental Policy and Planning Coordination (OEPPC) to develop the approved Project *Republic of Marshall Islands NDA Strengthening and GCF engagement Readiness Project*.

SPREP will provide overall oversight and management of the project. Day-to-day and technical delivery of the project will rest with a small project consultancy team based in RMI working closely with the Director of OEPPC and other stakeholders.

Requirement

SPREP as the Delivery Partner for the GCF Readiness Project requires the services of a two persons' team to include (1) an experienced international Consultant to develop RMI GCF Country Programme and Pipeline Concepts for submission to the GCF who is recognised under this consultancy as the Principal Consultant and (2) a Local Consultant to support the finalization of the stakeholder engagement plan, communication outreach and the development of the country programme.

The two persons' team will carry out the required activities to develop and finalise for approval, the RMI GCF Country Programme, two concept proposals based on key priorities endorsed by NDA, and Stakeholder Engagement Plan as required by the Project.

- Develop the stakeholder engagement plan and prepare all relevant documents and materials to facilitate stakeholder consultations to inform the development of the country programme in consultation with the NDA and the GCF Readiness Project Team;
- Lead the consultation of stakeholders, analysis of stakeholder input and development of stakeholder consultation reports in collaboration with the NDA and the GCF Readiness Project Team;
- Develop the country programme taking into account stakeholder input, other national strategic plans such as the National Strategic Plan and the Tile Til Eo 2050 Climate Strategy, RMI pipeline projects including the NAP Readiness and other relevant climate change projects and programmes currently being implemented in RMI;
- Organise in collaboration with the GCF Readiness Project Team and the Tile Til Eo Groups, where appropriate, the required stakeholder consultations including supporting required logistics;
- Lead the roll out of communication outreach about the country programme in collaboration with the GCF Readiness Project Team;

- Develop two priority concepts ready for submission to the GCF in consultation with the NDA and GCF Readiness Project Team;
- Develop the relevant reports including those specified under the deliverables for this consultancy.

The local consultant is expected to provide support to the international consultant through the execution of the tasks below:

- Collect relevant information including reports and materials to inform the inception report and downstream consultations;
- Coordinate stakeholders meeting schedules to support the development of the stakeholder engagement plan and country programme;
- Develop communication material to promote the stakeholder involvement and country programme;
- Organise and liaise with GCF Readiness Project Team in preparing and setting up required logistics for the stakeholder consultations;
- Support stakeholder data analysis and inputs and drafting of stakeholder consultation report;
- Support the development of country programme and concept papers through data and information collection, analysis and compilation;
- Support the development of the final consultancy report in collaboration with the International Consultant.

The two persons' consultancy team is expected to provide the following deliverables as a result of the undertaking the activities for this consultancy.

- An Inception Report to detail methodology for the stakeholder engagement throughout the process, approach to the development of the country programme, and an agreed work plan for the delivery of the consultancy activities with the OEPCC and the GCF Readiness Project Team;
- Stakeholder Engagement Plan and a report on how it was developed;
- Report on all Stakeholder Consultations undertaken to inform the Country Programme;
- Final Country Programme endorsed by the Government of RMI and a report about the development of the country programme;
- Two priority concept papers ready for submission to the GCF and endorsed by the NDA;
- Final Consultancy Report;

The international and local consultants are expected to work together as a team on planning and delivery of their tasks and the deliverables of this consultancy. The consultancy must complete all activities and submit all deliverables within the consultancy period of 185 person days spread over a period of 8 months.

Working Arrangements:

- The two persons' team is expected to work from his and her current residential address however when in country, the team must work at the OEPCC Office with the GCF Readiness Project Team;
- The Consultants are required to work and liaise with the Director of OEPCC and the GCF Readiness Project Team to ensure activities under this consultancy and other project activities are aligned and complement each other;
- The Consultants will use his/her own equipment and resources to enable him/her to fulfil the requirements of this consultancy;

- International consultant will require travel to RMI to work with OEPCC and the GCF Readiness Project Team, conduct stakeholder consultations, roll out communication outreach and collect data and information to inform the activities and tasks of this consultancy. Travel to and from Majuro and to and from Majuro to other RMI atolls will also be required for both members of the team. SPREP's travel policy and allowances will apply will apply for international travel as well as travel from Major to the Atolls.
 - The cost of consultations and production of communication outreach materials and country programme will be covered by SPREP under the operations budget of the project;
 - The consultants will be accountable to the Director of Climate Change Resilience Programme on behalf of SPREP and to the Director of OEPCC on behalf of the Government of RMI;
 - The consultants will be paid based on deliverables payment schedule via electronic bank transfer. It is expected that the Principal Consultant will submit one invoice to SPREP to facilitate payment.
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