

REQUEST FOR TENDERS

RFT: 2022/068
File: AP_3/28/8
Date: 14 December, 2022
To: Interested individuals / consultants
From: Vitolina Samu, Project Implementation Officer

Subject: Request for tenders (RFT): Republic of Marshall Islands Green Climate Fund (GCF) Readiness II Project Support

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization 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. The project, *Republic of Marshall Islands GCF Readiness II – Strengthening the National Designated Authorities (NDA) and Direct Access Entities* is funded by the Green Climate Fund (GCF), Grant Number: MHL-RS-003 with the Secretariat of the Pacific Environment Programme (SPREP) as the delivery partner and an accredited entity to the GCF.
- 1.4. 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 individuals i.e. local consultants to provide
 - 2.1.1 Project Support services
- 2.2. Tenderers will need to provide a proposal as outlined in the attached Term of Reference (Annex A)
- 2.3. The information provided are:
 - 2.3.1 Annex A: Terms of Reference for the Project Support
 - 2.3.2 Annex B: SPREP Service Contract template
- 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/spreporganisational-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 for this tender, interested consultants must meet the following conditions:

- i. The consultants must currently reside in Majuro and have legal status to work in Marshall Islands.
- ii. Provide three referees relevant to this tender submission, including the most recent work completed;
- iii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience
- iv. Complete the tender application form – *Consultants are required to complete all areas of the form in full. Statements to demonstrate how your skills and experience meet the selection criteria should be comprehensive and avoid referring the reader to your CV.*

*Failure to complete the tender application form will result in the application **NOT** being considered.*

- v. Additional information to support your application can be attached separately.

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 in 3.3 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 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. Tender 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 additional information, 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.
- e) **Financial Proposal (see Criteria 8, under section 6 in the Application Form)** in USD should outline all costs associated with the undertaking of activities including professional fees and miscellaneous costs inclusive of all taxes. Please note that the official currency in Marshall Islands is the US Dollar.

- 4.3. Provide three referees relevant to this tender 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 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. The Bid must remain valid for 90 days from date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of tender.

5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 09 January 2023. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 11 January 2023.
- 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 tendered 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%

- i. A minimum associate degree, diploma or equivalent in governance and public policy, international development, business administration, project management or similar field (5%).
- ii. At least 3 years of relevant experience preferably in governance and policy, project coordination or support, institutional capacity development, and finance in government institutions, NGOs and / or development agencies on similar assignments (20%).
- iii. Demonstrated experience in project support and working with the Government of RMI, private sector, NGOs, or other development agencies nationally and internationally (15%).
- iv. Proven track record in stakeholder engagement and consultation with government agencies, development agencies, NGOs, private sector, and the community (10%).
- v. Experience in preparing reports, meeting minutes, and undertaking research and data collection and managing information (20%).
- vi. Good knowledge and understanding of climate change impacts and issues in the Marshall Islands and the Pacific (5%).
- vii. 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 (5%).

II. Financial Score – 20%

Financial proposal to outline all costs associated with the undertaking of project activities including professional fees and miscellaneous costs (all costs to be inclusive of all applicable taxes in Marshall Islands).

Financial proposal	USD
A. Professional fees (Inclusive of all applicable taxes)	
B. Miscellaneous costs (provide examples/details)	
C. Total	
D. Daily rate	

Note - the terms of reference specify a total of 415 working days.

Applicants are required to provide a daily rate, this being the Total (C) divided by 415 (number of working days). The daily rate must be rounded to the nearest whole number.

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 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: 20 January 2023, 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 2022/068: Republic of Marshall Islands GCF Readiness Project Support

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 tenders' box at SPREP reception,
Vailima, Samoa.



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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 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.

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(s) 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>



SPREP
Secretariat of the Pacific Regional
Environment Programme

ANNEX A

Terms of Reference

for the provision of Readiness Project Support Services

**for the Green Climate Fund (GCF) RMI Readiness II project
“Strengthening of the National Designated Authorities (NDA) and Direct
Access Entities”**

MHL-003-RS

December 2022

1. INTRODUCTION

The Republic of Marshall Islands (RMI) is one of the world's lowest-lying and climate vulnerable countries as a coral atoll nation comprising 1,156 individual islands/islets and 29 different atolls with an average elevation of just six feet above sea level, dispersed across nearly two million square kilometers of the Pacific Ocean. RMI residents are among the most vulnerable people in the world to the impacts of climate change and the nation is dedicated to implement measures to build resilience, reduce disaster risk, and lead by example through low-carbon development.

The RMI's Tile Til Eo 2050 Climate Strategy "Lighting the Way" (September 2018) provides the long-term vision of progressing towards net zero greenhouse gas emissions by 2050, as well as transitioning to an economy and society that is resilient and can adapt to the inevitable impacts of climate change. This vision is further portrayed in the National Determined Contribution (NDC, 2018) where RMI commits to a quantified economy-wide target to reduce its emissions to 32 percent below 2010 levels by 2025 with intentions to reduce emissions to 45 percent below 2010 levels by 2030. On adaptation, the NDC commits to producing a National Adaptation Plan (NAP) as an update to the Joint National Action Plan for Climate Change Adaptation & Disaster Risk Management (2014-2018).

Climate finance through global financial institutions like the Green Climate Fund can fund climate change projects and interventions that enable countries to address climate change priorities. RMI's engagement with the Green Climate Fund is led through the National Designated Authority (NDA) office housed within the Climate Change Directorate. Under Readiness I a foundation of internal processes and systems was developed for RMI to engage effectively with the GCF.

This Readiness II project seeks to embed and strengthen the NDA's processes and strategies to build up key national actors and partners in their roles to effectively contribute to the development and implementation of projects. In particular to:

- 2) Continue strengthening the capacity of the NDA - embed the new processes and systems that were developed under the Readiness 1 project, build NDA office and the members knowledge and skills in project management to be effective in their roles in support of enhancing national stakeholder engagement with the Green Climate Fund.
- 3) Progress the Ministry of Finance preparation for national direct access entity accreditation with the Green Climate Fund.
- 4) Develop and strengthen strategic plans for RMI to programme and expedite support to implement the country programme.
- 5) Progress new project ideas scoped under Readiness I and develop project concept(s) aligned with the Country Programme.
- 6) Strengthening the capacity of the Regional Direct Access Entity, SPREP, to support countries in the North Pacific sub-region to increase engagement with regional Accredited Entities and access to climate finance.

- 7) Integrate best practices and lessons learned from climate finance operations in other countries in the Pacific and small island states to inform continuous improvement of RMI's climate finance operations.

SPREP as the Delivery Partner of the RMI Readiness II project requires the services of a suitably experienced person to provide project support services for the delivery of the project in the Marshall Islands. The candidate should be highly motivated, enthusiastic, and capable of working independently. He/she should have a strong business administration and or project execution background and have ability to work with a wide variety of people from government ministries / departments, agencies, non-governmental organizations, and research institutions is essential.

i. INSTITUTIONAL ARRANGEMENTS

SPREP and the RMI Climate Change Directorate will formalise all institutional arrangements through a Letter of Agreement (LOA). Supervision of the Readiness Project Support provider and other Readiness positions will be outlined in the LOA.

The Readiness Project Support is to be contracted on a full-time consultancy position, based on up to 415 days, for the duration of the project and subject to delivery of activity against the implementation plan and annual performance review. The contract is managed by SPREP with the Readiness Project Support working under the supervision of the SPREP Readiness Task Manager in partnership with the Government of RMI's Director of Climate Change Directorate.

The Readiness Project Support consultant is part of a three-person Readiness Project Management Team:

- *SPREP Task Manager*: situated in the Project Coordination Unit at SPREP Headquarters in Apia, and will undertake missions to RMI when travel restrictions are lifted. The Task Manager is responsible for overall project management of the project.
- *Readiness Coordinator*: contracted to the Readiness project and situated in Majuro, RMI. This position coordinates and supports management of the project activity in-country and provides technical input to deliver or support delivery for specific outputs.
- *Readiness Project Support*: contracted to the Readiness project and situated in Majuro, RMI. This position supports delivery of project activity in-country including project administration and technical inputs to deliver specific outputs.

Specialist and expert international and local consultants will be brought into the project to deliver on specific project activities and work with the Readiness Management Team as outlined in project documents.

The team will also be provided with opportunities to connect and engage with the SPREP Project Coordination Unit and other SPREP units/programmes, for example the Climate Change Resilience Programme, as appropriate. Furthermore, the Readiness Team will be invited to participate in regional forums organised by the SPREP Project Coordination Unit, designed to broaden peer networks, work with other Readiness teams in PICS, exchange lessons and solutions and draw upon each other's experiences.

ii. SCOPE OF WORK

The Readiness Project Support will be required to work collaboratively with the SPREP Readiness Task Manager, Readiness Coordinator and external specialists to deliver on all Readiness activities as outlined in the approved Readiness proposal, and in-line with the project logical framework and implementation plan.

3.1 The Readiness Project Support is required to provide technical input to deliver or support successful delivery of the following:

- i. Secretariat support to Government committees involved in the delivery of RMI's GCF NDA functions.
- ii. Coordination of users to ensure upkeep of current information in RMI's Project Information System to track projects and the implementation of the country programme. Support maintenance and development of plans for further development of the system.
- iii. Support consultants and the Ministry of Finance with the collation and preparation of documentation and the application for GCF accreditation.
- iv. Secretariat support for the preparation and facilitation of sub-regional workshops to develop a SPREP climate finance engagement and action plan for the North Pacific. This includes coordination of participants, rapporteuring, gathering information and so forth.
- v. Research support for information and data to strengthen project concept note(s) to be developed under the project.
- vi. Research and analysis support to the NDA and Readiness Coordinator in assessing NDA best practices in the region and then to support planning and implementation of integrating or adapting selected best practices into RMI's existing mechanisms/systems.

3.2 To support overall implementation of project activity the Readiness Project Support is expected to:

- i. Consult regularly and report on a regular basis to the SPREP Task Manager and RMI NDA on the implementation plan and inform of project progress, risks, and other issues.
- ii. Support preparation and lodgement of relevant Project reports and planning documents including Project annual work plan; quarterly and annual progress reports.
- iii. Support the collection and collation of data and information for project monitoring and evaluation.
- iv. Maintain a system and process for recording, tracking and book-keeping of any in-country financial transactions and expenditure and cash advance requests, to be authorised and processed by SPREP.
- v. Support planning and delivery of various consultation meetings and workshops.
- vi. Work closely and take advice from SPREP and RMI NDA Office in the design and delivery of all project activities.
- vii. Support other related activities as directed by the RMI NDA.

4. COMPOSITION AND QUALIFICATIONS

Qualification and Experience:	<ul style="list-style-type: none"> • At minimum an associate's degree, diploma or equivalent in governance and public policy, international development, business administration, project management or similar field. • At least 3 years of relevant experience preferably in governance and policy, project coordination or support, institutional capacity development, and finance in government institutions, NGOs and / or development agencies on similar assignments. • Proven experience in project support and working with the Government of RMI, private sector, NGOs, or other development agencies nationally and internationally. • Proven track record in stakeholder engagement and consultation with government agencies, development agencies, NGOs, private sector, and the community. • Experience in preparing reports, meeting minutes, and undertaking research and data collection and managing information. • Good knowledge and understanding of climate change impacts and issues in the Marshall Islands and the Pacific. • Demonstrated culturally sensitive, friendly, and effective interpersonal and communication skills that are conducive to effective presentations and networking, and building trust required to complete tasks.
Competencies:	<ul style="list-style-type: none"> • Professionalism: Have the gravitas and credibility to engage with Government officials, private sector, and civil society audiences; Ability to apply judgement in the context of assignments given, plan own work and manage conflicting priorities. • Communication: Speaks and writes clearly and effectively; exhibits interest in consultative approaches; demonstrates openness in sharing information and keeping people informed. • Teamwork: Works collaboratively with colleagues to achieve goals. • Research, Planning and Organizing: Ability to undertake research and 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.
Language Requirements:	<p>Fluency in English (oral and written) is a requirement, with sound written and presentation skills.</p>

	Ability to communicate in Marshallese would be advantageous.
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5. SCHEDULE OF THE ASSIGNMENT

The project activities will be implemented over a 24-month timeframe.

The duration of the assignment is scheduled over this timeframe with the commencement date (i.e., signing of the Service Agreement, Annex C) through to the project completion and closure.

6. DUTY STATION

The Readiness Team (Readiness Coordinator and the Readiness Project Support) is to be co-located with RMI's Climate Change Directorate in Majuro to work with the Directorate and other RMI government personnel under the guidance of, and with the full support of, the Director of the Climate Change Directorate, also NDA for RMI.

A laptop will be provided for work purposes only and remains property of the project.

Domestic and international travel as outlined in the Project is subject to Government travel advisories and regulations at the time of travel.

7. PAYMENT SCHEDULE

The Project Support shall be paid in accordance with the SPREP consultant conditions which will be outlined and agreed to within the Services Agreement.

The Services Agreement template outlining terms and conditions is attached (Annex B) for information and reference.

This will be delivery-based consultancy.

The Consultant will be responsible for:

- payment of applicable taxes, superannuation and the like;
- all insurance cover such as medical, travel and professional liability.

8. REPORTING ARRANGEMENTS

The Project Support will report to the Readiness Coordinator on a day-to-day basis and the SPREP Readiness Task Manager overall.