

## REQUEST FOR TENDERS

RFT: 2021/003\_ReAd  
File: AP\_3/1/13  
Date: 11 May, 2021  
To: Interested Consultants  
From: Vanda Faasoa-Chan Ting, NDC Hub Technical Adviser

**Subject: Request for Tenders: Developing Sets of Standards for the Housing and Infrastructure Sector in Nauru, Readvertisement**

### 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 is seeking to recruit qualified personnel to work on a part-time basis for a period of 4 months to develop sets of standards for the housing and infrastructure sector in Nauru.
- 2.2. The Terms of Reference for the consultancy are set out in Annex 1.
- 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/sprep-organisational-values-code-of-conduct.pdf](https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf)

### 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
  - i. Must be legally able to work in Nauru for the duration of the consultancy (if an overseas consultancy firm, proof of operations should be provided i.e. business license/permit and **MUST** identify a local consultant as part of their proposal;

contact information of the local counterpart must be provided as part of the application);

- ii. Be available to do the work in the timeframe proposed;
- iii. Demonstrated value for money;
- iv. 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);*
- v. Sign the conflict of interest form.

#### **4. Submission guidelines**

- 4.1 Tender documentation should demonstrate that the interested consultant 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 consultant's complete proposal including:
  - i. CV to demonstrate that they have the requisite skills and experience to carry out this contract successfully;
  - ii. Provide three references relevant to this tender submission, including the most recent work completed;
  - iii. Provide examples of relevant experience in developing standards for the Building Sector, particularly in the Pacific region and Small Island Developing countries (SIDS);
  - iv. Detailed technical proposal/workplan and methodology;
  - v. A Financial Proposal to be priced based on a work plan on where, when, and how the assistance will be provided. The proposal should be for consultancy fees inclusive of all costs, including taxes, facilities, insurance, travel, and associated costs, should be included in the financial proposal. The consultancy has a maximum budget of **USD \$20,000**. Proposals for more than the budgeted amount will not be considered.
- 4.3 Tender submission must be in United States Dollars (USD)
- 4.4 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) and sign the conflict of interest form.*
- 4.5 Subcontracting of tasks under the contract is permitted but the consultant will retain full liability towards SPREP for performance tasks of the contract as a whole.
- 4.6 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 17 May 2021. 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 19 May 2021.

## 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. At least one team member to have a minimum qualification of a Masters degree (or Bachelors with minimum 10 years of experience) in the fields of Town Planning, Architecture, Construction and Building, Environmental Engineering, Climate Change, Environmental Management, Energy Efficiency or any other related field; minimum of 8 years' experience in national planning and long-term strategies to address issues such as Standards for energy efficiency, wastewater etc.; minimum of 5 years' experience with different standards – septic tanks, sludge waste and small wastewater systems, construction, energy efficiency, etc.; minimum of 5 years' experience in building inspection, energy efficient and water-efficient architecture; good understanding of NDC-related projects and developing low carbon strategies for SIDS / Pacific countries; good understanding of environmental and climate change related issues in Nauru or other similar Pacific countries (15%)
  - ii. Demonstrated experience in leading the preparation of national planning documents and long-term strategies which dealt with Building "Standards" for Housing and Infrastructure. At least 1 report on a previous assignment in Nauru or any other Pacific island country; experience with various construction "standards" (electrical, plumbing, energy efficiency, orientation, etc). At least 2 "standards"; familiarity, knowledge, and experience with architecture in Nauru or any other similar country in the Pacific and SIDS. At least 2 approved architectural designs; familiarity, knowledge and experience with the geographical location and orientation of Nauru in the Pacific. At least 1 energy efficient building design with a detailed explanation (25%)
  - iii. Detailed technical proposal/workplan and methodology (50%)
  - iv. Detailed financial proposal (10%)

## 7. Deadline

- 7.1. **The due date for submission of the tender is: 25 May 2021, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all tenders clearly marked 'RFT 2021/003\_ReAd: **Developing Sets of Standards for the Housing and Infrastructure Sector in Nauru, Readvertisement**' 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 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 1: Terms of Reference

### Developing Sets of Standards for the Housing and Infrastructure Sector in Nauru

#### Assignment Information

<b>Assignment Title:</b>	Developing Sets of Standards for the Housing and Infrastructure Sector in Nauru
<b>Project:</b>	NDC Hub (GIZ)
<b>Post Level:</b>	International Consultant
<b>Contract Type:</b>	Individual Contractor or Consultancy Firm
<b>Duty Station:</b>	Home-based <sup>1</sup>
<b>Expected Place of Travel:</b>	NA
<b>Contract Duration:</b>	4 months

#### Project Description:

The Regional Pacific NDC Hub (NDC Hub) was launched in 2017 and officially established in 2018, as an initiative emerging from Pacific Island Leaders at the Climate Action Pacific Partnership (CAPP) in 2017 and Fiji's Presidency of COP23. The Hub, in partnership with SPREP and other ONE CROP+ agencies, aims to provide a regional coordinated mechanism to support countries in meeting their climate related commitments under the Paris Agreement as part of their Nationally Determined Contributions (NDCs). Assistance can be provided and tailor-made to suit NDC Hub members so they can produce relevant national policies and measures that action those commitments. In taking a demand-driven approach, the NDC Hub receives requests from Pacific Island Countries and Territories (PICTs) outlining their specific needs for support in the NDC Process and implementation so the proper technical expertise can be provided accordingly.

The Republic of Nauru is one of the smallest independent, democratic states in the world who is fully committed to become part of the solution to the enormous challenge of global warming which threatens their very existence. Nauru's NDC is primarily Adaptation rather than Mitigation due to the limited availability of natural resources on island as a result of intense phosphate mining in the past. The mining activities had removed a large proportion of original forest and arable land, greatly reducing freshwater resources amongst a number of essential natural resources, and increasing the dependence on imports to meet basic food and energy needs. This has led the Nauruan government to have their NDC focus mainly on adaptation with a strong emphasis on building resilience of their nation to combat the adverse impacts of climate change on their low lying island which is only a few meters above sea level. Part of strengthening Nauru's resilience includes the drive to establish safe

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<sup>1</sup> Due to COVID19 restrictions, home-based is applicable to consultants based in Nauru or overseas



wastewater standards, non-hazardous building materials, energy efficient electrical appliances and overall resilience in terms of survival and reducing greenhouse gas emissions. The standards formulated via this assignment shall be endorsed by Cabinet and enforced by the Director of Infrastructure, to ensure the Standards will contribute to building the resilience of the Nauruan people once they are finalized and launched.

This tender invites qualified bidders to submit their proposals for the development of the following standards for the Housing and Infrastructure Sector in Nauru:

- 1) Design and Construction Standards for Septic Tanks;
- 2) Safe Standards for Sludge Waste and Wastewater systems;
- 3) Standards for imported Construction Materials (items to be provided by Director of Infrastructure);
- 4) Energy Efficiency standards to regulate the importation of the below-mentioned electrical appliances:
  - a. Lighting
  - b. Air-conditioning
  - c. Refrigerators
- 5) Electrical Code for Buildings.

### **Scope of Work:**

The purpose of this assignment is to provide the following standards for the Housing and Infrastructure Sector in Nauru:

- 1) Design and Construction Standards for Septic Tanks;
- 2) Safe Standards for Sludge Waste and Wastewater systems;
- 3) Standards for imported Construction Materials (items to be provided by Director of Infrastructure);
- 4) Energy Efficiency standards to regulate the importation of the below-mentioned electrical appliances:
  - a. Lighting
  - b. Air-conditioning
  - c. Refrigerators
- 5) Electrical Code for Buildings.

More details on what is to be included and covered for some of these standards shall be available upon initial meetings between the consultant(s) and the Nauru Infrastructure Director.

The consultant (or consultancy firm) shall:

- 1) Initiate a meeting with the Nauru Director of Infrastructure (DoI) who can provide more details on what is to be included in each of the above-listed standards (e.g., types of buildings to be included in the Building Electrical Code). Furthermore, the DoI will also pinpoint the key stakeholders to be consulted, interviewed or surveyed;
- 2) Conduct a desktop review of all existing policies and regulations, strategies and other related documents relevant to the assignment and as directed by the DoI;
- 3) Conduct preliminary consultations and organize meetings (virtually if working remotely from overseas) with selected key stakeholders;

- 4) Based on the desk-top review and preliminary interviews, develop a workplan for the collection of more detailed information and relevant data, highlighting further interviews with key stakeholders:
- 5) Develop and submit a draft each of the following “Standards”
  - a. Design and Construction Standards for Septic Tanks;
  - b. Safe Standards for Sludge Waste and Wastewater systems;
  - c. Standards for imported Construction Materials (items to be provided by Director of Infrastructure);
  - d. Energy Efficiency standards to regulate the importation of the below-mentioned electrical appliances:
    - i. Lighting
    - ii. Air-conditioning
    - iii. Refrigerators
  - e. Electrical Code for Buildings
- 6) Each of the drafts is to be presented via a PowerPoint presentation to the key stakeholders of the Nauruan government;
- 7) Address any final comments from the Nauruan government officials and key stakeholders before finalizing the five (5) “Standards” mentioned above;
- 8) Prepare and host a workshop to present the finalized five (5) “Standards” above to the DoI and all key stakeholders.

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

Based on the scope of works outlined above, the consultant will deliver the following outputs:

#### ***Output 1: Inception Report***

The inception report shall include the desktop review of all relevant data and existing documentation, policies and regulations, strategies, and other related documents relevant to this assignment and as directed by the Director of Infrastructure (DoI) to assist with the formulation and development of Nauru’s Sets of Standards for the Housing and Infrastructure Sector as outlined below:

- 1) Design and Construction Standards for Septic Tanks;
- 2) Safe Standards for Sludge Waste and Wastewater systems;
- 3) Standards for imported Construction Materials (items to be provided by Director of Infrastructure);
- 4) Energy Efficiency standards to regulate the importation of the below-mentioned electrical appliances:
  - a. Lighting
  - b. Air-conditioning
  - c. Refrigerators
- 5) Electrical Code for Buildings.

It should also include the priorities identified by the Nauru Department of Infrastructure and all the key stakeholders, both from communities and government. The consultant(s) should also provide a list of key stakeholders identified for further detailed interviews to guide the development of the above Sets of Standards. Additionally, a workplan of activities as well as a timeline for the duration of the contract should be included.

#### ***Output 2: Consultation Report***



The consultant(s) shall work with the Department of Infrastructure to arrange the consultations with the key stakeholders identified as well as one-to-one interviews or virtual meetings where more detailed information and data may need to be extracted from. The report should clearly outline any priorities as directed by the DoI regarding the standards. This report should also specify whether there should be separate standards for government and commercial infrastructure as opposed to the simpler dwellings within communities and the residential sector. Additionally, the consultant should also be able to identify regional standards or those used by neighbouring Pacific Island countries which may assist with formulating Nauru's own sets of standards (as listed in Output 1) for the Housing and Infrastructure Sector.

**Output 3: Draft of the “Standards”**

The consultant(s) shall compile all the information gathered and data obtained to develop drafts of the following standards:

- 1) Design and Construction Standards for Septic Tanks;
- 2) Safe Standards for Sludge Waste and Wastewater systems;
- 3) Standards for imported Construction Materials (items to be provided by Director of Infrastructure);
- 4) Energy Efficiency standards to regulate the importation of the below-mentioned electrical appliances:
  - a. Lighting
  - b. Air-conditioning
  - c. Refrigerators
- 5) Electrical Code for Buildings.

Additionally, there should be clear instructions on which set of criteria to be applied to government and commercial infrastructure and which set to be used for the communities and the residential sector.

The consultant(s) is also expected to present this draft via a PowerPoint presentation (virtually if based overseas) to the Nauruan government officials and key stakeholders.

**Output 4: Finalized “Standards” for the Housing and Infrastructure Sector in Nauru.**

The consultant(s) shall incorporate all the comments received from the Director of Infrastructure, as well as those from all other key stakeholders, finalize and submit the finalized sets of standards for the Housing and Infrastructure Sector in Nauru.

**Institutional Arrangement:**

The consultant(s) will be under the supervision of the Climate Change Resilience Programme (Pacific NDC Hub) and work closely with the Director of Infrastructure.

Reports and documentation will be shared with CCR Director, PCCC Manager, all advisers, the Nauruan Director of Climate Change and Nauruan Director of Infrastructure, in a timely manner.

**Duty Station:**

Nauru-based or overseas.

### Deliverables/Timeline:

All deliverables must be completed within the number of days set out in the table below within four months (4) from the effective date (signing) of the contract.

No.	Deliverables	Estimated Duration to Complete	Review and Approvals Required
1	Inception Report	3 weeks	Nauru Director of Climate Change (DoCC) and Director of Infrastructure (DoI), CCR-NDC Hub
2	Consultation Report	3 weeks	Nauru DoCC and DoI, CCR-NDC Hub
3	Draft 'Standards'+ PowerPoint presentation	8 weeks	Nauru DoCC and DoI, CCR-NDC Hub
4	Final Sets of Standards for the Housing and Infrastructure Sector in Nauru	2 weeks	Nauru DoCC and DoI, CCR-NDC Hub
	<b>Total</b>	<b>4 months</b>	

### Evaluation criteria and Scoring Method:

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 – 90%**

Detailed technical evaluation criteria and possible scores for each are as follows:

Major Criteria	Details and sub-criteria	Maximum %
CVs and Qualification	At least one consultant to have: <ul style="list-style-type: none"> <li>• Minimum qualification of a Master's degree (or Bachelors with minimum 10 years of experience) in the fields of Town Planning, Architecture, Construction and Building, Environmental Engineering, Climate Change, Environmental Management, Energy Efficiency or any other related field;</li> <li>• minimum of 8 years' experience in national planning and long-term strategies to address issues such as Standards for energy efficiency, wastewater etc.;</li> <li>• minimum of 5 years' experience with different standards – septic tanks, sludge waste and</li> </ul>	15

	<p>small wastewater systems, construction, energy efficiency etc.;</p> <ul style="list-style-type: none"> <li>• minimum of 5 years' experience in building inspection, energy efficient and water-efficient architecture;</li> <li>• good understanding of NDC-related projects and developing low carbon strategies for SIDS / Pacific countries.</li> <li>• good understanding of environmental and climate change related issues in Nauru or other similar Pacific countries;</li> </ul>	
General expertise in similar assignments	<ul style="list-style-type: none"> <li>• Experience in leading the preparation of national planning documents and long-term strategies which dealt with Building "Standards" for Housing and Infrastructure. At least 1 report on a previous assignment in Nauru or any other Pacific island country;</li> <li>• Experience with various construction "standards" (electrical, plumbing, energy efficiency, orientation, etc). At least 2 "standards";</li> <li>• Familiarity, knowledge and experience with architecture in Nauru or any other similar country in the Pacific and SIDS. At least 2 approved architectural designs;</li> <li>• Familiarity, knowledge and experience with the geographical location and orientation of Nauru in the Pacific. At least 1 energy efficient building design with a detailed explanation.</li> </ul>	25
Methodology	<ul style="list-style-type: none"> <li>• General approach – step by step methodology on how they will carry out this assignment;</li> <li>• Show how the consultant(s) will articulate the preparation and development of the four sets of standards outlined above;</li> <li>• Timeline – including the starting date, dates of consultations, presentations, etc;</li> <li>• Clear presentation of potential difficulties in carrying out this assignment to deliver Nauru's Standards for the Housing and Infrastructure Sector, and possible solutions to overcome perceived obstacles should also be included;</li> <li>• Workplan to include total number of person-days and appropriate allocation of person-days with respect to each task.</li> </ul>	50



**ii. Financial Score – 10 %**

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = 10 \times \frac{\text{Lowest Bid Amount}}{\text{Total Bidding Amount of the Proposal}}$$

**Reporting Relationships:**

The consultant will report primarily to the CCR Director through the Pacific NDC Hub Technical Advisor based at SPREP.