



## REQUEST FOR TENDER

File: AP\_3/29  
Date: 12 June, 2020  
To: Interested Consultants  
From: Semi Qamese – PACRES M&E Officer

**Subject: Request for tenders: Project Officer (Service-Based Consultancy):  
Solomon Islands PACRES Project Component - READVERTISEMENT**

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### 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. For more information, see: [www.sprep.org](http://www.sprep.org) or [www.sprep.org/thetreds](http://www.sprep.org/thetreds)

### 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) – Solomon Islands Component to work on a consultancy basis up until the 30 June 2022 to oversee the implementation, administration and completion of the Solomon Islands component of the project.
- 2.2. The Terms of Reference 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 Solomon Islands
  - 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
  - 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. Prospect supplier 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. Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to Maraea S. Pogi on [maraeap@sprep.org](mailto:maraeap@sprep.org) and copy Semi Qamese on [semaq@sprep.org](mailto:semaq@sprep.org) before 15 June 2020. 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 17 June 2020.

#### 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 Solomon Islands 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%)



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- 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 Pidgin (10%)

## 7. Deadline

- 7.1. **The due date for submission of the tender is: 25 June 2020, 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): Solomon Islands PACRES Project Component - 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 A**  
**TERMS OF REFERENCE**  
**PROJECT OFFICER (SERVICE-BASED CONSULTANCY) - SOLOMON ISLANDS**  
**COMPONENT**  
**PACIFIC ADAPTATION TO CLIMATE CHANGE AND RESILIENCE BUILDING (PACRES)**  
**PROJECT**

**Background and Rationale**

Solomon Islands 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) will scale up adaptation/ecosystem-based adaptation (EbA) pilots. This work is being 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 Solomon Islands is titled: 'Scaling up ecosystem-based adaptation solutions around Honiara' (the project). The Solomon Islands PACRES project promotes the use of Ecosystem-based Adaptation (EbA) approaches to reducing vulnerability and increasing resilience to climate change. Specifically, the project will build-on and extend activities by the Pacific Ecosystem-based Adaptation to Climate Change (PEBACC) and Ridge to Reef (R2R) projects. USP is developing a capacity development component for the project.

The project is being delivered in collaboration with the Solomon Islands Government Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM) and other key stakeholders.

SPREP has overall responsibility for coordinating project activities in collaboration with SPC, USP and MECDM. The overall project manager will be the SPREP Monitoring and Evaluation Officer who will work in close consultation with MECDM, 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 Solomon Islands PACRES project.

**Scope of Consultancy**

The Project Officer will provide technical support and on-ground project scheduling oversight for the project, including engaging 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;
- coordination and technical support for the Barana Nature and Heritage Park, Mataniko Coordination Committee and Botanical Gardens Management Committee;
- 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;



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- where necessary, working with consultants or contractors, MECDM and the PACRES PMU to address any issues that impact on project delivery;
- working with all stakeholders to develop lessons learned and awareness raising 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 civil society stakeholders in Solomon Islands 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 USD 25,000 per annum and will be paid monthly upon submission of a satisfactory report based on agreed workplans and project deliverables for the previous month.

### Work arrangements

The service consultant will be based in Honiara and work from the Climate Change Division office. The service consultant will work under the direction of the Director, Climate Change and submit monthly reports to the PACRES M&E Officer reporting against agreed work plans and project deliverables.

The service consultant will need to demonstrate that he/she is legally entitled to work in Solomon Islands.

### Duration of the Consultancy

This service consultancy will run to 30 June 2022 commencing as soon as practicable.