

REQUEST FOR TENDERS

RFT: 2021/049_ReAd
File: SPREP 2/49
Date: 16 August, 2021
To: Interested suppliers
From: Easter Chu Shing, Deputy Director General, Governance and Operations

Subject: Request for tenders: Consultant for Countries and Territories Strategic Partnership Framework (CTSPF) Development, 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. The purpose of the consultancy is to support the planning and development of resilient Country and Territory Strategic Partnership Frameworks. This would include facilitating consultative, inclusive, and participatory high-level discussions with key government ministries and stakeholders including key development partners present in country.
- 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 consultants who can offer their services to undertake this work.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 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

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
- i. Submit a full technical and financial proposal detailing relevant experience, qualifications and cost.
 - ii. Provide examples of past related work outputs.
 - iii. Complete the **tender application form** (note you are required to complete all areas in full as requested, particularly the statements to demonstrate you meet the selection criteria. DO NOT refer us to your CV or Technical proposal. Failure to do so will result in the application NOT being considered).
 - iv. Sign the **Conflict of Interest form** provided.

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 comprise the interested supplier's complete proposal, comprising:
- (a) CV of the proposed personnel highlighting experience relevant to the tender. Also submit details of relevant experience as a consultant, subcontractor or management consultant under contracts with similar services; and provide three (3) referees relevant to this tender submission, including the most recent work completed.
 - (b) Technical Proposal/Methodology which contains the details to achieve the tasks outlined in the Terms of Reference.
 - (c) Financial Proposal -detailed outline of the costs involved in successfully delivering this project
- 4.3 Tender submission must be in United State Dollars (USD).
- 4.4 The proposal must remain valid for 90 days from date of submission.
- 4.5 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 before 24 August 2021. A summary of all questions received

with an associated response will be posted on the SPREP website on the 26 August 2021.

6. Evaluation criteria

- 6.1. SPREP will select a preferred consultant based on SPREP's evaluation of the extent that the documentation demonstrates that the tenderer offers the best value for money, and that the tenderer satisfies the following criteria.

Criteria	Description	Weighting %
Experience	Demonstrated evidence of experience in developing strategic partnership frameworks, policies, and strategies.	30
	Demonstrated expertise in participatory and consultative approaches relevant to the Pacific; interpersonal, communication and writing skills in English	20
	Comprehensive understanding of national, regional and international environment and sustainable development issues with direct experience in the Pacific islands.	15
	Excellent understanding and knowledge of SPREP's work and mandate	10
Technical proposal and Methodology	Detailed outline of activities to be undertaken over the term of engagement.	15
Financial proposal	Detailed outline of the costs involved in successfully delivering this consultancy work.	10

- 6.2 The Financial Proposal shall not exceed the total cost of USD 18,000.

7. Deadline

- 7.1. The due date for submission of the tender is: **30 August 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 2021/049_ReAd: Consultant for Countries and Territories Strategic Partnership Framework (CTSPF) Development, READVERTISEMENT**' 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 tenders box at SPREP reception,
Vailima, Samoa.

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.

For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website <http://www.sprep.org/accountability/complaints>

Terms of Reference

Consultant, Country and Territory Strategic Partnership Framework Development

1. Purpose

The purpose of the consultancy is to support the planning and development of resilient Country and Territory Strategic Partnership Frameworks. This would include facilitating consultative, inclusive, and participatory high-level discussions with key government ministries and stakeholders including key development partners present in country.

2. Scope of Works

The consultant will work with SPREP's CTSPF Taskforce under the guidance of the Director General and the relevant SPREP National Focal Point. The work will focus on at least three of the SPREP Pacific Island Member Country approved by the SPREP Executive Board for developing the first set of CTSPFs and they are Samoa, Solomon Islands, Palau, Republic of the Marshall Islands and Vanuatu.

The consultant will facilitate the process of developing CTSPFs which would include but not limited to the following:

- A review of SPREP's interventions in country through policy advice, capacity building, technical assistance, project development and implementation, including national partners engaged in SPREP-led activities and initiatives
- A review of existing national environment policies, plans, programmes, and projects including mapping of key stakeholders within the environment sector
- Collect additional data and information as necessary
- Carry out consultations with key national stakeholders
- Development, validation, finalisation, and costing of draft biennial CTSPFs that would clearly articulate high-level strategic priorities for SPREP and Member country aligned to the SPREP Strategic Plan 2017 – 2026 and national environment priorities including implementation and management arrangements, monitoring, reporting and evaluation, communication plan and risk management plan.

3. Specific Tasks: Consultant

The required tasks and deliverables are outlined as follow:

Task 1 -Submission of an Implementation Plan

The contractor shall create and submit to SPREP an Implementation Plan that shall contain at a minimum a:

- general description of the methods and approach which the contractor shall adopt to execute this contract; proposed time schedule and sequence of events that the Contractor shall use to meet the expected deliverables of the contract
- A participatory consultative process for the development of CTSPFs with a view of achieving high level strategic partnership framework of cooperation between SPREP and its members
- Timelines for consultations with key national stakeholders and other relevant agencies including key development partners

Deliverable: Implementation Plan

Task 2 -Draft inventory of existing national and relevant regional environmental priorities

The contractor shall undertake and develop a draft report through:

- compilation of data from relevant existing reports and relevant documents
- use of existing national and relevant regional strategic frameworks on environmental priorities.
- Stocktake of SPREP activities in each of the selected countries
- Stocktake of key stakeholders and other development partners actively involved in the environment sector in the selected countries
- Include a list of references and sources of information used for the development of the report, with internet links, where available.

Deliverable: Draft Inventory of existing national and relevant regional strategic frameworks on environmental priorities.

Task 3 -Draft situation analysis of key strategic environmental needs and priorities

The contractor shall prepare and develop a draft report through:

- Compilation of data from existing reports and relevant strategic planning documents
- Summarise the existing national strategic environmental needs and priorities.
- Develop a summary with conclusions and recommendations.
- Include a list of references and sources of information used for the development of the report, with internet links, where available.

Deliverable: Draft situation analysis of national strategic environmental needs and priorities

Task 4 -Draft Country Strategic Partnership Framework

The contractor shall prepare and develop a draft Country Strategic Partnership Framework:

- Develop and finalise the template for preparing Country and Territory Strategic Partnership Framework in consultation with the SPREP CTSPF Taskforce
- Consultation with the SPREP National Focal Point, Senior Government Officials from key relevant ministries, key development partners active in the environment sector, and SPREP.
- Finalise CTSPFs for each of the selected countries for final approval by the SPREP National Focal Points and SPREP Director General

Deliverables: (i) CTSPF Template and (ii) Draft Country Strategic Partnership Framework for the selected countries

Progress Meetings

The contractor is required to participate in the following meetings as follows:

Meeting type	Representative required	Frequency	Mode
Initial project inception conference	Consultant, SPREP CTSPF Taskforce	Once (additional meeting may be held as required and agreed to base on first meeting)	Zoom, MS Teams, in person as appropriate, or other application
Progress Meetings each fortnight	Consultant, SPREP CTSPF Taskforce	Fortnightly	Zoom, MS Teams, in person as appropriate, or other application

**Duration**

The consultancy will be for a period of two months starting in September 2021 and completed by October 2021.

Supervision

The consultant will be supervised by the Chair of the SPREP CTPSP Taskforce and work closely with the Taskforce.

Qualifications and experience

- At least a postgraduate degree in a technical field relevant to environmental management, sustainable development, political science, and development studies
- Demonstrated expertise and strong experience in strategic planning, programming, policy development, and partnership development
- Good understanding of national, regional and international environmental and sustainable development issues with direct experience in the Pacific islands
- Demonstrated expertise in participatory and consultative approaches relevant to the Pacific
- Excellent understanding and knowledge of SPREP's work and mandate
- Excellent interpersonal, communication and writing skills in English