

## REQUEST FOR TENDERS

**RFT:** 2021/044\_ReAd  
**File:** AP 4/3/2/2  
**Date:** 13 July, 2021  
**To:** Interested suppliers  
**From:** Jope Davetanivalu, Acting Director EMG/Environmental Planning Officer

**Subject: Request for tenders: Consultancy for Development of the 2021 Palau National Environmental Management Strategy (NEMS), READVERTISEMENT**

### 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)

### 2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced consultants who can work together with the Government of Palau to help with the development of the 2021 Palau National Environmental management Strategy (NEMS)
- 2.2. The successful applicant will need to provide the details of the works required as referred to in the attached Terms of Reference within 6months of the consultancy start date.
- 2.3. The Terms of Reference and the specific statement of work for the consultancy are attached.
- 2.4. 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 suppliers must meet the following conditions.
  - i. 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.

- ii. Sign the **conflict-of-interest** form provided.
- iii. Submit a CV to demonstrate the consultant has the relevant experience, skills, and qualifications to carry out this contract successfully.
- iv. Provide examples of related past work outputs.
- v. Minimum qualifications of a bachelor's degree in Environmental Science or relevant field.

#### 4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and can meet the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Submissions should include a work plan, schedule of activities, timeframe, and a financial proposal. Please note all costs, taxes, facilities, and insurance should be included in the financial proposal. Submitted proposals will be evaluated based on best value for money.
- 4.3. Tenderers / Bidders must insist on an acknowledgement of receipt of tenders / proposals / bids.
- 4.4. Provide at least three (3) referees as part of the tender application, including the most recent work relevant to this consultancy.
- 4.5. Complete the tender application form and conflict of interest form provided.
- 4.6. Tender submission must be in USD. The Financial Proposal should itemize all associated costs involved to complete the assignment.
- 4.7. The proposal must remain valid for 90 days from date of submission.

#### 5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to [procurement@sprep.org](mailto:procurement@sprep.org) before 21 July 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 23 July 2021.

#### 6. Evaluation criteria

- 6.1. SPREP in partnership with the National Environmental Protection Council (NEPC)/the Ministry of Agriculture, Fisheries and Environment (MAFE) in Palau will select a preferred supplier on the basis of the 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. Has a minimum qualification of as Bachelor of Science level qualifications in Environmental Science or related field and minimum 5 years' experience in reviewing policies and proven ability to conduct policy review, analysis and development (25%);
  - ii. Demonstrated experience working in the Pacific region in the field of environmental management and is familiar with environmental programme consultations with government sectors and stakeholders (15%);

- iii. Demonstrated high-level of skills in reviewing and writing policy documents and ability to deliver within the timeframe (20%);
- iv. Detailed technical proposal/workplan and methodology (20%); and
- v. Detailed financial proposal (20%).

<b>7. Deadline</b>
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- 7.1. **The due date for submission of the tender is: 27 July 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 2021/044 ReAd: Development of the 2021 Palau National Environmental Management Strategy (NEMS), READVERTISEMENT.**

Mail: SPREP  
Attention: Procurement Officer  
PO Box 240  
Apia, SAMOA

Email: [tenders@sprep.org](mailto:tenders@sprep.org)

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 for the development of the 2021 Palau National Environmental Management Strategy (NEMS)**

### **1.0 Background**

Knowledge and understanding are important for driving and bringing about informed decision making. The project, "Building National and Regional Capacity to Implement Multilateral Environmental Agreements by Strengthening Planning and the State of Environmental Assessment and Reporting in the Pacific", referred to as the Inform project, recognises the need for this data-driven decision making. The project established a Pacific island network of national and regional data repositories and reporting tools to support the monitoring, evaluation, and analysis of environmental information, which supports environmental planning, forecasting, and reporting requirements.

The Inform project will help Pacific islands including Palau have reliable access to their own national datasets for environmental information. The information provided within the databases will also help policy development, monitoring and evaluation, and national planning including the development of National Environmental Strategies (NEMS).

This terms of reference targets the development of the 2021 Palau NEMS. The consultant will be liaising and working with the National Environmental Protection Council (NEPC) and the Ministry of Agriculture, Fisheries and Environment (MAFE) in Palau; country partners; and SPREP to gather data, compile these data, and write the Palau 2021 NEMS in line with the current State of Environment report.

### **2.0 State of Environment and National Environment Management Strategy Consultant Objectives**

#### **2.1 Consultancy Objectives**

The consultancy will meet the following objectives:

- 2.1.1 Develop the Palau NEMS using a national process and establish its linkages to the Palau National Sustainable Development Plan and other sector plans and strengthening its linkages to the Sustainable Development Goals (SDGs), Regional Frameworks and Multilateral Environmental Agreements (MEAs).
- 2.1.2 Establish a monitoring system within the NEMS process to oversee the implementation of the NEMS and its effect to policy development to support Sustainable Development in Palau.
- 2.1.3 Liaise with national and state governments, the private sector, academic institutions, non-governmental organizations and SPREP partners to ensure good-quality, accurate information is gathered and presented in the NEMS.

### **2.0 National Environment Management Strategy Consultant Description**

#### **2.1 Consultant Duties for NEMS Development**

The consultant will be required to undertake the following duties:

- 2.1.1 Conduct a desktop review of existing national plans / policies to align their key objectives with the Palau NEMS and other government policies.
- 2.1.2 Establish the linkages of the Palau NEMS to existing sectoral / Ministries' strategic plans, national environment frameworks, the SoE Report, the Palau National Sustainable Development Strategy (NSDS), SDGs, MEA commitments and goals, and regional action plans (SAMOA Pathway, Framework for Pacific Regionalism, SPREP Strategic Plan 2017-2026, etc.). In particular, ensure that MEA commitments are integrated into the Palau NEMS and mainstreamed into the Palau NSDS.
- 2.1.3 Develop a monitoring and evaluation framework of the NEMS and align it to existing national monitoring and evaluation framework of national strategies.
- 2.1.4 Conduct national consultation workshops of the NEMS involving government agencies, private-sector stakeholders, partners and local community groups. The national review workshops will be organised with NEPC and SPREP. The national consultation workshops should take into account the identification of priorities of the Palau NEMS based on the Palau State of Environment reports and also new areas that are of national importance.
- 2.1.5 Carry out individual consultation meetings with government agencies, private-sector stakeholders, partners and communities to follow up on specific issues that are important to the NEMS.
- 2.1.6 Prepare summary notes of the meetings and write the Palau NEMS, incorporating inputs from the workshop in addition to comments from SPREP and individual consultation meetings on specific issues.
- 2.1.7 Report regularly to NEPC and SPREP lead contacts during the execution of the contract until submitting the final NEMS and review report to the government for approval. This is to make sure that the Palau NEMS is developed appropriately and within the scope and outcomes of the consultation.
- 2.1.8 Present the completed first draft of the NEMS to the NEPC and stakeholders before the NEMS is finalised and submitted to the government for endorsement.
- 2.1.9 Organize all supporting materials, worksheets, any data collected, photographs and reports properly labelled in thematic folders for submission to NEPC and SPREP.
- 2.1.10 Develop, in consultation with NEPC and SPREP, a communication pamphlet on the Palau NEMS for public use and awareness in Palau.
- 2.1.11 Formulate a project concept note based on the NEMS development process funding support and other donor opportunities.

### **3.0 Consultant Outputs for the NEMS**

#### **3.1 Consultant Outputs on the Palau NEMS Development**

The consultant shall produce the following key outputs:

- 3.1.1 A final version of the NEMS in Microsoft Word on a USB drive, which has gone through review and vetting by relevant stakeholders in Palau. The documents must be clear and concise, highly informative, and true readings and information guides to students and teachers studying the environment, as well as policy makers and other key sectors in Palau. The final copies will be proofread and free of grammatical errors, using SPREP's style guide as a reference before it is submitted for design and government endorsement.
- 3.1.2 After completing the documents, the consultant is required to provide an Excel workbook(s), which contains information (raw data) received during the process of compiling the documents. The raw data shall include contact details of the agency and person, type of data available from them, brief information of what they are doing, and how the information was obtained. Archived PDFs of all source reports should be provided to NEPC and SPREP.
- 3.1.3 The final versions of the NEMS, including materials, raw data, working documents and necessary consultation records, on a hard disk / USB to SPREP on completion of the consultancy.
- 3.1.4 One communication pamphlet on the NEMS created in consultation with the SPREP communications team to raise awareness in Palau. These pamphlets will be reviewed and endorsed by the NEPC and SPREP.
- 3.1.5 The NEMS will specify clear budget lines for each thematic area identified in the strategy to support the Department of Environment in its annual budget allocation.
- 3.1.6 It will also contain a clear monitoring, evaluation and reporting system that will be endorsed by the government and relevant stakeholders responsible for overseeing the strategy's implementation.
- 3.1.7 One project concept to be developed further into a full project proposal seeking potential funding to be forwarded for consideration to the NEPC and submission to the Government for approval.

#### **4.0 Consultancy Timeline and Cost**

The consultancy will adhere to the following timeline and costs:

- 4.1 The key deliverables and outputs will be prepared within a period of 6 months. The consultancy cost should include the following:
  - a. Cost/fee of consultancy
  - b. Awareness pamphlet
  - c. Draft Project Concept
  - d. Final Palau NEMS, including editing ready for Government endorsement
- 4.2 SPREP will cover the costs of the SPREP official providing support to the consultant.
- 4.3 The workplan and costs will be discussed and finalised between the consultant and the Acting Director EMG Programme and Environmental Planning Adviser, Joape Davetanivalu

once selected. Starting date of consultancy will begin when the consultant signs the contract.

- 4.4 The consultant will be required to communicate with the NEPC who will serve as the NEMS project's focal point and will be providing the necessary data and information that will support the NEMS development process.
- 4.5 A work plan with the budget will be prepared by the Consultant and submitted to the NEPC and SPREP and this is to guide NEMS development process.