

## REQUEST FOR TENDERS

RFT: 2021/028  
File: AP\_3/19/2  
Date: 15 April 2021  
To: Interested consultants  
From: Melanie King, Manager – Project Coordination Unit

**Subject: Request for tenders: Mid-Term Review of the ‘*Enhancing the climate change resilience of vulnerable island communities in the Federated States of Micronesia*’ Project - EXTENDED**

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### 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 ‘Enhancing the climate change resilience of vulnerable island communities in the Federated States of Micronesia’ project is a five-year, full size Adaptation Fund project implemented through the Secretariat of the Pacific Environment Programme (SPREP). The Project is implemented in the Federated States of Micronesia (FSM) and managed by the Department of Environment, Climate Change & Emergency Management (DECCEM), the Project Executing Agency.
- 1.4 The Project’s objective is to provide all four (4) State Governments in FSM with development planning tools and institutional frameworks to help coastal communities prepare and adapt for higher sea levels and adverse and frequent changes in extreme weather and climate events. The Project also provides communities with the resources and technical support needed to adopt and manage concrete climate change adaptation initiatives and actions.
- 1.5 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 consortiums of consultants to undertake the Project Mid-Term Review.
- 2.2. Tenderers will need to provide a comprehensive proposal as outlined in the attached terms of reference (Annex A).

## 3. Conditions: information for applicants

3.1 To be considered for this tender, interested Consultants must meet the following conditions:

- i. Provide a comprehensive technical and financial proposal responding to the requirements in the attached terms of reference and as outlined in Section 4 below.
- ii. Provide three references relevant to this tender submission, including the most recent work completed;
- iii. Sign the **Conflict of Interest form** provided.
- iv. Sign the **Declaration form** provided.

3.2. 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).

## 4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consortium satisfies the conditions stated above and below, and is capable of meeting the required services and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should outline the interested consortium's complete proposal, comprising:
- a. Proposed methodology to undertake the Mid-Term Review.
  - b. Proposed workplan including timelines to complete the deliverables (as outlined in Section 4 of the ToR).
  - c. Details of the review team including their role and experience (noting the minimum requirements of the team as outlined in Section 5 of the ToR).
  - d. CVs of the review team.
  - e. Financial proposal to outline all costs associated with the undertaking of the review including professional fees, FSM-based travel costs to at least 3

States<sup>1</sup> (i.e. if the local consultant is based in Pohnpei the travel costs should be based on travel to Chuuk, Kosrae and Yap), communications and miscellaneous costs inclusive of all taxes.

4.3. Tender submission must be in United States Dollars (USD).

4.4. The proposal must remain valid for 90 days from date of submission.

4.5. Tenderers / bidders must insist on acknowledgement of receipt of tender / proposals / bids.

4.6. 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\\_Document/s/sprep-organisational-values-code-of-conduct.pdf](https://www.sprep.org/attachments/Publications/Corporate_Document/s/sprep-organisational-values-code-of-conduct.pdf).

## **5. Tender Clarification**

5.1. Any clarification questions from applicants must be submitted by email to [procurement@sprep.org](mailto:procurement@sprep.org) before 30 March 2021 and responses will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 06 April 2021.

## **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 tenderer satisfies the following criteria:

### **a) Technical Proposal (80%)**

- i. Proposed methodology to undertake the Mid-Term Review.
- ii. Proposed workplan including timelines to complete the deliverables (as outlined in Section 4 of the ToR).
- iii. Details of the review team including their role and experience (noting the minimum requirements of the team as outlined in Section 5 of the ToR).
- iv. CVs of the review team.

### **b) Financial Proposal (20%)**

- i. Outline of all costs associated with the undertaking of the review including professional fees, FSM-based travel costs to at least 3 States<sup>2</sup> (i.e. if the local consultant is based in Pohnpei the travel costs should

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<sup>1</sup> Travel costs should include airfares, accommodation and incidentals. A listing of internal air travel costs and accommodation costs for each State is available on the SPREP website with the tender listing.

<sup>2</sup> Travel costs should include airfares, accommodation and incidentals. A listing of internal air travel costs and accommodation costs for each State is available at Annex B of this Request for Tender.

be based on travel to Chuuk, Kosrae and Yap), communications and miscellaneous costs inclusive of all taxes.

## **7. Deadline**

7.1. The due date for submission of the tender is: 23 April 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 2021/028: Mid-Term Review 'Enhancing the climate change resilience of vulnerable island communities in the Federated States of Micronesia' 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 tenders 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**