

REQUEST FOR TENDERS

File: AP 4/12/18
Date: 14 October, 2020
To: Interested suppliers
From: Paul Anderson – Inform Project Manager

Subject: Request for tenders: Development of the first Nauru State of Environment Report.

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.
- 1.4. The Department of Commerce, Industry and Environment in Nauru is working in close collaboration with SPREP and the Inform Project to develop the first State of Environment report for Nauru and to facilitate environmental data sharing and management.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced consultants to work with the Department of Commerce, Industry & Environment in Nauru on the drafting of the first State of Environment (SoE) report.
- 2.2. The successful applicant will need to provide the details of works required as referred to in the attached Terms of Reference within 14 months of the consultancy start date.
- 2.3. The work can be done remotely, and no travel is expected during the consultancy.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested applicants must meet the following conditions and criteria:
 - i. A Bachelor's degree in Environmental Science or any related field of relevance. A post graduate degree is an advantage.



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- ii. Submission for consultancy should include a work plan, schedule of activities and a financial proposal. Please note that all costs, including taxes, facilities, insurance, travel and associated costs should be included in the financial proposal. Submitted proposals will be evaluated based on best value for money.
- iii. Submit a CV to demonstrate the consultant has the relevant experience, skills and qualifications to carry out this contract successfully.
- iv. Provide three references relevant to this tender submission, including the most recent work completed.
- v. Provide examples of prior relevant work outputs.
- vi. Complete the 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.
- vii. 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 can meet the required 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.
 - (b) Technical Proposal which contains the details to achieve the tasks outlined in the Terms of Reference.
 - (c) Financial Proposal to be priced based on a work plan on where, when and how the technical assistance will be conducted.
- 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. Interested consultants must insist on an acknowledgement of receipt of the proposal.

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 26 October 2020. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 28 October 2020.

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:



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- i. Minimum Bsc level qualifications in environmental science or related field and more than 5 years' experience working in areas of environmental reporting, environmental management, public policy, development planning and policy instruments (15%)
- ii. Well versed in multi-lateral environmental agreements including regional and international commitments (such as SDGs), as well as Nauru's development planning and environmental decision-making process (10%)
- iii. Proven experience in project management and ability to deliver within the timeframe (10%)
- iv. Ability to analyse and visualize (plots, graphs) environmental data and ideally some experience creating maps with GIS software (10%)
- v. Proficiency in English (oral and written) with demonstrated high-level skills in drafting, reviewing, and writing reports (15%)
- vi. Excellent communication and inter-personal skills, willing to work alongside colleagues from different professional backgrounds, sensitivity to cultural differences and willing to build and strengthen capacity of government officers. Demonstrated experience working in Nauru, the Pacific region or other developing countries (10%)
- vii. Detailed technical proposal/workplan, methodology and schedule of activities (10%)
- viii. Detailed financial proposal in US dollars (20%).

7. Deadline

- 7.1. **The due date for submission of the tender is: 04 November 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: **Development of the first Nauru State of Environment Report**' 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.

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

Development of the first Nauru State of Environment Report

1. State of Environment Report Consultancy Objectives

The consultancy will meet the following objectives:

- 1.1. Develop the national State of Environment (SoE) Report for Nauru, using a national process, the SoE template, and national data.
- 1.2. Analyse and compile the national data for the SoE Report with in-country and SPREP partners guidance and feedback.
- 1.3. Liaise with relevant national government agencies, the private sector, academic institutions, non-governmental organizations and SPREP partners to ensure good-quality, accurate information is gathered and presented in the SoE Report.

2. Consultancy Duties for SoE Development

The successful applicant will be required to undertake the following duties:

- 2.1. Read and draw on all relevant supporting documents and materials on the Nauru Environment Data Portal for the development of the SoE report, including the SoE Toolkit, Indicator symbols, etc.
- 2.2. With support of the local SoE coordinator, contact sectors' lead agencies in Nauru to collect and collate information pertinent to the creation of the SoE Report, which includes the following activities:
 - a. Compiling all data available in Nauru
 - b. Establishing a relationship with sectors to collect existing data
 - c. Working with teams to coordinate data collection
 - d. Using inclusive methodologies to gather data
- 2.3. Virtually attend and support a minimum of two national consultation workshops as a guide on the formation of the SoE Report and to ensure stakeholder input is incorporated in the SOE
- 2.4. Assist and support the local SoE coordinator with the preparation of these consultation workshops and help document the outcomes.
- 2.5. Prepare summary notes, write chapters and produce graphs for the SoE Report in consultation with the thematic leads in Nauru and SPREP lead contacts. Use the SoE template provided by Nauru government and SPREP.
- 2.6. Review relevant national environment strategies for indicators to use for the SoE Report, including the National Biodiversity Strategy and Action Plan (NBSAP), National Solid Waste Management Strategy (NSWMS), Sustainable and Integrated Water and Sanitation Policy,



National Adaptation Programme of Action (NAPA), National Plan of Action (NPOA) and National Climate Change Policy (NCCP).

- 2.7. Assist Nauru government and SPREP in the first and second stakeholder consultation workshop, including preparing a presentation on the draft SoE Report.
- 2.8. Make explicit links among indicators in the SoE Report to relevant SDGs, MEAs and regional action plans (SAMOA Pathway, Framework for Pacific Regionalism (FPR)).
- 2.9. Incorporate input from workshops, in addition to comments from Nauru government and SPREP, and submit a final SoE report.
- 2.10. Organize all supporting materials, worksheets, photographs and reports properly labelled in thematic folders (before data transfer to SPREP).
- 2.11. The consultant will also be required to assess and collect data on the relevant requirements of the SoE during the process of formulating the report and shall ensure that:
 - a. All information collected for the SoE Report is uploaded to the Nauru Environment Data Portal and available to the Department of Commerce, Industry & Environment.
 - b. All data are clearly labelled, tabulated and uploaded to the data portal, and Excel tabulation worksheets and report PDFs are used as data sources.
 - c. All information is precise, cited and justified.
 - d. All judgments are supported by relevant data or information.
- 2.12. Report regularly, or as required to Bryan Star, Director of Environment - Department of Commerce, Industry & Environment in Nauru.
- 2.13. Liaise closely with Paul Anderson, Inform Project Manager at SPREP, who will be providing guidance and backstopping support for the consultancy.
- 2.14. Liaise closely with the local SoE coordinator and other department staff in Nauru, to ensure the SoE Report is developed within the requirements of the Nauru Government.

3. **Consultancy Outputs related to the SoE report**

The consultant shall produce the following key outputs:

- 3.1. A final version of the Nauru SoE Report in Microsoft Word, which has gone through review and vetting by relevant stakeholders in Nauru, uploaded to the Nauru Environment Data Portal. The document must be clear and concise, highly informative, accurate and able to guide policy makers, decision makers, government officers and other key sectors in Nauru including students and teachers studying the environment. The final copies will be proofread and free of grammatical errors, using SPREP's style guide as a reference.
- 3.2. After completing the SoE report, the consultant is required to upload all raw data (in Excel format) and any pdf or word reports, sourced for development of the SoE, to the Nauru Environment Data Portal (<https://nauru-data.sprep.org/>). All datasets on the portal will include all relevant metadata, including contact details.



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- 3.3. Provide recommendations for the cabinet paper on the development of the SoE Report, for which the Department of Commerce, Industry & Environment prepares a cabinet paper for endorsement.
- 3.4. One communication pamphlet on the SoE Report (SoE Brief) created in consultation with the SPREP communications team to raise awareness in Nauru. This pamphlet is a short summary of the SoE report in a visually attractive format, and will be reviewed and endorsed by the Ministry and SPREP.

4. **Information for applicants**

- 4.1. Due to COVID travel restrictions, there is no travel expected during the consultancy. All meetings and attendance of workshops will be via virtual collaboration platforms.
- 4.2. SPREP will provide technical support and guidance to the consultant as required.
- 4.3. The successful consultant will be guided by SPREP on the SoE development (template and indicators to use, national process etc) and trained on the use of the Nauru Environment Data Portal. All these sessions will be virtual.
- 4.4. The Department of Commerce, Industry & Environment in Nauru and SPREP recently conducted a mapping exercise of data holders and data sources related to the ~30 environmental indicators to be assessed in the SoE report.
- 4.5. A challenge for the development of this SoE report, will be the lack of national data. Many of the SoE indicators will consist of recommendations, instead of a data analysis. However, there may be other data resources available and relevant for the development of the SoE report (example: land use change over time, based on remote sensing data). A separate budget is set aside in case the Department decides to purchase this data. In such a case, the successful consultant will be responsible for liaising with the data providers.
- 4.6. The consultancy will begin when the consultant signs the contract.
- 4.7. 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