



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

## REQUEST FOR TENDERS

RFT: 2022/052  
File: AP 1/8/1 General Gender Strategy  
Date: 21 September, 2022  
To: Interested consultants  
From: SPREP Gender Champions, Easter Chu-Shing and 'Ofa Ma'asi-Kaisamy

**Subject: Request for tenders (RFT): Review and Update the SPREP Gender Policy 2016.**

### 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 wishes to call for tenders from qualified and experienced consultants who can offer their services to undertake a full review of the SPREP Gender Policy 2016.
- 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/spreporganisational-values-code-of-conduct.pdf](https://www.sprep.org/attachments/Publications/Corporate_Documents/spreporganisational-values-code-of-conduct.pdf). Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.4. SPREP Standard Contract Terms and Conditions are non-negotiable

### 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
  - i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
  - ii. Provide three referees relevant to this tender submission, including the most recent work completed;
  - iii. Provide examples of past related work outputs;

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- iv. 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. Failure to do this will mean your application will **not** be considered*).  
*For the Technical and Financial proposals you may attach these separately.*
  - v. Provide a copy of valid business registration/license.
- 3.2 Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **conflict of interest form** provided.
  - 3.3 **Tenderer is deemed ineligible due to association with exclusion criteria, including** bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.
  - 3.4 Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall into any of the exclusion situations cited in 3.3 above and where applicable, that they have taken adequate measures to remedy the situation.

#### 4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and in the Terms of Reference 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 be submitted in English and outline the interested consultant's complete proposal:
  - a) **SPREP Tender Application form and conflict of interest form.** (*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. Failure to do this will mean your application will **not** be considered*).  
*For the Technical and Financial proposals you may attach these separately.*
  - b) **Honour form**
  - c) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
  - d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
  - e) **Financial Proposal** – Provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. Tenderers/bidders shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award; SPREP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.

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- 4.5. The tenderer/bidder might be requested to provide additional information relating to their submitted proposal, if the Tender Evaluation Committee requests further information for the purposes of tender evaluation. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6. The submitted tender proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential tenderer/bidder can provide services for.
- 4.7. The Proposal must remain valid for 90 days from date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of tender.

## 5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to [procurement@sprep.org](mailto:procurement@sprep.org) before 04 October 2022. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 06 October 2022.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
- c. SPREP will determine what, if any, response should be given to a Tenderer question. SPREP will circulate Tenderer questions and SPREP's response to those questions to all other Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>) without disclosing the source of the questions or revealing any confidential information of a Tenderer.
- d. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- e. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFT or any other information given or made available by SPREP, the Tenderer should promptly notify the Procurement Officer setting out the error in sufficient detail so that SPREP may take the corrective action, if any, it considers appropriate.

## 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 tender satisfies the following criteria:
- 6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

### I. Technical Score – 80%

Criteria	Detail	Weighting
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<b>Experience</b>	(i) Extensive knowledge of Gender equity and social inclusion mainstreaming	20%
	(ii) Demonstrated expertise and experience in policy review and development, social inclusion and undertaking reviews of this nature.	20%
	(iii) Sound analytical and organisational skills	10%
	(iv) Excellent communication and writing skills with high command of spoken and written English and including demonstrated experience engaging with national government agencies, CROP Agencies using participatory and consultative approaches relevant to the Pacific.	10%
<b>Technical Proposal / Methodology</b>	(v) Detailed technical proposal outlining the methodology of how the reviews will be conducted and implemented.	20%
<b>Financial Proposal</b>	(vi) Detailed Financial Proposal in US dollars. Clearly identify amounts for: person day rates and virtual or in-person and consultations, communications, and incidentals.	20%

## II. Financial Score – 20%

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = a \times \frac{b}{c}$$

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

## 7. Variation or Termination of the Request for Tender

- 7.1 a. SPREP may amend, suspend or terminate the RFT process at any time.
- b. In the event that SPREP amends the RFT or the conditions of tender, it will inform potential Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>).
- c. Tenderers are responsible to regularly check the SPREP website Tenders page for any updates and downloading the relevant RFT documentation and addendum for the RFT if it is interested in providing a Tender Response.



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- d. If SPREP determines that none of the Tenders submitted represents value for money, that it is otherwise in the public interest or SPREP's interest to do so, SPREP may terminate this RFT process at any time. In such cases SPREP will cancel the tender, issue a cancellation notice and inform unsuccessful bidders accordingly.

## 8. Deadline

- 8.1. **The due date for submission of the tender is: 13 October 2022, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked 'RFT 2022/052: Review and Update the SPREP Gender Policy 2016'

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.

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.

SPREP reserves the right to enter into negotiation with respect to one or more proposals prior to the award of a contract, split an award/awards and to consider localised award/awards between any proposers in any combination, as it may deem appropriate without prior written acceptance of the proposers.

**A binding contract is in effect, once signed by both SPREP and the successful tenderer. Any contractual discussion/work carried out/goods supplied prior to a contract being signed does not constitute a binding contract.**

**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: Short Consultancy to Review the SPREP Gender Policy**

### **1. Background**

SPREP recognises that integration of gender equity and social inclusion (GESI) within SPREP programming is important to increase the effectiveness of the organisation's work. The SPREP Strategic Plan 2017-2026 includes 'integration of gender and human rights' as a key enabling factor within all SPREP core priority areas and organisational goals. SPREP's Gender Policy articulates goals, outcomes and actions to increase knowledge and skills of SPREP staff for addressing gender in policy and programming; sustained gender mainstreaming in programmes; and increasing Member country capacity to incorporate gender perspectives in policies and projects.

### **2. Purpose of Consultancy**

The purpose of the consultancy is to review the existing SPREP Gender Policy which was last reviewed and updated in 2016. The review will help provide a roadmap on how SPREP as an organisation may strengthen its commitment to the integration of gender equity and social inclusion at the institutional, policy, programme and planning, implementation, monitoring and evaluation levels for the benefit of Pacific Island Members. SPREP recognises it must be responsive and more effective to enable a truly inclusive and Resilient Pacific. The first Gender Policy was developed by the SPREP Secretariat in 2006, which has evolved since it was first developed.

The review of the Gender Policy is expected to contribute to increased knowledge, attitudes, practices and skills among SPREP staff for addressing gender equity and social inclusion in policy development and programming. It will also ensure a sustained gender equity and social inclusion mainstreaming in SPREP projects, programmes, and activities. Finally, it would assist SPREP be a catalyst in assisting capacity in Pacific Island Members to incorporate a gender equity and social inclusion perspective into policies and plans.

### **3. Scope of Work**

Under the direct supervision of the SPREP Gender Champions and in close collaboration with the Gender Equity and Inclusion Mainstreaming (GEIM) group, the consultant will be required to undertake virtually the following specific tasks:

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1. Review the existing SPREP Gender Policy and related gender specific guidelines and identify gaps and opportunities to further strengthen gender mainstreaming within and across SPREP programmes, policies, systems and processes.
2. Conduct SWOT analysis which will primarily be drawn from discussions with SPREP staff, programme and project staff on their understanding of GESI and relevance to SPREP and/or their project, how they have/ have not embedded the policy in project action plans.
3. Analyse project/programme documents for gender and other social inclusion analysis, action plans and frameworks, consider the extent to which disability and other social inclusion is addressed.
4. Undertake qualitative interviews and research with selected projects to assess the implementation of GESI action plans/frameworks. Aim to identify both good practices and also challenges project teams faced in implementing plans.
5. Undertake trends analysis from 2016 to 2022 on staff disaggregated by gender on its SPREP Employment using the organisational data since 2016 to 2022 to on the following but not limited to seniority, expatriate/national roles, longevity, pay.
6. Explore the employment of people with disability in SPREP, barriers, and how to address those issues.
7. Develop a road map in consultation with the SPREP Executive and Senior Leadership Team on strengthening gender integration in SPREP programme and projects including institutional governance and risk management.
8. Develop a revised SPREP Gender Policy with relevant budget and resources to oversee the Gender mainstreaming activities in and how it works with other agencies and partners including risk management.
9. Develop a SPREP Gender Framework embedded in the policy highlighting gender-responsive indicators reflecting relevant benchmarks in the Pacific region, that will help with monitoring and evaluation of the implementation of the SPREP Gender Policy in Programmes, Departments, or at the Work Unit level.
10. Develop and design materials for in-house training and capacity building on knowledge, attitudes, practices and behaviour in gender-related issues across SPREP on thematic areas like gender empowerment, inclusion, mainstreaming, equity and equality.

#### 4. Methodology:

The Consultant entry point to SPREP will be the GEIM Gender Champions.



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- All meetings will be organised virtually and meetings will be arranged with SPREP Executive and members of the Senior Leadership Team; HR; Staff Advisory Committee and selected Project Managers, Programme Advisors and Officers and other key stakeholders as appropriate.
- Desk review of the Gender Policy and programme and project documents to carry out social inclusion analysis.
- Use the SPREP GESI stocktake findings to support review of the Gender Policy
- Consult with other CROP agencies and partners such as the EU and DFAT etc.
- Conduct two half day virtual workshops that will be hosted virtually at SPREP with staff for input into review and communications of outcomes of the Review, particularly the roadmap to guide the strengthening of the Gender Policy and its implementation.
- The project will not exceed payment of 30 person days in total, and maybe implemented by an individual consultant or team of consultants.

## 5. Deliverables:

The consultant is expected to produce:

- Report on the discussion, presentation materials and proceedings undertaken in the consultation process.
- A review report on the existing SPREP Gender Policy highlighting strengths, gaps and opportunities.
- A revised SPREP Gender Policy with a roadmap to guide the strengthening of the Gender Policy and its implementation
- A SPREP Gender Framework with clear SMART gender-responsive indicators with relevant benchmarks, that will help with monitoring and evaluation of the implementation of the SPREP Gender Policy.
- Materials for in-house training and capacity building on knowledge, attitudes, practices and behaviour in gender-related issues across SPREP on thematic areas such as gender empowerment, inclusion, mainstreaming, equity and equality

**6. Person days :** The project will not exceed payment of 30 person days in total.

**7. Reporting Arrangements:** The main contact for the consultant will be the SPREP Gender Champions who will be providing updates to the Executive.

## 8. Competencies

- Extensive knowledge of Gender equity and social inclusion mainstreaming
- Experience in policy review and development

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- Sound analytical and organisational skills
- Excellent communication and writing skills

## 9. Expertise required

- Demonstrated experience in policy review and development; and gender mainstreaming and social inclusion in the Pacific.
- Experience working with agencies that are members of Council of Regional Organisation in the Pacific (CROP).