

# REQUEST FOR TENDERS

RFT: 2022/048  
File: AP\_3/29  
Date: 1 August, 2022  
To: Interested consultants  
From: Semi Qamese – A/Project Manager PACRES

**Subject: Request for tenders (RFT): Project Officer (Service-Based Consultancy): Samoa PACRES Project Component**

## 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](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 be engaged as a Project Officer (Service-Based Consultancy) for the Pacific Adaptation to Climate Change and Resilience Building (PACRES) – Samoa Component to work on a service consultancy basis until the end of June 2023 to oversee the implementation, administration and completion of the Samoa component of the project.
- 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. Must be currently based in Samoa and legally entitled to work.

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- ii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
  - iii. Provide three referees relevant to this tender submission, including the most recent work completed;
  - iv. Provide examples of past related work outputs;
  - v. 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*).
  - vi. *For the Technical proposal you may attach these separately; and*
  - vii. 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.
- 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.

- 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 16 August 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 17 August 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:

### Technical Score – 100%

Criteria	Detail	Weighting
Experience	A qualification from a recognised tertiary institution in a field related to environmental management, project management and/or climate change. A post-graduate qualification will be an advantage	10
	Strong track record in project management including work planning, partner oversight, reporting and monitoring and evaluation	15
	Record of having successfully worked with government and civil society stakeholders in Samoa and established networks of cooperation	15



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	Experience working around community-based natural resource management, ecosystems restoration and/or conservation	15
	Experience working with rural communities and sub-national government systems on environmental management/climate change projects	10
	Experience in project communication and reporting across diverse audiences in a multicultural and multi-disciplinary environment	10
	Excellent command of spoken and written English and Samoan	5
<b>Technical Proposal / Methodology</b>	a. recommended approach to deliver scope of work in the attached terms of reference; b. key sources/data to inform the assignment and relevant stakeholders; and c. detailed work plan clearly outlining milestones and delivery timelines.	20

6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria.

## 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.
- 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: 23 August 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 2022/048: **Project Officer (Service-Based Consultancy): Samoa PACRES Project Component**'

Mail: SPREP

Attention: Procurement Officer

PO Box 240

Apia, SAMOA

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

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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**

### **PROJECT OFFICER (SERVICE-BASED CONSULTANCY)**

#### **PACIFIC ADAPTATION TO CLIMATE CHANGE AND RESILIENCE BUILDING (PACRES) SAMOA PROJECT COMPONENT**

##### **Background and Rationale**

Samoa is one of five Pacific ACP Countries where the Intra-ACP GCCA+ Pacific Adaptation to Climate Change and Resilience Building (PACRES) is scaling up adaptation and ecosystem-based adaptation EbA pilots. PACRES activities in Samoa are led and coordinated by the Secretariat of the Pacific Regional Environment Programme (SPREP) in partnership with Samoa's Ministry of Natural Resources and Environment (MNRE), the Pacific Community and the University of the South Pacific. The €12.18 million PACRES is funded primarily by the European Union with targeted support from Monaco (€90,000) and the Swiss Confederation (€85,441).

PACRES is funding activities to support climate change adaptation and resilience building in Samoa includes implementation of activities identified in Community Implementation Management (CIM) Plans for Taga and the Matautu villages in Savai'i, that were agreed with village representatives in 2019. PACRES. The project components includes:

- (i) Community consultations at Project sites in Savai'i;
- (ii) Taga climate ready cropping and agroforestry: Implement climate ready cropping, agroforestry activities identified in the village CIM Plan in partnership with Forestry Division, MNRE and the Taga community:
  - a. promote and facilitate planting of root-crops which are more resilient to cyclones, droughts and flood;
  - b. promote agroforestry and mixed planting including fruit tree species to reduce vulnerability to pests and diseases; and
  - c. diversify into other climate resilient species cash crops and fruit trees in suitable areas outside hazard zones.
- (iii) Enhancing water security in Matautu villages;
- (iv) Review ESRAM assessments completed for Saleaula and implementation of agreed EbA options;
- (v) Support development of forestry inventory in the Masamasa-Falelima National Park and preparation of Management Plan; and
- (vi) Develop communication and visibility products for the project sites.

SPREP will have overall responsibility for coordinating project activities in collaboration with MNRE. The overall project manager will be the SPREP PACRES Project Officer, while the Project Officer - Samoa will be based with MNRE under the supervision of the ACEO Climate Change and GEF Division, and work in close collaboration with the ACEO Forestry Division, ACEO Water Sector Division and the Project Coordinator for "Enhancing the resilience and adaptive capacity of Samoa's coastal communities to climate change through marine based Ecosystem-based Adaptation (EbA) pilot solutions."

##### **Services Required**

SPREP is seeking the services of a suitably qualified Project Officer to be appointed on a full-time service consulting basis to oversee the implementation of the Samoa PACRES project.

## Scope of Consultancy

The Project Officer - Samoa will provide technical support and on-ground project scheduling oversight for the project, including engaging with local stakeholders in the identified project sites, relevant national and sub-national government agencies and consultants or contractors delivering specific activities.

Specific responsibilities for the project officer will include:

- Revise project implementation plan (PIP), including fully costed budget, risk register and M & E framework for implementation of the Project; based on the project activities identified above;
- Lead implementation of the Project with the Climate Change and GEF Division under the direction of the ACEO MNRE and the PACRES PMU, noting overall responsibility for Project delivery lies with the PACRES PMU. Note specific lines of reporting and responsibilities will be agreed with the successful candidate;
- developing a project specific M & E framework in collaboration with the SPREP PACRES Project Officer;
- preparing monthly progress reports on implementation of all project activities;
- where necessary, working with consultants or contractors, MNRE and the PACRES PMU to address any issues that have an impact on project delivery;
- working with all stakeholders to develop lessons learned and awareness raising products;
- Assist with work under the Climate Change Policy in particular the Adaptation component of the Climate Change Division as directed by the ACEO;
- The Project Officer - Samoa will be the key day-to-day contact between other implementing partners, any additional technical assistance identified during implementation planning phase, and communities; and
- preparing a project closure report.

## Requirements

- A qualification from a recognised tertiary institution in a field related to environmental management, project management and/or climate change. A post-graduate qualification will be an advantage;
- Strong track record in project management including work planning, partner oversight, reporting and monitoring and evaluation;
- Record of having successfully worked with government and civil society stakeholders in Samoa and established networks of cooperation;
- Experience working in the area of community-based natural resource management, ecosystems restoration and/or conservation;
- Experience working with rural communities and sub-national government systems on environmental management/climate change projects;
- Experience in project communication and reporting across diverse audiences in a multicultural and multi-disciplinary environment; and
- Excellent command of spoken and written English and Samoan.

## Remuneration

Remuneration will be **SAT\$3,750.00 per month**, paid monthly in Samoan tala equivalent inclusive of all associated taxes. The successful applicant will work to the standard Samoa Government hours.



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## **Work arrangements**

The service consultant must:

- be based in Apia and work from the Climate Change and GEF Division Office, MNRE;
- report on a day-to-day basis to the Assistant CEO, Climate Change and GEF Division, MNRE;
- need to demonstrate that he/she is legally entitled to work in Samoa; and
- submit monthly reports to SPREP PACRES Project Officer reporting against agreed work plans.

## **Duration of the Consultancy**

This service consultancy should start as soon as possible and end June 2023, possible extension of 6 months based on availability of further funding.