REQUEST FOR TENDERS

File: AP 4/12/17
Date: 19 April, 2018
To: Interested suppliers
From: Jope Davetanivalu, Environmental Planning Adviser

Subject: Request for tenders: Federated States of Micronesia SoE and NEMS Consultant (READVERTISEMENT)

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 For more information, see: www.sprep.org.

2. Specifications: statement of requirement

2.1 SPREP would like to call for tenders from qualified and experienced data analysis consultants to work with the DECEM and the 4 States lead Agencies; and SPREP to gather and compile data to complete the 2018 FSM State of Environment (SoE) Report and National Environmental Management Strategies (NEMS).

2.2 The successful applicant will need to provide raw environmental data and a complete 2018 SoE Report and NEMS within 8 months of the consultancy’s start date.

2.3 The Terms of Reference that detail the requirements and outputs for the consultancy are attached.

3. Conditions: information for applicants

3.1 To be considered for this tender, interested suppliers must meet the following conditions:
   - Submissions should include a work plan, schedule of activities and financial proposal. Please note all costs, including taxes, facilities, insurance, and travel and associated costs, should be included in the financial proposal. The consultancy has a maximum budget of $35,000
U.S. Submitted proposals will be evaluated based on best value for money.

- Complete the tender application form provided.
- Submit a CV to demonstrate the consultant has the relevant experience, skills and qualifications to carry out this contract successfully.
- Provide three references as part of the tender submission.

4. Submission guidelines

4.1 Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and is capable of meeting the specifications and timeframes.

4.2 Tender documentation should outline the interested supplier’s complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.

4.3 All interested parties should submit a cover letter and curricula vitae to be considered for the consultancy.

4.4 Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

5. Tender Clarification

5.1. Any clarification questions from applicants must be submitted by email to Maraea Pogi at maraeap@sprep.org and copy joped@sprep.org before 23rd April 2018. A summary of all questions received with an associated response will be posted on the SPREP website at www.sprep.org/tender by 24th April 2018.

6. Evaluation criteria

SPREP will select a preferred supplier 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:

6.1 Minimum of a Bachelor’s or equivalent degree, preferably in the Sciences, Environmental Management, Ecology, Geography, Informatics/Data Analytics, Development studies/international relations and/or related fields.

6.2 Expertise in data analysis related to environmental issues with the ability to compile data from existing sources.

6.3 Demonstrated experience in technical writing and editing, preferably with creating national-level documents, and workshop facilitation.

6.4 Familiarity with/comprehensive understanding of coordinating with governments and other agencies to solicit data and/or information.

6.5 Experience working in FSM and/or the Pacific island region is preferred.

6.6 Detailed Financial Proposal in U.S. dollars.
6.7 Assessment of the proposal will be based on the evaluation of the Technical (80%) and Financial (20%).

7. Deadline

7.1 The due date for submission of the tender is: 27th April 2018 (midnight, local Apia, Samoa time).

7.2 Late submissions will be returned unopened to the sender.

7.3 Please send all tenders clearly marked ‘TENDER: FSM SoE and NEMS Consultant’ to one of the following methods:

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

Email: tenders@sprep.org

Person: Submit by hand in the tenders box at SPREP reception, Vailima, Samoa.

Previous applicants need not reapply as all applications received will be considered.

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
1.0 **Background**

Through the European Union initiated capacity building project titled "Capacity Building related to Multilateral Environmental Agreements (MEAs) in African, Caribbean and Pacific (ACP) Countries", implemented by UNEP, and known as the ACP MEAs Project, SPREP through the Environmental Monitoring and Governance Division has been able to assist SPREP Members with the review and reformulation of their National Environment Management Strategies (NEMS) and development of State of Environment (SOE) report. This is in the view that national plans such as NEMS and SOE reports guide and facilitate Member states in the implementation of activities aimed at meeting legal obligations and achieving policy goals nationally, regionally and globally. The ACP MEAs Project has supported and contributed substantively in improving the capacity of SPREP Member countries through targeted planning intervention.

In the early 1990s SPREP assisted its Members to formulate their National Environment Management Strategies (NEMS) and SOE. The NEMS and SOE were designed to allow members to address environment problems in a systematic way through an integrated approach. They were also designed to allow donor Government and partners provide financial support to activities identified. The SOE report is developed to reveal the environment conditions of countries based on the environment thematic areas identified nationally. It has helped in the national environment policy decision and action areas identified contributes to the development of the NEMS.

NEMS or equivalent such as National Environment Strategy (NES), Integrated Environment Policy (IEP), or National Environment Policy and Implementation Plan (NEPIP) are overarching strategic policy frameworks that clearly articulate national environmental priorities including those that address MEA commitments and obligations to which countries are party.

SPREP is seeking to engage an Environmental Management expert on a consultancy basis to work with the Department of Environment, Climate Change and Emergency Management (DECEM) of the Federated State of Micronesia (FSM) to develop its State of Environment (SOE) report; and review and update FSM's National Environment Management Strategy (NEMS).

Based on priorities identified in the NEMS, develop project concepts to seek funding from external sources including the Global Environment Facility (GEF), the Green Climate Fund (GCF), and development partners.

3.0 **Scope of Duties of the Consultant**

3.1 **Part One: Development of the SOE and NEMS for FSM.**

**A. State of Environment Report (SOE)**

i. Literature review on existing environment reports available for FSM.

ii. Conduct a desktop review of the existing SOE Report and related technical reports.
iii. Initial national consultation workshops
iv. Support / attend the national SOE and NEMS consultation workshops.
v. Data and information collection, review and analysis.
vi. Consult with the DECEM and the 4 States lead agencies to collect data and collate information pertinent to the creation of the SoE Report.
vii. Analyse data and information collected and prepare summary notes, write draft chapters of the SOE report and produce graphs, maps and other visual information for the SoE Report in consultation with the thematic leads in country and at SPREP.
viii. Review and analyse key national environment indicators available in existing national and sectoral strategies and plans such as the National Biodiversity Strategy and Action Plan (NBSAP), National Solid Waste Management Strategy (NSWMS), Joint State Action Plans for Disaster Risk Management and Climate Change (JSAPs), Nation Wide Integrated Disaster Risk Management and Climate Change Policy, National Climate Change Act and other related policy documents.
ix. Assist in the organisation and delivery of two national stakeholder consultation workshops to be held in Pohnpei.
x. Prepare a presentation on the draft SoE Report and ensure explicit links to the NEMS and relevant SDGs, MEAs, international and regional action plans such as the SAMOA Pathway, Framework for Pacific Regionalism (FPR) and others.
xi. Incorporate input from national workshops, including comments from SPREP, and submit a final draft SoE report to SPREP. The draft to be submitted for Government endorsement, and designed and published.
xii. Compile and organize all supporting materials, worksheets, photographs and reports properly labelled in thematic folders and Upload to SPREP and FSM DECEM data online repository.

B. National Environment Management Strategies (NEMS)

i. Literature review of existing NEMS, updated SOE and relevant policy frameworks

ii. Conduct a desktop review existing NEMS; the updated SOE Report and other relevant policy frameworks and in consultation with FSM SPREP national focal points, partners and stakeholders, update and reformulate the NEMS encompassing key national environment thematic policy frameworks for example National Biodiversity Strategy and Action Plan, and others as referred to in viii above, establish clear links to relevant sectoral plans, national development strategies; regional environment frameworks and global targets such as Sustainable Development Goal (SDG) indicators and MEAs.

iii. Based on the desktop literature review and in consultation with the national focal points, States focal points, and stakeholders, draft policy responses and actions to address key thematic issues identified in the updated SOE Report.

iv. Conduct a desktop analysis on the linkages of the regional frameworks such SAMOA pathway, Framework for Pacific Regionalism, Multilateral Environment Agreements (MEAs), and SDGs to the Kiribati Development Plans, Sector plans and other national development plans/policies. In
particular, ensure that the MEAs, SDGs, and the regional frameworks commitments are integrated and mainstreamed into the FSM NEMS. The outcome of this desktop analysis to be included in the FSM NEMS.

v. Develop a monitoring and evaluation plan for the NEMS to monitor and report on the implementation of the NEMS to the National Government and stakeholders as required;

vi. Develop budget estimation for the NEMS to assist key agencies and stakeholders in sourcing funds from government and other sources to implement the NEMS.

vii. Conduct two national workshops inviting government agencies, private sector, development partners, NGOs and local community groups to review and provide input into the draft NEMS. The national review workshop is to be organised with the DECEM and SPREP. This is to be delivered together with the SOE development workshop.

viii. Carry out individual consultation meetings with government agencies, private sector stakeholders, development partners, NGOs and communities to follow up on specific issues identified during the workshops.

xiii. Finalise the updated and reformulated draft NEMS and Submit a final draft of the NEMS to SPREP incorporating input and comments from national focal points, key stakeholders and SPREP. The draft to be submitted for Government endorsement, and the designed and published.

ix. Compile and organize all supporting materials, worksheets, photographs and reports properly labelled in thematic folders and upload to SPREP and Country data online repository.

3.2 Part Two: Development of a project concept notes.

Based on the developed SOE and updated NEMS, the consultant is expected to develop a project concept to address the following:

i. One project concept note to address a national priority identified in the NEMS of FSM;

ii. Work closely with DECEM, State Focal Points/counterparts, SPREP EMG Division and the Project Coordination Unit in developing the project concepts.

4.0 Key Outputs by the Consultant

The following shall be produced as key outputs by the consultant:

1. A final draft of the State of Environment Reports to submitted to Government for endorsement and then designed and published.
2. A final draft of the National Environment Management Strategy to submitted to Government for endorsement and then designed and published.
3. A project concept note ready to be endorsed by Government.
4. A complete set of key documents, data, information, graphs that are organised in a systematic manner to be deposited with SPREP and also at the DECEM in Pohnpei.

4.0 Timeline and Cost
The duration for this consultancy will be spread over a period of 8 months to provide sufficient time to complete and deliver the expected outputs. The consultant is to submit a time table on the delivery of the requirements of the ToR.