



**SPREP**  
Secretariat of the Pacific Regional  
Environment Programme

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*The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.*

## REQUEST FOR TENDERS

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

**Subject: Request for tenders: Kiribati SoE and KIEP 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](http://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 Kiribati Environment and Conservation Division of the Ministry of Environment, Lands and Agriculture Development country partners; and SPREP to gather and compile data to complete the 2018 Kiribati State of Environment (SoE) Report and Kiribati Integrated Environmental Policy Review and Development (KIEP).
- 2.2 The successful applicant will need to provide raw environmental data and a complete 2018 SoE Report and KIEP 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 \$30,000

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](mailto:maraeap@sprep.org) and copy [joped@sprep.org](mailto:joped@sprep.org) before 23<sup>rd</sup> April 2018. A summary of all questions received with an associated response will be posted on the SPREP website at [www.sprep.org/tender](http://www.sprep.org/tender) by 24<sup>th</sup> 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 Kiribati 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: 27<sup>th</sup> 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: **Kiribati and KIEP Consultant** to one of the following methods:

Mail: SPREP  
Attention: Procurement Officer  
PO Box 240  
Apia, SAMOA  
Email: [tenders@sprep.org](mailto: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>

## **TERMS OF REFERENCE**

### **Environment Management Expert Consultancy**

### **Kiribati State of Environment Report and Kiribati Integrated Environment Policy Review and Development.**

#### **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 Kiribati Ministry of Environment, Lands and Agriculture through the Environment and Conservation Division to develop the State of Environment (SOE) report; and review and develop Kiribati Integrated Environment Policy (KIEP).

Based on priorities identified in the KIEP, develop a project concept to seek funding from external sources including GEF and GCF

#### **3.0 Scope of Duties of the Consultant**

The scope of the work of the consultant is in three distinct but interrelated parts:

### 3.1 Part One: Development of SOE and KIEP for Kiribati.

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

- i. Conduct a desktop review of the existing SOE Report and other related technical reports on environment and development in Kiribati.
- ii. Initial national consultation workshops
- iii. Support / attend the national SOE and KIEP consultation workshops. The workshop will assist in development of consultancy notes and start the development of the draft skeleton of thematic areas of the SOE and also to take part in the discussion and getting to know stakeholders, partners and communities.
- iv. Data and information collection, review and analysis.
- v. Consult with national lead agencies to collect data and collate information pertinent to the creation of the SoE Report.
- vi. 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.
- vii. Review and analyse key national environment indicators available in existing national and sectoral strategies and plans such as the Kiribati Development Plan, National Biodiversity Strategy and Action Plan (NBSAP), National Solid Waste Management Strategy (NSWMS), National Adaptation Programme of Action (NAPA), National Plan of Action (NPOA), National Climate Change Policy (NCCP) and other related policy documents.
- viii. Review and analyse environmental indicators that have been established under the project called “Integrating global environmental priorities into national policies and programs” and assist to establish baseline for existing environmental indicators that would inform the next SOE reporting
- ix. Presentation of the draft SOE report to ECD and through the national workshops with stakeholders. Assist in the organisation and delivery of two national stakeholder consultation workshops in Kiribati.
- x. Prepare a presentation on the draft SoE Report and ensure explicit links to the KIEP and relevant SDGs, MEAs, international and regional action plans such as the S.A.M.O.A 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 MELAD-ECD and SPREP.  
Compile and organize all supporting materials, worksheets, photographs and reports properly labelled in thematic folders and Upload to data repository at MELAD –ECD as part of the Environment

Management Information System and SPREP and Country data online repository.

**B. Review and Develop the Kiribati Integrated Environment Policy (KIEP)**

- i. Literature review of existing KIEP, and relevant policy frameworks
- ii. Review the current KIEP identifying what have and not been achieved as well as weaknesses and strengths of the policy. Also review past and current initiatives that have adequately covered activities and targets of the KIEP thus not require further focus.
- iii. Conduct a desktop review of other relevant policy frameworks and in consultation with the SPREP national focal point and stakeholders and update/reformulate the KIEP encompassing key national environment thematic policy frameworks such as National Biodiversity Strategy and Action Plan, Climate Change Policy, National Solid Waste Management Strategies and others and establish the KIEP links to relevant sectorial plans, national development strategies; regional environment frameworks and global targets such as Sustainable Development Goal (SDG) indicators and MEAs. Based on the desktop literature review and consultation with the SPREP national focal point, partners and stakeholders, draft policy responses and actions to address key thematic issues identified in the updated SOE report. These are to be part of the strategic directions of the new KIEP.
- 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 KIEP. The outcome of this desktop analysis to be included in the KIEP.
- v. Develop a monitoring and evaluation plan for the KIEP to monitor and report on the implementation of the KIEP to the National Government and stakeholders as required.
- vi. Develop a budget estimation for the KIEP to assist key agencies and stakeholders in sourcing funds from government and other sources to implement the KIEP.
- vii. Assist in the conduct of two national workshops inviting government agencies, private sector, development partners, NGOs and local community-based groups to review and provide input into the draft KIEP. The national review workshop is to be organised with the Environment and Conservation Division of the Ministry of Environment, Lands and Agriculture Development.

- viii. Carry out bilateral consultation meetings with government agencies, private sector stakeholders, development partners, NGOs and communities to follow up on specific issues identified during the workshops.
- ix. Finalise the updated and reformulated draft KIEP and submit the final draft to MELAD-ECD and SPREP incorporating input and comments from national focal points, key stakeholders and SPREP
- x. Compile and organize all supporting materials, worksheets, photographs and reports properly labelled in thematic folders and upload to MELAD-ECD repository data and SPREP and Country data online repository and copies to be made available to MELAD-ECD.

**B. Part Two: Development one project concept note.**

Based on the updated SOE and KIEP, the consultant is expected to develop project concepts to address the following:

- i. One project concept note to address a national priority identified in the KIEP.
- ii. Work closely with the Environment and Conservation Division and the Project Planning Unit, MELAD, National Economic Planning Office (NEPO) and SPREP EMG Division and the Project Coordination Unit in developing the project concept.

**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 that will be submitted to Government for endorsement. This will be later designed and published
2. A final draft of the Kiribati Integrated Environment Policy that will be submitted to Government for endorsement. This will be later designed and published.
3. One project concept note to be ready for endorsement by Government.
4. A complete set of key documents, data, information, graphs that are organised in a systematic manner to be deposited with the Environment and Conservation Division, MELAD and SPREP

**4.1 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 outputs of the ToR.

