



**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: TRV 1/3  
Date: 25 January, 2018  
To: Interested suppliers  
From: Simeamativa Vaai, Director HR

**Subject: Request for tenders: 2018 SPREP Staff Advance Facilitator**

### 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 highly qualified professional facilitators in interactive and innovative organisational and adult learning, who can prepare and facilitate the SPREP All Staff Advance.
- 2.2. The SPREP Staff Advance (normally referred to by many organisations as Staff Retreat) is for all SPREP staff and associates, away from the Office, to reflect and discuss selected topics and key issues as an organisation. It is also time for the SPREP staff to interact and to learn more about each other as colleagues, away from an official setting. This is considered crucial in building stronger and cohesive teams, as development is ongoing and changes are dynamic in the regional and development arena. Key objectives, expected outcomes and deliverables are outlined in the attached Terms of Reference.
- 2.3. The successful applicant will need to provide evidence of their experience, with approaches/methodologies, in running similar programmes for international organisations similar to SPREP, involving around 100 – 120 staff.
- 2.4. The successful applicant must be available on the week of 5<sup>th</sup> March 2018 for facilitating the requested programme.

### 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:

- Submissions must include an outline of the proposed approach and ability to meet the deliverables of this consultancy.
- A financial proposal in US dollars.
- 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 supplier satisfies the conditions stated above and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria. Describe any additional minimum content and format requirements.
- 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. 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 on [maraeap@sprep.org](mailto:maraeap@sprep.org) and copy [simeamativav@sprep.org](mailto:simeamativav@sprep.org) before 01 February 2018. A summary of all questions received with an associated response will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 02 February 2018.

#### **6. Evaluation criteria**

- 6.1. 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:
  - a) At least 10 years of proven work experience, in facilitating similar programmes for international, regional or bilateral development organisations – specific mention should be made of programmes carried out in the last 12 months;
  - b) Demonstrated expertise in designing and implementing a wide range of professional learning programmes that include innovative and interactive methods to cover the key objectives of the Advance;
  - c) Demonstrated experience in working and facilitating in an environment with diverse groups of professionals and staff from different backgrounds;
  - d) Knowledge and experience of SPREP's work in the Pacific Island region and appreciation of environmental issues;
  - e) Minimum of a Master degree in relevant field or equivalent and

f) Fluency in English.

6.2. The selected provider should be available on the week of 5<sup>th</sup> March 2018, which is the time allocated on the SPREP Calendar for the Staff Advance.

## 7. Deadline

7.1. **The due date for submission of the tender is: 09 February 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: 2018 SPREP Staff Advance Facilitator' to one of the following methods:

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

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

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: Facilitator for the SPREP 2018 Staff Advance

## SECRETARIAT OF THE PACIFIC REGIONAL ENVIRONMENT PROGRAMME (SPREP)

SPREP is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific. The head office is based in Apia, Samoa with about 100 staff. There is also a SPREP office in Fiji with four staff as well as SPREP Officers stationed in the Republic of the Marshall Islands, Solomon Islands and Vanuatu. SPREP has an annual budget of USD 29 million in 2018.

The establishment of SPREP sends a clear signal to the global community of the deep commitment of Pacific island Governments and Administrations for better management of the environment within the context of sustainable development.

The strategic direction for SPREP is clearly set out in the 2017-2026 SPREP Strategic Plan. The Plan outlines the mandate, vision and programmes for the organisation, and places strong emphasis on effective and timely delivery of services to SPREP Member countries and territories.

SPREP is an Accredited Entity to the Green Climate Fund and Adaptation Fund and has passed the European Union pillar assessment. As such, SPREP can access resources to support Pacific Country Members' in addressing climate change and disaster resilient development priorities.

### **Mandate**

SPREP's **mandate** is to promote cooperation in the Pacific region and provide assistance in order to protect and improve its environment and to ensure sustainable development for present and future generations.

### **Vision**

SPREP is guided by its **vision for the future**: "A resilient Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures".

### **Members**

SPREP has 21 Pacific island member countries and territories (American Samoa, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Marianas, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis & Futuna) and 5 developed countries (Australia, France, New Zealand, United Kingdom and United States of America) with direct interests in the region.

### **Four regional goals to achieving resilience and sustainable Pacific communities:**

- **Regional Goal 1:** Pacific people benefit from strengthened resilience to climate change
- **Regional Goal 2:** Pacific people benefit from healthy and resilient island and ocean ecosystems
- **Regional Goal 3:** Pacific people benefit from improved waste management and pollution control

- **Regional Goal 4:** Pacific people and their environment benefit from commitment to and best practice of environmental governance

**These define the core priorities and focus of SPREP in the areas of:**

1. Climate change resilience
2. Ecosystem and Biodiversity Protection
3. Effective Waste Management and Pollution Control
4. Environmental Governance

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**

The SPREP Secretariat continues to strengthen and realign its institutional capacities, competencies, and systems to best support its Members by delivering more integrated, responsive, and cost-effective services to Members and partners and by better coordinating regional efforts.

**Organisation Goal 1:** SPREP has information, knowledge, and communications systems that get the right information to the right people at the right time and influence positive organisational, behavioural and environmental change.

**Organisation Goal 2:** SPREP has multi-disciplinary processes in programme delivery and in supporting members to develop national and regional policies and strategies.

**Organisation Goal 3:** SPREP has a reliable and sustainable funding base to achieve environmental outcomes for the benefit of the Pacific islands region and manages its programmes and operations to stay within its agreed budget.

**Organisation Goal 4:** SPREP is leading and engaged in productive partnerships and collaboration.

**Organisation Goal 5:** SPREP has access to a pool of people with the attitudes, knowledge, and skills to enable it to deliver on its shared regional vision.

### **SPREP STAFF ADVANCE – BACKGROUND**

The SPREP Staff Advance is for all SPREP staff and associates, away from the Office, to reflect and discuss selected topics and key issues as an organisation. It is also time for the SPREP staff to interact and to learn more about each other as colleagues, away from an official setting. This is considered crucial in building stronger and cohesive teams, as development is ongoing and changes are dynamic in the regional and development arena.

SPREP invests in the Staff Advance as a key Staff development and engagement activity that focuses on strategic programmatic issues and areas that staff themselves have strongly advocated for. For 2018, a Staff Advance Committee (SAC) has been put together by the Director General, to lead on the planning of the Staff Advance programme, to ensure that the programme has staff ownership and focuses on the critical issues for SPREP.

The Staff Advance at SPREP, is usually what other organisations call a Staff Retreat. However, at SPREP, as part of our commitment to a learning and forward progressing organisation, there is no retreating, only advancing.

## **2018 STAFF ADVANCE:**

**A) THEME - One Journey, One Va'a, One Crew**

### **B) KEY OBJECTIVES:**

With its 2017-2026 SPREP Strategic Plan setting its strategic direction for the next 10 years, supported by its Performance Implementation Plan (PIP) and its new organisational structure, SPREP as an organisation recognises its growth and development, and the importance of its people in this journey.

Taking into account the developments over the past year as well as the 2017 Staff Engagement Survey, the key objectives of the Staff Advance programme are to:

- (i) Foster an environment of innovation, leadership and management where all staff take ownership of their roles, responsibilities and decisions as SPREP staff,
- (ii) Develop a learning environment where staff have full understanding and knowledge of the expectations on them and their roles, as well as on SPREP as an employer,
- (iii) Create a constructive, empowering and results-oriented culture that is based on ethics and integrity and where the team respects and values each other,
- (iv) Improve working dynamics and communication among team members to enable a smooth transition to a new, more integrated way of working that fosters team spirit, trust and collaboration amongst staff and,
- (v) Develop and build on positive workplace practices including staff wellness, work-life balance and stress management.

The 2-day Staff Advance programme is expected to combine a mixture of sessions based on a creative, fun and dynamic approach that encourages openness, inclusiveness and participation from all staff. The list of staff that will be involved in the Staff Advance are available from this link <http://www.sprep.org/our-team>.

### **C) EXPECTED OUTCOMES:**

Based on the agreed objectives, key outcomes expected include:

- (i) An energised team committed to a learning environment of innovative solutions and options
- (ii) Staff who are accountable, that have better understanding and knowledge of the expectations on them and their roles, as well as on SPREP as an employer and as an Intergovernmental Organisation that serves the environmental needs and aspirations of 21 Pacific island countries and territories.
- (iii) A team that is committed to be constructive, empowering, and results-oriented
- (iv) Commitment Report from all staff to be SPREP ambassadors
- (v) A Sustainability Report that summarises key results and agreements from the Advance, and how SPREP can optimise on these agreements over the next 6 and 12 months

### **D) STAFF COMMITMENT TO THE ADVANCE:**

All staff have had an opportunity to provide input to the Staff Advance planning and programme.

All staff will participate at all sessions of the Staff Advance in a timely manner, and will contribute to ensuring the key objectives of the Advance are achieved.

All staff will provide feedback at the end of the Staff Advance that will contribute to the Staff Advance Commitment and Sustainability Reports.

#### **E) FACILITATION OF THE STAFF ADVANCE:**

SPREP is seeking Expressions of Interest from qualified candidates to facilitate the 2018 Staff Advance. Key deliverables are outlined in the following table:

<b>Deliverables</b>	<b>Duration (Estimated # of days)</b>	<b>Deadline</b>
Consult widely and conduct interviews with the SPREP team	3 days	Between 26 <sup>th</sup> Feb – 2 <sup>nd</sup> Mar
Design and develop the Advance programme - initial proposal for review by SAC	2 days	5 <sup>th</sup> and 6 <sup>th</sup> Mar
Final Advance programme	1 day	7 <sup>th</sup> Mar
Effective facilitation of the Advance	2 days	8 <sup>th</sup> and 9 <sup>th</sup> Mar
Final Advance Report, including Sustainability options and recommendations	2 days	16 <sup>th</sup> Mar
<b>TOTAL</b>	<b>10 days</b>	

The Facilitator will work closely with the SPREP Staff Advance Committee to prepare and develop the programme with a schedule of fun events based on the objectives set out above. The Facilitator is expected to recommend relevant approaches and set up including organising of any tools and materials necessary for the programmes as well as the collation of key themes and outcomes from the sessions for the final reports.

#### **SUBMITTING A PROPOSAL:**

Interested candidates are expected to submit the following, as part of their Tender Proposal.

1. An outline of their proposed approach and ability to meet the outlined deliverables in E) above.
2. A detailed CV including relevant qualifications and experience:
  - g) At least 10 years of proven work experience, in facilitating similar programmes for international, regional or bilateral development organisations – specific mention should be made of programmes carried out in the last 12 months;
  - h) Demonstrated expertise in designing and implementing a wide range of professional learning programmes that include innovative and interactive methods to cover the key objectives of the Advance;
  - i) Demonstrated experience in working and facilitating in an environment with diverse groups of professionals and staff from different backgrounds;
  - j) Knowledge and experience of SPREP's work in the Pacific island region and appreciation of environmental issues;

- k) Minimum of a Master degree in relevant field or equivalent; and
- l) Fluency in English.

3. A financial quote to include travel, if necessary.