

REQUEST FOR TENDERS

RFT: 2021/061
File: AP_3/27_IMPACT Project
Date: 2 August, 2021
To: Interested suppliers
From: Filomena Nelson – Climate Change Adaptation Adviser

Subject: Request for Tenders: Development of a Pacific Guideline for adaptation planning process and content of National Adaptation Plans (NAPs)

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.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from a suitably qualified consultant to review existing guidelines for adaptation planning processes and develop a tailored guideline for adaptation planning process and content of NAPs that fits the Pacific context.
- 2.2. The Terms of Reference that sets the scope of work is 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/sprep-organisational-values-code-of-conduct.pdf.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
 - i. Must be able to work remotely and conduct consultations/information sessions/workshops with Pacific stakeholders via virtual platforms;
 - ii. Provide three references relevant to this tender submission, including the most recent work completed;
 - iii. Provide examples of related past work outputs relevant to the scope of work set out in the Terms of Reference;

- iv. Complete the **tender application form** – *(please note you are required to complete all areas in full as requested on the form, particularly the statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV or your Technical Proposal. Failure to do this will result in the application **not** being considered);* and
- v. Sign the **Conflict of Interest** form.

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.
- 4.2. Tender documentation should outline the interested supplier's complete proposal and include:
 - a. The CVs of proposed personnel highlighting related experience relevant to the tender.
 - b. A Technical Proposal which describes the interested tenderer's approach, including timelines to achieve the tasks described in the Terms of Reference.
 - c. A Financial Proposal based on the tasks under the scope of work. The currency of the financial proposal must be in United States Dollars (USD).
 - d. A Completed Tender Application Form and Conflict of Interest form.
- 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 procurement@sprep.org before 11 August 2021. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 13 August 2021.

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.
 1. Qualifications and experience (40%):
 - a. At least a Master's degree in any of the following: climate change adaptation or resilience, environmental science or social science (e.g. governance, policy).
 - b. Must have at least ten years' of professional experience in developing planning processes, frameworks, guidelines or roadmaps for climate change adaptation planning.
 - c. Demonstrated experience in undertaking adaptation planning process including the development of key elements of national adaptation plans.
 - d. Knowledgeable about climate change issues in the Pacific and the UNFCCC process.
 - e. Experience in facilitating virtual stakeholder sessions and workshops.
 - f. Demonstrated culturally sensitive, friendly and effective inter-personal and communication skills that are conducive to effective presentations, networking and building trust.



2. Detailed technical proposal (40%) to include:
 - 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. Indicative number of days to complete tasks based on scope of work in the ToR
3. Detailed financial Proposal (20%)

7. Deadline

- 7.1. The due date for submission of the tender is: **23 August 2021, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all tenders clearly marked '**RFT 2021/061: Development of a Pacific Guideline for adaptation planning process and content of National Adaptation Plans**' to one of the following methods:

Mail: SPREP

Attention: Procurement Officer

PO Box 240

Apia, SAMOA

Email: 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.

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

Development of a Pacific Guideline for adaptation planning process and content of National Adaptation Plans

Background

Over the last two decades, Pacific Islands Countries have developed a range of adaptation plans at national level including National Adaptation Programmes of Action (NAPAs), Joint National Action Plans for Climate Change and Disaster Risk Management (JNAPs) and National Adaptation Plans (NAPs). Most of the countries have developed these documents using existing processes, such as those used to develop national development planning strategies, and advice from consultants, as well as drawing upon regional experience as the number of these plans and programmes grew.

In 2012, the LDC LEG developed the “National Adaptation Plan Process Guideline” and the NAP Technical guidelines. The guidelines set out the foundational elements however it did not provide specific guidance on (1) how to incorporate issues related to loss and damage, (2) limits to adaptation, (3) vulnerabilities that are not climate-related e.g. dependency on imports or aid, etc (4) gender and social inclusion.

Since then, further resources have been developed in the form of additional documents, for example the Toolkit for a Gender-Responsive Process to Formulate and Implement National Adaptation Plans (NAPs). This work continues under the Flexible workplan of the Adaptation Committee which will provide further guidance on the development and implementation of NAPs. In addition, a wide range of resources have been produced by the The NAP Global Network which could usefully inform NAP development in the Pacific, on topics such as ecosystems-based adaptation, M&E and health.

The result of this organic approach to adaptation planning guidance is that information is either global in nature (not contextualised to the needs of the region), out of date or hard to find (as it is spread across multiple documents). It would now be timely to consolidate this body of information into a single, concise document which is consistent with global guidance yet addresses the specific needs of Pacific Island Countries.

Objectives

The core objective is to develop a specific, concise, Pacific guideline for adaptation planning processes which:

- Contextualises the current guidance to the needs of the Pacific, while retaining consistency with the global guidance
- Address gaps in the LDC NAP Technical Guidelines from a Pacific Island perspective
- Incorporates recent literature (for example, the Toolkit for a Gender-Responsive Process to Formulate and Implement NAPS) and summarises and signposts to new resources
- Links the outputs of the adaptation planning process to the elements of the NAP document.

Proposed Activities

In order to achieve these objectives, the selected consultant is expected to undertake the following activities.

- Review existing guidelines for the development of a national adaptation plans, for example LDC NAP Technical Guidelines
- Review other relevant guidelines and reviews relating to adaptation planning processes (e.g. for example lessons learnt and best practices in adaptation planning processes)



- Develop a tailored Pacific Guideline for developing National Adaptation Plan (NAPS) in the context of a long-term adaptation planning process
- Develop communication and knowledge products to promote the guidelines and encourage the use of these guidelines (for example slide pack, video guide)
- Conduct at least three virtual information sessions/workshops on the application of the guidelines targeting national climate change focal points, NDAs for GCF/AF and sectors

Deliverables

- Desktop literature review report
- Pacific Guideline on national adaptation planning processes
- Final communication and knowledge products for design and formatting
- Three virtual information sessions/workshops' reports

Institutional Arrangements

The selected consultant will be under the supervision of the Secretariat of the Pacific Regional Environment Programme and will work closely with the Impact Project. Reports and documentation will be shared with the Climate Change Adaptation Adviser of the SPREP Climate Change Resilience Programme and the IMPACT Project Team in a timely manner.

Duty Station

Home-based. Delivery of the Pacific stakeholder consultations, information sessions and workshops via zoom or another virtual platform.

Timeline

The consultant will be engaged over a period of 80 days from the contract effectiveness date to 1st of December 2021.

Qualification and Competencies

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|---------------|--|
| Qualification | <ul style="list-style-type: none"> • At least a Master's degree in any of the following: climate change adaptation or resilience, environmental science or social science (e.g. governance, policy). |
| Experience | <ul style="list-style-type: none"> • At least ten years of relevant professional experience in developing planning processes, frameworks, guidelines or roadmaps in climate change adaptation. • Demonstrated experience in undertaking adaptation planning processes including the development of key elements of national adaptation plans. • Knowledgeable about climate change issues in the Pacific and the UNFCCC process. • Experience in facilitating virtual stakeholder sessions and workshops. • Demonstrated culturally sensitive, friendly and effective inter-personal and communication skills that are conducive to effective presentations and networking and building trust required to complete tasks. |
| Competencies | <ul style="list-style-type: none"> • Professionalism: Ability to review and develop a guideline document; have the gravitas and credibility to engage with key Pacific stakeholders (Government officials, private sector, civil society, etc); ability to apply judgement in the context of assignments given, plan own work and manage conflicting priorities. • Leadership: Establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolve conflicts by pursuing mutually agreeable solutions. |

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|------------------------|---|
| | <ul style="list-style-type: none"> • Communication: Speaks and writes clearly and effectively; exhibits interest in consultative approaches; demonstrates openness in sharing information and keeping people informed. • Teamwork: Works collaboratively with colleagues to achieve goals. • Planning and Organising: Develops clear goals that are consistent with agreed strategies; identifies priority actions and assignments; adjusts priorities as required; allocated appropriate amount of time and resources for completing work; foresees risks and allows contingencies when planning; monitors and adjusts plans and action as necessary. |
| Language Requirements: | <ul style="list-style-type: none"> • Fluency in English (oral and written) is a requirement with sound written and presentation skills using plan English. |

Evaluation Criteria: (Technical 80%, Financial 20%)

| Technical Evaluation Criteria | Obtainable Score |
|--|------------------|
| <ul style="list-style-type: none"> • At least a Master's degree in any of the following: climate change adaptation or resilience, environmental science or social science (e.g. governance, policy). • At least ten years of relevant professional experience in developing planning processes, frameworks, guidelines or roadmaps in climate change adaptation. • Demonstrated experience in undertaking adaptation planning processes including the development of key elements of national adaptation plans. | 25% |
| <ul style="list-style-type: none"> • Knowledgeable about climate change issues in the Pacific and the UNFCCC process. • Experience in facilitating virtual stakeholder sessions and workshops. • Demonstrated culturally sensitive, friendly and effective interpersonal and communication skills that are conducive to effective presentations and networking and building trust required to complete tasks. | 15% |
| <ul style="list-style-type: none"> • Technical proposal to clearly outline the <ul style="list-style-type: none"> ○ Recommended approach to deliver the scope of work; ○ Key sources/data to inform the assignment and relevant stakeholders; and ○ Indicative number of days to complete tasks based on the scope of work. | 40% |
| Technical Criteria | 80% |
| Financial Proposal | 20% |

Reporting Relationships:

The consultant will report primarily to SPREP's Climate Change Adaptation Adviser as the Task Manager for the assignment.