

## REQUEST FOR TENDERS

RFT: 2022/032  
File: SPREP 2/49  
Date: 4 May, 2022  
To: Interested consultants  
From: Easter Chu Shing, Deputy Director General

**Subject: Request for tenders (RFT): Country and Territory Strategic Partnership Framework Coordinator (CTSPF) (Service based Contract) to support SPREP's CTSPF work programme**

### 1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization 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 assist with the overall coordination, management, and delivery of the CTSPF.
- 2.2. The CTSPF Coordinator will be based within the Governance and Operations – Strategic Planning Team and work closely with the SPREP CTSPF Taskforce. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The role is for 12 months and will be Samoa based. The Coordinator will be subject to a monthly review.
- 2.4. 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.
- 2.5. 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:

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- i. Currently reside in Samoa
  - ii. Be able to demonstrate he/she is legally entitled to work in Samoa
  - iii. Strong track record in strategic policy and planning including work planning, budgeting, organising, and managing partner input, reporting, monitoring, and evaluation
  - iv. A relevant qualification from a recognised tertiary institution in a field related to policy development, business administration and management, and environmental management
  - v. At least 3 years' experience working in strategic policy and planning, environmental management, and project management
  - vi. Have an excellent command of spoken and written English, facilitation and communication skills
  - vii. Record of having successfully worked with multiple stakeholders including Government, and civil society stakeholders establishing effective networks of cooperation
- 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).*
  - b. Honour form.
  - c. **Curriculum Vitae** to demonstrate the requisite skills and experience to carry out this contract successfully
  - d. Declaration form
  - e. Conflict of Interest form
- 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 May 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 18 May 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:

Detail	Weighting
Qualification from a recognised tertiary institution in a field related to policy development, business administration and management, and environmental management	10%
At least 3 years' experience working in strategic policy and planning, environmental management, and project management. Record of having successfully worked with multiple stakeholders including Government, and civil society stakeholders establishing effective networks of cooperation	30%
Strong track record in strategic policy and planning including work planning, budgeting, organising, and managing partner input, reporting, monitoring, and evaluation. Demonstrated experience in using MS Office softwares and virtual platforms an advantage.	40%
Demonstrated experience in corporate management and operational systems, policies, and procedures	10%

Excellent command of spoken and written English and good facilitation and communication skills.	10%
<b>Sub-Total</b>	<b>100%</b>

## 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: 26 May 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 2022/032: **Country and Territory Strategic Partnership Framework (CTSPF) Coordinator (Service based consultancy) to support SPREP's CTSPF work programme**

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

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

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**

### **Country and Territory Strategic Partnership Framework Coordinator (Service based Consultant)**

#### **Background**

The SPREP Strategic Plan 2017 – 2026 highlighted the importance of strengthening the linkages and closer alignment between the SPREP Strategic Plan 2017 – 2026 and Member country priorities for improved environmental management and the achievement of the sustainable development goals.

The 28SM agreed to the development of Country and Territory Action Plans within the Performance Implementation Plans (PIP) as a response to a request from Members for strategic bilateral engagements between the Secretariat and Members in the Mid-term Review of the SPREP 2011–2015 Strategic Plan.

The Second SPREP Executive Board meeting in 2020 considered and approved the process proposed by the Secretariat for developing Country and Territory Strategic Partnership Frameworks that have high level and strategic in focus to replace the Country and Territory Action Plans.

For more information on SPREP see: [www.sprep.org](http://www.sprep.org).

#### **Services Required**

SPREP is seeking the services of a suitably qualified Coordinator to be appointed on a full-time service consulting basis to support the SPREP Country and Territory Strategic Plan Framework work programme.

#### **Scope of Consultancy**

The CTSPF Coordinator will provide technical support to the SPREP Country and Territory Strategic Plan Framework work programme and development process. Specific responsibilities of the Coordinator will include the following:

*Collect and compile information for each of the country CTSPF*

- Information on SPREP activities delivered in country through policy advice, capacity building, and technical assistance
- Information on current and planned (pipeline) SPREP projects in country
- Information on existing national environment policies, plans, programmes, and key stakeholders in the environment sector
- Collection and gathering of additional data and information as necessary

Expected outputs would include:

- A complete list of information compiled and presented in Word and/or Excel format as input to the development of CTSPFs for each of the SPREP Pacific Member countries.

*Assist in completing the PIP information for each of the CTSPFs*

- Work with the SPREP CTSPF leads and the Monitoring and Evaluation Adviser to review PIP 2022 – 2023 and extract information relevant to each country to complete Annex 1 of the CTSPF template.

Expected Output

- Completed Annex 1 of the CTSPF template for each of the Member countries.

#### Research and data analysis

- Undertake desktop research and analysis to identify gaps, opportunities, and priorities relevant to the development of CTSPFs
- Maintain and update CTSPF information matrix as new information is available

#### Expected output

- Information or discussion paper on gaps, opportunities, and priorities to support the CTSPF development process.

#### *Assist with the overall coordination and delivery of the CTSPF process*

- Assist the SPREP CTSPF leads with the coordination of consultations, preparation of information to support discussions, and provide secretariat support to the SPREP CTSPF leads.
- Participate as a member of the CTSPF Secretariat including drafting meeting documents required for meetings of the CTSPF Taskforce as well as individual country CTSPF consultations.
- Draft and disseminate communication materials on the CTSPF and results achieved.
- Arrange and organise logistics for CTSPF country consultations, discussions, and meetings both virtual and face to face.
- Regularly update and maintain the CTSPF workplan and timelines.

#### Expected output

- CTSPF meeting documents, official correspondence, media releases, meeting minutes, and information materials.
- CTSPF Workplan and meeting schedules.

#### **Remuneration**

- This is a delivery-based consultancy position, and the professional time allocation and payment of work is set and is not subject to negotiation.
- The Coordinator will be paid USD 1,666 per month.
- Any operational requirements, including travel and per diem, will be paid for under the CTSPF operational budget.
- Payments will be made monthly on receipt of an activity report and approval from the Deputy Director General – Governance and Operations.

#### **Supervision**

The Coordinator will work under the direct supervision of the SPREP Deputy Director General for Governance and Operations (DDG-GO) who oversees the overall CTSPF process.

#### **Duration**

The Coordinator is for a period of 12 months on a full-time arrangement.

#### **Work arrangements**

The Coordinator will be based with at SPREP working closely with the Executive Assistant to the DDG-GO as a member of the CTSPF Secretariat and the CTSPF Taskforce.