

REQUEST FOR TENDERS

File: AP_3/29
Date: 27 January, 2020
To: Interested Consultants
From: Semi Qamese – PACRES M&E Officer

Subject: Request for tenders: Climate Change Policy: Tuvalu

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific island 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 consultants who can offer their services to SPREP in finalising Tuvalu's National Climate Change Policy.
- 2.2. The Terms of Reference and the specific statement of work for the consultancy are set out in Annex A.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
 - Submit details of qualification and previous relevant experience in reviewing policies in the Pacific region or equivalent developing countries;
 - Provide at least three referees as part of their tender application;
 - Provide examples of related past work outputs; and
 - 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).*

4. Submission guidelines

- 4.1. Tender documentation should demonstrate the interested consultant satisfies the conditions stated above and can meet the required specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.

- 4.2. Tender documentation should comprise the interested supplier's complete proposal, comprising:
- (a) The CV of the proposed personnel highlighting experience relevant to the tender.
 - (c) A **Technical Proposal** which contains the details to achieve the tasks outlined in the Term of Reference (Annex A).
 - (d) A Financial Proposal to be priced based on a work plan on where, when and how the technical assistance will be conducted. The proposal should be for the **fees component only**. Any requirements outside of the fees component (e.g. travel specifications which will be covered by SPREP) should be mentioned in the proposal but not costed at this stage.
- 4.3 Tender submission must be in United State Dollars (USD).
- 4.4 The Proposal must remain valid for 90 days from date of submission.
- 4.5 Interested consultants 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 and copied to Semi Qamese on semiq@sprep.org before 03 February 2020. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 05 February 2020.

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 the tenderer offers the best value for money, and that the tenderer satisfies the following criteria:
- 1. Has a minimum 5 years' experience in reviewing policies and proven ability to conduct complex legislative and policy analysis (25%);
 - 2. Demonstrated experience working in the Pacific region (15%);
 - 3. Demonstrated high-level of skills in writing policy documents and ability to deliver within the timeframe (20%);
 - 4. Technical proposal/ workplan and methodology (20%); and
 - 5. Detailed financial proposal (20%).

7. Deadline

- 7.1. **The due date for submission of the tender is: 17 February 2020, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.

7.3 Please send all tenders clearly marked 'TENDER: **Climate Change Policy: Tuvalu**' 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 tender's 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>

**ANNEX A
TERM OF REFERENCE
CLIMATE CHANGE POICY: TUVALU**

Background and Rationale

The €12 million European Union funded Intra-ACP¹ GCCA+ Pacific Adaptation to Climate Change and Resilience Building (PACRES) aims to ensure better regional and national adaptation and mitigation responses to climate change challenges facing Pacific ACP countries². PACRES is being implemented collaboratively by the Secretariat of the Pacific Regional Environment Programme (SPREP), the Pacific Islands Forum Secretariat (PIFS), the Pacific Community (SPC) and the University of the South Pacific (USP).

PACRES is providing support for Pacific ACP countries to review or develop climate change strategies and policies. To that end, SPREP is seeking to engage a suitably qualified consultant to finalise Tuvalu's national climate change policy.

Tuvalu ratified the United Nations Framework Convention on Climate Change (UNFCCC) in 1993. The UNFCCC provides a unified means to combat the effects of climate change and recognises that increased global temperature leads to climate change. As a small, low-lying country, Tuvalu is particularly vulnerable to the impacts of climate change.

Tuvalu's national climate change policy, *Te Kaaniva: Tuvalu Climate Change Policy 2012*, is being updated under the direction of the Director of the Climate Change Policy and Disaster Coordination Unit in the Office of the Prime Minister.

Before being finalised and translated, a consultant is required to ensure the policy is aligned with existing national and international climate change and sustainable development strategies, policies and frameworks.

This is a largely home-based consultancy. However, one trip to Tuvalu is envisaged to liaise with the Climate Change Policy and Disaster Coordination Unit.

The objective of this consultancy is to finalise Tuvalu's National Climate Change Policy by 31 March 2020, in order to facilitate timely translation and community consultations, outreach and awareness raising.

Scope of Work

Tuvalu's National Climate Change Policy finalised by 31 March 2020

- 1 Review and edit the current draft of Tuvalu's National Climate Change Policy;
- 2 Ensure the draft policy aligns with other national, international and regional climate change and sustainable development strategies, policies and frameworks, including:
 1. *Te Kakeega III: National Strategy for Sustainable Development 2016 to 2020*;
 2. Tuvalu's First Nationally Determined Contributions under the UNFCCC, submitted in 2016;
 3. UNFCCC and related agreements and frameworks;
 4. Sustainable Development Goals; and
 5. *Framework for Resilient Development in the Pacific: An Integrated Approach to Address Climate Change and Disaster Risk Management (FRDP) 2017-2030*.

¹ Africa, Caribbean and Pacific Group of States.

² The 15 Pacific ACP countries are: Cook Islands, Fiji, Federated States of Micronesia, Kiribati, Republic of the Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu and Vanuatu.

Project Schedule

The activities are to be completed by 31 March 2020. Expected project activity is detailed in Table 1 below. The tender response should detail how and when these steps will be delivered by submitting a Technical Proposal.

Table 1 Project schedule

	Activity
1	Notification of successful consultant.
2	Contract signed.
3	Commencement meeting via Skype or telephone between successful consultant, PACRES Project Management Unit (PMU) and the Director of Tuvalu's Climate Change Policy and Disaster Coordination Unit.
4	Approval of work plan and methodology.
5	Review and edit the current draft of Tuvalu's national climate change policy.
6	Travel to Tuvalu to liaise with Climate Change Policy and Disaster Coordination Unit and other relevant stakeholders.
7	Ensure the draft policy aligns with other national international and regional climate change and sustainable development strategies, policies and frameworks, including: a) <i>Te Kakeega III: National Strategy for Sustainable Development 2016 to 2020</i> ; b) Tuvalu's First Nationally Determined Contributions under the UNFCCC, submitted in 2016; c) UNFCCC and related agreements and frameworks; d) Sustainable Development Goals; and e) <i>Framework for Resilient Development in the Pacific: An Integrated Approach to Address Climate Change and Disaster Risk Management (FRDP) 2017-2030</i> .
8	Submit the draft to the PACRES PMU and Director of Tuvalu's Climate Change Policy and Disaster Coordination Unit for comment.
9	Submit final draft based on any comment and feedback.

Consultancy duration

Total maximum working days = 23 days

End of assignment = deliverable must be completed by 31 March 2020.

Budget

The Financial Proposal to be priced based on a work plan on how the technical assistance will be conducted. An initial payment of no more than 30% will be made on signing of the contract. The second and final instalment will be made upon receipt of deliverable. The proposal should

be for the **fees component only** associated with undertaking the work outlined above. Travel to Tuvalu should be included in the work plan but not included in the financial proposal.