

REQUEST FOR TENDERS

RFT: 2023/016
File: AP_3/29
Date: 15 March, 2023
To: Interested consultants
From: Semi Qamese, Project Manager PACRES

Subject: Request for tenders (RFT): Consultancy to develop a Strategic Plan for the Digital Coordination System on Climate Change and Disaster Risk Management (CCDRM) in Kiribati (Service-Based Consultancy)

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 wishes to call for tenders from qualified and experienced consultants who can offer their services to develop a Strategic Plan for the Digital Coordination System on Climate Change and Disaster Risk Management in Kiribati.
- 2.2. The Terms of Reference of the consultancy are 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/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.
- 2.4. 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:
 - i. Must be currently based in Kiribati and legally entitled to work or if international consultant (based outside of Kiribati) must identify a local counterpart to help collate information at country level;

- ii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 - iii. Provide three referees relevant to this tender submission, including the most recent work completed;
 - iv. Provide examples of past related work outputs;
 - v. Complete the **tender application form** provided (*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*).
For the Technical and Financial proposals you may attach these separately.
 - vi. Provide a copy of valid business registration/license.
- 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*).
Provide examples of past related work outputs
For the Technical and Financial proposals you may attach these separately.
 - b) **Honour form**
 - c) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
 - d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
 - e) **Financial Proposal** – provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
- 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 before 27 March 2023. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 29 March 2023.
- 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:

I. Technical Score – 80%

Criteria	Detail	Weighting
Experience	A qualification from a recognised tertiary institution in information and knowledge management, Information and Communications Technology (ICT) or a related field having a rich knowledge of Kiri-	10

	bati's context and CCDRM efforts of the government is an advantage.	
	Be a reputable individual or a group with at least 5 years of prior experience designing strategic plans, early warning systems, visual appealing and navigation-friendly websites/portals in the Pacific region and familiarity with climate change and development issues facing the people of Kiribati. Having a rich knowledge of Kiribati's context and CCDRM efforts of the Government is an advantage.	20
	Ability to provide ICT advices on integrating digital systems for better coordination of CCDRM or similar and have the expertise in ensuring a consistent visual language on the new site by introducing fixed styles in templates, ensuring consistency in fonts, formatting, icons, images, layout techniques and standard page elements including header, footer, tabs, persistent navigation, contact us, email and print options should be updated as required.	20
	Demonstrate the ability to be innovative with the intended outcome.	10
Technical Proposal / Methodology	<ul style="list-style-type: none"> 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. detailed work plan clearly outlining milestones and delivery timelines. 	20

II. Financial Score – 20%

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = a \times \frac{b}{c}$$

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

- 6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

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: 06 April 2023, 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 2023/016: **Consultancy to develop a Strategic Plan for the Digital Coordination System on Climate Change and Disaster Risk Management in Kiribati (Service-Based Consultancy)**'

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.

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

Consultancy to develop a Strategic Plan for the Digital Coordination System on Climate Change and Disaster Risk Management in Kiribati

1. 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 and disaster challenges facing Pacific ACP countries. It is being implemented by the Secretariat of the Pacific Regional Environment Programme (SPREP), the Pacific Islands Forum Secretariat, the Pacific Community and the University of the South Pacific.

PACRES is supporting regional and national climate change portals to increase access to and reach of climate change and disaster resilience information. This includes conducting a thorough study as an initial phase of mapping and assessing feasible opportunities for developing a portal.

Ideally, the Climate Change and DRM Digital Coordination System in Kiribati will be hosted by the Office of the Beretitenti/ the President. This system will be used for a variety of purposes:

- It enables Kiribati National Expert Group members to upload and exchange information;
- It hosts project information for the CCDRM projects and MEL framework;
- It hosts project information for the Whole of Island Approach, Integrated Vulnerability Assessment and Island Strategic Plan;
- It provides technical analysed information for decision making on CCDRM;
- It hosts a progress reporting platform of the Kiribati Joint Implementation Plan (KJIP); and
- It hosts KNEG information and data.

There is a requirement by the Climate Change and Disaster Management team to access and make available more information and data relevant to climate change and disaster planning and response.

- Opportunity to transform CCDRM coordination mechanism to digital system.
- Opportunity to give users access to a greater range of information and data required for climate change and disaster planning and response.
- Opportunity to have an efficient and interactive system with CCDRM key actors and the coordination office.
- Opportunity to collect additional spatial and non-spatial data sets and information required for climate change and disaster planning and response and make them accessible online.
- Opportunity to provide more trainings and materials for the system;
- Train the state focal points and the portal's data users in utilising, uploading, and updating data sets and information;
- Awareness campaign and materials of the climate change and disaster functionality on the portal; and

¹ African, Caribbean and Pacific Group of States.

- Opportunity for sustainability.

In this instance, SPREP require the services of a suitably qualified consultant to develop a Strategic Plan to develop a Strategic Plan for the Digital Coordination System on Climate Change and Disaster Risk Management in Kiribati by November 2023.

2. Scope of Consultancy

Working closely with the National Climate Change Director in Kiribati and the PACRES Project Management Unit, the consultant will:

1. Conduct feasibility and assessment studies on the transformation and management of an enhanced digital coordination system for the Kiribati's Digital Coordination Portal:
 - a. Identify gaps in infrastructure and technical resources that are barriers to the development of the digital coordination system.
 - b. Identify best practices, existing mechanisms, and opportunities to develop digital coordination system.
 - c. identify a likely structure to develop the complete system of digital coordination on CCDRM (linking all stakeholders with the system, creating mobile apps, open-source setting, safe).
 - d. Identify a best way to either host a digital coordination system in an existing platform or need a new platform that links with all the existing platforms in Kiribati.
2. Conduct national stakeholder consultations, workshops and meetings to identify gaps, existing mechanisms, opportunities, risk in developing the digital coordination system and with costed options. Collect, consolidate and analyse inputs from key stakeholders;
3. Draft the strategic plan for a complete digital coordination system on climate change and disaster risk management on feedback from the feasibility and assessment studies and national stakeholder engagements;
4. Develop a plan to connect existing mechanisms with proposed initiatives for a complete digital coordination system;
5. Provide the draft strategic plan to Kiribati Climate Change and Disaster Risk Management Division (CCDRM), 1-CROP M&E Networks, local counterparts in KIRIBATI and SPREP for review and feedback. Revise the draft based on feedback; and
6. Finalise and submit the strategic plan with an information paper for submission to Cabinet on the findings, gaps and opportunities of developing a digital coordination system.

3. Project Schedule

The activities are to be completed by **30 November 2023**. 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

No.	Activity
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	Advertisement to Consultant/Firms
1	Notification of successful consultant
2	Contract signed
3	Commencement meeting via skype or telephone between successful consultant, PACRES Project Management Unit and Kiribati Climate Change and Disaster Risk Management Division
4	Approval of work plan and methodology
5	Conduct feasibility and assessment studies on the transformation and management of an enhanced digital coordination system for the Kiribati's Digital Coordination Portal
6	Conduct and participate in national stakeholder consultations and workshops to identify gaps, existing mechanisms, opportunities, risk in developing the digital coordination system.
7	Draft the plan for a complete digital coordination system on climate change and disaster risk management on feedback from the feasibility and assessment studies and national stakeholder engagements
8	Provide a final draft of the plan to Kiribati Climate Change and Disaster Risk Management Division (CCDRM), and SPREP for review and feedback
9	Finalise the revised plan based on feedback from CCDRM
10	Develop the final development plan based on the revised feedbacks from CCDRM
11	Circulate the final development plan to Kiribati's Climate Change Coordinator, SPREP, 1-CROP M&E Networks and local counterparts in Kiribati for review
12	Finalise the development plan based on feedback received
13	Submission of finalised strategic plan and cabinet information paper

4. Budget

The Financial Proposal is 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** associated with undertaking the work outlined above. Any requirements outside of the fees component (e.g. local travel, workshops etc.) should be mentioned in the proposal but not costed at this stage.

5. Qualification and Expertise

To be considered for the position, applicants should have:

- a)** A qualification from a recognised tertiary institution in information and knowledge management, ICT or a related field having a rich knowledge of Kiribati's context and CCDRM efforts of the government is an advantage.
- b)** Be a reputable individual or a group with at least 5 years of prior experience designing strategic plans, early warning systems, visual appealing and navigation-friendly websites/portals in the Pacific region and familiarity with climate change and development issues facing the people of Kiribati. Having a rich knowledge of Kiribati's context and CCDRM efforts of the government is an advantage.
- c)** Ability to provide ICT advices on integrating digital systems for better coordination of CCDRM or similar and have the expertise in ensuring a consistent visual language on the new site by introducing fixed styles in templates, ensuring consistency in fonts, formatting, icons, images, layout techniques and standard page elements including header, footer, tabs, persistent navigation, contact us, email and print options should be updated as required; and
- d)** Demonstrate the ability to be innovative with the intend outcome.