



SPREP

Secretariat of the Pacific Regional
Environment Programme

REQUEST FOR TENDERS

RFT: 2023/001
File: AP_2/44
Date: 9 February, 2023
To: Interested consultants
From: Mathilde Kraft, Kiwa Project Development Coordinator

Subject: Request for tenders (RFT): Environmental and Social Safeguards Specialist to develop Pacific Ecosystem-based adaptation to Climate Change (PE-BACC+) Environmental and Social Management Plan

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an inter-governmental 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.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced Environmental and Social Safeguards Specialists who can offer their services to support the Pacific Ecosystem-based adaptation to Climate Change (PEBACC+) Project management Unit to ensure environmental and social considerations are mainstreamed into the project and are embedded across all components and their activities.
- 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

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- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
 - i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 - ii. Provide three referees relevant to this tender submission, including the most recent work completed;
 - iii. Provide examples of past related work outputs;
 - iv. 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.
 - v. 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*).
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.



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- e) **Financial Proposal** – including a detailed outline of the costs involved in successfully delivering this project, including any necessary travel costs, 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 February 2023. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 01 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:

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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.

I. Technical Score – 80%

Criteria	Detail	Weighting
Experience	University qualifications (Degree, MSc or PhD) with expertise in the areas of environmental studies, climate change adaptation, social sciences including human rights and gender studies or another relevant field.	10
	Minimum 10 years of experience in environmental and social due diligence including designing, implementing, assessing and monitoring safeguards of programmes and projects and the use of established safeguards standards.	15
	A solid understanding of the various “safeguard systems” being promoted and used (e.g., AFD, GCF, AF, World Bank, GEF, ADB, REDD+ SES, UN-REDD etc).	5
	Demonstrated capacity to provide concise and thorough reports of assessments, recommendations and project or programme due diligence or performance reviews.	15
	Knowledge of and demonstrated experience in sustainable ecosystem management in the Asia-Pacific region and project countries in particular.	10
Technical Proposal / Methodology	Detailed methodology including a clear and concise workplan for the proposal, demonstrating a solid understanding of the various “safeguard systems” being promoted and used and extensive knowledge, experience, and ability to carry out the tasks required	25

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

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>).

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- 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: 09 March 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 2023/001: **PEBACC + ESS Specialist**'

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

1. Project Background

From 2015 to 2020, SPREP has implemented the Pacific Ecosystem-based Adaptation to Climate Change (PEBACC) project in Fiji, Vanuatu and Solomon Islands, with a budget of €4.9M, funded by the German Government's International Climate Initiative. Following this first phase and based on the main results, outputs and lessons learned, a second phase has been designed and submitted to the 2020 call for regional projects under the Kiwa Initiative to strengthen existing activities, diversify them, integrate ecosystem-based adaptation (EbA) into public policies to ensure its sustainability, and extend the approach to other territories: New Caledonia and Wallis and Futuna.

Officially started in March, 2020, the "[Kiwa Initiative – Nature-based Solutions for climate resilience](http://www.kiwainitiative.org)" (www.kiwainitiative.org) is the first programme ever to gather five donors (France, the European Union, Canada, Australia and New Zealand) and regional/national partners around a common objective: to enhance access to funding for rights-based gender-sensitive and socially-inclusive climate change adaptation through nature-based solutions for Pacific Island Countries and Territories (PICTs), including local, national and regional authorities as well as civil society organisations. Taking action to protect biodiversity (conservation/restoration) and developing Nature-Based Solutions (NBS) to anticipate, reduce vulnerabilities and strengthen adaptive capacities of Pacific Island Countries and Territories in the face climate change are the core governing principles of the Initiative.

The project « Pacific Ecosystem-based Adaptation to Climate Change – PEBACC+ » is a regional project of the Kiwa Initiative and SPREP has been granted €4M by the Kiwa Initiative through the Agence française de développement (AFD) and €1,8M by the French Facility for Global Environment (FFEM) for its implementation. This 4-year project seeks to strengthen the resilience of ecosystems, economies and people in Fiji, Vanuatu, Solomon Islands, New Caledonia and Wallis and Futuna to the impacts of climate change. The specific objective of the PEBACC+ project is to develop, sustain and institutionalise the ecosystem-based approach to climate change adaptation in the target countries and territories.

The project is organised around three components:

- **Component 1:** Strengthen stakeholders' experience in the practical implementation of EbA and Nature-based Solutions (NbS) as a climate change adaptation strategy in Fiji, Vanuatu & the Solomon Islands.
- **Component 2:** Integrate and support the implementation of the EbA and NbS approach as a strategy contributing to climate change adaptation in New Caledonia and Wallis & Futuna.
- **Component 3:** Strengthen regional cooperation between Pacific Countries and Territories in the area of EbA by promoting the sharing of experiences and lessons learned from projects to increase the resilience of populations and ensure the sustainability of EbA implementation activities.



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2. Scope of Work

The Project requires the services of a team of experienced Environmental and Social Safeguards Specialists to support the SPREP PEBACC+ team to ensure environmental and social considerations are mainstreamed into the project and are embedded across all components and their activities. The consultants will be required to ensure the assessment and Environmental and Social Management Plan (ESMP) comply with SPREP Environmental and Social Management System (ESMS) https://www.sprep.org/sites/default/files/documents/tenders/Environmental_Social_Management_System_Policy_Vol1.pdf, [Environmental and Social Management System Volume 2: Processes and Procedures Manual \(sprep.org\)](https://www.sprep.org/sites/default/files/documents/tenders/Environmental_Social_Management_System_Volume_2_Processes_and_Procedures_Manual_sprep.org), [Gender Policy](https://www.sprep.org/sites/default/files/documents/tenders/Gender_Policy.pdf) and Agence Française de Développement (AFD) Environmental and Social Risk Management Policy <https://www.afd.fr/en/ressources/environmental-and-social-risk-management-policy-afd-funded-operations> and especially the AFD exclusion list https://www.afd.fr/sites/afd/files/2017-10/exclusion-list-afd_0.pdf.

Following the first Environment and Social Commitment Plan for the 'Pacific Ecosystem-based Adaptation to Climate Change' (PEBACC+ project) and guided by available studies and assessments, the ESS Specialist will provide technical advice and support to the project planning team and other relevant stakeholders to develop and complete the following outputs / deliverables.

- a. Undertake the Environmental and Social Impact Assessment (ESIA) for the project, including a detailed Gender Equity, Disability and Social Inclusion (GEDSI) analysis by a Gender Specialist, and ensure it meets AFD and SPREP ESS policy standards.
- b. Develop an Environmental and Social Management (ESM) Plan complying with AFD's reporting requirements, including:
 - (i) identify and report on expected environmental and social risks and impacts (both positive and negative);
 - (ii) present measures to anticipate, avoid, prevent, minimize, mitigate, manage, offset or compensate for these risks;
 - (iii) monitoring and reporting requirements;
 - (iv) expected timelines for implementation of mitigation measures;
 - (v) costs and accountability for the implementation and supervision of the agreed mitigation measures, and;
 - (vi) the development of a multi-stakeholder engagement approach (that will be part of the Consultation and Participation Plan and disclosure requirements and approach). The ESM Plan should include:
 - GEDSI Action Plan (GAP) by Gender Specialist following SPREP's Gender Policy and SPREP Kiwa Strategy on GEDSI and Human Rights in NBS.
 - Project Grievance Mechanism (PGM)
 - Stakeholder Engagement Plan including systematic Free, Prior and Informed Consent (FPIC) processes
- c. Provide technical advice and support to the planning team on how to initially implement the ESM Plan and as requested during the implementation of the project.

It is expected that the consultations will be undertaken in a highly participatory manner with detailed consultations at national and site levels in project countries Fiji, Solomon

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Islands, Vanuatu, New Caledonia and Wallis and Futuna. All related travel costs should be included in the Financial proposal.

3. Deliverables

The consultancy is expected to provide the following deliverables from the assignment:

- a. Environmental and Social Safeguards Assessment.
- b. Stakeholder consultation reports.
- c. Draft Environmental and Social Management Plan.
- d. Final Environmental and Social Management Plan.
- e. Validation workshop reports.

Table 1. Milestones, dates and number of days allocated

No.	Milestone / Deliverable	Duration (Days)	Tentative Dates	Review and Approvals required
1	Environmental and Social Safeguards Assessment including literature review, consultations	15	By 08/05/2023	PEBACC+ Project Manager
2	Draft ESM Plan including stakeholder consultations	20	By 05/06/2023	PEBACC+ Project Manager
4	Validation workshop / meetings with appropriate stakeholders	5	By 19/06/2023	PEBACC+ Project Manager and in-country coordinators
5	Final ESM Plan is developed	10	By 03/07/2023	PEBACC+ Project Manager
6	Respond to any AFD review comments	2	By 24/07/2023	AFD and Kiwa Secretariat
7	Provide technical advice and support on retainer	5	By 31/12/2024	PEBACC+ Project Manager
Total Days		57		

4. Institutional Arrangements

The implementation of all activities in a coherent manner is the responsibility of the consultant(s), under the supervision and coordination of the PEBACC+ Project Management Unit. The consultant will report primarily to the PEBACC+ Project Manager, SPREP-IOE Programme. All necessary travels will be organised by the consultant(s).

5. Language

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Expected language of delivery is English, proficiency in French and local languages would be an advantage.

6. Duration of the Work

The duration of the consultancy shall not exceed 6 months for the development of the ESIA and ESMP, followed by a period with a set number of days kept on retainer for further technical advice and support until project mid-term.

The work is expected to commence by 10/04/2023 and conclude on 31/12/2024.

7. Required Skills and Experience

Education and Qualifications:

- University qualifications (Degree, MSc or PhD) with expertise in the areas of environmental studies, climate change adaptation, social sciences including human rights and gender studies or another relevant field.
- Minimum 10 years of experience in environmental and social due diligence including designing, implementing, assessing and monitoring safeguards of programmes and projects and the use of established safeguards standards.
- A solid understanding of the various “safeguard systems” being promoted and used (e.g., AFD, GCF, AF, World Bank, GEF, ADB, REDD+ SES, UN-REDD etc).
- Demonstrated capacity to provide concise and thorough reports of assessments, recommendations and project or programme due diligence or performance reviews.
- Knowledge of and experience in sustainable resources management in the Asia-Pacific region. Experience in the project countries will be an advantage.
- Demonstrated ability to develop and communicate viable solutions based on an understanding of organisational, programme or project boundaries and institutional perspectives and needs.

Competencies:

- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Able to communicate effectively in writing to a varied and broad audience in a simple and concise manner.
- Capable of working in a high-pressure environment with sharp and frequent deadlines, managing many tasks simultaneously.
- Excellent analytical and organizational skills.
- Exercises the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.



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