



# REQUEST FOR TENDERS

RFT: 2022/002  
File: AP\_3/1/13  
Date: 7 February, 2022  
To: Interested Consultants  
From: Vanda Faasoa-Chan Ting, NDC Hub Technical Adviser

**Subject: Request for tenders (RFT): Developing Electrical Installation Guidelines for the Housing and Infrastructure Sector in Nauru**

## 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](http://www.sprep.org).

## 2. Specifications: statement of requirement

- 2.1. SPREP is seeking to recruit qualified personnel to develop Electrical Installation Guidelines for the Housing and Infrastructure Sector in Nauru for a period of 3 months.
- 2.2. The Terms of Reference for the consultancy are set out in Annex 1.
- 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](https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-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 suppliers must meet the following conditions:
  - i. As proof of operation, the consultant MUST provide a valid business license/permit. The consultant(s) will also be required to work closely with the Nauru focal points;



Director of Housing, Department of Infrastructure in Nauru, Ms. Annalina Solomon and Secretary for Climate Change and National Resilience in Nauru, Mr. Reagan Moses. Fortnightly progress meetings between the successful contractors, Nauru focal points and the SPREP NDC Hub team are required;

- ii. Be available to do the work within the timeframe proposed;
- iii. Demonstrated value for money;
- iv. Completed **tender application form** – Completed 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.*

- 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 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 including:
  - 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.
  - e) **Financial Proposal** – detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.

A Financial Proposal to be priced based on a work plan on where, when, and how the assistance will be provided. The proposal should be for consultancy fees inclusive of all costs, including taxes, facilities, insurance, travel, workshops, training and other



associated costs, should be included in the financial proposal. The consultancy has a maximum budget of **USD \$20,000**. Proposals for more than the budgeted amount will not be considered.

- 4.3 Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4 Provide examples of relevant experience in developing electrical standards for the Building Sector, particularly in the Pacific region and Small Island Developing countries (SIDS);
- 4.5 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.
- 4.6 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.
- 4.7 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.
- 4.8 Tender submission must be in United States Dollars (USD).
- 4.9 The Proposal must remain valid for 90 days from date of submission.
- 4.10 Tenderers must insist on an acknowledgement of receipt of tender.
- 4.11 Subcontracting of tasks under the contract is permitted but the consultant will retain full liability towards SPREP for performance tasks of the contract as a whole.

## 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 February 2022. A summary of all questions received with an associated response will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 18 February 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 based on 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.

- i. At least one consultant to have a minimum qualification of a Master's degree (or Bachelors with minimum 10 years of experience) in the fields of Electrical Engineering, Architecture, Construction and Building, Environmental Engineering, Climate Change, Environmental Management, Energy Efficiency or any other related field; minimum of 8 years' experience in the electricity sector assisting with national planning and long-term strategies to address issues such as electrical guidelines for wiring, standards for energy efficiency, wastewater etc.; minimum of 5 years' experience with electrical wiring of different building types; good understanding of NDC-related projects and developing low carbon strategies for SIDS / Pacific countries and good understanding of environmental and climate change related issues in Nauru or other similar Pacific countries (15%)
- ii. Experience in electrical wiring of buildings, both residential and commercial. At least five residential buildings and 1 commercial building; experience in incorporating renewable energy technologies for electricity generation when wiring a building; experience in working with an electrical utility in Nauru or any other small island country in the Pacific; experience in the preparation of national documents in terms of energy efficiency, electrical standards and other related issues. At least 1 report / submission on a previous assignment in Nauru or any other Pacific Island country; familiarity, knowledge and experience with architecture, housing and infrastructure sector in Nauru or any other similar country in the Pacific and SIDS. At least 3 recommendations on what is to be prioritized in the Housing Sector in order to make the buildings more resilient, especially in terms of electrical energy; familiarity, knowledge and experience with the geographical location and orientation of Nauru in the Pacific. At least 1 energy efficient building design with a detailed explanation of how renewable electricity can be incorporated into the design (25%)
- iii. Detailed technical proposal/workplan and methodology (50%)
- iv. Detailed financial proposal (10%)

## **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: 01 March 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 2022/002: **Developing Electrical Installation Guidelines for the Housing and Infrastructure Sector in Nauru**, to one of the following methods:

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 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 1: Terms of Reference

### Developing ELECTRICAL INSTALLATION GUIDELINES for the Housing and Infrastructure Sector in Nauru

#### Assignment Information

<b>Assignment Title:</b>	Developing Electrical Installation Guidelines for the Housing and Infrastructure Sector in Nauru
<b>Project:</b>	NDC Hub (GIZ)
<b>Post Level:</b>	International Consultant
<b>Contract Type:</b>	Individual Contractor or Consultancy Firm
<b>Duty Station:</b>	Home-based <sup>1</sup>
<b>Expected Place of Travel:</b>	NA
<b>Contract Duration:</b>	3 months

#### Project Description:

The Regional Pacific NDC Hub (NDC Hub) was launched in 2017 and officially established in 2018, as an initiative emerging from Pacific Island Leaders at the Climate Action Pacific Partnership (CAPP) in 2017 and Fiji's Presidency of COP23. The Hub, in partnership with SPREP and other ONE CROP+ agencies, aims to provide a regional coordinated mechanism to support countries in meeting their climate related commitments under the Paris Agreement as part of their Nationally Determined Contributions (NDCs). Assistance can be provided and tailor-made to suit NDC Hub members so they can produce relevant national policies and measures that action those commitments. In taking a demand-driven approach, the NDC Hub receives requests form Pacific Island Countries and Territories (PICTs) outlining their specific needs for support in the NDC Process and implementation so the proper technical expertise can be provided accordingly.

The Republic of Nauru is one of the smallest independent, democratic states in the world who is fully committed to become part of the solution to the enormous challenge of global warming which threatens their very existence. Nauru's NDC is primarily Adaptation rather than Mitigation due to the limited availability of natural resources on island as a result of intense phosphate mining in the past. The mining activities had removed a large proportion of original forest and arable land, greatly reducing freshwater resources amongst a number of essential natural resources and increasing the dependence on imports to meet basic food and energy needs. This has led the Nauruan government to have their NDC focus mainly on adaptation with a strong emphasis on building resilience of their nation to combat the adverse impacts of climate change on their low-lying island which is only a few meters above

<sup>1</sup> Due to COVID19 restrictions, home-based is applicable to consultants based in Nauru or overseas



sea level. Part of strengthening Nauru's resilience includes the drive to establish safe and energy efficient building standards such as the "Electrical Installation Guidelines" to provide a set of regulations for the design and installation of electrical wiring in all types of buildings, which can contribute to the country's greenhouse gas emission reduction efforts. The Electrical Installation Guidelines formulated via this assignment shall be approved and endorsed by the Director of Infrastructure and the Secretary for Climate Change and National Resilience.

This tender invites qualified bidders to submit their proposals for the development of the Electrical Installation Guidelines for the Housing and Infrastructure Sector in Nauru.

### **Scope of Work:**

The purpose of this assignment is to provide Electrical Installation Guidelines to ensure that safety is prioritized when wiring new buildings, both within the Residential sector and the commercial sector.

The consultant (or consultancy firm) shall:

- 1) Initiate a meeting with the Nauru Director of Infrastructure (DoI) and Secretary for Climate Change and National Resilience who can provide more details on what is to be included and pinpoint the key stakeholders to be consulted, interviewed or surveyed;
- 2) Conduct a desktop review of all existing electrical policies and regulations, strategies and other related documents relevant to the assignment and as directed by the DoI and Secretary for Climate Change and National Resilience;
- 3) Conduct preliminary consultations and organize meetings (virtually if working remotely from overseas) with selected key stakeholders;
- 4) Based on the desk-top review and preliminary interviews, develop a workplan for the collection of more detailed information and relevant data, highlighting further interviews with key stakeholders;
- 5) Develop and submit a draft of the Electrical Installation Guidelines to ensure there is a set of regulations for the design and installation of electrical wiring in any building, residential or commercial;
- 6) A draft of the Electrical Installation Guidelines is to be presented via a PowerPoint presentation to the key stakeholders of the Nauruan government;
- 7) Address any final comments from the Nauruan government officials and key stakeholders before finalizing the Electrical Installation Guidelines;
- 8) Prepare and host a workshop to present the finalized Electrical Installation Guidelines to the DoI, Secretary for Climate Change and National Resilience and all key stakeholders.

### **Expected Outcomes and Deliverables:**

Based on the scope of works outlined above, the consultant will deliver the following outputs:

#### ***Output 1: Inception Report***

The inception report shall include the desktop review of all relevant data and existing documentation, policies and regulations, strategies, and other related documents relevant to this assignment and as directed by the Director of Infrastructure (DoI) and Secretary for



Climate Change and National Resilience to assist with the formulation and development of Nauru's Electrical Installation Guidelines.

It should also include the priorities identified by the Nauru Department of Infrastructure and all the key stakeholders, both from communities and government. The consultant(s) should also provide a list of key stakeholders identified for further detailed interviews to guide the development of the Electrical Installation Guidelines. Additionally, a workplan of activities as well as a timeline for the duration of the contract should be included.

**Output 2: Consultation Report**

The consultant(s) shall work with the Department of Infrastructure to arrange the consultations with the key stakeholders identified as well as one-to-one interviews or virtual meetings where more detailed information and data may need to be extracted from. The report should clearly outline any priorities as directed by the DoI and Secretary for Climate Change and National Resilience regarding the Electrical Installation Guidelines for all buildings. Additionally, the consultant should also be able to identify similar electrical guidelines used by other Pacific countries in the region which may assist with formulating Nauru's own Electrical Installation Guidelines for the Housing and Infrastructure Sector.

**Output 3: Draft of the "Electrical Installation Guidelines"**

The consultant(s) shall compile all the information gathered and data obtained to develop a draft of the Electrical Installation Guidelines for Nauru, inclusive of all buildings.

The consultant(s) is also expected to present this draft via a PowerPoint presentation (virtually if based overseas) to the Nauruan government officials and key stakeholders.

**Output 4: Finalized "Electrical Installation Guidelines" for the Housing and Infrastructure Sector in Nauru.**

The consultant(s) shall incorporate all the comments received from the Director of Infrastructure, Secretary for Climate Change and National Resilience as well as those from all other key stakeholders, finalize and submit the finalized Electrical Installation Guidelines for all buildings under the Housing and Infrastructure Sector in Nauru.

**Institutional Arrangement:**

The consultant(s) will be under the supervision of the Climate Change Resilience Programme (Pacific NDC Hub) and work closely with the Director of Infrastructure in Nauru as well as the Secretary for Climate Change and National Resilience.

Reports and documentation will be shared with CCR Director, PCCC Manager, all advisers, the Nauruan Director of Climate Change, Nauruan Director of Infrastructure and Nauruan Secretary of Climate Change and National Resilience, in a timely manner.

**Duty Station:**

Nauru-based or overseas.

**Deliverables/Timeline:**



All deliverables must be completed within the number of days set out in the table below within three months (3) from the effective date (signing) of the contract.

No.	Deliverables	Estimated Duration to Complete	Review Required	Approval(s) Required
1	Inception Report	2 weeks	Nauru Director of Infrastructure (DoI) Nauru Secretary for Climate Change and National Resilience NDC Hub Technical Adviser	Nauru Director of Infrastructure (DoI) Nauru Secretary for Climate Change and National Resilience
2	Consultation Report	3 weeks	Nauru Director of Infrastructure (DoI) Nauru Secretary for Climate Change and National Resilience NDC Hub Technical Adviser	Nauru Director of Infrastructure (DoI) Nauru Secretary for Climate Change and National Resilience
3	Draft 'Electrical Installation Guidelines'+ PowerPoint presentation	5 weeks	Nauru Director of Infrastructure (DoI) Nauru Secretary for Climate Change and National Resilience NDC Hub Technical Adviser	Nauru Director of Infrastructure (DoI) Nauru Secretary for Climate Change and National Resilience
4	Final Sets of Standards for the Housing and Infrastructure Sector in Nauru	2 weeks	Nauru Director of Infrastructure (DoI) Nauru Secretary for Climate Change and National Resilience NDC Hub Technical Adviser	Nauru Director of Infrastructure (DoI) Nauru Secretary for Climate Change and National Resilience
	<b>Total</b>	<b>12 weeks (3 months)</b>		

**Evaluation criteria and Scoring Method:**

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 – 90%**

Detailed technical evaluation criteria and possible scores for each are as follows:

<b>Major Criteria</b>	<b>Details and sub-criteria</b>	<b>Maximum %</b>
CVs and Qualification	<p>At least one consultant to have:</p> <ul style="list-style-type: none"> <li>• Minimum qualification of a Master's degree (or Bachelors with minimum 10 years of experience) in the fields of Electrical Engineering, Architecture, Construction and Building, Environmental Engineering, Climate Change, Environmental Management, Energy Efficiency or any other related field;</li> <li>• minimum of 8 years' experience in the electricity sector assisting with national planning and long-term strategies to address issues such as electrical guidelines for wiring, standards for energy efficiency, wastewater etc.;</li> <li>• minimum of 5 years' experience with electrical wiring of different building types;</li> <li>• good understanding of NDC-related projects and developing low carbon strategies for SIDS / Pacific countries.</li> <li>• good understanding of environmental and climate change related issues in Nauru or other similar Pacific countries;</li> </ul>	15
General expertise in similar assignments	<ul style="list-style-type: none"> <li>• Experience in electrical wiring of buildings, both residential and commercial. At least five residential buildings and 1 commercial building.</li> <li>• Experience in incorporating renewable energy technologies for electricity generation when wiring a building.</li> <li>• Experience in working with an electrical utility in Nauru or any other small island country in the Pacific.</li> <li>• Experience in the preparation of national documents in terms of energy efficiency, electrical standards and other related issues. At least 1 report / submission on a previous assignment in Nauru or any other Pacific Island country;</li> <li>• Familiarity, knowledge and experience with architecture, housing and infrastructure sector in Nauru or any other similar country in the Pacific and SIDS. At least 3 recommendations on what is to be prioritized in the Housing Sector in order to make the buildings more resilient, especially in terms of electrical energy.</li> <li>• Familiarity, knowledge and experience with the geographical location and orientation of Nauru in the Pacific. At least 1 energy efficient building design with a detailed explanation of how renewable electricity can be incorporated into the design.</li> </ul>	25
Methodology	<ul style="list-style-type: none"> <li>• General approach – step by step methodology on how they will carry out this assignment;</li> </ul>	

	<ul style="list-style-type: none"> <li>• Show how the consultant(s) will articulate the preparation and development of the Electrical Installation Guidelines for Nauru;</li> <li>• Timeline – including the starting date, dates of consultations, presentations, etc;</li> <li>• Clear presentation of potential difficulties in carrying out this assignment to deliver Nauru’s Electrical Installation Guidelines for the Housing and Infrastructure Sector, and possible solutions to overcome perceived obstacles should also be included;</li> <li>• Workplan to include total number of person-days and appropriate allocation of person-days with respect to each task.</li> </ul>	50
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**ii. Financial Score – 10 %**

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

$$\text{Financial Score} = 10 \times \frac{\text{Lowest Bid Amount}}{\text{Total Bidding Amount of the Proposal}}$$

**Reporting Relationships:**

The consultant will report primarily to the CCR Director through the Pacific NDC Hub Technical Adviser based at SPREP.

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](https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf) Including SPREP’s policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.