

REQUEST FOR TENDERS

File: AP 1/4/3
Date: 26 October, 2018
To: Interested suppliers
From: Roger Cornforth – Deputy Director General, Strategic Planning & Project
Coordination and Information Services

Subject: Request for tenders: Global Environment Facility 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. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified consultants who can offer their services to provide a short-term cover for the role of Global Environment Facility Advisor
- 2.2. The successful applicant will need to provide a written application addressing the attached Terms of Reference by 09 November 2018.
- 2.3. TOR are attached

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
 - Must be currently residing in Samoa and hold the necessary documents to work lawfully as a consultant in Samoa;
 - Must provide copy of a valid business license;
 - Submit a CV to demonstrate that they have the requisite skills and experience to carry out this contract successfully;
 - Provide three references as part of the tender submission, including the most recent work relevant to this position; and
 - Complete the tender application form provided.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated in the TOR 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 outline the interested supplier's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.
- 4.3. Tenderers/Bidders 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 copy rogerc@sprep.org before 05 November 2018. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 06 November 2018.

6. Evaluation criteria

- 6.1. SPREP will select a preferred supplier 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 tenderer satisfies the following criteria:
 - i. Experience with, and working knowledge of, the GEF and its processes, (15%)
 - ii. Strong Pacific networks, preferably with GEF focal points (40%)
 - iii. Strategic project development (15%)
 - iv. Working knowledge of SPREP (10%)
 - v. Financial Proposal (20%)
- 6.2. Assessment of the proposal will be based on the evaluation of the Technical Proposal (80%) and Financial (20%)

7. Deadline

- 7.1. **The due date for submission of the tender is: 09 November 2018 midnight (local time Apia, Samoa)**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all tenders clearly marked 'TENDER: **Global Environment Facility Consultancy**' to one of the following methods:

Mail: SPREP
Attention: Procurement Officer
PO Box 240
Apia, SAMOA
Email: tenders@sprep.org

Person: Submit by hand in the tenders 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>

Terms of Reference: GEF Consultancy

Background:

The consultancy is for 25 working days between October 2018 and March/April 2019.

Consultant profile:

The consultant will have:

- Experience in GEF processes, notably those relating to:
 - Governing Council
 - Funding cycles and windows
 - GEF Project application and design processes
 - Regional processes supporting Pacific representation at Council meetings, including supporting Pacific preparations for Council meetings
- Established networks with GEF country focal points
- Practical experience in developing and implementing Pacific GEF projects

The consultant will carry out tasks in relation to:

1. Liaison with, and support to Pacific GEF Members
2. Liaison with, and support to the Pacific Representative to the GEF Council
3. Support to SPREP as Executing Agency for UNE-led GEF7 Healthy Oceans and CBID projects development.

Specific tasking:

1. Managing a consultation process with participating Members on:
 - The draft programme framework for the GEF-7 Healthy Oceans project - December 2018 tbc (5 days)
 - Arranging and overseeing logistics for a regional workshop to finalise the Healthy Oceans framework/project concept - Early 2019 – tbc (5 days)
2. Liaising with and supporting the current Pacific GEF Council Representative for:
 - Meeting of FSM Rep with SPREP Executive date and time tbd between 28 Oct-1 Nov (2 days)
 - Up-coming GEF Council Meeting 55/December (5 days)
 - Arrangements for a regional GEF constituency Meeting - Date tbc by the Representative at October/November meeting with the Executive - 3 days)
 - Transition of the GEF Pacific Representative role from FSM to Nauru (timetable and tasking tbc by FSM Rep and Executive at October-November meeting – 2days).
3. Supporting SPREP in its Executing Entity role under the UNE Implementing Agency to:
 - Facilitate a transition Meeting between UNE and SPREP stakeholders asap following 22 October arrival of the new SPREP PCU Manager. (2 days)
 - Facilitate SPREP technical input to the draft Healthy Oceans programme framework, and subsequent concept design. (1 day)

Selection criteria

- i. Experience with, and working knowledge of, the GEF and its processes, (15%)
- ii. Strong Pacific networks, preferably with GEF focal points (40%)
- iii. Strategic project development (15%)
- iv. Working knowledge of SPREP (10%)
- v. Financial proposal (20%)