

REQUEST FOR TENDERS

RFT: 2023/023
File: AP_3/1/13
Date: 28 April, 2023
To: Interested consultants
From: Vanda Faasoa-Chan Ting – Technical Adviser, NDC Hub

Subject: Request for tenders (RFT): Consultancy to Develop a Greenhouse Gas (GHG) Data Repository for Tuvalu

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental 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 consultants who can offer their services to develop a greenhouse gas (GHG) data repository for Tuvalu.
- 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/sprepororganisational-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 preferably be based in Tuvalu and legally entitled to work, international consultants can apply but must identify a local counterpart in Tuvalu;
 - 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*).
Provide examples of past related work outputs
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 08 May 2023. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 10 May 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:
- 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
CV(s) and Qualifications	At least one consultant to have: Minimum qualification of a Master’s degree (or Bachelors with minimum 10 years of experience) in the fields of Climate Change, Environment, Energy, International Policy, Sciences or any other related field.	20

	Completed similar work on greenhouse gas inventories in at least 2 countries using Intergovernmental Panel on Climate Change (IPCC) guidelines.	
Experience	Minimum of 10 years' experience with policy-making and advisory roles in climate change.	30
	Minimum 8 years' experience with using IPCC guidelines for GHG inventories.	
	Minimum 5 years of working directly or indirectly with the United Nations Framework Convention on Climate Change (UNFCCC) processes and Conference of the Parties (COP) negotiations.	
	Familiarity, knowledge and good understanding of sectoral GHG emissions in Tuvalu and/or other similar Pacific countries.	
Technical Proposal / Methodology	Step-by-step approach on how deliverables are to be achieved.	30
	Timeline including the activities and when they shall be completed including any anticipated mission travel to Tuvalu (if based overseas).	
	Workplan to include total number of person-days and appropriate allocation of person-days with respect to each task / activity.	
	Clear presentation of potential difficulties in carrying out this assignment and possible solutions to counter perceived obstacles should they be encountered.	

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>).
- 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: 19 May 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 2023/023: **Consultancy to Develop a Greenhouse Gas (GHG) Data Repository for Tuvalu.**'

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

Development of Tuvalu's Greenhouse Gas (GHG) Data Repository

Assignment Title:	Development of Tuvalu's Greenhouse Gas (GHG) Data Repository
Project:	NDC Hub
Post Level:	International (or National) Consultant
Contract Type:	Individual Contractor or Consultancy Firm
Duty Station:	Home-based ¹
Expected Place of Travel:	Tuvalu
Contract Duration:	6 months

Project Description:

The Regional Pacific Nationally Determined Contribution (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 (Council of Regional Organizations of the Pacific) 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 from its 14 member countries from around the Pacific region outlining their specific needs for support in the NDC Process and implementation so the proper technical expertise can be provided accordingly.

The independent state of Tuvalu, also the fourth smallest country in the world, is committed to continuously demonstrate leadership in the climate change space despite emitting insignificant amounts of greenhouse gas (GHG) emissions. At the 27th Conference of the Parties (COP27) on Climate Change in Sharm El Sheikh in December 2022, Tuvalu officially launched their 'Updated Nationally Determined Contribution (NDC) 2022'. Some of the ambitious mitigation targets Tuvalu is committed to under their Updated NDC include the reduction of GHG emissions from the electricity (power) sector by 100% by 2030, increasing energy efficiency in Funafuti by 30% and an overall 60% reduction of GHG emissions from the entire energy sector by 2030 compared to 2010 levels. In order for Tuvalu to meet their obligatory reporting requirements to the UNFCCC, collection and storage of relevant data is of paramount importance so their NDC and international commitments can be monitored, evaluated and reported on.

Qualified bidders are invited to submit their proposals for the Development of Tuvalu's Greenhouse Gas (GHG) Data Repository and provide training for local staff. Bids should include the workplan to be comprised of the timeline, budget and activities for the duration of six (6) months.

Scope of Work:

An experienced consultant is sought to develop a robust greenhouse gas (GHG) data repository for Tuvalu. Throughout the delivery period, the consultant(s) is expected to provide training to local staff

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

on how to collect data, populate the data repository and training on how to extract relevant data for Tuvalu's reporting obligations.

The consultant will work with the Climate Change Department of the Ministry of Finance and consult relevant stakeholders as necessary.

The consultant (or consultancy firm) shall:

- 1) Conduct a desktop review of all the existing data collection systems used in Tuvalu and where relevant review of similar data collection and storage systems in other Pacific Small Island Developing States (PSIDS).
- 2) Develop the greenhouse gas repository for Tuvalu to facilitate and assist with their UNFCCC reporting requirements. Parameters and functions to be developed accordingly by the consultant. Populate the repository with data collected and train the local staff on the GHG Data Repository.
- 3) Develop a user's GHG Data Repository manual / guide for the Climate Change Department.
- 4) Prepare and submit a final project report.

Expected Outcomes and Deliverables:

Based on the scope of works outlined above and in compliance with the Regional Pacific Nationally Determined Contributions (NDC) Hub Monitoring and Evaluation (M&E) requirements, the consultant will deliver the following outputs:

Output 1: Inception Report

The inception report shall include findings from the desktop review and stakeholder consultations especially the Climate Change Department (CCD). The inclusion of any key information and instructions provided by the CCD Director and the CCD Mitigation Policy Adviser, pertaining specifically to this project, will also be beneficial in steering this project in the right direction to ensure the Repository will serve the purpose it is meant to provide for. The Climate Change Department shall also indicate the data-providers and who to be trained on how to populate and maintain the GHG Data Repository.

Output 2: Greenhouse Gas (GHG) Data Repository Developed and Staff Training Completed

The GHG Data Repository has been developed and approved by the CCD Director. Training has been delivered to all those nominated by the CCD Director and CCD Mitigation Policy Adviser outlining, but not limited to the following:

- i) Define details of Repository
- ii) What the Repository does
- iii) What are the features of the Repository
- iv) Process on uploading data onto the Repository
- v) Details of "accessing" Repository data, etc

The Report should include the key points outlined above as well as a list of focal points from the various data-providers to which the Climate Change Department can liaise directly with, for the GHG data required to populate the Repository. The different data-providers can be classified under the IPCC sectors or as directed by the CCD Director and CCD Mitigation Policy Adviser.

Output 3: User Manual of GHG Data Repository

Development and approval of a User Guide / Manual shall warrant the completion of this output.

Output 4: Final Project Report

Upon the completion, submission and approval of the above outputs (1-3), the consultant(s) is expected to provide a final project report.

Institutional Arrangement:

The consultant(s) will be under the supervision of the Climate Change Resilience Programme (Pacific NDC Hub) and shall work closely with the Tuvalu Climate Change Department Director and Mitigation Policy Adviser (under the Ministry of Finance).

Reports and documentation will be shared in a timely manner with the SPREP Climate Change Resilience (CCR) Director, the Tuvalu Climate Change Department Director and Mitigation Policy Adviser as well as the SPREP Registry.

Duty Station:

Tuvalu-based or overseas.

Deliverables/Timeline:

All deliverables must be completed within the number of weeks set out in the table below within six months (6) from the effective date (signing) of the contract.

No.	Deliverables	Estimated Duration to Complete	Review Required	Approval(s) Required
1	Output 1: Inception Report	4 weeks	Tuvalu Climate Change Department Director and/or Mitigation Policy Adviser NDC Hub Technical Adviser	Tuvalu Climate Change Department Director and/or Mitigation Policy Adviser
2	Output 2: GHG Data Repository Developed and Staff Training Completed	12 weeks	Tuvalu Climate Change Department Director and/or Mitigation Policy Adviser NDC Hub Technical Adviser	Tuvalu Climate Change Department Director and/or Mitigation Policy Adviser
3	Output 3: User Guide / Manual of GHG Repository	4 weeks	Tuvalu Climate Change Department Director and/or Mitigation Policy Adviser NDC Hub Technical Adviser	Tuvalu Climate Change Department Director and/or Mitigation Policy Adviser
4	Output 4: Final Project Report	4 weeks	Tuvalu Climate Change Department Director and/or Mitigation Policy Adviser	Tuvalu Climate Change Department Director and/or Mitigation Policy Adviser

			NDC Hub Technical Adviser	
	Total	24 weeks (6 months)		

CV(s) and Qualifications:

The consultant (or if a consultancy firm, at least one of the team) is expected to have the following qualifications:

- Minimum qualification of a Master’s degree (or Bachelors with minimum 10 years of experience) in the fields of Climate Change, Environment, Energy, International Policy, Sciences or any other related field;
- Completed similar work on greenhouse gas inventories in at least 2 countries using IPCC guidelines.

Experience

The consultant is expected to have the following experience or in similar assignments:

- Minimum of 10 years’ experience with policy-making and advisory roles in climate change;
- Minimum 8 years’ experience with using IPCC guidelines for GHG inventories;
- Minimum 5 years of working directly or indirectly with UNFCCC processes and COP negotiations;
- Familiarity, knowledge and good understanding of sectoral GHG emissions in Tuvalu and/or other similar Pacific countries

Methodology

The consultant is expected to provide the following as part of their technical proposal/methodology:

- Step-by-step approach on how deliverables are to be achieved;
- Timeline including the activities and when they shall be completed including any anticipated mission travel to Tuvalu (if based overseas);
- Workplan to include total number of person-days and appropriate allocation of person-days with respect to each task / activity;
- Clear presentation of potential difficulties in carrying out this assignment and possible solutions to counter perceived obstacles should they be encountered.

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 Including SPREP’s policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.