

# REQUEST FOR TENDERS

RFT: 2023/043  
File: AP\_2/41  
Date: 2 August, 2023  
To: Interested consultants  
From: Mathilde Kraft, Kiwa Project Development Coordinator

**Subject: Request for tenders (RFT): Graphic design services for SPREP Technical Assistance to Kiwa**

## 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. SPREP Technical Assistance to the Kiwa Initiative:
  - i. Officially started in March 2020, the “Kiwa Initiative – Nature-based Solutions for climate resilience” 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.
  - ii. Among the three components of the Initiative, the B1 component aims at supporting capacity building in the 19 beneficiary PICTs and the development of large regional projects. Both of these fundamental and complementary actions will allow cross cutting activities between biodiversity and climate change within beneficiary countries and territories.
  - iii. As a regional partner of the Kiwa Initiative under the B1 component, SPREP is responsible for providing technical support and assistance to build capacities and strengthen cooperation through the development of regional projects and policies.
- 1.4. For more information, see: [www.sprep.org](http://www.sprep.org).

## 2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer graphic design services for publication and illustration.
- 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. 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. 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.*
  - iv. 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 and declaration of integrity** 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 and Declaration of integrity 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 using financial offer form provided in **Annex B**.
- 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](mailto:procurement@sprep.org) before 09 August 2023. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 11 August 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 – 50%**

Criteria	Detail	Weighting
<b>Experience</b>	At least 5 years of relevant experience in providing graphic design for publication and illustration, including 3 examples of previous work (including most recent work) that demonstrate the Tenderer's technical and creative ability to produce the deliverables.	30
	Evidence of experience working in the Pacific Islands region producing similar deliverables.	10
<b>Technical Proposal / Methodology</b>	General approach proposed by the consultant to develop products including turnaround times	20

**II. Financial Score – 40%**

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: 17 August 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 2023/043: **Graphic design services for SPREP Technical Assistance to Kiwa**'

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 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 services for the graphic design of SPREP Technical Assistance to Kiwa Initiative knowledge products on Human Rights, including Gender Equity, Disability and Social Inclusion in Nature-based Solutions**

#### **Background**

1. Officially started in March, 2020, the “Kiwa Initiative – Nature-based Solutions for climate resilience” 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 French Development Agency (*Agence française de développement, AFD*) implements the Kiwa Initiative.
2. The Kiwa Initiative is designed to increase the capacities of PICTs to access climate funding mechanisms and to protect, restore, and enhance biodiversity in order to adapt to climate change impacts and to strengthen the resilience of their socio-ecological systems. The main activities within the scope of the Initiative can be summarized into three main components: regional projects (including at least two eligible countries or territories), local projects (for very small, small or medium-sized grants, managed by IUCN), and a technical assistance programme.
3. Within the Technical Assistance programme of the Initiative, SPREP in partnership with the Pacific Community (SPC) is responsible for providing technical support and assistance to build capacities and strengthen cooperation through the development of regional projects and policies. To support the development and implementation of gender-responsive, socially inclusive and rights-based Nature-based Solutions for climate change adaptation, SPREP developed a series of knowledge products in English and French on Human Rights including Gender Equity, Disability and Social Inclusion in Nature-based Solutions in Pacific Island contexts:
  - 3.1. A booklet on Human Rights in Nature-based Solutions (30p)
  - 3.2. A Human Rights risk assessment tool for NbS projects (30p)
  - 3.3. A guide on Gender equity and social inclusion analysis for NbS projects and programmes (20p)
  - 3.4. A training package comprising two PowerPoint presentations (around 30 slides each) and a facilitator’s guide (41p)

#### **Scope of work**

4. SPREP is seeking the services from qualified professionals and experienced consultants to provide graphic design services in publication and illustration.
5. The objective of the consultancy is to produce graphic design for SPREP Technical Assistance to Kiwa Initiative knowledge products on Human Rights, including Gender Equity, Disability and Social Inclusion in Nature-based Solutions in Pacific Island contexts.
6. The required deliverables are as follow:

- 6.1. Original set of illustrations for use in §6.2, 6.3 and 6.4 on the theme of Human Rights and Nature-based Solutions, representing Pacific Islands gender, cultural and social diversity including people with disabilities. Set must include illustrations covering among others:
    - 6.1.1. Right to non-discrimination and gender equality
    - 6.1.2. Rights of persons with disabilities
    - 6.1.3. Rights to a healthy and sustainable environment
    - 6.1.4. Right to water
    - 6.1.5. Right to food
    - 6.1.6. Rights to adequate shelter, housing and secure tenure
    - 6.1.7. Right to health
    - 6.1.8. Rights to and at work
    - 6.1.9. Rights to inclusive, participatory and democratic governance
    - 6.1.10. Rights of indigenous peoples
    - 6.1.11. Rights to live free of conflict and violence
    - 6.1.12. Intergenerational rights, equity and justice
  - 6.2. Layout of four (4) publications (EN & FR, 20-40p), in digital and print formats, including sourcing of photography if any and illustrated by design set – total 16 files.
  - 6.3. 1 pager summary poster of the twelve human rights in NbS framework for use in Kiwa community awareness activities (print and digital, EN & FR) – total four (4) files.
  - 6.4. Layout of two power point presentations (EN & FR, 30 slides each) - total four (4) files.
7. All deliverables shall follow Kiwa Initiative Graphic charter and the Kiwa Initiative Communication Guidelines and SPREP communication and publishing guidelines attached in **Annex C**.

### **Project management**

8. The consultant will report to the Kiwa Project Development Coordinator at SPREP and work in close association with SPREP Communications and Outreach team.
9. The mission is expected to be conducted from the consultant's home office.

### **Schedule of Work**

10. The activities are to be completed no later than 30 November 2023.
11. A production timeline including delivery deadlines for each item will be established by the vendor and SPREP Kiwa Project Development Coordinator no later than one (1) week after contract signing.

### **Intellectual Property**

12. The vendor is required to note and acknowledge the following:
  - 12.1. SPREP retains all intellectual property and other proprietary rights, including but not limited to patents, copyrights, and trademarks, with regards to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected under any contract that may result from this request for quotations.
  - 12.2. Any artwork, photographs, graphics, videos, electronic files or other physical or electronic media (including preparatory, intermediate, and final work) produced under any contract that may result from this request for quotations shall be property of SPREP and must be surrendered to SPREP upon request.