



REQUEST FOR TENDERS

RFT: 2022/022
File: AP_3/29
Date: 22 April, 2022
To: Interested consultants
From: Semi Qamese – Acting Project Manager PACRES

Subject: Request for tenders (RFT): Information Knowledge Management and Pacific Islands Ocean Observing System's (PacIOOS) Liaison Officer in Palau

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 as an Information Knowledge Management and PacIOOS Liaison Officer in Palau.
- 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 be legally able to work in Palau for the duration of the contract;
 - ii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;



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- 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*).
For the Technical proposal you may attach these separately; and
 - 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*).
For the Technical proposal 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.
- 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 04 May 2022. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 06 May 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 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.

I. Technical Score – 100%

Criteria	Detail	Weighting
Experience	Academic qualifications <ul style="list-style-type: none"> • Technical and/or academic certification in web design, information technology, management of information systems or related discipline; and • Bachelor's degree in social sciences or related discipline. 	20



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	<p>Experience</p> <ul style="list-style-type: none">• At least three years' experience working on internet platforms, portals or live websites previously designed or worked with; and• At least three years of administrative and coordination experience.	20
	<p>Competencies</p> <ul style="list-style-type: none">• Working knowledge of operating with web interface to upload files, create links, and viewer packages;• Demonstrated ability to effectively engage with a range of stakeholders to support project outcomes;• Sound coordination, administrative, financial, networking and collaborative skills; and• Advanced skills in research and is proficient in computer applications such as Microsoft Word and Excel.	20
Technical Proposal / Methodology	<p>a. recommended approach to deliver scope of work in the attached terms of reference;</p> <p>b. key sources/data to inform the assignment and relevant stakeholders; and</p> <p>c. detailed work plan clearly outlining milestones and delivery timelines.</p>	40

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: 13 May 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 2022/022: **Information Knowledge Management and PacIOOS Liaison Officer in Palau**'

Mail: SPREP

Attention: Procurement Officer

PO Box 240

Apia, SAMOA

PO Box 240, Apia, Samoa T +685 21929 F +685 20231 sprep@sprep.org www.sprep.org



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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

Information Knowledge Management and PacIOOS Liaison Officer

Background and rationale

Palau is participating in the Intra-ACP GCCA+ Pacific Adaptation to Climate Change and Resilience Building (PACRES), which is being implemented jointly by the Secretariat of the Pacific Regional Environment Programme (SPREP), the Pacific Islands Forum (PIFS), the Pacific Community (SPC) and the University of the South Pacific (USP) through to 2023.

One of the PACRES activities is to strengthen knowledge and sharing of information to address climate change and build resilience. Palau sought the support of SPREP to improve the functionality of the Palau Climate Change Portal (<http://climatechange.palau.gov.pw/>) to be more effective in disseminating relevant information about climate change to all stakeholders throughout Palau and beyond, also to serve as a working platform that will improve coordination and increase the efficiency of information workflows. Given that information is currently available in different sectors related to climate change, disaster risk management and climate finance, it would be more effective to have a portal information system in place that provides a platform for awareness (of information available), management and sharing of information, to better coordinate national climate change and disaster risk management work.

In addition, to further the Pacific Islands Ocean Observing System's (PacIOOS) efforts and implementation of its strategic framework in the Insular Pacific as real time data sources to the Palau Climate Change Portal, the other key objective for the position is to serve as a PacIOOS Liaison Officer. PacIOOS has had ocean observing projects and equipment in Palau at various times over the years, and there is great potential and local interest in expanding PacIOOS capacities, engagement, and outreach in Palau. To facilitate this, the Liaison Officer will provide data collection and analysis services on a regular basis for the Palau Climate Change Portal. In light of these roles, SPREP requires the services of a suitably qualified Information Knowledge Management and PacIOOS Liaison Officer to perform duties that will encompass the roles described above, and will be housed administratively in the Office of Climate Change within the Ministry of Finance (MOF) – Bureau of Budget and Planning in Palau.

Scope of Work

The Information Knowledge Management and PacIOOS Liaison Officer will facilitate the design, development, deployment, and improvements to the Palau Climate Change Portal, and be the liaison of PacIOOS for activities in Palau with duties as follows:



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- Conduct consultations with government and non-government stakeholders to determine needs for the website;
- Update the Palau Climate Change Portal with new information and manage information and knowledge products on the portal;
- Assist in the development of climate change and disaster information and knowledge management products (such as sea level rise and inundation risk scenario viewer) to enhance community awareness and improve decision making;
- Assist PacIOOS administratively and also coordinate the deployment of instruments;
- Take photo images of observed higher than normal sea levels against the PacIOOS tide forecasts;
- Assist the Office of Climate Change on Palau Climate Change Portal and PacIOOS outreach activities with stakeholders, conduct group meetings, and extend new tools and/or data to relevant managers or agencies;
- Assist the Office of Climate Change in identifying new potential PacIOOS MOA partners, and monitoring of turnover in agency/organization leadership or emerging priorities among resource managers;
- Assist the Office of Climate Change in identifying relevant partner agencies or contacts for potential projects or outreach activities and cultivate collaborations between PacIOOS and Palau government and non-governmental agencies/organizations;
- Assist the Office of Climate Change in the local permitting processes; including gathering any relevant information or data to move PacIOOS through local regulatory requirements;
- Assist the Office of Climate Change with shipping coordination and clearing data observation instrumentation from customs;
- Represent the Office of Climate Change as the PacIOOS Officer at local and/or regional meetings as requested; and
- Provide support to the National Climate Change Coordinator and Focal Point to the UN-FCCC of the Office of Climate Change where necessary.

Potential suppliers are invited to submit proposals. The successful applicant 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/spreporganisationalvalues-code-of-conduct.pdf. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.

Expected outputs and deliverables

- New and upgraded content for the Palau Climate Change Portal.
- Links to existing data, related links, and relevant information created in the Portal.

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A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.



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- Fully functional and user-friendly website accepted by the Office of Climate Change (OCC).
- Delivery of signed MOA's between PacIOOS and partners.
- Documentation of sea level rise anomalies.
- Annual stakeholder priority-gathering and capacity meeting for PacIOOS to capture structured feedback on ongoing projects, capacity gaps, and future needs.
- Improved visibility for Palau Climate Change Portal, PacIOOS and related projects in Palau.

Project Oversight and Reporting

The successful *applicant* will work closely with SPREP and Palau's Office of Climate Change and under the direction of the National Climate Change Coordinator, and relevant ministries to implement the selected activities. This will include monthly progress reports to be provided to SPREP and Palau's Office of Climate Change. A desk and internet will be made available at Palau's Office of Climate Change, along with access to printing etc. The Information Knowledge Management and PacIOOS Liaison Officer must have his/her own laptop and mobile phone.

Remuneration and duration

The successful applicant will be paid a monthly fee of USD 2,084.00, upon submission of a satisfactory monthly report to SPREP and Palau's Office of Climate Change, for a period of 12 months, no later than June 30, 2023. Payment to be issued upon delivery of updates and a progress report to SPREP and cleared by Palau's Office of Climate Change.

The consultant will be responsible for:

- a) payment of applicable taxes, superannuation and the like; and
- b) all insurance cover such as medical, travel and professional liability.

Qualifications, skills, and competencies

Academic qualifications

- Technical and/or academic certification in web design, information technology, management of information systems or related discipline; and
- Bachelor's degree in social sciences or related discipline.

Experience

- At least three years' experience working on internet platforms, portals or live websites previously designed or worked with; and
- At least three years of administrative and coordination experience.



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Competencies

- Working knowledge of operating with web interface to upload files, create links, and viewer packages;
- Demonstrated ability to effectively engage with a range of stakeholders to support project outcomes;
- Sound coordination, administrative, financial, networking and collaborative skills; and
- Advanced skills in research and is proficient in computer applications such as Microsoft Word and Excel.