

REQUEST FOR TENDERS

RFT: 2021/021
File: AP_3/31/19/1
Date: 25 March, 2021
To: Interested suppliers
From: Monifa Fiu – GCCA+ SUPA Impacts Analysis Adviser (IAA)

Subject: Request for tenders: GCCA+ SUPA National Consultant for Impacts Analysis/Adaptation Specialist (Service-Based Consultancy) – COOK ISLANDS

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.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced consultants to work with the Cook Islands Office of Climate Change on the work funded through the GCCA+ SUPA Project at SPREP.
- 2.2. The successful applicant will need to provide the details of works required as referred to in the attached Terms of Reference within period of 120 days from agreed start date until end of June 2022.
- 2.3. The Terms of Reference and the specific statement of work for the consultancy are set out in Annex A.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
 - i. Must be a resident eligible to work in Cook Islands and must speak fluent in local Maori language.
 - ii. Submit details of qualification and previous relevant experience in adaptation practice and environment projects management in the Pacific region particularly the Cook Islands.
 - iii. Submissions must include a technical proposal that includes a detailed work plan and schedule of activities plus a financial proposal.



- iv. Submit a CV to demonstrate the consultant has the relevant experience, skills, and qualifications to carry out this contract successfully.
- v. Provide three references relevant to this tender submission, including the most recent work completed.
- vi. Provide examples of prior relevant work outputs.
- vii. Complete the tender application form – (please note you are required to complete all areas in full as requested on the form, particularly the statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV or your Technical Proposal. Failure to complete the tender application form will result in the application not being considered); and
- viii. Sign the conflict of interest form.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate the interested consultant satisfies the conditions stated above and can meet the required specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should comprise the interested supplier's complete proposal, comprising:
 - (a) The CV of the proposed personnel highlighting experience relevant to the tender;
 - (b) A Technical Proposal which contains the details to achieve the tasks outlined in the Terms of Reference and includes a detailed work plan and schedule of activities; and
 - (c) A Financial Proposal to be priced based on a work plan on where, when, and how the technical assistance will be provided. The proposal should be for consultancy fees inclusive of all costs, including taxes, facilities, insurance, local travel, and associated costs, should be included in the financial proposal. The service-based consultancy has a maximum budget of US \$37,000. Submitted proposals will be evaluated based on best value for money.
- 4.3. Tender submission must be in United States Dollars (USD).
- 4.4. The Proposal must remain valid for 90 days from date of submission.
- 4.5. 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 procurement@sprep.org before 05 April 2021. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 07 April 2021.

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 the tenderer offers the best value for money, and that the tenderer satisfies the following criteria:
 - i. Minimum of Bachelor of Science level qualification in the areas of science (biology, physical geography, chemistry, or environmental science) or social science and have more than 5 years' work experience in areas of environmental management, climate change policy, adaptation practice, knowledge and information management, development planning,

- capacity building and facilitation of on-the-job sector training for national officers, GIS, database and information management. For firm proposals, the team members directly involved in the scope of this consultancy must provide evidence of their qualification as part of required documentation (15%);
- ii. Demonstrated experience and knowledge of climate change adaptation and disaster risk reduction practice, priority actions at national level towards delivering on targets of the Sustainable Development Goals, climate change policy and commitments (international, national) under the UNFCCC, of the Sendai Framework for disaster risk reduction and regional management arrangements such as the Micronesia Challenge and Framework for Resilient Development in the Pacific (FRDP) (15%);
 - iii. Proven experience in project management and project coordination with similar assignments in the past (10%);
 - iv. Demonstrated high-level of skills in reviewing and report writing, ability to work under pressure and deliver within the timeframe, must have strong analytical skills, good communication, public relations skills, and good English proficiency (oral and written) (10%);
 - v. Demonstrated experience working in the Cook Islands, the Pacific region or other developing countries, must be eligible to work in the Cook Islands, be able to speak local dialects/fluent in Maori language, must have an established network of professionals in various fields, ability to work alongside colleagues from different professional backgrounds and be sensitive to cultural differences, ability to work with a diverse team to provide technical support and build/strengthen capacity of national officers and the technical working group/committee in report writing and other aspects of the project (15%);
 - vi. Demonstrated experience related to training development and its delivery, as well as building capacity as part of broader resilient development planning initiatives (10%);
 - vii. Detailed technical proposal/workplan and methodology including timeframe (15%);
 - viii. Detailed financial proposal (10%).

7. Deadline

- 7.1. **The due date for submission of the tender is: 15 April 2021, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all tenders clearly marked '**RFT 2021/021: GCCA+ SUPA National Consultant for Impacts Analysis/Adaptation Specialist (Service-Based Consultancy) – COOK ISLANDS**' to one of the following methods:

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.

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>**



ANNEX A

TERMS OF REFERENCE

GCCA+ SUPA National Consultant for Impacts Analysis/Adaptation Specialist (Service-Based Consultancy) – COOK ISLANDS

1. Background

The Global Climate Change Alliance Plus Scaling up Pacific Adaptation (GCCA+ SUPA) Project – is seeking a national consultant be it either an individual or firm, for the Impacts Analysis of Adaptation work for the Cook Islands Office of Climate Change on a service-based consultancy. The intent of this consultancy is to provide direct support to the Cook Islands Office of Climate Change in the facilitation of national consultations and liaise with partners in the collection of baseline data for the trial of impacts analysis methodology.

Impact assessment of climate change adaptation interventions, several years after their completion is a major gap in the Pacific countries. (Standard end-of-project evaluations focus almost entirely on outputs and are usually conducted around the project end-date). Yet without information about longer-term impact, Pacific nations remain in a cycle of designing and executing new adaptation initiatives which in many cases do not fulfil their hoped-for long-term potential. Pacific countries need an objective impact assessment of past interventions that shifts their planning horizons from the short-term project approach to the medium term (10+ years) sector resilient approach.

In utilising an information and knowledge management approach, an impact methodology will be designed and tested. To do this, information on past adaptation interventions completed in the past 5-years will be compiled. A methodology will then be developed to assess the impacts of these past interventions. Key criteria for assessing past interventions include (i) effectiveness, (ii) sustainable social and behavioural changes (e.g. enhanced decision making skills for women and vulnerable groups), (iii) successful lessons and practices, and (iv) overall sustainability of completed climate change adaptation interventions.

The impact methodology will be tested and finalised. The impact methodology will then be integrated into a user-friendly database module which can be added to existing national climate change portals. Training will be provided so that countries can install, populate, and customise the impacts database and apply it to inform their national prioritisation and decision making. The other countries taking part in this GCCA+ SUPA Action will be involved in training activities and information sharing sessions at regional meetings. Besides supporting longer-term national decision making, the impact databases will also contribute to national and regional baselines on which to assess the FRDP and to the GCCA+ lessons learnt.

2. Scope of Consultancy

The national consultant be it either an individual or firm, will work with the Cook Islands Government through the Office of Climate Change Cook Islands to source, collect, update, and monitor information required to carry out the Impact Analysis around past, present and pipeline adaptation projects. The national consultant will work with the Office of Climate Change Cook Islands staff on a data collection plan and follow state agency and national processes. And be required to work closely with staff and GCCA+ SUPA project partners working in the field to collect relevant data that informs the Impacts Analysis key indicators for the focal sectors at which adaptation interventions were carried out.

The second focus will be to trial an impacts analysis methodology as well as providing support with training held in conjunction to the build of a national impacts database of past adaptation actions.

The national consultant be it either an individual or firm, is expected to appropriately document the research and report on the data analysis, data portal functions and the characteristics of trial indicators for an Impact Analysis of each identified adaptation action per focus sector.

The GCCA+ SUPA project team at SPREP in collaboration the Cook Islands Office of Climate Change will provide guidance on the use of a developed adaptation impacts database and tools within the scope of the Impacts Analysis methodology.

3. Specific Tasks

- i. Facilitate as lead role in assisting the Office of Climate Change Cook Islands with in-country consultations with stakeholders; review progress as well as prioritizing activities whilst developing a multi-year work plan for the GCCA+ SUPA project and collaborate with other partners where necessary.
- ii. Identify data sets for the application of impacts analysis on past adaptation actions, through preparation/review of technical documents including PIR, quarterly progress reports. Be responsible for quality assurance of any analysis and related studies to be undertaken by the GCCA+ SUPA project.
- iii. Document the research highlighting relevant interventions carried out, analyses, tools and methods, approaches, projects, programmes recently used and or implemented.
- iv. Where necessary, work with other consultants and the GCCA+ SUPA field implementing partners to coordinate data gathering, testing of tools adapted for the impacts' analysis methodology.
- v. Build capacity within the Office of Climate Change Cook Islands through on-the-job training to use the data portal and indicators reporting tool in draft for an impacts' analysis on adaptation, part of broader resilient development planning.
- vi. Assist and provide support to all logistical and administrative requirements of the project where necessary.
- vii. Maintain proper records of meetings, incoming data files, monthly update reports, data portal and number of dataset uploads as part of the project management information system overseen by SPREP.
- viii. Regular communications of data management, reporting of impacts analysis to the Office of Climate Change Cook Islands and implementing state agencies.
- ix. Prepare monthly progressive reports on progress of implementation in country to the Office of Climate Change Cook Islands and SPREP.

4. Logistical and Reporting Arrangements

The service-based consultancy will be funded through the GCCA+ SUPA Project at SPREP.

The national consultant will work closely with national focal point at the Office of Climate Change Cook Islands and be directly accountable to SPREP and the Office of Climate Change Cook Islands.

The national consultant be it either an individual or firm, will liaise with the SPREP GCCA+ SUPA Project Team for technical advice and guidance.

5. Requirements

Technical and Financial Evaluation Criteria	Obtainable Score
i. Minimum of Bachelor of Science level qualification in the areas of science (biology, physical geography, chemistry, or environmental science) or social science and have more than 5 years' work experience in areas of environmental management, climate change policy, adaptation practice,	15%

knowledge and information management, development planning, capacity building and facilitation of on-the-job sector training for national officers, GIS, database and information management. For firm proposals, the team members directly involved in the scope of this consultancy must provide evidence of their qualification as part of required documentation.	
ii. Demonstrated experience and knowledge of climate change adaptation and disaster risk reduction practice, priority actions at national level towards delivering on targets of the Sustainable Development Goals, climate change policy and commitments (international, national) under the UNFCCC, of the Sendai Framework for disaster risk reduction and regional management arrangements such as the Micronesia Challenge and Framework for Resilient Development in the Pacific (FRDP).	15%
iii. Proven experience in project management and project coordination with similar assignments in the past.	10%
iv. Demonstrated high-level of skills in reviewing and report writing, ability to work under pressure and deliver within the timeframe, must have strong analytical skills, good communication, public relations skills, and good English proficiency (oral and written).	10%
v. Demonstrated experience working in the Cook Islands, the Pacific region be able to speak local dialects/fluent in Maori language, must have an established network of professionals in various fields, ability to work alongside colleagues from different professional backgrounds and be sensitive to cultural differences, ability to work with a diverse team to provide technical support and build/strengthen capacity of national officers and the technical working group/committee in report writing and other aspects of the project.	15%
vi. Demonstrated experience related to training development and its delivery, as well as building capacity as part of broader resilient development planning initiatives.	10%
vii. Detailed technical proposal/workplan and methodology including timeframe.	15%
Total (Technical)	90%
Financial Proposal	10%

6. Timeline

The national consultant be it either individual or firm, will work closely with the Office of Climate Change Cook Islands and SPREP within period of 120 days until 30 June 2022. The national consultant is to submit a proposed work plan with clear timelines and milestones as per the requirements of the Terms of Reference.



7. Remuneration

Remuneration is at a maximum of USD 37,000, exclusive of direct project field costs and will be paid monthly upon submission of a satisfactory report based on agreed workplans and project deliverables for the previous quarter.

8. Work Arrangements

The national consultant be it either individual or firm, will be based in Cook Islands to work very closely with the Office of Climate Change Cook Islands or designated State agency under which much of the Impact Analysis methodology be trialed.

The national consultant be it either individual or firm, will work under the direction of the Office of Climate Change Cook Islands and submit monthly reports to the SPREP Team Leader reporting against agreed work plans and project deliverables.

The national consultant be it either individual or firm, will need to demonstrate that individual/firm is legally entitled to work, currently residing in Cook Islands and must be fluent in local Maori language.

The national consultant must be able to work independently, provide own office equipment and bandwidth for use at the Office of Climate Change Cook Islands.

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 and the Cook Islands Government Public Service's Code of Conduct.

9. Duration of the Consultancy

This service-based consultancy will run up to the 30 June 2022, commencing as soon as practicable.

10. Evaluation Criteria and Scoring Method

A proposal will be rejected if it fails to achieve a minimum of 70% of the technical evaluation and its accompanying financial proposal shall not be evaluated.

- i. **Technical Evaluation – 90%**
- ii. **Financial Proposal – 10%**

The following formula shall be used to calculate the financial score for ONLY the proposals which score equal to, or more than 70%:

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