

## REQUEST FOR TENDERS

RFT: 2021/071  
File: AP\_3/31/19/1  
Date: 6 September, 2021  
To: Interested suppliers  
From: Monifa Fiu (GCCA+ SUPA SPREP Team Leader/Impacts Analysis Adviser)

**Subject: Request for tenders: GCCA+ SUPA Project Technical Consultant to finalise the impacts analysis methodology and conduct impact assessment using methodology.**

### 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. This tender procedure is for the provision of technical assistance services for the GCCA+ SUPA Project at SPREP to review the existing draft methodology and tools that have been developed for impacts assessment and the data collected to date; identify the gaps and assist with preparing a revised methodology and application at country level.
- 1.4. For more information, see: [www.sprep.org](http://www.sprep.org).

### 2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced technical consultants/experts in this area of expertise who can offer their services to the GCCA+ SUPA Project at SPREP.
- 2.2. Full specifications for the Terms of Reference and the specific statement of work for this tender 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/sprep-organisational-values-code-of-conduct.pdf](https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf)

### 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
- i. Submit details of qualification and previous relevant experience for at least fifteen years' experience in designing and applying robust and appropriate performance monitoring and results frameworks (including expertise and experience in indicator development, testing, and data collection/analysis) in development studies, social sciences, international relations, and environmental sciences.
  - ii. Submission must include a technical proposal that includes a detailed work plan and schedule of activities plus a financial proposal.
  - iii. Submit a comprehensive Curriculum Vitae (CV) to demonstrate that consultant has the relevant experience, skills, work ethics, and qualifications to carry out this contract successfully.
  - iv. Provide three referees relevant to this tender submission, including the most recent work completed.
  - v. Provide examples of prior relevant work outputs.
  - vi. 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).*
  - vii. Sign the conflict-of-interest (COI) form.

#### **4. Submission guidelines**

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above 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:
- a) A detailed CV of the proposed personnel highlighting experience relevant to the tender;
  - b) A technical proposal which contains the details to achieve the tasks outlines in the Terms of Reference and includes a detailed work plan and schedule of activities; and
  - c) A financial proposal to be priced on a workplan on where, when, and how the technical assistance will be provided. The proposal should outline costs for consultancy fees costs, inclusive of all costs, including taxes, facilities, insurance, travel to sites, and associated costs, should be included in the financial proposal. Submitted proposals will be evaluated based on the best value for money.
- 4.3. Tender submission must be in United States Dollars (USD).
- 4.4. Complete the tender application form and COI form provided.
- 4.5. The Proposal must remain valid for 90 days from date of submission.
- 4.6. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.7. 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](mailto:procurement@sprep.org) before 20 September 2021. A summary of all questions received with an associated response will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 22 September 2021.

## 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. Postgraduate qualifications in development studies, social sciences, international relations, or environmental sciences (15%).
  - ii. At least fifteen (15) years of experience in designing and applying robust and appropriate performance monitoring and results frameworks (including expertise and experience in indicator development, testing, and data collection/analysis) (20%).
  - iii. Demonstrated experience in the design and delivery of robust, relevant, and timely evaluation strategies and reviews of development interventions using qualitative and quantitative methods; monitoring and evaluation of large, complex, long-term projects/programmes with a specific focus on the Pacific region (20%).
  - iv. Demonstrated experience undertaking similar assignments with methodology development in the Pacific Islands in climate change adaptation and disaster risk reduction actions, and the analysis of multi-variable environmental systems (20%).
  - v. Detailed technical proposal/workplan and methodology including timeframe (15%).
  - vi. Detailed financial proposal (10%).

## 7. Deadline

- 7.1. **The due date for submission of the tender is: 04 October 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 2021/071: GCCA+ SUPA Project Technical Consultant to finalise the impacts analysis methodology and conduct impact assessment using methodology' to one of the following methods':

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.

**For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website <http://www.sprep.org/accountability/complaints>**



**SPREP  
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## ANNEX A

### TERMS OF REFERENCE

#### **GCCA+ SUPA Project Technical Consultant to finalise the impacts analysis methodology and conduct impact assessment using methodology.**

#### **1. Background**

The Global Climate Change Alliance Plus Scaling Up Pacific Adaptation (GCCA+ SUPA) Project, in particular the SPREP component will undertake an impact analysis methodology designed and tested with information on past adaptation interventions completed in the past 5-years in four countries. These are Tonga, Palau, Cook Islands, and the Federated States of Micronesia. 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 is being tested on a spectrum of adaptation interventions across key priority sectors of coastal protection, water security, resilient agriculture measures and marine resources management. The four countries to trial the impacts analysis methodology are Tonga, Palau, Cook Islands, and the Federated States of Micronesia. Results of the impact methodology will 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 adaptation 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.

#### **2. Objectives of the Contract**

This tender procedure is for the provision of technical assistance services for the GCCA+ SUPA Project at SPREP to review the existing draft methodology and tools that have been developed for impacts assessment and the data collected to date; identify the gaps and assist with preparing a revised methodology and application at country level.

#### **3. Scope of Work and Description of Key Activities**

Reporting to the GCCA+ SUPA SPREP Team Leader/Impacts Analysis Adviser, the technical consultant will work with the SPREP team to finalise the methodology for the impacts' assessment and analysis of adaptation interventions.

The methodology needs to be comprehensive but tailored to the localised conditions where these interventions were established. The data and indicators to capture changes resulting from adaptation to climate change and variability are location-specific and time-sensitive.

Specifically:

- a) Work with the GCCA+ SUPA Impacts Analysis Adviser to prepare a revised methodology (version 2) recognizing that it needs to be simple and easy to use by Pacific countries in the future, without the need for extensive resources and external funding.
- b) Application of the revised methodology (version 2) in the four trial countries with a minimum of two sector-interventions per country.
- c) Duties related to advancing the application of the methodology for impacts assessment of past adaptation interventions in the ten (10) project countries.

#### 4. Specific Tasks

The following essential functions are to be conducted under the guidance of the GCCA+ SUPA SPREP Project Team. These essential functions include, but are not limited to:

- a) Prepare a plan and schedule detailing the delivery of this work.
- b) Review the existing draft methodology (version 1) and its underlying criteria. Identify and document the linkages between data sets and multivariate impacts.
- c) Review the data collection tools that have been developed and the data collected for the four trial countries<sup>1</sup>. This will include critiquing the options for:
  - (i) selection of the required data sets.
  - (ii) responsibility for data collection.
  - (iii) data collection methods; and
  - (iv) data analysis and application.
- d) Facilitate a review of the revised methodology (version 2) within SPREP and with implementing partners i.e., SPC and USP, as well as external parties. Prepare a concise and easy-to-apply description of the revised methodology (version 2).
- e) Apply the revised methodology (version 2) in the four trial countries with a minimum of two sector-interventions per country. Assist with preparing a report on the application and preparing a final methodology (version 3).
- f) Prepare a detailed plan with supporting presentations for sharing the final methodology (version 3) and outcomes of its application with senior government personnel in the ten (10) countries under the project.
- g) Write at least one peer review journal article about the application of an impacts analysis methodology in the Pacific.
- h) Perform any other duties related to advancing the application of the methodology for impacts assessment of past adaptation interventions in the ten (10) project countries.

#### 5. Logistical and Reporting Arrangements

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

There is scope for this to be a remote working consultancy, therefore internet access is compulsory.

The consultant is to have own their technical equipment required to undertake this work.

The consultant will liaise with the GCCA+ SUPA SPREP Project Team for support and guidance.

#### 6. Requirements

Technical and Financial Evaluation Criteria	Obtaining Score
i. Postgraduate qualifications in development studies, social sciences, international relations, or environmental sciences.	15%
ii. At least fifteen (15) years of experience in designing and applying robust and appropriate performance monitoring and results frameworks (including expertise and experience in indicator development, testing, and data collection/analysis).	20%

<sup>1</sup> Tonga, Cook Islands, Palau, and the Federated States of Micronesia

iii.	Demonstrated experience in the design and delivery of robust, relevant, and timely evaluation strategies and reviews of development interventions using qualitative and quantitative methods; monitoring and evaluation of large, complex, long-term projects/programmes with a specific focus on the Pacific region.	20%
iv.	Demonstrated experience undertaking similar assignments with methodology development in the Pacific Islands in climate change adaptation and disaster risk reduction actions, and the analysis of multi-variable environmental systems.	20%
v.	Detailed technical proposal/workplan and methodology including timeframe.	15%
<b>Total (Technical)</b>		<b>90%</b>
<b>Financial</b>		
vi.	Detailed financial proposal - A financial proposal should be priced on a workplan on where, when, and how the technical assistance will be provided. The proposal should outline costs for consultancy fees costs, inclusive of all costs, including taxes, facilities, insurance, travel to sites, and associated costs, should be included in the financial proposal.	<b>10%</b>

## 7. Timeline

The consultant will work closely with SPREP for 200 working days from agreed start date until the end of January 2023.

## 8. Working Arrangements

The consultant will work remotely until able to travel for site implementation purposes.

The consultant will work under the direction of the GCCA+ SUPA SPREP Team Leader and submit monthly updates to the GCCA+ SUPA SPREP Team Leader reporting against agreed tasks and output(s) delivered.

The consultant will need to demonstrate that he/she is legally entitled to work.

## 9. Project Management

The execution of this consultancy work requires the capacity to manage several orders simultaneously and to ensure coordination between all parties involved, where needed.

Where instruction is challenging to address via email, the consultant is expected to interact with the GCCA+ SUPA SPREP Project Team and other relevant colleagues via teleconference and other virtual platforms (Zoom Cloud Meetings, Microsoft Teams).

## 10. Duration of the Consultancy

This consultancy will run up to the end of January 2023 and commencing as soon as practical.

