



REQUEST FOR TENDERS

File: AP 4/12/17
Date: 17 February 2020
To: Interested Consultants
From: Jope Davetanivalu, Environmental Planning Adviser

Subject: Request for tenders: Kiribati Integrated Environment Policy (KIEP)
Consultancy

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. 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 Kiribati Environment and Conservation Division of the Ministry of Environment, Lands and Agriculture Development; and SPREP to review the Kiribati Integrated Environment Policy 2013 and develop the new KIEP 2020-2036. In addition, the consultant will develop a draft project concept note based on the KIEP review in line with the GEF 7 funding modality.
- 2.2. The successful applicant will need to provide the details of works required as referred to in the attached Terms of Reference within 3 months of the consultancy start date.
- 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:
 - Submit details of qualification and previous relevant experience in reviewing policies in the Pacific region or other developing countries;
 - Submissions should include a work plan, schedule of activities and financial proposal. Please note all costs, including taxes, facilities, insurance, and travel and associated costs, should be included in the financial proposal. The consultancy has a maximum budget of \$20,000 US Dollars. Submitted proposals will be evaluated based on best value for money.



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- Submit a CV to demonstrate the consultant has the relevant experience, skills and qualifications to carry out this contract successfully.
- Provide at least three referees as part of their tender application;
- Provide examples of related past work outputs; and
- 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 do this will result in the application not being considered).

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 (Annex A); and
 - (c) A Financial Proposal to be priced based on a work plan on where, when and how the technical assistance will be conducted. The proposal should be for the fees component only. Any requirements outside of the fees component (e.g. travel specifications etc.) should be mentioned in the proposal but not costed at this stage.
- 4.3. Tender submission must be in United State Dollars (USD).
- 4.4. The Proposal must remain valid for 90 days from date of submission.
- 4.5. Interested consultants must insist on an acknowledgement of receipt of tenders/proposals/bids. 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. Describe any additional minimum content and format requirements.
- 4.2. Tender documentation should outline the interested supplier's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.
- 4.3. 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 Maraea Pogi on maraeap@sprep.org and copied to Jope Davetanivalu on joped@sprep.org before 09 March 2020. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 11 March 2020.



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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. Has a minimum 5 years' experience in reviewing, monitoring/evaluation of policies, developing policies and ability to deliver the required work within the timeframe (25%)
 - ii. Has an Undergraduate or Master degree in Environment Management or other related degrees. (15%);
 - iii. Demonstrated experience working in the Pacific region or other developing countries (20%);
 - iv. Detailed technical proposal/workplan and methodology (20%); and
 - v. Detailed financial proposal (20%).

7. Deadline

- 7.1. The due date for submission of the tender is: **17 March 2020, midnight** (Apia, Samoa local time).
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked '**TENDER: Kiribati Integrated Environment Policy (KIEP) Consultancy**' 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 tender's 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>



TERMS OF REFERENCE
Environment Management Expert Consultancy
Kiribati Integrated Environment Policy Review and Development.

1.0 Background

The Republic of Kiribati is a small island nation consisting of 32 atolls and one raised coral island with a total land area of 800 square kilometers spread over an oceanic exclusive economic zone (EEZ) of 3.5 million square kilometers. Kiribati lies close to the equator, located between latitude 4 degrees north and 11 degrees south; and longitude 170 degrees east and 150 degrees west.

Since independence Kiribati has managed its development through a 4 year development planning cycle. For the first time, the Kiribati Development Plan (KDP) 2008 -2011 has identified Environment as one of its Key Policy Areas (KPA 4) amongst its 6 Key Policy Areas. The Kiribati government reviewed and formulated the KDP 2012-2015. The Kiribati Integrated Environment Policy (KIEP) was developed to contribute to the review and revised targets and activities of the KDP 2012-2015. It assists the direction towards long-term preparations and planning towards building and enhancing the resilience of Kiribati, its local communities and people to respond to the impacts of global climate change.

The KIEP also provides a comprehensive roadmap towards addressing national priority problems that affect the overall health of the environment, as well as affecting the environment protection, management, and sustainable utilization at the national level. As a roadmap, the KIEP also serves as a guide to the Environment and Conservation Division (ECD) of MELAD as the Environment Authority in Kiribati, towards long term preparations and planning to respond to the impacts of global changes including global climate change and subsequently enhance the resilience of the atolls environment.

The KIEP was formulated through a 3 year broad based consultation process with government, private sector, Non-Government Organizations (NGOs), Community Support Organizations (CSO), outer islands and regional organizations like the Secretariat of the Pacific Environment Programme (SPREP) before it was endorsed by government in 2012.

2.0 Purpose of Consultancy

SPREP is seeking to engage an Environmental Management expert on a consultancy basis to work with the Kiribati Ministry of Environment, Lands and Agriculture through the Environment and Conservation Division (MELAD-ECD) to review and develop Kiribati Integrated Environment Policy (KIEP).

Based on priorities formulated in the new KIEP, work with the ECD to develop a project concept note to seek funding from the Global Environment Facility 7 (GEF 7).

3.0 Scope of Duties of the Consultant

The scope of the work of the consultant is in two parts:



Part One: The review and development of the KIEP 2020-2036

A. Review of the KIEP

- i. Compile the review outcomes of the KIEP by MELAD-ECD and sectors in Kiribati with the support of SPREP.
- ii. Complete the review of the KIEP identifying what has and has not been achieved as well as weaknesses and strengths of the policy in terms of its strategic actions areas and performance indicators. Identify in consultation with MELAD-ECD what has been adequately covered by the KIEP and identify areas that do not require further focus. Use the internal and stakeholder review outcomes to complete the review of the KIEP.
- iii. Develop a report of the review outcome of the current KIEP and submit the report to MELAD-ECD and SPREP.

B. Develop the new Kiribati Integrated Environment Policy (KIEP) 2020-2036

- i. Conduct a desktop analysis on the linkages of the KIEP to regional frameworks such S.A.M.O.A Pathway, Cleaner Pacific Strategy 2020, Framework for Pacific Regionalism, Multilateral Environment Agreements (MEAs), and SDGs to the Kiribati Development Plans, Sector plans and other national development plans/policies. In particular, ensure that the MEAs, SDGs, and the regional frameworks commitments are integrated and mainstreamed into the KIEP. The outcome of this desktop analysis is to be included in the KIEP.
- ii. Develop proposed priorities for the draft KIEP 2020-2036 for review and verification by MELAD-ECD.
- iii. In consultation with MELAD-ECD and stakeholders, develop a monitoring and evaluation mechanism including an annual evaluation and monitoring plan; and implementation plan for the KIEP to monitor and report on the implementation of the KIEP to the National Government and stakeholders as required;
- iv. Develop a budget estimation for the KIEP to assist key agencies and stakeholders in sourcing funds from government and other sources to implement the KIEP.
- v. With the support of the KIEP focal points, conduct one national workshop inviting government agencies, private sector, development partners, NGOs and local community-based groups to review and provide input into the draft KIEP 2020-2036. The national review workshop is to be organised with the Environment and Conservation Division of the Ministry of Environment, Lands and Agriculture Development.
- vi. Carry out bilateral consultation meetings with government agencies, private sector stakeholders, development partners, NGOs and communities to follow up on specific issues identified during the workshops. This will be done through emails with the identified KIEP focal points through the Director of ECD.
- vii. Finalise the updated and reformulated draft KIEP and submit the final draft to MELAD-ECD and SPREP incorporating input and comments from national focal points, key stakeholders and SPREP.
- viii. Compile and organize all supporting materials, worksheets, photographs and reports properly labelled in thematic folders and upload to the MELAD-ECD data repository by the EMIS Unit and SPREP and national Inform online data repository.



Part Two: Development one project concept note.

Based on the updated KIEP, the consultant is expected to develop a project concept note based on the national priority identified in the KIEP review for consideration under GEF 7 priority identification and other potential funding windows.

4.0 Key Outputs by the Consultant

The following shall be produced as key outputs by the consultant:

1. Work plan and inception report
2. A KIEP review report
3. A final draft of the new Kiribati Integrated Environment Policy (2020-2036) that will be submitted to Government for endorsement.
4. One project concept note to be ready for endorsement by Government.
5. A complete set of key documents, data, information, graphs that are organized in a systematic manner to be deposited with the Environment and Conservation Division, MELAD and SPREP.

5.0 Timeline and Cost

The duration for this consultancy will be spread over a period of 3 months to provide sufficient time to complete and deliver the expected outputs. The consultant is to submit a time table on the delivery of the outputs of the ToR to MELAD-ECD and SPREP.