

REQUEST FOR TENDERS

RFT: PBS- 2023- 005
File: AP 2/43
Date: 20th June 2023
To: Interested consultants
From: Etienne Delattre; Programme Manager

Subject: Request for tenders (RFT): *Monitoring and Evaluation Specialist (Service-Based Consultancy) for the European Union (EU) & African, Caribbean and Pacific States (ACP) - Pacific BioScapes Programme*

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 wishes to call for tenders from qualified and experienced *Monitoring and Evaluation Specialists (Individual Consultants)* who can offer their technical expertise to develop and assess implementation of an M&E framework and associated M&E guidelines for the EU – ACP Pacific BioScapes Programme.
- 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** 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**
 - 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** – Financial offer should stipulate the consultant's daily rate in United States Dollars (USD). Hourly rate will be assumed to be the daily rate divided by 8 hours.
- 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 **3rd July 2023**. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by **5th July 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 – 80%

Criteria	Detail	Weighting
Experience	Good knowledge of project management techniques for planning, monitoring and managing the context of Development Cooperation	15
	A minimum of seven years relevant working experience in providing project management advisory services; hands-on experience in design of monitoring and evaluation tools in development context, preferably in the Pacific region	25
	Experience in development and/or in implementation and administration of projects in regard to data collection and analysis, using both qualitative and quantitative data analysis tools Relevant experience in designing and developing impact evaluation for projects	20
	Experience in capacity development and training in the area of Monitoring & Evaluation techniques	20

II. Financial Score – 20%

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: 20th July 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 PBS- 2023- 005: Monitoring and Evaluation Specialist (Service-Based Consultancy) for the European Union (EU) & African, Caribbean and Pacific States (ACP) - Pacific BioScapes Programme***

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.

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

Monitoring and Evaluation Specialist (Service-Based Consultancy) for the European Union (EU) & African, Caribbean and Pacific States (ACP) - Pacific BioScapes Programme

1. Programme Description

SPREP is implementing a component within the framework of an existing Financing Agreement between the Organisation of African, Caribbean and Pacific States (OACPS) and the European Union (EU) for the implementation of the Intra-African Caribbean Pacific (ACP) Support Programme for ACP Small Island Developing States (SIDS) and Coastal Countries. Globally the Programme has been approved for a total of EUR 35 million under the Intra-ACP Cooperation–11th European Development Fund Strategy Paper and Indicative Programme 2014-2020 programming actions for ACP regional organisations/institutions and countries. Its overall goal is to support implementation of SDGs 14 (Life Below Water) and SDG 15 (Life on Land) concentrating on climate change, resilience building and the environment and to contribute to addressing the development challenges of ACP SIDS and coastal countries by focusing on the implementation of the SAMOA Pathway. It also promotes gender equality, human rights and good governance. The Programme component for the Pacific ACP region is the Pacific Biodiversity and Sustainable Land-Seascapes (Pacific BioScapes) Programme managed and implemented by the Secretariat of the Pacific Regional Environment Programme (SPREP). The Programme contributes to the sustainable development of Pacific SIDS by supporting and improving the management and sustainable use of marine and coastal resources. It provides an opportunity to address critical issues concerning coastal and marine biodiversity, and ecosystem-based responses to climate change adaptation. The Programme applies ridge-to-reef and other management approaches to include both marine and terrestrial environments and to contribute to addressing barriers to effective conservation and sustainable use of biodiversity. In total there are 30 activities funded by the Programme to address Key Result Area (KRA) 1: strengthened capacities of Pacific countries to effectively manage coastal and marine biodiversity and enhance resilience to climate change and KRA 2: support regional, national and local efforts to assess, conserve, protect, manage and sustainably use marine and terrestrial biodiversity. As well as region-wide and sub-regional activities, 11 Pacific countries (Cook Islands, Fiji, Kiribati, Republic of the Marshall Islands, Federated States of Micronesia, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga and Vanuatu) implement activities funded by the Programme with support ranging from national to community levels. SPREP works with a number of nationally and regionally based NGO and civil society partners to facilitate effective in-country and sub-regional delivery of activities. Implementation and coordination is undertaken within the SPREP Island and Ocean Ecosystems Programme with specific engagement of all sub-programmes: Coastal and Marine Ecosystems; Threatened and Migratory Species; Biodiversity; Invasive Species.

2. Scope of Work

The consultant will contribute to develop and assess the implementation of a M&E framework and associated M&E guidelines for the Pacific BioScapes Programme. A key expected outcome of the consultancy is to develop a robust monitoring plan encompassing both KRAs that will ensure compliance of programme delivery with SPREP and EU requirements, and to lead the development and implementation of an effective monitoring system and associated processes for the duration of the programme. Under direct supervision and guidance of the Programme Manager, (s)he will work in close collaboration with the Programme's Coordination Unit (PCU) especially at the time of reporting, and with implementing partners. In particular, in collaboration with the Gender and Human Rights-based (HRB)

approaches Specialist, the consultant will ensure that data pertinent to gender and HRB approaches are collected and integrated in the programme's M&E system and processes.

Key responsibilities of the role include:

1. Support the development of the M&E plan and system in line with donor requirements and needs of the programme • Elaborate, pilot and validate quantitative and qualitative monitoring tools as well as design the corresponding data collection and management procedures • Support and engage in the design and management of constructive information feedback loops to inform programme review.

2. Supervise and coordinate the application of the M&E plan to track programme performance in line with the Logical Framework • Offer leadership and technical support to programme staff and partners in the implementation of their monitoring responsibilities to ensure correct and timely collection of monitoring data • Lead the capacity building efforts in M&E of programme staff and partners • Upon request, provide guidance in qualitative monitoring among programme beneficiaries and other stakeholders, such as surveys, focus group discussions, interviews and case studies.

3. Support data management and performance reporting: • Support the Programme Manager to respond to Senior Management or EU donor data queries in an accurate and timely manner • Lead and conduct analysis of quantitative and qualitative data on all programme inputs, outputs and outcomes on a termly basis • In collaboration with the Communication and Outreach Specialist, compile and publish monitoring results in visually-attractive materials for internal and external audiences.

3. Expected Outputs

The consultant is expected to produce:

1. A robust Monitoring & Evaluation Plan for the Pacific BioScapes Programme that operationalises the measurement and monitoring of the programme's progress and performances against expected results specifically:

- A. Logical Framework (objectives, indicators, baselines/targets)
- B. Results Framework (RF)
- C. Theory of Change (ToC)
- D. Draft M&E Tools for data collection (KII/FGD, Visit/Mission monitoring tool, baseline survey, others)
- E. Draft M&E Report Template
- F. Operational definitions of indicators and targets

2. Design and integrate impact evaluation plan, process, and measures within the project cycle as part of the M&E function that ensures positive impact of the project

3. A guideline document for implementing partners and programme managers that will explicitly identify the processes pertinent to collecting, collating, analysing and reporting the required qualitative and quantitative data to assess programme performance

4. The consultant will also be expected to provide a consolidated M&E report feeding into the programme's Annual and Progress reports.

4. Institutional Arrangements

The consultant will be directly responsible and report to the Pacific BioScapes Programme Manager. Progress reports are required at the end of each major milestone. The consultant is required to collaborate with the Pacific BioScapes Programme Coordinating Unit (BPCU) in Suva, Fiji.

5. Duration of Work

The expected duration of this consultancy is 120 workdays to be distributed over a period of 40 months. The target date of commencement is 1st August 2023.

6. Duty Station

The main duty station of the consultant is home - based. However, regular consultation with the BPCU based in Suva, Fiji (in – person or Virtually) , is required for input into the review of Pacific BioScapes Programme work and to facilitate any further information needed by the consultant.

7. Remuneration

Remuneration will be based on a pre- agreed daily consultancy rate/fee. Upon approved work plan, approved timesheets on actual workdays, and delivery of agreed milestones.

The consultant will be expected to provide and cover the costs of their own mobile phone, laptop/computer equipment and associated software and stationery as part of the contract agreement.

Travel by the consultant to the region may be required from time to time within the duration of this contract, to be determined at the direction of and in consultation with the Pacific BioScapes Programme Manager. Costs for such travel will be covered separately by the Programme on the basis of SPREP's travel policy, and therefore should not be costed in the Financial Proposal.

8. Key Selection Criteria

Interested consultants must have:

Qualifications:

- Formal qualifications in Development Studies, Social Sciences, Statistics, Research and Evaluation, or similar.

Knowledge and Experience

- A minimum of seven years relevant working experience in providing technical advisory services, hands-on experience in design of monitoring and evaluation tools, and impact assessment in development context, preferably in the Pacific region
- Experience in design, development, administration, and implementation of qualitative and quantitative data analysis tools for projects
- Experience in capacity development and training in Monitoring & Evaluation methodologies and techniques Relevant experience in designing and developing impact evaluation for projects



Sustainable, transformative and resilient for a Blue Pacific

- Good knowledge of project management techniques for planning, monitoring and controlling in the context of Development Cooperation

Essential Skills

- Excellent analysis and report writing skills
- Excellent English communication skills (oral and written)
- Ability to engage with inter-disciplinary audiences including government, non-state actors and communities
- Excellent interpersonal skills and cultural sensitivity
- Ability to work independently and as part of a core team