

# REQUEST FOR TENDERS

RFT: 2023/033  
File: AP\_3/29  
Date: 2 June, 2023  
To: Interested consultants  
From: Semi Qamese – PACRES Project Manager

**Subject: Request for tenders (RFT): Consultancy to develop an Online Climate Change Mainstreaming, Monitoring, Evaluation and Learning (MMEL) Decision Support Tool (Service-Based Consultancy)**

## 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](http://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 to develop an online Climate Change Mainstreaming, Monitoring, Evaluation and Learning (MMEL) Decision Support Tool.
- 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](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. Must be legally able to work in Samoa for the duration of the contract or if international consultant (based outside of Samoa) must identify a local counterpart to help collate information at country level;

- ii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
  - 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 and Financial proposals you may attach these separately.*
  - 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*).  
*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** – provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
- 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](mailto:procurement@sprep.org) before 14 June 2023. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 16 June 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 – 90%

Criteria	Detail	Weighting
<b>Experience</b>	Hold a qualification from a recognized tertiary institution in a field relevant to environmental management, natural resources management, information, knowledge and content management, ICT	10

	or a related field technology/system.	
	Be a reputable individual or a group with at least five years' experience in policy development and familiarity with climate change and development issues facing the Pacific Islands region, and implemented projects related to climate change and disaster risk management in the Pacific, including experience in mainstreaming climate change and developing monitoring and evaluation frameworks.	20
	Experience in designing innovative and visually appealing and navigation friendly websites/portals that are appropriate to the client and audiences. Ensure a consistent visual language for the MMEL tool by introducing fixed styles in templates ensuring consistency in fonts, formatting, icons, images, layout techniques and standard page elements including header, footer, tabs, persistent navigation, contact us, email and print options should be updated as required.	20
	Extensive experience and demonstrated record of achievement developing on-line decision support tools or similar applications, including: a. system analysis b. programming; and c. online data repository d. the latest Drupal version in using different Content Management Systems (CMS) to develop database-driven websites/portal.	20
<b>Technical Proposal / Methodology</b>	a. recommended approach to deliver scope of work in the attached terms of reference; b. key sources/data to inform the assignment and relevant stakeholders; and c. detailed work plan clearly outlining milestones and delivery timelines.	20

## II. Financial Score – 10%

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: 30 June 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 2023/033: **Consultancy to develop an Online Climate Change Mainstreaming, Monitoring, Evaluation and Learning (MMEL) Decision Support Tool** 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.

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



## **DEVELOP AN ONLINE CLIMATE CHANGE MAINSTREAMING, MONITORING, EVALUATION AND LEARNING (MMEL) DECISION SUPPORT TOOL (SERVICE-BASED CONSULTANCY)**

### **Background and rationale**

The Intra-ACP GCCA+ Pacific Adaptation to Climate Change and Resilience Building (PACRES)<sup>1</sup> project aims to ensure better regional and national adaptation and mitigation responses to climate change challenges facing Pacific ACP countries. PACRES is being implemented by the Secretariat of the Pacific Regional Environment Programme (SPREP), the Pacific Islands Forum Secretariat (PIFS), the Pacific Community (SPC) and the University of the South Pacific (USP) to the end of January 2024.

One key activity of the PACRES project is to develop an online mainstreaming, monitoring, evaluation and learning decision support tool for climate change and disaster resilience that includes gender, disability and human rights aspects across national sustainable development, sector and community-based strategies, policies, and legislative frameworks. Furthermore, the PACRES project aims to develop an online mainstreaming climate change monitoring, evaluation and learning decision support tool (MMEL) process across national, sub-national, and community planning processes. This is critical to ensure countries (at all levels) are equipped with the requisite policy and planning tools for enhancing their respective resilience building capacities and capabilities.

This MMEL decision support tool will align to and fulfill mainstreaming of climate change across regional and international processes such as the SPREP Strategic Plan, Framework for Resilient Development in the Pacific (FRDP) 2017-2030, 2050 Strategy for the Blue Pacific Continent, Sendai Framework for Disaster Risk Reduction, UNFCCC Paris Agreement, SAMOA Pathway, and the SDG's. Our aim is to create a more modest tool using 'lite' technology tailored to the needs of planners at the national, sub-national and community levels in the Pacific Islands region. It may not require data input but will provide links to information for planners to mainstream (or for integrating) climate change in planning and decision-making processes to ensure climate change adaptation and national development plans are implemented hand-in-hand, depending on different local circumstances and requirements across the region. The purpose of this MMEL decision support tool is to apply knowledge gained from experience, evidence and analysis through mainstreaming to improve development outcomes and ensure accountability for the resources used to achieve them. The MMEL decision support tool will be open-source and easily accessible:

Therefore, SPREP is seeking the services of an experienced and suitably qualified consultant to develop an open-source online climate change mainstreaming monitoring, evaluation and learning

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<sup>1</sup> With PACRES/CCR, arrange and facilitate a regional climate change mainstreaming workshop for governments, the private sector and community leaders (within 5 months of commencing). The workshop will gauge the current level of awareness of climate change issues and the extent to which stakeholders already take account of likely climate change impacts in their policies, strategies, legislation, and business planning.

decision support tool which can be easily accessed and used by governments, the private sector, and communities of Pacific Island countries.

### **Scope of work**

The scope of work for the consultant comprises the following deliverables:

1. A desktop analysis and consolidation of findings from the review of existing guidelines, manuals, or toolkits relevant to an MMEL decision support system for climate change in Pacific Island countries. This will include a gap analysis report and collation of all existing guidelines, manuals, or toolkits in a way that is easily accessible to stakeholders.
2. Develop an online MMEL decision support Tool, this tool will consider risks and opportunities put in place for adaptation and mitigation measures that are attuned to the long-term vision of sustainable national development plans for the Pacific region. The MMEL decision support Tool should cover, and not be limited to concepts and definitions, strategy, measurements, cross sectoral integration and coherence, cost effective budget, alignment with regional and international commitments and a participatory learning tool. The MMEL decision support Tool should provide guidance, tools and templates for initiating, planning, managing, and learning for MMEL including performance management plan, MMEL plan, post evaluation action plan.
3. Develop an MMEL Strategy and Action Plan, working under the broad direction of the PACRES Project Manager and a small advisory group from SPREP to strengthen MMEL for climate change (both adaptation and mitigation) across governments, the private sector, and communities in Pacific Island countries. This will include a monitoring and evaluation plan to track implementation of the strategy. This can either be produced as a separate document or be incorporated into the online MMEL decision support tool.
4. Maintain constant virtual engagement with stakeholders to successfully develop the climate change MMEL decision support tool based on the strategy developed under (3) above, with the support of the PACRES Project Management Unit. In addition, with the support of PACRES Project Management Unit, arrange and facilitate a follow-up virtual climate change MMEL workshop engaging government, the private sector, and communities, to assess the level of uptake of the MMEL decision support tool across stakeholders.
5. Produce a project closure report, including lessons learned and a strategy for sustaining the climate change MMEL decision support tool and its use across stakeholders in the Pacific region.

While not prescriptive, the MMEL decision support tool could potentially mirror some of the functionality of the Adaptation Project Tool (APT) and the EbA decision support tool which is a more generic project concept design tool and can be accessed through the Pacific Climate Change Portal (PCCP)

<https://apt.pacificclimatechange.net/>. High level non-functional (system) requirements are described below.

#### *Wireframes*

The successful tenderer will, in consultation with SPREP, develop wireframes based on the scope of work described above.

The wireframes will be reviewed by SPREP, and any changes made by the successful tenderer.

#### *Beta Version*

The successful tenderer will then develop a beta version of the tools based on the approved wireframes.

#### *User advisory group*

The beta version of the decision support tool will be made available for user acceptance testing by a user advisory group (UAG) comprising regional and national Pacific Island practitioners. The user advisory group will be selected and established by SPREP.

#### *Production version*

Changes recommended by the UAG, and any changes made by the successful tenderer will be reviewed by SPREP and a production version of the tool will be made available to users on the PCCP. Once in use, SPREP will, over time, build a catalogue of links to resources and examples of good practice. The decision support tool must therefore have the functionality to enable catalogues and links to other relevant resources to be easily added and updated.

All technical documentation required for ongoing maintenance and management of the decision support tool will be the intellectual property of SPREP and are to be handed over to SPREP at the end of the consultancy.

#### *Preferred technology stack (system requirements)*

- Latest stable Drupal version
- Docker using docker4drupal docker-compose yaml which includes:
  - Php 7.4 (or later)
  - MariaDB
  - Nginx, Varnish
  - Redis
  - Solr
  - Or similar
- Gitlab as the platform for git version control system and issue tracker



### *Work Arrangements*

This work is expected to be delivered remotely in close consultation with, and the oversight of the PACRES Project Manager at SPREP. No travel is expected.

Potential suppliers are invited to submit proposals. The successful consultant must supply these 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](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.

### **Project Schedule**

The consultancy will be undertaken within 4 months commencing as soon as is practicable.

Expected project activity is detailed in Table 1 below. The tender response should detail how these steps will be delivered by submitting a Technical Proposal.

<b>No.</b>	<b>Activity</b>
1	Notification of successful consultant.
2	Contract signed, commencement meeting via virtual means with the successful contractor, SPREP and workplan agreed.
3	Desktop gap analysis report - consolidating findings from the review of existing guidelines, manuals, or toolkits relevant to mainstreaming and MMEL decision support systems for climate change in Pacific Island countries. This will include a gap analysis and collation of all existing guidelines, manuals, or toolkits in a way that is easily accessible to stakeholders.
4	Develop an online MMEL decision support tool - this tool will consider risks and opportunities put in place for adaptation and mitigation measures that are attuned to the long-term vision of sustainable national development plans for the Pacific region.
5	Develop a MMEL strategy and action plan - working under the broad direction of the PACRES Project Manager and a small advisory group from SPREP, to strengthen MMEL for climate change (both adaptation and mitigation) across governments, the private sector, and communities in Pacific Island countries. This will include a monitoring and evaluation plan to track implementation of the strategy. This can either be produced as a separate report or in-built into the online MMEL decision support tool.

6	Maintain constant virtual engagement with stakeholders to successfully develop the climate change MMEL decision support tool based on the strategy developed under (3) above with the support of PACRES Project Management Unit. In addition, arrange and facilitate a follow-up virtual climate change MMEL workshop engaging government, the private sector, and communities, to assess the level of uptake of the MMEL decision support tool across stakeholders.
4	Produce a project closure report, including lessons learned and a strategy for sustaining climate change MMEL decision support tool across stakeholders in the Pacific region. (prior to project closure).

### **Budget**

The budget allocated to this activity is USD 55,000. Proposals over this amount will not be considered.

The consultant will be responsible for any applicable taxes, superannuation, and relevant insurance coverage. The consultant will have their own laptop. SPREP PACRES project will be able to provide zoom account support for virtual engagement with stakeholders over the duration of consultancy. No travel is envisaged.

### **Expertise and qualifications**

The successful bidder will have the following expertise and technical experience:

- i. Hold a qualification from a recognized tertiary institution in a field relevant to environmental management, natural resources management, information, knowledge and content management, ICT or a related field technology/system.
- ii. Be a reputable individual or a group with at least five years' experience in policy development and familiarity with climate change and development issues facing the Pacific Islands region, and implemented projects related to climate change and disaster risk management in the Pacific, including experience in mainstreaming climate change and developing monitoring and evaluation frameworks.
- iii. Experience in designing innovative and visually appealing and navigation friendly websites/portals that is appropriate to the client and audiences. Ensure a consistent visual language for the MMEL tool by introducing fixed styles in templates ensuring consistency in fonts, formatting, icons, images, layout techniques and standard page elements including header, footer, tabs, persistent navigation, contact us, email and print options should be updated as required.
- iv. Extensive experience and demonstrated record of achievement developing on-line decision support tools or similar applications, including:
  - a. system analysis

- b. programming; and
- c. online data repository
- d. the latest Drupal version in using different Content Management Systems (CMS) to develop database-driven websites/portal.