



REQUEST FOR TENDERS

RFT: 2024/014
File: AP_3/28/9
Date: 7 May, 2024
To: Interested consultants
From: Filomena Nelson, Climate Change Adaptation Adviser

Subject: Request for tenders (RFT): National Consultancy Firm/consortium of consultants to implement baseline and effectiveness surveys and awareness and engagement events under the Republic of Nauru National Adaptation Planning Phase One Project

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 national firm or consortium of consultants who can offer their services to implement climate change adaptation baseline and effectiveness surveys as well as awareness and stakeholder engagement events under the Republic of Nauru National Adaptation Planning Phase One project.
- 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://library.sprep.org/sites/default/files/sprep-organisational-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. The firm or consortium of consultants must be based and operating in Nauru.



- iii. Provide three referees relevant to this tender submission, including the most recent work completed;
 - iv. 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.
 - v. Must meet local registration requirements where consultant is based
- 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.
 - f) Where relevant provide:
 - i. Business registration/license (For Entities/ Individual consultant's as per relevant national legislations)
 - ii. Tax Identification Number (TIN) Letter (If applicable for Individual consultant's as per relevant national legislations)



- 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 22 May 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 24 May 2024.
- 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
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Qualification & Experience	<ul style="list-style-type: none"> Composition of the team including their role and experience (noting the minimum requirements of the team as outlined in Section 6 of TOR). CVs of the consultancy team. 	40
Technical Proposal / Methodology	<ul style="list-style-type: none"> A technical proposal on the approach and methodology to undertake the activities and which will include work-plan and schedule. Outline how each of the deliverables will be achieved including the stakeholders to be consulted and engaged. Provide specific milestones for each of the deliverables including expected deliverables with timeframes. 	40

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: 05 June 2024, 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 2024/014: National Consultancy Firm/consortium of consultants to implement baseline and effectiveness surveys and awareness and engagement events under the Republic of Nauru National Adaptation Planning Phase One'



SPREP

Secretariat of the Pacific Regional
Environment 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

Consultancy Services (National firm or consortium of consultants)

for the Implementation of Baseline and Final Evaluation Surveys and Awareness and En- gagement events under the Republic of Nauru National Adaptation Planning Phase One Project

1. Introduction

The Republic of Nauru is one of the smallest independent, democratic countries in the world, both by physical size and population. Nauru is a 21km² island located in the Western Pacific Ocean, approximately 40km south of the equator. The island is divided into two plateaus, with the vast majority of the population (approximately 10,000 people) residing on the lower plateau, close to the coast. The higher plateau, known as 'topside', is severely degraded due to the intensive phosphate mining that has dominated the island for the last century. Concentration of a large proportion of the population on lower plateau has increased land pressures and disputes, and people are exposed to coastal inundation due to storm surges.

Nauru's increasing temperature, droughts, ocean acidifications, changes in precipitation patterns and sea level rise coupled with other related climate change impacts is causing significant stress on the Nauru's population and natural ecosystems that they depend on.¹

The Government of Nauru have secured funding through the GCF Readiness and Support Programme to implement the Republic of Nauru National Adaptation Planning Phase One. The project will establish adaptation baselines, undertake climate impact, vulnerability and risk assessment and develop an adaptation planning framework to prioritise adaptation options. The second phase of the project will fund the development of the updated RONAdapt.

The Secretariat of the Pacific Regional Environment Programme (SPREP) is the delivery partner for the project.

Adapting to the impacts of climate change on Nauru and its people and communities has been an important part of the national dialogue over the last two decades, evidenced by the strong emphasis placed on adaptation in Nauru's first and second national communications to the UNFCCC in 2001 and 2015 respectively.

Additionally, adaptation is the primary focus of Nauru's Intended Nationally Determined Contribution (iNDC), published in 2015. The iNDC states "Nauru is keen to improve its resilience which has been severely compromised by nearly a century of intensive phosphate mining", highlighting one of the specific challenges Nauru faces when planning climate change adaptation approaches.

¹Republic of Nauru. (2014) Second National Communication to the UNFCCC, pp 1-212.



Nauru is developing its National Adaptation Plan using a phase approach. Phase One of Nauru's National Adaptation Planning project will establish strong foundations by: (i) addressing capacity and institutional challenges in adaptation planning, (ii) updating climate projections, (iii) developing a strong evidence base, (iv) investigating ways to strengthen engagement of the private sector in adaptation planning and (v) identifying, appraising and prioritising adaptation actions.

The indicative objective of Phase Two is to develop the updated RONAdapt, based on outputs from Phase One – ensuring it becomes Nauru's National Adaptation Planning document. Additionally, Phase Two will include the development of an Adaptation M&E Framework, a climate change adaptation financing strategy, at least two concept notes to the GCF and a capacity building program to support the implementation of the updated RONAdapt. The flexibility of a phased approach will maximise benefits of implementation and lessons learned, whilst taking advantage of the iterative nature of adaptation planning.

The outcomes of the Phase One project are:

- Outcome 3.1: Adaptation planning governance and institutional coordination strengthened.
 - Output 3.1.1: NAP Project implementation commenced with operational frameworks established and operational.
 - Output 3.1.2: RONAdapt reviewed, and findings documented.
 - Output 3.1.3: Gender and social inclusion considerations are mainstreamed into adaptation planning.
 - Output 3.1.4: Strengthened coordination and engagement from national to local communities in climate change adaptation planning.
 - Output 3.1.5: Community is well informed on climate change adaptation planning.
 - Output 3.1.6: Capacity building needs of Government Departments, PSC, CCA TWG, civil societies and private sector to facilitate immediate and longer-term adaptation planning and implementation of the RONAdapt identified and plan to address these needs developed.
 - Output 3.1.7: A Nauru climate change adaptation planning framework designed and endorsed.
- Outcome 3.2: Evidence basis produced to design adaptation solutions for maximum impact.
 - Output 3.2.1: Climate scenarios and projections updated, modelled, and mapped to identify future risks, vulnerabilities and impacts.
 - Output 3.2.2: Climate change risks and vulnerabilities assessed, modelled, and mapped.
 - Output 3.2.3: A centralised climate information and adaptation database that is linked to the Nauru Inform portal developed and operational.
- Outcome 3.3: Private sector engagement catalysed.
 - Output 3.3.1 A comprehensive understanding of the impacts of climate change on private sector including assets, supply chain and operations established.
- Outcome 3.4: Adaptation finance increased.



- Output 3.4.1: Climate change adaptation options appraisal and prioritisation framework developed and endorsed.
- Output 3.4.2: Medium to long-term adaptation options appraised and prioritised.

The project is for 18 months from effectiveness date. The day-to-day management of the project is being undertaken by the Project Management Unit based in the Department of Climate Change and National Resilience comprising of the Project Manager and Project Finance and Administration Assistant.

2. Objectives

To support implementation of the Republic of Nauru National Adaptation Planning Phase One project with specific activities outlined in the scope of work.

3 Scope of Work

Undertaking baseline surveys is necessary to identify existing level of awareness and understanding of climate change impacts on Nauru communities, sectors and businesses and the general population. The gaps in understanding climate change will inform the awareness activities and the types of products and materials that will be effective in raising awareness and understanding of climate change and its impacts across Nauru. The baseline data and information will also be used to monitor the effectiveness of the communication and engagement plan as well as adaptation planning process. The assignment will be undertaken in collaboration with the Department of Climate Change and National Resilience through the NAP Project Management Unit and the firm that will be engaged by SPREP to develop the adaptation planning framework.

3.1 Baseline survey developed and implemented.

- 3.1.1 Plan and design baseline survey to identify level of awareness and understanding of climate change across government, sectors, CSOs, private and the districts. As part of this work, finalise enumerators and train them on how to conduct the survey, collect and collate data from the survey.
- 3.1.2 Implement the survey and collate and analyse the data and information collected from survey.
- 3.1.3 Develop the baseline survey report articulating the findings on the level of awareness and understanding of climate change and methods to effectively raise awareness and communicate climate change to different types of stakeholders in government, sectors, CSOs, private sector and the 14 districts/communities of Nauru.

3.2 Awareness raising activities planned and implemented.

- Based on the endorsed communication and engagement strategy for the project, plan and implement awareness raising activities for different stakeholders in government departments, sectors, civil society, private sector and the 14 districts of Nauru including schools, youth, women, men, people with disabilities and traditional leadership.
- Develop activity reports articulating the outcomes of the awareness activities including the type of activity, participants and participation.

3.3 Final evaluation survey developed and implemented.

- 3.3.1 Plan and design a final evaluation survey to evaluate the effectiveness of the communication and engagement strategy, awareness activities and adaptation planning. The survey is an opportunity to gauge views and feedback from government departments,



sectors, civil society, private sector and the 14 districts of Nauru including schools, youth, women, men, people with disabilities and traditional leadership.

3.3.2 Analyse the findings and develop the survey findings report.

4 Deliverables

Key deliverables are:

- 4.1 Inception Report detailing the following:
 - A comprehensive description of the understanding of the ToR and indicating any major inconsistency or deficiency in the ToR and proposed amendments.
 - An updated detailed methodology to address the scope of the ToR
 - A complete work plan for the entire scope of work.
 - The firm / consortium consultant(s) shall develop and submit a detailed schedule for the assignment and distribute the days accordingly among the different tasks.
- 4.2 Baseline Survey report detailing the following:
 - Findings from the survey articulating the effectiveness of methods used to raise awareness of climate change, extent and coverage by past awareness events, gaps in understanding climate change and its impacts on Nauru; etc.
 - List of people interviewed or surveyed.
 - Method(s) used to conduct the survey and any deficiencies that the final evaluation can address.
 - Baseline survey questionnaire as an annex to the report.
 - Raw data in Excel (as an annex to the report)
- 4.3 Report on awareness activities undertaken articulating the outcomes of the awareness activities including type of activity or event, participants and participation. Each awareness activity must have its own report that will inform this report.
- 4.4 Final evaluation survey report
Similar to the baseline survey, the report is to detail the following:
 - Findings from the survey articulating the findings of effectiveness the communication and engagement strategy, impact of awareness activities or events and adaptation planning process.
 - List of people interviewed and or surveyed.
 - Method(s) used to conduct the survey.
 - Final evaluation questionnaire to be attached as an annex to the report.
 - Raw data in Excel to be attached as an annex to the report.

5 Methodology

The National Consultancy Firm / Consortium should propose a preliminary methodology to undertake each of the work packages in their proposal. This will be expected to be updated as part of the Inception Report (Deliverable #4.1) and reflect consultations with the Nauru DCCNR as the GCF NDA and as the National Climate Change Focal Point, and SPREP.



For this consultancy, it is a requirement to work with the Nauru NAP Project Management Unit and the Department of Climate Change and National Resilience as well as other international firms that the project will engage to implement other outputs of the project.

6 Composition and Qualifications

The National Consultancy Firm / Consortium will need to provide the full composition of their team outlining experience and roles within the scope of this Terms of Reference. Note the team composition as submitted in the proposal is not subject to change. The team must be nationally based experts. At a minimum, the team must comprise of specialists as outlined below.

6.1 Composition

The firm or consortium will consist of personnel that are specialists in the following areas and will include:

- a. Team Leader (a specialist in climate change and / or environment and or development of strategic plans and or frameworks)
- b. Specialised areas:
 - (i) Data collection and analysis specialist
 - (ii) Awareness and engagement coordination specialist
- c. Enumerators for data collection

6.2 Qualifications, expertise, skillset and experience

- a. Team Leader to have a Masters in Climate Change, Environment, International Development / Relations or related discipline.
- b. Team Leader to have a minimum of 10 years proven experience related to climate change adaptation, environmental management and or sustainable development.
- c. Team Leader have proven track record in stakeholder engagement and consultation with national government agencies, civil society, private sector and communities and development partners.
- d. Other specialists to have a minimum of five (5) years of experience and demonstrated in-depth knowledge in conducting qualitative and quantitative data collection, data analysis and synthesis of information, stakeholder engagement and communication of technical information in English and Nauruan language.
- e. All Team members must display cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- f. All Team members to have excellent oral and written communication skills in English and a good capacity in preparing technical reports.
- g. Enumerators have at least 2 years of work experience in conducting surveys.

7 Schedule of the Assignment

The schedule of the assignment is for a period of 5 months (a total of 100 days) to deliver against all activities outlined in this terms of reference. The firm or consortium of consultants shall develop and submit a detailed schedule for the assignment and distribute the days accordingly among the different activities as part of the Inception Report.

8 Payment Schedule

The firm / consortium of consultants shall be paid upon completion of deliverables which will be outlined and agreed to within the Services Agreement. The following table provides the proposed schedule of payments, these will be agreed to and finalised in the Service Agreement.

Deliverables	Description	Payment (%)
Inception Report	Report will detail: <ul style="list-style-type: none"> Outline comprehensive description of the understanding of the ToR and indicating any major inconsistency or deficiency in the ToR and proposed amendments. An updated detailed methodology to address the scope of the ToR. An updated work plan and a detailed schedule for the assignment and distribute the days accordingly among the different tasks. 	20%
Baseline Survey Report	Report will detail: <ul style="list-style-type: none"> Findings from the survey articulating the effectiveness of methods used to raise awareness of climate change, extent and coverage by past awareness events, gaps in understanding climate change and its impacts on Nauru, etc. List of people interviewed and / or surveyed. Method(s) used to conduct the survey and any deficiencies that the final evaluation can address. Baseline survey questionnaire as an annex to the report. Raw data in Excel (as an annex to the report) 	20%
Report on climate change awareness activities	Report will detail: <ul style="list-style-type: none"> activities undertaken articulating the outcomes of the awareness activities including type of activity or event, participants and participation. 	40%
Final Evaluation Survey Report	Report will detail: <ul style="list-style-type: none"> Findings from the survey articulating the effectiveness and impact of communication and engagement under the project, awareness activities or events and adaptation planning process. 	20%



	<ul style="list-style-type: none">• List of people interviewed and / or surveyed.• Method(s) used to conduct the survey.• Final evaluation questionnaire to be attached as an annex to the report.• Raw data in Excel to be attached as an annex to the report.	
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The Service Agreement template outlining the terms and conditions is attached for information and reference (Annex I).

9 Reporting Arrangements

The national firm or consortium of consultants will be formally reporting to the SPREP Task Manager for the Nauru NAP Phase One Project (Climate Change Adaptation Adviser) and are expected to submit all deliverables to the SPREP Task Manager for comments and approval for payments. The SPREP Task Manager will work closely with the Nauru NAP Phase One Project Manager to provide integrated inputs and comments to the deliverables.

The national firm or consortium of consultants will execute the scope of this terms of reference in close collaboration with the NAP Phase One Project Manager who have the overall day-to-day management and coordination role of all activities of the project. This will be supported by the SPREP Task Manager and SPREP NAP team.