

REQUEST FOR TENDERS

RFT: 2023/026
File: AP_3/28/7
Date: 19 May, 2023
To: Interested consultants
From: Vitolina Samu / Fred Patison

Subject: Request for tenders (RFT): Technical Assistance for Niue National Designated Authority with the Green Climate Fund to: (i) Develop NDA Standard Operating Procedures Manual (ii) Update Niue's Strategic Framework and Country Programme and (iii) Develop a GCF Readiness Strategy and work plan.

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 IntegrityFor more information, see: www.sprep.org.
- 1.3. The consultancy is funded by the Government of Niue's second Green Climate Fund Readiness project "Strengthening of the NDA and Niue's Access to Climate Finance" for which SPREP is the Delivery Partner. The assignment builds upon work from the first project.

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 and/or update key guiding documents for the Government of Niue engagement with climate finance institutions in particular the Green Climate Fund. Such guiding documents are: 1) National Designated Authority Standard Operating Procedure Manual, 2) Niue's Strategic Framework and Country Programme and 3) Readiness Strategy and work plan.
- 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. 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** – 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 before 24 May 2023. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 26 May 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	Postgraduate qualifications in strategic planning, strategic management, finance development and planning, governance and public policy, international development or relations, environment science, climate financing or related fields.	10
	Demonstrated experience, of at least seven (7) years, working with a cross-section of stakeholders to conduct need assessments, develop Country strategic frameworks and country programmes and plans and/ or comparative documents for government climate finance portfolios in preferably small island developing states or Pacific context.	15
	Demonstrated experience, of at least seven (7) years, working with government stakeholders in the areas of institutional strengthening, development of organisational policies, procedures, plans or strategies for efficient and effective project management cycle processes, national designated authority processes or comparative processes in preferably small island developing states or Pacific context.	15
	Minimum of two (2) assignments demonstrating working knowledge of the Green Climate Fund or similar Climate Finance Institutions operational modalities in the past seven (7) years.	10
	Demonstrated effective communication and interpersonal skills to engage a wide range of stakeholders for collection of information, development of guiding government documents and raising awareness or building capacity, preferably in small island developing states or Pacific context.	10
	Excellent writing skills, ability to produce clear, concise, logical and grammatically correct written material in plain English language. Knowledge of the Niuean language an advantage.	10
	Technical Proposal / Methodology	Proposed methodology and workplan to undertake the tasks outlined in these terms of reference, including timelines to complete the deliverables.

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: 02 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 2023/026: Technical Assistance for Niue National Designated Authority with the Green Climate Fund to: (i) Develop NDA Standard Operating Procedures Manual (ii) Update Niue's Strategic Framework and Country Programme and (iii) Develop a GCF Readiness Strategy and workplan'

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

Assignment Title:	Technical Assistance for the Niue Green Climate Fund National Designated Authority to: (i) Develop NDA Standard Operating Procedures Manual (ii) Update Niue's Strategic Framework and Country Programme and (iii) Develop Readiness Strategy and work plan.
Project:	Niue Green Climate Fund Readiness 2 – Strengthening of the NDA and Niue's Access to Climate Finance
Post Level:	n/a
Contract Type:	Short term consultancy
Contract Duration:	70 Days

Project Description

The Government of Niue is undertaking its second Green Climate Fund Readiness project (Readiness II) with SPREP as Delivery Partner. The project works towards Niue strengthening engagement with the Green Climate Fund (GCF) and accessing climate finance towards realising the country's climate change vision of 'A climate risk-resilient Niue effecting sustainable use and management of Niue's natural resources and environment for present and future generations'.

Niue is a small island state in the Pacific with a population of 1,719 and landmass of approximately 259 square kilometres, lying on the boundary of the southern tropical cyclone belt. The country's National Strategic Plan¹ aims to preserve its environment and protect its people as Niueans are reliant on their natural environment for food, water and livelihood. Climatic impacts on the occurrence or severity of cyclones, droughts, rainfall, sea level rise or temperature rise poses significant threat to the population.

Under Readiness II project Niue will: a) Focus upon continued strengthening of the NDA capacity to embed its climate financing functions across government through the improvement of internal processes and systems; b) Undertake actions to progress work for the accreditation of a national Direct Access Entity; c) Strengthen strategic frameworks to guide and inform stakeholders on Niue's priorities and needs to achieve climate change targets; d) Strengthen the engagement with, and capacity of, the private sector to support climate finance activities, projects and national priorities; e) Commence progression of Niue's Country Programme through the development and submission of concept notes to the GCF; f) Document and share best practices and lessons learned from climate financing activities with peers in Pacific Island countries.

Niue's NDA serves as the country's interface with the GCF and provides broad strategic oversight of the GCF's activities in the country and communicate the country's priorities for financing low-emission and climate-resilient development. This function is operationalised under the Government's central Project Management and Coordination Unit (PMCU) where the Director of PMCU is the NDA focal point for the Government on behalf of the NDA also Premier of Niue. The PMCU has a team of two focused on delivery of the Readiness project



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and a further seven staff members to deliver on the PMCU's wider mandate of implementing a donor funded projects and national projects for the government.

Niue's NDA has in place overarching frameworks including a Climate Finance Strategic Framework (a comprehensive working draft), GCF Country Programme (working draft), a Project Oversight Steering Team (a high-level committee who assess project ideas/concepts/proposals); a NDA Handbook and procedures such as No Objection Procedure. These were developed under Niue's first Readiness project of which are to be further strengthened under this project.

Funded by the Green Climate Fund (GCF) the Readiness & Preparatory Support Programme supports country-driven initiatives by developing countries to strengthen their institutional capacities, governance mechanisms, and planning and programming frameworks towards a transformational long-term climate action agenda.

SPREP is an accredited entity to the GCF and Delivery Partner on Niue's Readiness project. A SPREP Task Manager works closely with the NDA and Readiness Team to ensure activity is executed well and reporting deliverables to the Government and Donor are met. SPREP maintains overall management of the project and holds the head grant agreement with the GCF's fiduciary agent UNOPS.

Overview of the Consultancy Services

The Consultant will be responsible for supporting the NDA in achieving key outputs of the project which involves a consultative process to:

- a) Develop Standard Operating Procedure Manual (SOPM) for Niue NDA processes.
- b) Update and strengthen Niue's Strategic Framework and Country Programme and
- c) Develop Niue's Readiness Strategy

The SOPM is to cover the NDA's duties and processes throughout all stages of the project cycle including project preparation, project planning (including risk management, monitoring and evaluation), project implementation and completion to closing of projects. The NDA's duties were defined to a general level under Niue's first Readiness project. The SOPM is expected to provide detailed guideline on the what, why, who, how and when and include simple templates to assist the consistency and effectiveness of undertaking tasks within NDA processes. The manual should be reader friendly for intended users.

In the process of developing the SOPM it is expected that any gaps in the NDA processes will be identified and addressed and checks taken to ensure internal controls are in place and compliant with the Government of Niue processes as well as the Green Climate Fund. Through the development and delivery of the SOPM the implementation of Niue's internal systems and procedures is to be strengthened for more robust coordination, oversight, management and visibility of the NDA's role in climate finance.

The update and finalisation of the Strategic Framework and Country Programme and development of Niue's GCF Readiness Strategy will be informed by GCF online guidance and align with the prioritised sectors and actions in Niue's Country Programme, NDC, and Joint National Adaptation Plan 2018 and current plans in development. This is expected to produce

a final Strategic Framework and Country Programme to be approved by Niue's approval process.

The Readiness Strategy will identify Niue's Readiness needs and a work plan to address those needs. This will include assessment of institutions and governance, policy environment, pipeline development, information data and knowledge, monitoring and reporting, identifying climate investment planning needs. The strategy will aim to enhance Niue's engagement with the GCF and facilitate the implementation of transformational projects along low-emission, climate-resilient pathways.

SPREP in support the Niue NDA is therefore seeking to contract the services of a *Consultant with expertise in strategic planning* to perform the identified tasks as elaborated under Scope of Work.

Scope of Work

This work recognises the linkages between the NDA Standard Operating Procedures, Strategic Framework and Country Programme and Readiness Strategy and work plan. Efficiency is expected to be gained in the review, gathering and communication of information from stakeholders.

The scope of services under this Terms of Reference consists of the requirements for consultancy services including general requirements and specific tasks:

Task 1: Produce an Inception Report based on a review of documentation and inception meeting

Task 1 deliverable: Inception report outlining the finalised methodology and work plan and stakeholder engagement plan.

The Consultant is required to employ a collaborative approach and close engagement with National Authorities and to ensure that the products generated under this consultancy reflect national priorities and ownership.

The Consultant will:

- a) Review of key documentation relevant to this assignment.
- b) Undertake a review of all key reports and papers and technical documents which will include but is not limited to: PMCU corporate plan, Handbook for the GCF in Niue, capacity assessments undertaken of the PMCU, NDA Communications Strategy Niue's draft Strategic Framework and Country Programme and review comments on the draft document, Niue National Strategic Plan – National Development Pillar Environment & Climate Change, Niue Climate Change Policy, Joint National Adaptation Plan (JNAP), Niue National Determined Contributions (NDC), Private Sector Options Paper, Niue NAP Proposal in draft, and relevant Green Climate Fund guidance¹
- c) Convene a virtual inception meeting with SPREP, the NDA, Readiness team and other relevant stakeholders. The inception meeting will discuss the programme of work, confirm work schedules and activity requirements, stakeholder engagement, seek

¹ The Green Climate Fund provides a suite of information and guidance documents online for example the Readiness and Preparatory Support Programme Guidebook: A practical guide on how to prepare readiness proposals for the Green Climate Fund (March 2020), 'Defining Readiness Needs', page 7.

clarification on issues pertinent to the assignment, discuss the remuneration schedule, and plan the logistics of implementation.

- d) Prepare an inception report to include: (i) a detailed work plan for the execution of the assignment, (ii) methodology to be followed, and (iii) the timeline for the accomplishment of the tasks of the assignment (iv) milestones; (v) information required; (vi) summary of agreed issues to be investigated; (vii) administration requirements and roles of SPREP and PMCU personnel and that of the Consultant; (viii) potential barriers/challenges to the conduct of the assignment and suggested approaches to mitigating the impacts;
- e) An annex to the inception report must include the Stakeholder Engagement Plan. Considerations in the plans and process of stakeholder engagement must include:
 - Recognition of the size and make up key stakeholders in Niue to avoid over-consultation/consultation fatigue.
 - Involvement of the NDA in feedback on ideas, suggestions and options presented throughout the assignment and
 - Protocols and travel requirements when deciding on the modality of the consultation.

Task 2: Conduct consultations with all relevant stakeholders across sectors and groups to inform:

- a) Drafting of the NDA SOPM
- b) The update and finalisation of the strategic framework and country programme
- c) The development of GCF readiness needs assessment and work plan.

Task 2 Deliverables: Consultation report summarising findings of consultations on

- a) NDA SOPM
- b) Strategic framework and country programme updates and changes required
- c) Long-term readiness needs that will be used to inform the Readiness Strategy output.

The consultant should also draw upon climate change coordination mechanisms and ensure relevant country stakeholders are engaged on national priorities and needs.

Consultations may take the form of key Informant Interviews, Focus Groups, Workshops, Participatory Events, Surveys.

In addition to what is listed under Task 1.v consultations must also include

- pre and post surveys of participants to be conducted,
- surety of inclusiveness and gender sensitivity,
- record of all individuals consulted with.

Task 3: Develop Draft NDA Standard Operating Procedure Manual

Task 3 Deliverable: Draft NDA Standard Operating Procedure Manual and templates with annexed reports evidencing consultation outcomes, analysis of gaps and needs

The Consultant will be required to develop a draft of the NDA Standard Operating Procedure Manual (SOPM) and templates through undertaking of the following:

- i. An analysis of current Niue GCF procedures and templates. Identify and verify gaps to be addressed by this assignment with the NDA and SPREP.
- ii. Draft the SOPM and templates.
 - All required functions and processes should be outlined clearly with guidelines for each stage of the project cycle to support the NDA to manage operations to coordinate and monitor project development and implementation.
 - Templates should be simple for users to follow, ensure GCF requirements are known and met and suit the context of government systems and procedures.
 - Language, diagrams and visuals in the manual and templates must be user and reader-friendly.
- iii. In collaboration with the NDA, Niue Readiness Team and SPREP ensure that the draft is fit for purpose and adequately covers the expected requirements of the NDA in compliance with the Green Climate Fund.

Task 4: Undertake the revision and update of Niue's Strategic Framework and Country Programme, including information gathered from the consultations.

Task 4 Deliverables: Draft Updated Niue Strategic Framework and Country Programme;

The Consultant will be required to work on the revision and update of Niue's existing draft Strategic Framework and Country Programme to provide clear information and guidance on Niue's priorities for engagement with the Green Climate Fund.

The Consultant will work from the existing comprehensive draft of the Strategic Framework and Country Programme and utilise information gained from review of relevant country policies, strategies and plans such as Niue National Strategic Plan – National Development Pillar Environment & Climate Change, Niue Climate Change Policy, Joint National Adaptation Plan (JNAP), Niue National Determined Contributions (NDC), Private Sector Options Paper, Niue NAP Proposal in draft (endorsed and in progress), information guidance from the Green Climate Fund² and latest consultations and feedback from the stakeholders and the NDA. Any outstanding gaps identified from the GCF and SPREP feedback should also be addressed.

The document must be user and reader friendly for an audience that ranges from Government agencies and committees operationalising the framework, national stakeholders for their involvement in climate finance, the Green Climate Fund and external institutions looking to engage with Niue in its climate finance activities.

The Consultant will be required to work closely with SPREP and the NDA and communicate regularly towards achieving a final version of the updated document ahead of the planned validation workshop.

² Including but not limited to: Sector Guides from the GCF, the GCF Programming Manual, GCF's investment criteria, The GCF's Gender, and Environmental and Social guidelines

Task 5: Undertake an assessment of readiness needs and develop a long-term vision strategy and work plan for implementation of readiness needs identified.

Task 5 Deliverables: Draft Readiness Strategy including Readiness needs assessment report and work plan.

The Consultant will be required to conduct a readiness needs assessment to set out a national long-term readiness needs strategy and workplan for the current GCF replenishment period and beyond. This will be aligned to prioritised sectors Niue's Country Programme, Nationally Determined Contribution, and National Adaptation Plan and strategies, policies and legislative frameworks deemed relevant and significant.

The Consultant will utilise information gained from stakeholder consultations, relevant country plans and strategies including but not limited to Niue's Country Programme, National Climate Change Policy, NDCs, the Public Sector Investment Strategy; As well as utilise guidance from the GCF on readiness needs assessment, Sector Guides, the GCF Programming Manual, GCF's investment criteria and Gender, and Environmental and Social guidelines.

The Consultant will be required to develop a work plan to guide planning and preparation of Readiness proposals critical to strengthening the National Designated Authority, national agencies (including potential DAEs, executing entities), civil society organisations, and private sector actors, strengthening pipeline development and addressing readiness needs identified. This aims to enhance engagement with the GCF in support of Niue's implementation of transformational projects along low-emission, climate-resilient pathways.

The Consultant will be required to respond to requests to make edits or changes identified during this task for an acceptable draft.

Task 6: Conduct validation workshop(s) for the

- a) Finalisation NDA SOPM**
- b) Finalisation of the updated Strategic Framework and Country Programme.**
- c) Finalisation of Niue Readiness Needs Assessment, Strategy and Workplan**

Task 6 Deliverables:

- a) Finalised validation workshop summary report(s)***
- b) Final NDA SOPM***
- c) Final Niue Strategic Framework and Country Programme***
- d) Final Niue Readiness Strategy and work plan.***

Through this process relevant sign-off, from the NDA and any other parties identified by the NDA, should be obtained for the final deliverables. The Consultant will be required to respond to requests to make edits or changes identified during this task to gain sign-off on these products.

The Consultant's validation report should include lists of participants and demonstrating a balance of stakeholders (women, civil society, and private sector participants where relevant).

Task 7: Inform users of the NDA Standard Operating Procedure Manual

Task 7 Deliverable: End of contract report with annexed report on information/training session outputs and outcomes.

In collaboration with the NDA and Readiness team, the Consultant will be required to carry out information session(s) to familiarise users on the purpose and mechanics of the a) NDA Standard Operating Procedures Manual, b) Strategic Framework and Country Programme and c) Readiness Strategy.

The Consultant's annexed report on information/training sessions delivered should include detailed list of participants for every session.

Summary of Contract Deliverables and instalment of payment upon approval of deliverables

Task 1	Inception report outlining the finalised methodology and work plan and stakeholder engagement plan.	15%
Task 2	Consultation report summarising findings on a) NDA Standard Operating Procedures Manual (4%) b) Strategic framework and country programme updates and changes required (4%) c) Long-term readiness needs that will be used to inform the Readiness Strategy output. (4%)	12%
Task 3	Draft Standard Operating Procedure Manual and templates with annexed reports evidencing consultation outcomes, analysis of gaps and needs	10%
Task 4	Draft Updated Niue Strategic Framework and Country Programme;	10%
Task 5	Draft Readiness Strategy including Readiness needs assessment report and long-term vision and work plan.	10%
Task 6	a) Finalised validation workshop summary report(s) (3%) b) Approved Standard Operating Procedure Manual (10%) c) Final (updated) Niue Strategic Framework and Country Programme (10%) d) Final Niue Readiness Strategy (10%)	33%
Task 7	End of contract report with annexed report on information/training sessions delivered.	10%

Schedule of the Assignment

The services will be carried out for 70 consultancy days spread over a period of six months from June to December 2023.

The consultant shall develop and submit a detailed workplan / schedule for the assignment and distribute the days accordingly among the different tasks.

An example of how the work may be broken down at a very broad level is provided below:

10 days	Desk review (for all relevant documents)
10 days	Inception report
20 days	Update of the Strategic Framework Country Programme and development of Readiness Strategy
10 days	Development of SOPM
10 days	Validation of products
05 days	Final edits and inputs to all documents
05 days	End of contract report with annexed report on information/training session outputs.

As noted under Scope of Work section, this work recognises the linkages between the NDA Standard Operating Procedures, Strategic Framework and Country Programme and the Readiness Strategy and work plan.

Efficiency is expected to be gained in the review, gathering and communication of information from and to stakeholders as well as in the development and production of the deliverables.

The workplan should consider a blend of working remotely and in-country to produce the required deliverables. The Consultant will work from their home base. However, the consultant is expected to undertake at least one in-country mission. In-country missions, for example to facilitate consultations, product validation sessions and/or debriefing is to be discussed and agreed with the NDA and SPREP. Travel is dependent on COVID-19 protocols in place at the time of validation.

Institutional Arrangement

The consultancy is commissioned by the Secretariat of the Pacific Regional Environment Programme (SPREP). The Consultant will report to SPREP for contractual and administrative purposes.

The NDA and Readiness Team in Niue will provide additional technical advice and inputs, support with logistics, and have local oversight of this consultancy.

Whilst the Consultant will liaise with the NDA and Readiness Team they will ultimately report to SPREP, who maintains overall oversight of the activity.

Support through the Readiness Team in Niue includes:

- Background documents and information relevant to the assignment are readily available and accessible.
- Issue the relevant Introductory Letters and facilitate contact with the relevant stakeholders, as necessary.
- Receive updates about progress made on the assignment. Organise conference call meetings with the consultant and SPREP to address any questions or concerns
- Coordinate the Stakeholder Engagement by providing local guidance, and related support.



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- Participate in structured discussions with the consultant to address any questions or concerns
- Support Co-facilitate consultations or workshops where conducive to achieving outcomes for the activity.
- In addition to SPREP and the NDA, review draft reports providing feedback to the consultant within fourteen (14) days of submission.

Travel and accommodation arrangements and associated costs will be the responsibility of the Consultant and should be reflected as part of the financial proposal. However, the following must be adhered to as a consultant under SPREP contract:

1. Liaison with the country on planned missions must be conducted and approval sought through SPREP.
2. To enable reimbursements of travel costs SPREP'S procurement policy must be followed. Pre-approval must be obtained from the SPREP Contract Manager *prior to the purchase* of any travel and accommodation services.

Qualifications & Competencies

Qualifications and Experience:

- Postgraduate qualifications in strategic planning, strategic management, finance development and planning, governance and public policy, international development or relations, environment science, climate financing or related fields.
- Demonstrated experience, of at least seven (7) years, working with a cross-section of stakeholders to conduct need assessments, develop Country strategic frameworks and country programmes and plans and/ or comparative documents for government climate finance portfolios in preferably small island developing states or Pacific context.
- Demonstrated experience, of at least seven (7) years, working with government stakeholders in the areas of institutional strengthening, development of organisational policies, procedures, plans or strategies for efficient and effective project management cycle processes, national designated authority processes or comparative processes in preferably small island developing states or Pacific context.
- Minimum of two (2) assignments demonstrating working knowledge of the Green Climate Fund or similar Climate Finance Institutions operational modalities in the past seven (7) years.
- Demonstrated effective communication and interpersonal skills to engage a wide range of stakeholders for collection of information, development of guiding government documents and raising awareness or building capacity, preferably in small island developing states or Pacific context.
- Excellent writing skills, ability to produce clear, concise, logical and grammatically correct written material in plain English language. Knowledge of the Niuean language an advantage.

The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct



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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.

Assessment Criteria

Tenders will be assessed against the submission of a full proposal to include:

1. **Responses to application form questions (70%)**
2. **Proposed methodology and workplan** to undertake the tasks outlined in these terms of reference, including timelines to complete the deliverables. **(10%)**
3. **Financial proposal** to outline all costs associated with the undertaking of the services. Consultancy fees must be clearly separated. Costs should be itemised and be inclusive of all taxes. **(20%)**