



SPREP

Secretariat of the Pacific Regional
Environment Programme

REQUEST FOR QUOTES

RFQ: 2022/103_DS

File: AP_3/31/19/2

Date: 5 September, 2022

To: Interested consultants

From: Monifa Fiu, GCCA+ SUPA Impacts Analysis Adviser

Subject: Request for quotes (RFQ): GCCA+ SUPA National Media Consultancy Services for Palau.

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.
- 1.4. The Global Climate Change Alliance Plus Scaling Up Pacific Adaptation (GCCA+ SUPA) Project, the SPREP component developed an impact analysis methodology that was field tested on sites with information on past adaptation interventions completed in the past 5-years in four countries. These are Tonga, Palau, Cook Islands, and the Federated States of Micronesia. Key criteria for assessing past interventions include:
 - (i) effectiveness,
 - (ii) sustainable social and behavioral changes e.g. enhanced decision making skills for women and vulnerable groups,
 - (iii) successful lessons and practices, and.
 - (iv) overall sustainability of completed climate change adaptation interventions.

The impact methodology was tested on a spectrum of adaptation interventions across key priority sectors of coastal protection, water security, resilient agriculture measures and marine resources management. Results of the impact methodology will be integrated into a user-friendly database module which can be added to existing national climate change portals. Through the field trial experience of applying the impact methodology, information sharing sessions about the value of tracking influence of intervention types which address

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priority climate actions for a country is communicated in stories and knowledge products uploaded online though limited.

- 1.5. This tender procedure is for the provision of communication and media awareness outreach services for the GCCA+ SUPA Project at SPREP and Palau Office of Climate Change.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for quotes from qualified and experienced technical consultants/experts in this area of expertise who can offer their services to the GCCA+ SUPA Project at SPREP.
- 2.2. Full specifications for the Terms of Reference and the specific statement of work for this tender are set out in Annex A.
- 2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: <https://www.sprep.org/attachments/Publications/Corporate Documents/spreporganisational-values-code-of-conduct.pdf>. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.4. SPREP Standard Contract Terms and Conditions are non-negotiable

3. Conditions: information for applicants

- 3.1. To be considered, interested consultants must meet the following conditions:
 - i. Must be currently based in Palau and legally entitled to work.
 - ii. Submit details of relevant qualifications and previous relevant experience for at least six years' experience in media services and communicating climate change related stories in either print, radio and or social media platforms.
 - iii. Submit a comprehensive curriculum vitae (CV) to demonstrate that consultant has the relevant experience, skills, work ethics, and qualifications to carry out this contract successfully.
 - iv. Submission must include a proposal for communication services that includes a detailed schedule of activities plus a financial proposal.
 - v. Provide three referees relevant to this submission, including the most recent work completed.
 - vi. Provide examples of past related work outputs.
 - vii. 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.
 - viii. Provide a copy of valid business registration/license.



- 3.2. Tenderers must declare any areas that may constitute conflict of interest related to this activity 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. Documentation should demonstrate that the interested consultant satisfies the conditions stated above and in the Terms of Reference and can meet the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. 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).
For the Technical and Financial proposals you may attach these separately.
 - b. **Honor form**
 - c. **Technical Component** includes:
 - i. Technical Proposal which contains the details to achieve the tasks outlined in the Terms of Reference (Annex A).
 - ii. Curriculum Vitae of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
 - d. **Financial Component** – detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes. Prices shall be fixed and not subject to revision during the performance of the contract.
- 4.3. Provide three referees relevant to this 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 Evaluation Committee requests further information for the purposes



of the evaluation process. SPREP may shortlist one or more Tenderers and seek further information from them.

- 4.6. The submitted 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 proposal.

5. Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 12 September 2022. A summary of all questions received complete with an associated response will be shared with all Tenderers by 14 September 2022.
- b. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- c. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFQ or any other information given or made available by SPREP, the Tenderer should promptly notify the Requesting 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 proposal 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
Qualifications	Graduate qualifications in media and communications.	15%
Experience, Skills, and Technical Services	At least six (6) years of experience in media services and communicating climate change related stories in either print, radio and or social media platforms. Must include copies of <u>four (4)</u> recent communication products produced by the tenderer in the past two years, including details about the tenderer's role in each of the products.	20%



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Experience, Skills, and Technical Services	Demonstrated experience in the delivery of awareness outreach through media covering emerging topics in environmental management, conservation, climate change and resilience in Palau.	25%
Experience, Skills, and Technical Services	Demonstrated experience undertaking similar assignments covering emerging topics in conservation, climate change adaptation and disaster risk reduction actions in the Pacific Islands.	15%
Technical Proposal / Methodology and Proficiency	Detailed communications proposal/workplan and methodology including timeframe.	15%

II. Financial Score – 10%

Detailed financial proposal.

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 Quotes

- 7.1 a. SPREP may amend, suspend or terminate the RFQ process at any time.
- b. In the event that SPREP amends the RFQ or the conditions of tender, it will inform potential Tenderers.
- c. 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 RFQ process at any time. In such cases SPREP will cancel this process and inform unsuccessful bidders accordingly.

8. Deadline

8.1. The due date for submission is 20 September 2022, midnight (Apia, Samoa local time).

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- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all quotes clearly marked '**RFQ: GCCA+ SUPA National Media Consultancy Services for Palau.**'

Mail: SPREP

PO Box 240

Apia, SAMOA

Email: monifaf@sprep.org

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 proposals and the lowest or any proposal 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 (s) 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

GCCA+ SUPA National Media Consultancy Services for Palau.

1. Objectives of the Contract

This tender procedure is for the provision of communication and media awareness outreach services for the GCCA+ SUPA Project at SPREP and Palau Office of Climate Change.

2. Scope of Work and Description of Key Activities

Reporting to the GCCA+ SUPA SPREP Team Leader/Impacts Analysis Adviser, the national media consultant will work with the GCCA+ SUPA SPREP Project Team to advocate and provide communication support for the continued thread of raising awareness about the impact stories and the applied impact methodology experience of stakeholders' uptake in Palau.

Specifically:

- a) Work with the GCCA+ SUPA Impacts Analysis Adviser to prepare a plan for the media outreach utilising tailored public polling to track reach of broadcasting on radio and social media during talk shows and community outreach.
- b) Prepare video-audio clip stories about exemplars of resilience in agency, community, and state perspective towards achieving Palau's priority climate actions, tracked by an applied impacts analysis methodology.
- c) Duties related to advancing the communication needs of SUPA in-country with lessons of applying the "light" version of impact tools in Palau.

3. Specific Tasks

The following essential functions are to be conducted under the guidance of the GCCA+ SUPA SPREP Project Team. These essential functions include, but are not limited to:

- a) Prepare a communication plan for the awareness outreach utilising tailored public polling to track reach of broadcasting on radio and social media during talk shows and community outreach.
- b) Prepare at least 4 video-audio clip stories about exemplars of resilience in sector agency, community, and state perspective towards achieving Palau's priority climate actions, tracked by an applied impacts analysis methodology.
- c) Duties related to advancing the communication needs of SUPA in-country with lessons of applying the "light" version of impact tools in Palau.

4. Logistical and Reporting Arrangements

The consultancy will be funded through the GCCA+ SUPA Project at SPREP.

Internet access is compulsory.

The consultant is to have own their technical equipment required to undertake this work.

The consultant will liaise with the GCCA+ SUPA SPREP Project Team Leader for support and guidance.

5. Requirements

Technical and Financial Evaluation Criteria	Obtaining Score
i. Graduate qualifications in media and communications.	15%



	At least six (6) years of experience in media services and communicating climate change related stories in either print, radio and or social media platforms.	20%
ii.	Demonstrated experience in the delivery of awareness outreach through media covering emerging topics in environmental management, conservation, climate change and resilience in Palau.	25%
iii.	Demonstrated experience undertaking similar assignments covering emerging topics in conservation, climate change adaptation and disaster risk reduction actions in the Pacific Islands.	15%
iv.	Detailed technical proposal/workplan and methodology including timeframe.	15%
Total (Technical)		90%
Financial		
v.	Detailed financial proposal - A financial proposal should be priced on a workplan on where, when, and how the technical assistance will be provided. The proposal should outline costs for consultancy fees costs, inclusive of all costs, including taxes, facilities, insurance, travel to sites, and associated costs, should be included in the financial proposal.	10%

6. Timeline

The consultant will work closely with SPREP for the period of 30-35 working days from agreed start date until the end of March 2023.

7. Working Arrangements

The consultant will be based at home and work remotely until able to travel locally for site implementation purposes and project meetings. These local travel arrangements for any project related activities will be facilitated by the GCCA+ SUPA SPREP Project Team when necessary.

The consultant will work under the direction of the GCCA+ SUPA SPREP Team Leader with monthly updates to the GCCA+ SUPA SPREP Project Team reporting against agreed tasks and output(s) delivered.

The consultant will need to demonstrate that he/she is legally entitled to work.

8. Project Management

The execution of this consultancy work requires the capacity to manage several orders simultaneously and to ensure coordination between all parties involved, where needed.

Where instruction is challenging to address via email, the consultant is expected to interact with the GCCA+ SUPA SPREP Project Team and other relevant colleagues via teleconference and other virtual platforms (Zoom Cloud Meetings, Microsoft Teams).

9. Duration of the Consultancy

This consultancy will run up to the end of March 2023 and commencing as soon as practical.

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