

REQUEST FOR TENDERS

File: AP_3/29
 Date: 7 October, 2019
 To: Interested Consultants
 From: Semi Qamese – PACRES M&E Officer

**Subject: Request for tenders: National Climate Change Policy Development:
Nauru**

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. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced consultants who can offer their services to assist SPREP in developing the National Climate Change Policy for Nauru; and
- 2.2. The Terms of Reference and the specific statement of work for the consultancy are set out in Annex A.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
 - Submit details of qualification and previous relevant experience in developing or reviewing policies in the Pacific region or equivalent developing countries;
 - Provide at least three referees as part of their tender application;
 - Provide examples of related past work outputs; and
 - Complete the **tender application form** – (*please note you are required to complete all areas in full as requested on the form, particularly the statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV or your Technical Proposal. Failure to do this will result in the application not being considered*).

4. Submission guidelines

- 4.1. Tender documentation should demonstrate the interested consultant satisfies the conditions stated above and can meet the required specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.

- 4.2. Tender documentation should comprise the interested supplier's complete proposal, comprising:
 - (a) The CV of the proposed personnel highlighting experience relevant to the tender.
 - (c) A **Technical Proposal** which contains the details to achieve the tasks outlined in the Term of Reference (Annex A).
 - (d) A **Financial Proposal** to be priced based on a work plan on where, when and how the technical assistance will be conducted. The proposal should be for the *fees component only*. Any requirements outside of the fees component (e.g. travel specifications etc) should be mentioned in the proposal but not costed at this stage.
- 4.3. Tender submission must be in United State Dollars (USD)
- 4.4. The Proposal must remain valid for 90 days from date of submission
- 4.5. Interested consultants must insist on an acknowledgement of receipt of tenders/proposals/bids.

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to Alvin Sen on alvins@sprep.org and copied to Semi Qamese on semiq@sprep.org before 21 October 2019. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 23 October 2019

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 the tenderer offers the best value for money, and that the tenderer satisfies the following criteria:
 1. Has a minimum 5 years' experience in developing and reviewing policies and facilitating stakeholder consultations and validation workshops (25%);
 2. Proven ability to conduct complex legislative and policy analysis (20%);
 3. Demonstrated experience working in the Pacific region (15%);
 4. Demonstrated high-level of skills in writing policy documents and ability to deliver within the timeframe (20%); and
 5. Detailed technical and financial proposal (20%).

7. Deadline

- 7.1. **The due date for submission of the tender is: 30 October 2019, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all tenders clearly marked '**TENDER: National Climate Change Policy Development: Nauru**' to one of the following methods:

Mail: SPREP
Attention: Procurement Officer
PO Box 240

Apia, SAMOA
Email: tenders@sprep.org
Fax: 685 20231

Person: Submit by hand in the tender's box at SPREP reception, Vailima, Samoa.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

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
TERM OF REFERENCE
National Climate Change Policy Development: Nauru

Background and Rationale

The €12 million European Union funded Intra-ACP¹ GCCA+ Pacific Adaptation to Climate Change and Resilience Building (PACRES) aims to ensure better regional and national adaptation and mitigation responses to climate change challenges facing Pacific ACP countries². PACRES is being implemented collaboratively 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).

Nauru ratified the United Nations Framework Convention on Climate Change (UNFCCC) in 1993. The UNFCCC provides a unified means to combat the effects of climate change and recognizes that increased global temperature leads to climate change. As per the convention, Nauru is reporting on the steps they are taking or envisage undertaking to implement the Convention (their obligations under Article 4.1 and 12). The existence and dangers of climate change are increasingly recognised with growing scientific evidence and understanding of climate change and its impacts and increasing representation in the IPCC assessment reports and Nauru is not spared.

The Climate Change Division of the Department of Commerce, Industry and Environment has the mandate to address climate change impacts in Nauru but lacks the necessary policy framework to adequately implement climate related actions and mainstream climate change across all sectors in the country.

The National Sustainable Development Strategy (NSDS) 2005-2025, a 20-year plan provides a roadmap for Nauru's development and articulates the national vision, goals, strategies and priorities of Nauru and presents where Nauru wants to be in the medium term (5 to 10 years) and long term (10 – 20 years), however Climate Change and its impact to Nauru's development are not well articulated in the NSDS. Several policies or planning frameworks exist to address climate change in Nauru, including:

- The Republic of Nauru Framework for Climate Change Adaptation and Disaster Risk Reduction (RONAdapt 2015);
- The National Energy Policy Framework (NEPF 2009);
- Nauru's Energy Road Map 2014-2020; and
- Water Policy

An overarching National Climate Change Policy will provide a comprehensive and contemporary policy basis and mandate for climate action. It will describe Nauru's long-term mitigation and adaptation goals and what actions need to be taken to achieve them, and guiding climate change actions at a national level.

The objective of this consultancy is to develop Nauru's National Climate Change Policy by June 2020.

Scope of Work

Finalise Nauru's draft National Climate Change Policy by June 2020

¹ Africa, Caribbean and Pacific Group of States.

² The 15 Pacific ACP countries are: Cook Islands, Fiji, Federated States of Micronesia, Kiribati, Republic of the Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu and Vanuatu.

- 1 Collate and review all relevant national legislation (laws and regulations), policies, strategies, plans and agreements at a local, national and international level that directly relate to the development of Nauru's National Climate Change Policy (NCCP). These must be filed, sorted and stored electronically for easy access and retrieval;
- 2 Draft a skeleton of the NCCP drawing on outcomes on the review of relevant legislation, policies, strategies, plans and climate change agreements;
- 3 Facilitate national stakeholder consultations to review the initial skeleton draft of the NCCP;
- 4 Draft the NCCP based on feedback from the national stakeholder consultations;
- 5 Facilitate a national stakeholder workshop to review the draft NCCP; and
- 6 Finalise Nauru's NCCP.

Project Schedule

The activities are to be completed by 30 June 2020. Expected project activity is detailed in Table 1 below. The tender response should detail how and when these steps will be delivered by submitting a Technical Proposal.

Table 1 Project schedule

Activity	
	Notification of successful consultant.
	Contract signed.
	Commencement meeting via Skype or telephone between successful consultant, PACRES Project Management Unit and Nauru's Climate Change Director.
	Approval of work plan and methodology.
<i>Finalise Nauru's draft National Climate Change Policy by June 2020</i>	
1	Collate and review all relevant national legislation (laws and regulations), policies, strategies, plans and agreements at a local, national and international level that directly relate to the development of Nauru's NCCP. These must be filed, sorted and stored electronically for easy access and retrieval.
2	Draft a skeleton of the NCCP drawing on outcomes on the review of relevant legislation, policies, strategies, plans and climate change agreements.
3	Facilitate national stakeholder consultations to review the initial skeleton draft of the NCCP.
4	Draft the NCCP based on feedback from the national stakeholder consultations.
5	Facilitate a national stakeholder workshop to review the draft NCCP.
6	Submission of draft NCCP.

7	SPREP and Nauru's Climate Change Division provide comments on draft revised NCCP.
8	Submission of final draft of NCCP.

Budget

The Financial Proposal to be priced based on a work plan on where, when and how the technical assistance will be conducted. The proposal should be for the **fees component only** associated with undertaking the work outlined above. Any requirements outside of the fees component (e.g. travel specifications etc.) should be mentioned in the proposal but not costed at this stage.