

REQUEST FOR TENDERS

RFT: 2023/063
File: AP_3/28/9 and SPREP_2/44
Date: 23 November, 2023
To: Interested consultants
From: Fred Patison, Climate Change Finance Readiness Adviser / Filomena Nelson, CCAA

Subject: Request for tenders (RFT): Consultancy firm or consortium of consultants to:

**(1) Strengthen the Nauru Green Climate Fund (GCF) National Designated Authority (NDA) capacities, formulate its readiness needs roadmap and finalise the Nauru GCF Country Programme under the Nauru GCF Readiness 2 Project; and
(2) 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 consultants, consultancy firm or consortium of experts who can provide service to (1) Strengthen the Nauru GCF NDA capacities, formulate its readiness needs roadmap and finalise the Nauru GCF Country Programme under the Nauru GCF Readiness 2 Project; and (2) Nauru National Adaptation Planning Phase One Project.

The Government of Nauru have secured funding through the GCF Readiness and Support Programme to implement two approved projects:

1. Nauru Readiness II - Strengthening NDA capacities and DAE access; and
2. Republic of Nauru National Adaptation Planning Phase One

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

This consultancy is to support the delivery of the projects - (1) Nauru Readiness II - Strengthening NDA capacities, engagement with GCF and Country Programming; and (2) Republic

of Nauru National Adaptation Planning Phase One through the implementation of specific activities outlined in the scope of work. The consultant will produce the following outputs;

1. **Produce the Nauru Climate Change Baseline Report** - This output will produce findings to establish climate change baseline information and inform the implementation of activities. The comprehensive review report detailing;
 - the status of climate finance accessed by Nauru, including donors providing these funds and status of implementation of the Republic of Nauru Framework for Climate Change Adaptation and Disaster Risk Reduction (RONAdapt) and the Climate Change Policy;
 - gaps in policies, institutional coordination, systems, and processes pertaining to accessing climate finance, adaptation and mitigation;
 - gaps in climate change vulnerability and risk assessments;
 - national and sector adaptation and mitigation projects implemented to date and existing climate change priorities that have yet to be financed;
 - adaptation planning process and project implementation approaches used in the past and currently and lessons learned and best practices;
 - gaps and needs to strengthen environmental and social safeguards as well as gender and social inclusion; and
 - other key information relevant to the implementation of both projects.
2. **Formulate Nauru NDA Operational Manual** - which will include the NOL process, a higher-level climate finance steering committee Terms of Reference (TOR) and supporting documentation.
3. **Review and Update Nauru GCF Country Programme for Submission to the GCF Secretariat**
4. **Undertake a readiness needs assessment and formulate the Nauru Readiness Roadmap**
5. **Develop and implement the Nauru Climate Change Capacity Building Strategy and Action Plan**
6. **Formulate the NDA Communication & Engagement Strategy and action plan** – This will include the information products and materials and reports on implementation and effectiveness of implementation.
7. **Develop the Nauru Adaptation Planning Framework**
8. **Formulate at least two project concepts on priority adaptation projects for Nauru.**

- 2.2. The Terms of Reference of the consultancy are set out in Annex A provides more details on the assignment.
- 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. International consultants that apply **MUST** include a local individual expert/consultancy firms/organisation to support and lead on national engagement and data collection.
 - ii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;

- iii. Provide three referees relevant to this tender submission, including the most recent work completed;
 - iv. 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. 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 labor 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 **honor 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 (Annex A) 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) **Honor 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 18 December 2023. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 20 December 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
Qualifications and 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).Proposal MUST also include local firm/consortium that they will partner with in-country (Nauru).	40

	<ul style="list-style-type: none"> CVs of the consultancy team including the local experts. 	
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 workplan 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%

Financial proposal to outline all costs associated with the undertaking of the TOR including professional fees (should be costed at a daily rate per team member), communications, and miscellaneous costs inclusive of all taxes.

The financial proposal must be inclusive of travel costs and schedule the proposed number of missions to Nauru for the assignment.

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: 19th January 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 2023/063: Consultancy firm or consortium of consultants to provide service to (1) Strengthen the Nauru GCF NDA capacities, formulate its readiness needs roadmap and finalise the Nauru GCF Country Programme under the Nauru GCF Readiness 2 Project; and (2) Nauru National Adaptation Planning Phase One Project**

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/award 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 (firm or consortium of consultants)

for the

- (1) Strengthen the Nauru GCF NDA capacities, formulate its readiness needs roadmap and finalise the Nauru GCF Country Programme under the Nauru GCF Readiness 2 Project; and**
- (2) 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, 50km 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 two approved projects:

- 3. Nauru Readiness II - Strengthening NDA capacities and DAE access; and
- 4. Republic of Nauru National Adaptation Planning Phase One

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

Nauru GCF Readiness 2 Project:

Nauru's climate change resilience ambitions are reinforced by a good policy platform but is reliant upon international and regional accredited entities to access climate finance on its behalf. Since 2009 Nauru has accessed an indicative amount of USD 83.5 million in climate related financing of which 46% was for adaptation and 27% for mitigation and cross cutting

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

projects.² The GCF accounts for the largest portion of finance flows with 29%, Australia accounts for 21%, the ADB accounts for 19%, GEF accounts for 14%, EU accounts for 8%, Others accounts for 3%, Germany and Japan accounts for 2% respectively and NZ accounts for 1%.³

Nauru is concerned however, that many of its climate change priorities are not adequately addressed or taken up particularly where a resulting project would be considered micro-sized. Nauru, like other Pacific Small Island Developing States, therefore aims to gain national level accreditations to access climate finance directly and lead the implementation of funded activity deemed 'micro-sized' or that could be managed within its capacity.

Nauru's second Readiness project will build upon the first Readiness project, "*Strengthening the NDA Capacity and Strategic Engagement of Nauru with the Green Climate Fund*" delivered through the Pacific Islands Forum Secretariat (PIFS). This includes strengthening of mechanisms previously developed which require review and updating. Additional personnel capacity provided through the project will support the strengthening and drive implementation of the mechanisms developed under the first project (e.g., No Objection Procedures, GCF Steering Committee,) and new plans (Communication and Stakeholder Engagement, and build the capacity of actors involved in these mechanisms.

The project will address key gaps and challenges through the implementation of outputs and activities under five core GCF Readiness outcomes:

- **Outcome 1.1 - Country NDAs** or focal points and the network/ systems that enable them to fulfil their roles, responsibilities and policy requirements are operational and effective.
- **Outcome 1.2** - Direct access applicants and accredited entities (DAEs) have established capacity to meet and maintain the GCF's accreditation standards; and accredited DAEs have the capacity to develop a pipeline of projects and effectively implement GCF-funded activities.
- **Outcome 2.1** - Nauru have developed Country Programme to guide GCF investment and programming of readiness support resources.

The overall project is for 18 months project and is managed by SPREP as the Delivery Partner and funded by the Green Climate Fund. The day-to-day management of the project is being undertaken by a Project Coordinator based in the Department of Climate Change and National Resilience.

Nauru National Adaptation Planning Phase One Project:

Adaptation 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",

² Ibid.

³ ibid

highlighting one of the specific challenges Nauru faces when planning climate change adaptation approaches.

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 the delivery of the projects - (1) Nauru Readiness II - Strengthening NDA capacities, engagement with GCF and Country Programming; and (2) Republic of Nauru National Adaptation Planning Phase One through the implementation of specific activities outlined in the scope of work.

3 Scope of Work

The firm or consortium of consultants (i.e., specialists/experts), will implement specific activities under both projects as set out below.

3.1 Climate Change baseline established.

This output will produce findings to establish climate change baseline information and inform the implementation of activities under Output 2, 3, 4, 5, 6 and 7.

- 3.1.1 Review existing institutional and policy frameworks governing the execution of the functions of the Nauru GCF NDA Office, project development and approval processes and coordination mechanisms on project development to access climate finance to inform the development of the Nauru GCF NDA.
- 3.1.2 Undertake a comprehensive review of Nauru's key strategic policy documents, frameworks and strategies in particular the Nauru Climate Change Policy, RON-Adapt, NDC, National Sustainable Development Strategy, sector strategies and other relevant documents to identify gaps, barriers and opportunities, including a review of: (1) environmental and social safeguards and gender and social inclusion; (2) stakeholder engagement; (3) community awareness of climate change adaptation; (4) Past and current adaptation projects; and vulnerability and risk assessments; (5) climate change adaptation and mitigation priorities; and (6) best practices and lessons learned on project / programme / policies / strategies implementation approaches that is fit-for-purpose to the Nauru context, culture and way of life.
- 3.1.3 Undertaken a desktop review of relevant policy documents, plans and strategies that guides the work of and indicate priorities of Nauru NGOs, the private sector, civil society, faith-based groups, SOEs and academic institutions to identify gaps and needs in relation to access climate finance, adaptation and mitigation.

3.2 NDA no-objection process established

- 3.2.1 Develop an operational manual detailing (1) the relevant policy and governance frameworks, institutional arrangements, functions and responsibilities, and coordination mechanisms of the NDA Office; and (2) the no-objection procedure for GCF projects for Nauru and a climate finance steering committee. The Nauru GCF NDA operation manual should clearly describe the following:

- Functions of the Nauru NDA and responsibilities and full organisation structure.
- Relevant laws and policy frameworks governing the functions and responsibilities of the Department of Climate Change and National Resilience as the GCF NDA for Nauru as well as institutional arrangements for the Department as the Climate Change Focal Point as the Nauru GCF NDA.
- Processes and coordination mechanisms use by the Nauru GCF NDA to coordinate development of projects and programmes.
- Consult on the need for and formulate a TOR for a national climate finance steering committee.
- Key processes and policy implementation approach.
- National requirements for environmental and social safeguards and gender and social inclusion and relevant processes to follow and alignment of these requirements to the GCF ESS and GESI requirements.
- Functions and responsibilities of the Nauru GCF Steering Committee, membership, and its meetings and necessary procedures to guide its work.
- GCF NDA no-objection process including a flowchart to articulate this process.
- Clear process of engagement with the GCF.
- Process for GCF project proposal development from initiation to submission to GCF and implementation.
- Stakeholder engagement processes in the development of project proposals
- The no objection procedure review Toolkit describing the guidelines for engagement with the GCF to be included in the operational manual
- Review the TORs NDA staff and annex them in the operational manual

3.2.2 Undertake relevant consultations to validate draft operational manual.

3.2.3 Develop the final operational manual.

3.3 Nauru GCF Country programme updated.

- 3.3.1 Undertake relevant consultations to prioritise project ideas to be included in the country programme.
- 3.3.2 Develop a draft country programme for consultations with the Nauru GCF NDA and key climate change stakeholders.
- 3.3.3 Develop the final Nauru GCF Country Programme and work with the GCF NDA for formal endorsement by the Nauru Government.

3.4 Readiness Roadmap for Nauru developed.

- 3.4.1 Using the findings from desktop reviews of relevant policies, strategies, capacities, systems and processes (Outputs 1 and 5), identify key fiduciary, institutional, human, systemic and policy gaps and needs for further support through the GCF Readiness and Support Programme.
- 3.4.2 Undertake consultations with relevant stakeholder agencies from government, civil society and private sector to discuss and prioritise key climate finance readiness needs based on findings from Activities 3.1 and 3.2.
- 3.4.3 Develop the draft Nauru Readiness Roadmap and undertake necessary consultations to validate.
- 3.4.4 Finalise the Nauru Readiness Roadmap for endorsement.
- 3.4.5 Develop at least two project concept notes based on priorities in the country programme and readiness roadmap.

3.5 Capacity and institutional strengthening

This output will assess the capacity needs of DCCNR and key stakeholders from both government, non-government organisations, and private sector in accessing and managing climate finance, and in undertaking adaptation planning and implementation of the updated RONAdapt. The assessments must consider and include expertise, skillsets, policies, systems, and processes.

- 3.5.1 Assess the capacity of DCCNR as the Nauru GCF NDA, GCF Steering Committee member agencies and key climate finance stakeholders to identify capacity gaps and needs to execute the NDA functions.
- 3.5.2 Assess the capacity of DCCNR and key stakeholder agencies to identify capacity gaps and needs for adaptation planning and NAP implementation.
- 3.5.3 Develop one capacity building programme strategy and action plan to address the capacity needs for DCCNR as the Nauru GCF NDA and as the National Climate Change Focal Point and key stakeholders involved in both climate finance and adaptation planning and NAP implementation based on findings from capacity assessments under 4.1 and 4.2. The strategy and action plan must outline immediate, medium- and long-term capacity building activities to strengthen the capacity of the DCCNR as the NDA and as the focal point for adaptation planning as well as the key stakeholder agencies. The activities must identify how the activities will be delivered and the cost of delivering these activities.
- 3.5.4 Develop an impact evaluation framework of all capacity building activities.

3.6 Communication and engagement enhanced.

This output will require the development of a Communication and Stakeholder Engagement on climate finance readiness and adaptation planning to enable DCCNR to communicate and engage with all relevant stakeholders from Government, CSOs, private sector, communities and development partners in the capacity as the National Climate Change Focal Point and as the GCF NDA.

- 3.6.1 Conduct stakeholder mapping and analysis to understand stakeholder information needs.
- 3.6.2 Develop the national communication and stakeholder engagement strategy and action plan. This will be in two parts: (i) communications and engagement and action plan for DCCNR as the GCF NDA; and (ii) communications and engagement and action plan for adaptation planning.
- 3.6.3 Undertake relevant consultations to validate the strategy and action plan.
- 3.6.4 Develop the final communication and stakeholder engagement strategy and action plan for endorsement.
- 3.6.5 Support the implementation of the Communication and Engagement Strategy and Action Plan where relevant.
- 3.6.5 Develop an impact evaluation framework for all communication and engagement activities.

3.7 Strengthening adaptation planning in Nauru

- 3.7.1 Review the coordination and or steering committees for the RONAdapt to strengthen their role in climate change adaptation and implement recommendations from the review.
- 3.7.2 Develop the Nauru adaptation planning framework in consultation with stakeholders using the communication and stakeholder engagement strategy and action plan and gender guideline. The framework will include guidelines on the application of the process and will incorporate findings from the review of the RONAdapt, gender and

- social inclusion, stakeholder engagement gap analysis and mapping, and capacity building analysis.
- 3.7.3 Develop a Gender and Social Inclusion Guideline tailored to the circumstances and culture of Nauru to support integration of gender and social considerations into communication and engagement strategy and action plan, capacity building programme, framework for adaptation planning and appraisal and prioritisation of adaptation options.
 - 3.7.4 Undertake private sector dialogue on climate change vulnerabilities and risks on their assets, networks, supply chains, etc. based on the findings from climate vulnerability and risk assessment.
 - 3.7.5 Develop a framework to appraise and prioritise adaptation options. The framework and tool will be developed with input from DCCNR, CCA TWG, other Government Departments and SOEs, NIANGO and NBPSO.
 - 3.7.6 Identify and develop medium to long term adaptation options based on information produced under the climate vulnerability and risk assessment and guided by the adaptation planning framework. The adaptation options will be appraised and prioritised using the framework developed under Activity 6.5.

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 Comprehensive Review Report detailing
 - the status of climate finance accessed by Nauru, including donors providing these funds and status of implementation of the RONAdapt and the Climate Change Policy;
 - gaps in policies, institutional coordination, systems, and processes pertaining to accessing climate finance, adaptation and mitigation;
 - gaps in climate change vulnerability and risk assessments;
 - national and sector adaptation and mitigation projects implemented to date and existing climate change priorities that have yet to be financed;
 - adaptation planning process and project implementation approaches used in the past and currently and lessons learned and best practices;
 - gaps and needs to strengthen environmental and social safeguards as well as gender and social inclusion; and
 - other key information relevant to the implementation of both projects.
- 4.3 Nauru NDA Operational Manual which will include the NOL process, a higher level climate finance steering committee TOR and supporting documentation.
- 4.4 Updated Nauru GCF Country Programme
- 4.5 Nauru Readiness Roadmap
- 4.6 Capacity building Strategy and Action Plan and reports on implementation and effectiveness of implementation.

- 4.7 Communication & Engagement Strategy and action plan including the information products and materials and reports on implementation and effectiveness of implementation.
- 4.8 Adaptation Planning Framework
- 4.9 Two project concepts

5 Methodology

The 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 Office and as the National Climate Change Focal Point, RONAdapt Project Steering Committee, Nauru GCF Steering Committee and SPREP. For this consultancy, it is a requirement to partner with local Consultancy Firms/Consortium or individual experts with their roles clearly articulated in the application and methodology.

6 Composition and Qualifications

The 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 composed of both international and national-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 international and national counterparts.

- a. Team Leader (a specialist in climate change finance and development of strategic plans and or frameworks)
- b. Specialised areas:
 - (i) Climate Change Adaptation Specialist (Deputy Team Leader)
 - (ii) Institutional Strengthening Specialist
 - (iii) Communication and Engagement Specialist
 - (iv) Gender and Social Inclusion Specialist
 - (v) Project Development Specialist
 - (vi) National Climate Change Expert

6.2 Qualifications, expertise, skillset and experience

- a. Climate Finance Specialist (Team Leader):
 - Masters in Climate Change, Finance, Economics, International Development / Relations, Environmental Science, or related discipline.
 - Minimum of ten (10) years proven experience related to climate finance, adaptation, mitigation and development of national plans and strategies and knowledge of the Green Climate Fund and other international climate funds. Demonstrated experience and knowledge of the Green Climate Fund, and other donors such as the Adaptation Fund, development banks and other multilateral development agencies.

- Proven track record in stakeholder engagement and consultation with international and regional agencies, development banks and nationally with government agencies, development agencies, private sector, and the community.
- b. Climate Change Adaptation Specialist (Deputy Team Leader):
 - Masters in Climate Change, Environmental Science or related discipline.
 - Minimum of 10 years proven experience related to climate change adaptation, adaptation planning processes and development of strategic frameworks, national plans and strategies and knowledge of the Green Climate Fund and other international climate funding mechanisms.
 - Experience working with a cross-section of stakeholders including senior government officials in SIDS and LDCs, donor governments and organisations as well as regional organisations.
 - Demonstrated experience and knowledge of the Green Climate Fund, and other donors such as the Adaptation Fund, development banks and other multilateral development agencies.
 - Proven track record in stakeholder engagement and consultation with international and regional agencies, development banks and nationally with government agencies, development agencies, private sector, and the community.
- c. Institutional Strengthening Specialist
 - Minimum of bachelor's degree in business, economics, public administration, governance, public policy or related disciplines.
 - At least seven (7) years' experience in institutional strengthening, capacity reviews, organisational evaluations, and capacity development / training.
 - Strong background in qualitative and quantitative data collection and analysis to generate clear evidence-based insights.
 - Strong facilitation and communication skills.
- d. Communication and Engagement Specialist
 - Minimum of bachelor's degree in communication, Journalism, or a related discipline
 - At least seven years (7) of work experience in the field of communication, journalism and / or media relations and some experience working in international development would be an advantage.
 - Demonstrated communication, networking, and negotiation skills with good knowledge of and strong interest in climate change issues.
 - Excellent creative / journalistic writing skills and creative approach to communications and ability to conceptualise and develop visual media products essential.
- e. Gender and Social Inclusion Specialist
 - Minimum Bachelor degree in the areas of gender studies, social science, environmental studies, political science, Pacific studies, geography, anthropology or another relevant field
 - At least seven (7) years of professional experience in gender related works in environmental / public sector initiatives.
 - Demonstrated experience in designing / developing a gender strategy and action plan.
 - Formal training in gender analysis and gender planning and demonstrated expertise in mainstreaming gender in projects and programmes, especially in specific area of intervention.

- Thorough understanding of the gender context in the Pacific region, and experience working with government institutions and international or non-governmental organisations supporting gender and development work in the specific area of intervention.
 - Knowledge of and experience in climate change issues in the Pacific region.
 - Familiarity with gender analysis tools and methodologies in the specific area of intervention.
 - Strong communication skills, and ability to liaise with various stakeholders, including government officials.
- f. Project Development Specialist
- Minimum of bachelor's degree in business, economics, financial management, public administration, or related disciplines.
 - At least seven (7) years of work experience in designing proposals / concept notes to access financing in the Pacific Islands region, private sector, financial institutions, and other development agencies nationally and internationally such as the ADB and World Bank.
 - Demonstrated experience and knowledge of the GCF and other climate finance institutions, understanding of climate change, environmental and development issues.
- g. National Climate Change Expert
- A Degree in climate change environment, finance, economics, private sector, development, governance, or related discipline.
 - At least over 3 years of work experience in climate change, environmental issues, or other relevant development fields.
 - Experience and understanding of climate change and development context of Nauru, financial management, donor and private sector finance and the Nauru Government financial system.
 - Experience in running successful training workshops and working in close partnership with all stakeholders.
 - Proven experience with public, NGOs and private sector, financial institutions, and other development agencies.
 - Demonstrated understanding of the GCF and related Climate Finance Institutions.
 - Proven track record in stakeholder engagement and consultation with government agencies, development agencies, private sector, and the community.
 - Experience in preparing reports, meeting minutes, and undertaking research and data collection and managing information.
- h. All Team members must display cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- i. All Team members to have excellent oral and written communication skills in English and a good capacity in preparing technical reports.

7 Schedule of the Assignment

The schedule of the assignment is for a period of **12** months (a total of 240 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	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; and a complete workplan for the entire scope of work. The firm/consortium of consultants shall develop and submit a detailed schedule for the assignment and distribute days accordingly among the different tasks.	20%
Comprehensive Review Report	Report will detail: <ul style="list-style-type: none"> the status of climate finance accessed by Nauru, including donors providing these funds and status of implementation of the RONAdapt and the Nauru Climate Change Policy; gaps in policies, institutional coordination, systems, and processes pertaining to accessing climate finance, adaptation and mitigation; gaps in climate change vulnerability and risk assessments; national and sector adaptation and mitigation projects implemented to date and existing climate change priorities that have yet to be financed; adaptation planning process and project implementation approaches used in the past and currently and lessons learned and best practices; gaps and needs to strengthen environmental and social safeguards as well as gender and social inclusion; and other key information relevant to the implementation of both projects. 	10%
Nauru NDA Operational Manual	Operational manual to include: <ul style="list-style-type: none"> the relevant policy and governance frameworks, institutional 	10%

	<p>arrangements, functions and responsibilities, and coordination mechanisms of the NDA Office; and</p> <ul style="list-style-type: none"> the no-objection procedure for GCF projects for Nauru. 	
Updated Nauru GCF Country Programme & Nauru Readiness Roadmap	<ul style="list-style-type: none"> Country Programme to set out adaptation and mitigation priorities. Nauru Readiness Roadmap to outline climate finance readiness needs for further support from the GCF Readiness and Support programme. 	15%
Capacity Building Strategy & Action Plan; and Communication and Engagement Strategy and Action Plan	<ul style="list-style-type: none"> Capacity Building Strategy and action plan will include capacity assessment outlining gaps and needs to access and manage climate finance and to conduct adaptation planning and implementation of updated RONAdapt. Communication and Stakeholder Engagement will outline stakeholder mapping and analysis, identify the mechanisms and processes for ensuring stakeholder engagement on climate finance and adaptation issues; and understanding stakeholder needs and priorities in relation to climate finance and adaptation; identify the appropriate information products for each stakeholder group; identify mechanisms for the dissemination of the materials to all stakeholders at the national and local levels and to streamline engagement and communication of information. 	10%
Nauru adaptation planning framework	<p>The adaptation planning framework report will outline:</p> <ul style="list-style-type: none"> Institutional and coordination mechanism for adaptation planning and implementation of the updated RonAdapt. Communication and stakeholder engagement in adaptation planning (extract from communication strategy and action plan). Gender and Social Inclusion Guideline to facilitate integration of gender and social inclusion in adaptation 	20%

	<p>planning, stakeholder engagement, capacity building activities of the project Nauru NAP Phase One project.</p> <ul style="list-style-type: none"> • Methodology used to prioritise and appraisal of adaptation options. • Outline of adaptation options prioritised and appraised. • Findings from the impact evaluation of the adaptation planning process. 	
Two project concepts	Two concept notes in two prioritised areas as per the Country Programme.	15%

The Service Agreement template outlining the terms and conditions is attached for information and reference (Annex I).

9 Reporting Arrangements

The firm or consortium of consultants will be formally reporting to the SPREP Task Managers for Nauru GCF Readiness 2 (Climate Finance Readiness Adviser) and Nauru NAP Phase One Project (Climate Change Adaptation Adviser) and are expected to submit all deliverables to the SPREP Task Managers for comments and approval for payments. The SPREP Task Manager will work closely with the Nauru Readiness Coordinator and Nauru NAP Phase One Project Manager to provide integrated inputs and comments to the deliverables.

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