

REQUEST FOR TENDERS

RFT: 2023/054
File: AP_3/28/9
Date: 14 November, 2023
To: Interested consultants
From: Fred Patison, Climate Change Finance Readiness Adviser

Subject: Request for tenders (RFT): Consultancy firm or consortium of consultants to provide service to strengthen the Nauru National Designated Authority (NDA) Capacities and Support Direct Access Entities (DAE) Green Climate Fund (GCF) Accreditation Strategy for the Department of Finance of 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. 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 strengthen the Nauru NDA Capacities and Support DAE GCF Accreditation Strategy for the Department of Finance of Nauru.

Background

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 seeks to support Nauru's nominated national entity complete a financial management capacity assessment (FMCA) to be a delivery partner to the GCF to access readiness support and further support the formulation of an accreditation strategy for the Nauru Department of Finance. The key related GCF readiness outcomes include;

- **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.

It will achieve this through:

- Financial Management Capacity Assessment (FMCA) application for the Department of Finance finalised
- Department of Finance DAE accreditation strategy endorsed

The consultancy will deliver the following;

1. Complete and submit the financial management capacity assessment (FMCA) for the Department of Finance.
 2. Conduct Baseline Review and Gap Analysis for Nauru Department of Finance for accreditation to the GCF.
 3. Formulate a GCF accreditation Strategy and Action Plan for the Department of Finance of 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 are encouraged to partner with 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 firms/consortiums that they will partner with in the country (Nauru). CVs of the consultancy team including the local experts. 	40
Technical Proposal / Methodology	<ul style="list-style-type: none"> A technical proposal on the approach and methodology to undertake the activities and which will include 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: 26 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 2023/054: Consultancy firm or consortium of consultants to provide service to strengthen the Nauru NDA Capacities and Support DAE GCF Accreditation Strategy for the Department of Finance of Nauru**'

Mail: SPREP
Attention: Procurement Officer
PO Box 240
Apia, SAMOA

Email: tenders@sprep.org (MOST PREFERRED OPTION)

Fax: 685 20231



Sustainable, transformative and resilient for a Blue Pacific

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

Nauru Readiness 2 Consultancy Department of Finance.

Recruitment of a consultancy firm or consortium of consultants to provide service to strengthen the Nauru NDA Capacities and Support DAE GCF Accreditation Strategy for the Department of Finance of Nauru

1.0 Introduction

Nauru consist of an island located at 0°31'S and 166°56'E in the Central Pacific, 41 km south of the Equator between the Nauru and Kiribati, isolated by 400 km from its closest neighbor.¹ The 21.5 km² (2,151 hectare) coral-limestone atoll island raises 4300 m above the ocean floor.² Nauru's increasing temperature, droughts, sea-level rise, 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.³ The country has a long history of phosphate mining with the unsustainable exploitation of land and natural resources exacerbated by climate change impacts that continues to define the economy of the country and the livelihoods of its citizens.

Nauru's climate change ambitions are reinforced by a good policy platform but is reliant upon international and regional accredited entities to access climate finance on its behalf. In 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 projects.⁴ 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%.⁵

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 managed from external partners. 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 appropriate or that could be managed within its capacity.

¹ Patrick D. Nunn and others, 'Classifying Pacific Islands', *Geoscience Letters*, 3.1 (2016) <<https://doi.org/10.1186/s40562-016-0041-8>>.

² Ibid.

³ Republic of Nauru. (2014) Second National Communication to the UNFCCC, pp 1-212.

⁴ Ibid.

⁵ ibid

The GCF Readiness and Preparatory Support Programme (the Readiness 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.

Nauru's second Readiness project proposes to 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 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 Department of Climate Change and National Resilience (DCNR) and the Secretariat for the Pacific Regional Environment Programme (SPREP) as the delivery partner, are collaborating to implement the Nauru Readiness II - Strengthening NDA capacities and DAE access. This Readiness project focuses strengthening Nauru's climate financing mechanisms, strategies and capacity in order to strengthen country leadership and ownership in actioning its climate change priorities. This proposal aims to address key gaps and challenges towards achieving the objective as briefly outlined below and tackle the impacts of climate change through 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

More specifically this Readiness 2 Preparatory and Support Project for Nauru targets the following outputs and deliverables:

1. **Output 1.1.1: A Nauru NDA operational manual endorsed and trained personnel implementing mechanisms and process.**
 - Develop an operational manual detailing the function, responsibilities and coordination mechanisms of the NDA Office.
 - Formulate an NDA Communication & Engagement Strategy
 - Undertake comprehensive Stakeholder Engagements in these processes
2. **Output 1.1.2: NDA and key sector personnel involved in climate financing trained in project management leading to development of project concepts within national and donor policy frameworks**
 - Undertake a training needs assessment for capacity gaps project-related policies and project development.
 - Formulate a training and mentoring plan
 - Implement the Training and mentoring plan
 - Initiate consultation to development of a project ideas
3. **Output 1.2.1: FMCA application for the Department of Finance finalised**
 - Complete and submit the financial management capacity assessment (FMCA) for the Department of Finance
4. **Output 1.2.2: Department of Finance DAE accreditation strategy endorsed**

- Assess Department of Finance's institutional capacity need and gaps for accreditation to the GCF
- Formulate a GCF accreditation Strategy for the Department of Finance of Nauru

5. Output 2.2.1. Nauru Readiness Roadmap developed to guide programming support for the country programme and Readiness needs

- Review and submit the Nauru GCF Country Programme
- Undertake a readiness needs assessment for Nauru
- Formulate a Readiness Roadmap for Nauru

This outputs once achieved, will ensure the NDA fulfils its expected functions and roles, and establishes an effective coordination mechanism which will enable Nauru to access more climate finance to address its climate change priorities.

The overall project is for 18 months project and is managed by SPREP as the Delivery Partner and funded by the Green Climate Fund.

3.0 Consultancy Specific Objective

This consultancy seeks to support Nauru's nominated national entity complete a financial management capacity assessment (FMCA) to be a delivery partner to the GCF to access readiness support and further for support the formulation of an accreditation strategy for the Nauru department of finance. The key related GCF readiness outcomes include;

- **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.

It will achieve this through:

- Financial management capacity assessment (FMCA) application for the Department of Finance finalised
- Department of Finance DAE accreditation strategy endorsed

4.0 Scope of Work

The Consulting Firm / Consortium will execute the following key activities;

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.

Output 1.2.1: FMCA application for the Department of Finance finalised

4. Complete and submit the financial management capacity assessment (FMCA) for the Department of Finance

This project will seek to further finalise the FMCA process for Nauru and the key gaps and respond and in the process identify some of the key gaps and processes required for full accreditation.

The Consulting Firm / Consortium will;

- Support the NDA and department of finance complete the FMCA process.
- Identify the key policy, process and institutional gaps and reflect them in the Department of Finance's institutional capacity need and gaps for accreditation to the GCF.
- Submit the FMCA to the GCF Secretariat.

Output 1.2.2: Nauru Department of Finance DAE accreditation strategy endorsed

5. *Conduct Baseline Review and Gap Analysis for Nauru Department of Finance for accreditation to the GCF*

The consulting firm will;

- Initiate consultation meetings with the Nauru NDA and department of finance as part of the review and gap analysis of Naurus of its fiduciary policies and processes.
- Undertake a desktop review of the department of fiduciary policies and processes.
- Review existing reports related to department of finance capacity development support from ADB, PIF, UNDP, SPC and other development partners.
- Undertake a detailed review of the department of policies related to transparency, accountability and reporting processes.
- Review of NDF organisation structure and other related departments to better understand how management and implementation of a GCF project can be developed, mobilised and managed.
- Review policies and processes related to compliance, internal audits and budgeting processes.
- Identify key policies and measures related to; i) a code of ethics; ii) procedures for disclosure of conflicts of interest; iii) preventing financial fraud; iii) investigations procedures: and v) anti-money laundering and antiterrorist policies.
- Review and assess the NDF policies related to gender and environmental and social safeguards.
- Review and analyse Naurus NDF procurement policy, processes and requirements.
- Review of the NDF corporate plan and staff development plan and analyse the NDF key strategic documents and services provided.
- Review and undertake a gap analysis of all technical, systemic, institutional and policy gaps for the NDF.
- Prepare the baseline review and gap analysis Naurus's draft report and share with SPREP and Nauru GCF NDA.
- Facilitate a stakeholder review workshop for the draft report in Nauru.
- Present the baseline review and gap analysis draft report summary on PPT to the NDF, SPREP and the Nauru GCF NDA
- Present the baseline review and gap analysis Naurus's report to the NDF for input and endorsement.
- Finalise and submit the baseline review and gap analysis Naurus's report to the Nauru NDA and SPREP.

6. *Formulate a GCF accreditation Strategy and Action Plan for the Department of Finance of Nauru*

The consulting firm will;

- Use the baseline review and gap analysis report and the FMCA to inform the development of the NDF GCF accreditation action plan.
- The action plan will have actions that have timeframes and with costs for implementation for the period 2023-2025.
- The action plan will address all the gaps in the FMCA, and fiduciary policy gaps and process identified in the baseline review report.

- Include actions to address technical, systemic, institutional and staff capacity gaps identified in the baseline review report.
- Address any gaps related to policies and process on transparency, accountability and reporting process
- Address policies and processes related to compliance, internal audits and budgeting processes.
- Address key policies and measures related to; i) a code of ethics; ii) procedures for disclosure of conflicts of interest; iii) preventing financial fraud; iii) investigations procedures; and v) anti-money laundering and antiterrorist policies.
- Address gap related to the NDF policies related to gender and environmental and social safeguards.
- Address gaps in the NDF procurement policy and requirements.
- Made recommendations for action on the NDF corporate plan and staff development plan and issues related NDF delivering its services effectively
- Address all issues and gap related to the GCF accreditation criteria and requirements.
- Make recommendation on the key priority focus areas that the NDF GCF accreditation aligned to its key portfolio lending policies and products and services.
- Make recommendation on potential products and services that will be considered once NDF becomes an accredited entity to the GCF. The recommendations will also take into consideration support for all stakeholders including the private sector, civil society organisations (CSOs), community groups, NGOs and key sectors.
- As part of developing the action plan undertake comprehensive consultations with key sectors, private sector representative, CSOs, NGOs and government stakeholders.
- Facilitate stakeholder review workshop for the action plan.
- Prepare the draft action plan and share with NDF, SPREP and Nauru GCF NDA.
- Present the action plan summary on PPT to the NDF, SPREP and the Nauru GCF NDA.
- Present the action plan to the Nauru management for inputs and endorsement.
- Finalise and submit the action plan to the Nauru GCF NDA and SPREP.

5.0 Expected Deliverables

The main outputs and deliverables are;

1. An inception report to update their technical proposal that will outline the approach, schedule and work plan on how the consultant(s) will undertake the required tasks and fulfill the objectives, outputs and deliverables of the consultancy.
2. Completed Financial Management Capacity Assessment (FMCA) for submission to the GCF Secretariat.
3. The NDF Baseline Review and Gap Analysis Report submitted to SPREP and the Nauru GCF NDA.
4. The NDF GCF Accreditation Strategy and Action Plan submitted to SPREP and Nauru GCF NDA.

6.0 Methodology

Approach

The Consultancy Firm / Consortium should propose a preliminary methodology to be used to undertake each of the work packages in their proposal. This will be expected to be updated as part of the Inception Report (Deliverable #1) and reflect consultations with the Nauru NDA Office, the Readiness 2 PMU and SPREP. For this consultancy it is not a requirement but preferable that the entity partner with local Consultancy Firms/Consortium or individual experts with their roles clearly articulated in the application and methodology.

Timeframes and Delivery Schedule

The consultant will need to clearly outline that in the proposal work plan as part of the scheduled timeframe.

7.0 Composition and Qualifications of the Consulting Team

The Consultancy Firm / Consortium will need to provide the full composition of their team outlining experience and roles within the proposal. 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 demonstrate the following qualifications, expertise, and skillset.

- Minimum of ten (10) years proven experience related to climate change development, finance and development of national plans and strategies.
- Minimum of seven (7) years' experience and demonstrated in-depth knowledge in conducting institutional gap assessments and strategic plans.
- Demonstrated experience and knowledge of the Green Climate Fund and other international climate funding mechanisms.
- In-depth understanding and knowledge of the current finance architecture of the Green Climate Fund.
- A minimum of 2 projects demonstrating relevant working experience in the areas of institutional strengthening and / or climate financing.
- Displays culture, gender, religion, race, nationality sensitivity and adaptability.
- Excellent oral and written communication skills in English and a good capacity in preparing technical reports.

Expert I: Team Leader and Climate Finance Expert

- Masters in Climate Change, Finance, Economics, International Development / Relations, Environmental Science, or related discipline.
- At least 10 years' experience with Country Strategic Frameworks and / or related document development, institutional strengthening and monitoring, stakeholder engagement, group facilitation, and technical writing.
- Minimum of 7 years' experience with climate mitigation and adaptation projects.
- Experience working with a cross-section of stakeholders including senior government officials in the Pacific 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.

Expert II Climate Change Policy and Institutional Expert

- Degree with 10 years of work experience or a post-graduate with over 5 years for experience in the field of environment management and climate change,
- Experience in running successful training workshops and working in close partnership with all stakeholders involved.
- Proven experience within the Pacific Island region and private sector, financial institutions, and other development agencies nationally and internationally such as the ADB and World Bank.

- Demonstrate some level of experience and knowledge with the GCF and related Climate Finance Institutions.
- Experience and understanding of climate change issues and related policy development
- Good knowledge and understanding of climate change impacts, broader environmental issues in Nauru and the Pacific
- 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.
- Culturally demonstrated sensitivity, friendly, and effective inter-personal and communication skills that are conducive to effective presentations and networking, and building trust required to complete tasks.

Expert III National (Nauru National) Climate Change Expert (organisation/individual)

- A diploma or over 5 years' equivalent experience in climate change environment, finance, economics, private sector, development, and governance.
- At least over 3 years of work experience in climate change or related development fields.
- Familiar and understand the climate change and development context of Nauru and related climate policies and projects being implemented.
- 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.
- Demonstrate some level of experience and knowledge with the GCF and related Climate Finance Institutions.
- Experience and understanding of climate change finance, financial management, donor and private sector finance and the Nauru Government financial system.
- Good knowledge and understanding of climate change impacts, broader environmental issues in Nauru and the Pacific
- 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.

8.0 Assessment Criteria

Tenders will be assessed against the technical proposal and financial proposal to include:

1. Composition of the team including their role and experience (noting the minimum requirements of the team as outlined in Section 6). It should also include local firms/consortiums that they will partner with in the country (Nauru).
2. CVs of the consultancy team including the local experts.
3. A technical proposal on the approach and methodology to undertake the activities and which will include workplan and schedule.
4. Financial proposal to outline all costs associated with the undertaking of the package of works including professional fees (should be costed at a daily rate per team member), communications, and miscellaneous costs inclusive of all taxes.
5. The financial proposal must be inclusive of travel costs and schedule the proposed number of missions to Nauru for the assignment.
6. Include partnership with a local individual expert/consultancy firms/organisation to support and lead on national engagement and data collection.

9.0 Schedule of the Assignment

The schedule of the assignment is for a period of 7 months from the commencement date (i.e., Signing of the Agreement). The project has allocated approximately 60 working days across the activities outlined in this term of reference. The consultant shall develop and submit a detailed schedule for the assignment in the technical and financial proposal to distribute the days accordingly among the different tasks and experts.

10.0 Budget and Financial Proposal

The financial proposal should cover all costs (e.g., professional fees, communications (e.g., internet, phone calls etc.), travel to Nauru and number of expected missions, and miscellaneous costs for the successful completion of all the activities and associated deliverables under these terms of reference.

All related meetings and stakeholder workshop costs will be funded directly by the Project and should not be included in the consultancy fees.

11.0 Payment Schedule

The Consultant Firm / Consortium shall be paid upon completion of deliverables which will be outlined and agreed to within the Services Agreement. The followings criteria need to be considered;

1. Payment of services will be in accordance with the deliverables and applicants are encouraged to include a proposed payment schedule in their proposal.
2. An agreed final payment schedule will be outlined in the Services Agreement between SPREP and the successful applicants.
3. The successful applicant(s) are responsible for the payment of applicable taxes in their own country and Nauru.
4. The successful applicant(s) are responsible for relevant insurance cover such as medical, travel and professional liability.
5. Adequate office space and amenities will be provided on a temporary basis and only when required in accordance with the Nauru Government standard provisions for the duration of the assignment in Nauru. The consultancy firm/consortium must comply with Nauru's Laws.

12.0 Reporting Arrangements

The SPREP Climate Finance Readiness Adviser will have the overall management and coordination role of the works package. However, the Consultancy Firm / Consortium will be required to liaise and report to the National Designated Authority and Nauru Readiness PMU to ensure country ownership is met, and the deliverables are meeting the requirements of the Nauru Government.