

## REQUEST FOR TENDERS

File: AP\_3/28/3

Date: 4 December, 2019

To: Interested Service Providers

Contact: Rupeni Mario (Project Development Specialist)

**Subject:** Request for Tenders: Green Climate Fund Niue Readiness 1: Technical Assistance for Niue Development Bank to achieve 'Delivery Partner' accreditation under the Financial Management Capacity Assessment

---

### 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 is a delivery partner for the GCF Niue Readiness 1 through the Niue Project Management and Coordination Unit (PMCU).
- 1.3. The Niue PMCU is charged with all GCF activities.

### 2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from a qualified and experienced Consultant who can offer their services to provide Technical Assistance for the Niue Development Bank to pass the GCF Financial Management Capacity Assessment (FMCA) as set out in the Terms of Reference (ToR) in Annex A.
- 2.2. The successful applicant will need to provide technical advice and input, and work with the Niue Development Bank under the supervision of the Niue Readiness Project Manager, including by drawing on research and analytical skills, excellent communication skills and experience working with a range of stakeholders, as well as knowledge of the Green Climate Fund and climate finance readiness issues.
- 2.4. The successful applicant will be required to support the Niue Development Bank in completing the Readiness and Preparatory Support Financial Management Capacity Assessment Form including any identified gaps requiring attention to satisfy and the GCF's FMCA. The successful applicant will also be required to assist the NDB address any identified gaps.

### **3. Conditions: information for applicants**

- 3.1. To be considered for this tender, interested Consultants must meet the following conditions:
- i. Meet the Evaluation Criteria.
  - ii. Supply three references as part of their tender application.
  - iii. The Consultant must possess or be able to obtain relevant work permits and approvals in order to be able to lawfully work as a consultant in Niue.
  - iv. Submit a complete submission as directed in Section 4.
  - v. Complete the tender application form provided.
  - vi. The Consultant must also be able to attend an interview prior to award of contract. The interview may be undertaken remotely (e.g. via teleconference) or in person.
  - vii. The Consultant must be willing to undertake some international travel, as may be required to effectively deliver the assignment as detailed in Annex A.
  - viii. The Consultant must be willing to work in accordance and in cooperation with SPREP to ensure that, relevant SPREP financial management, procurement and other policies are followed in the delivery of the assignment.
  - ix. The Consultant must be willing to accept the payment conditions as follows:
    - Payment of services rendered will be as per payment schedule present in the ToR (reference Annex A).
    - Payment will be made from SPREP to the Consultant as per deliverables outlined in the Services Agreement between SPREP and the Consultant.
- 3.2. The Consultant will be provided with adequate office space and amenities in accordance with Niue Government standard provisions for the duration of the assignment while in country. The Consultant must provide their own computer for the consultancy

### **4. Submission guidelines**

- 4.1. Tender documentation should demonstrate the interested bidder's ability to carry out the required work in support of successful delivery of the ToR as described in Annex A. This will require that the interested bidder satisfies the Conditions stated above and is capable of meeting the specifications and timeframes, and that supporting examples to address the Evaluation Criteria are also provided.
- 4.2. Tender documentation must include:
- i. A cover letter stating that the tenderer meets the conditions in section 3 and that the tenderer has the ability and resources to complete the consultancy within the stated timeframes and budget inclusive of all fees, expenses and costs.
  - ii. A comprehensive Curriculum Vitae with contact details of at least three professional referees and samples of past work with a clear explanation of what aspects were coordinated by the applicant and what aspects were done directly by the applicant.
  - iii. The proposal must remain valid for 90 days from date of submission.
- 4.3. Tenderers/Bidders 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](mailto:alvins@sprep.org) and copy Vitolina Samu on [vitolinas@sprep.org](mailto:vitolinas@sprep.org) before 17<sup>th</sup> December 2019. A summary of all questions received with an associated response will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 19th December 2019.

## **6. Evaluation criteria**

- 6.1 SPREP will select a preferred bidder 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 tenderer satisfies the following criteria.
- i. (20%) Bachelor degree or equivalent or higher in a relevant field including for example information finance, economics or climate change.
  - ii. (25%) Demonstrated at least 8 years' experience in supporting the entities meeting financial management and capacity assessments by donors and development of high quality and fit for purpose accreditation applications.
  - iii. (10%) Familiarity with climate change policy and priorities for Niue, and climate finance, including the Green Climate Fund.
  - iv. (10%) Experience working with and coordinating a range of stakeholders including across national and local government, NGO's and the private sector including facilitation of consultation and workshops will be considered favourably.
  - v. (15%) Excellent communication skills, including the ability to prepare high quality written proposals, reports and other documents.
  - vi. (10%) Demonstrated research and analytical skills.
  - vii. (10%) Demonstrated understanding of the assignment, including the role and expectations of the Consultant.
- 6.2 Persons of all nationalities are able to apply (subject to relevant Conditions) and suitably qualified and experienced Niueans are encouraged to apply.

## **7. Deadline**

- 7.1. **The due date for submission of the tender is: 6<sup>th</sup> January 2020, 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: Green Climate Fund Niue Readiness 1: Technical Assistance for Niue Development Bank towards getting accredited under the Financial Management Capacity Assessment**' to one of the following methods:
- Mail: SPREP  
Attention: Procurement Officer  
PO Box 240; Apia, SAMOA
- Email: [tenders@sprep.org](mailto:tenders@sprep.org)
- Fax: 685 20231
- Person: Submit by hand in the tenders 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: TERMS OF REFERENCE

### **Green Climate Fund Niue Readiness 1: Technical Assistance for Niue Development Bank towards getting accredited under the Financial Management Capacity Assessment**

#### **BACKGROUND**

Niue currently depends on intermediaries to access global climate financing. The GCF Readiness Programme has provided the opportunity for Niue to build national policies and systems and strengthen national entities to have direct access to GCF financing.

Through the Niue GCF Readiness 1, Niue has identified the Niue Development Bank (NDB) as a potential delivery partner and a national direct access accredited entity for the GCF. In August 2016 GCF conducted a Financial Management and Capacity Assessment (FMCA) of the NDB. A GCF response to this assessment in April 2017 stated that there are gaps and the need to comprehensively respond to the GCF FMCA criteria.

The Government of Niue has also established a Project Management and Coordination Unit (PMCU) that is headed by a Director, who is the alternate NDA. The PMCU is housed directly under the Premier Office.

#### **OBJECTIVE**

The primary objective of this assignment is to have the Niue Development Bank satisfy the requirements of the GCF Financial Management and Capacity Assessment and gain 'Delivery Partner' status for GCF Readiness Programmes.

#### **SCOPE OF THE ASSIGNMENT**

The Consultant will work with the Niue Development Bank (NDB) to:

- Address all gaps identified in the August 2016 FMCA
- Comprehensively complete the GCF Financial Management and Capacity Assessment form for resubmission to the GCF
- Provide additional technical assistance to the NDB as required to satisfy compliance with the GCF FMCA requirements
- Develop a strategy for the NDB to get accreditation to the GCF as national Direct Access Entity

#### **DELIVERABLES AND TIMELINES**

The Consultant will be responsible for the following tasks:

- Submit a work plan with timelines that covers central tasks to this ToR
- Organise travel to Niue to consult stakeholders and gather data and information
- Work with the NDB to complete, finalise and ready the GCF FMCA form for resubmission to the GCF. It is to be noted that the gaps identified in the August 2016 FMCA are to be addressed – these includes but not limited to the following:
  - (i) detail account of the NDB's loan portfolio, its financial management and internal financial processes
  - (ii) provide details on the NDB's Code of Conduct
  - (iii) highlight the experience with the IUCN project with details of what was NDB's role(s) and how risks were mitigated
  - (iv) provide details on its audit process with evidence of audited financial statements

- (v) provide details on how Niue through Readiness 1 has strengthened its national processes and procedures (e.g. the Niue GCF Handbook) and how the NDB will partner with the Project Management and Coordination Unit (PMCU) to implement GCF Readiness projects
- (vi) Where there are current policy gaps and experience at the NDB (e.g. procurement guidelines and project management experience), state how these will be addressed through the NDB partnership with the PMCU
- Provide additional technical assistance to the NDB as required to satisfy compliance with the GCF FMCA criteria
- Draft a strategy for NDB to get GCF accreditation as a national Direct Access Entity

The Consultant will be responsible for the following deliverables:

- A work plan and travel plan outlining timelines of tasks including specific times for submitting the required deliverables
- A completed GCF FMCA form
- Strategy for NDB to get accredited as a GCF national Direct Access Entity
- NDB satisfactorily passes the GCF FMCA
- End of assignment report

#### **WORKING ARRANGEMENTS**

The Consultant will be home based with 10 working days to be spent in Niue at the NDB. Where travel to Niue is required these will be costed separately from the professional fees.

#### **CONSULTANCY DURATION**

Total maximum working days = 25 days

End of assignment = all deliverables to be completed by 30 March 2020

#### **INDICATIVE LEVEL OF REMUNERATION**

This will be disbursed as per Table below

<b>Deliverable /Outputs</b>	<b>Description</b>	<b>Payment upon delivery (%)</b>
1	Work plan and timelines submitted	20
2	NDB application completed and resubmitted to the GCF	40
3	NDB Strategy towards a national direct access accredited entity to the GCF	10
4	• NDB satisfactorily passes the GCF FMCA criteria • End of assignment brief	30

**QUALIFICATIONS AND EXPERIENCE**

- Have tertiary qualifications in climate change or related field and relevant to the tasks in this ToR
- Have spent 8 years or more in similar work areas
- Familiar with the Pacific region particularly with small island developing states such as Niue
- Fluent in English (note that all deliverables are required to be in English)
- Should have some or all of the following:
  - a. Experience with GCF policies
  - b. Experience with climate financing
  - c. Experience writing successful proposals

**REPORTING LINES**

The Consultant will be recruited under a SPREP Contract and will act under the direct supervision of the the Niue Readiness Project Manager with support from the SPREP Project Coordination Unit.