

REQUEST FOR TENDERS

RFT: 2023/046
File: AP_2/41
Date: 21 August, 2023
To: Interested consultants
From: Mathilde Kraft, Kiwa Project Development Coordinator

Subject: Request for tenders (RFT): Consultancy services to develop an online, self-paced course on Nature-based Solutions for Climate Change Adaptation in the Pacific Island region

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 educational establishments and/or training providers (Consultant) who can offer their services to design and develop an e-learning, self-paced course on Nature-based Solutions for Climate Change Adaptation in the Pacific Island region.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: https://www.sprep.org/attachments/Publications/Corporate_Documents/spreporganisational-values-code-of-conduct.pdf. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.4. SPREP Standard Contract Terms and Conditions are non-negotiable.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
 - i. Only bidders (universities, training organisations, consultants or equivalent) with a registered accreditation to design, develop and deliver courses are eligible for this tender.

- 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 submit documentation to confirm their accreditation to design, develop and deliver courses in accordance with the objective set out in the Terms of Reference specified in Annex A.
- 3.3 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 labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.
- 3.4 Tenderer must sign the declaration of **honour and declaration of integrity forms** 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 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) **Honour and declaration of integrity forms**
 - 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 11 September 2023. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 13 September 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
Experience	Demonstrated skills and experience of each member of the proposed team (outline for each person) in designing, developing and/or delivering Capacity Building and Training Programs (including development of resources) in nature-based solutions and related natural resources management, climate change adaptation and biodiversity conservation fields.	20
	Evidence of experience in, and knowledge and understanding of the natural, social and cultural contexts of the Pacific Island Countries and Territories.	15
Technical Proposal / Methodology	Proposed overall work plan with detailed timeline on how the engagement will be carried out and ability to complete assignment within Timeframe specified in Terms of Reference.	20
	Description of the pedagogical approach, educational material used (video, articles, etc.), proposed monitoring and evaluation tools (how many assignments exercises, MCQs, how the final exam will be conducted to evaluate the achievement of the objectives for certification) overview of the proposed format and design.	15
	Organisation and responsibilities of each member of the team, and details of any subcontractor to be utilised where required.	10

II. Financial Score – 20%

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: 19 September 2023, 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 2023/046: **Kiwa NbS for climate change adaptation e-learning course**'

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/awards 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 to develop an online, self-paced course on Nature-based Solutions for Climate Change Adaptation in the Pacific Island Region

Background

1. Officially started in March, 2020, the “Kiwa Initiative – Nature-based Solutions for climate resilience” is the first programme ever to gather five donors (France, the European Union, Canada, Australia and New Zealand) and regional/national partners around a common objective : to enhance access to funding for rights-based gender-sensitive and socially-inclusive climate change adaptation through nature-based solutions for Pacific Island Countries and Territories (PICTs), including local, national and regional authorities as well as civil society organisations. Taking action to protect biodiversity (conservation/restoration) and developing Nature-Based Solutions (NbS) to anticipate, reduce vulnerabilities and strengthen adaptive capacities of Pacific Island Countries and Territories in the face of climate change are the core governing principles of the Initiative.
2. The Kiwa Initiative is designed to increase the capacities of PICTs to access climate funding mechanisms and to protect, restore, and enhance biodiversity in order to adapt to climate change impacts and to strengthen the resilience of their socio-ecological systems. The main activities within the scope of the Initiative can be summarised into three main components: regional projects (grants for projects including at least two eligible countries or territories managed by AFD), local projects (for very small, small or medium-sized grants, managed by IUCN), and a technical assistance programme.
3. As part of the regional technical assistance they provide to the implementation of the Kiwa Initiative, SPC and SPREP are delivering a joint capacity-building programme to help PICTs stakeholders upscale the implementation of quality Nature-based Solutions for climate change adaptation. This programme builds on lessons learned from related programmes and initiative currently or recently implemented in the region and the priorities identified by PICTs stakeholders, captured in a capacity needs assessment conducted from October 2022 to June 2023.
4. The Kiwa Capacity Needs Assessment for the implementation of NbS for climate change adaptation report highlighted among others the need for more awareness raising on the potential of NbS to support policy objectives to decision-makers (high-level decision-makers at national and local levels), including through the development of a Massive Open Online Course.

Objectives and scope of work

5. SPREP would like to call for tenders from qualified and experienced educational establishments and/or training providers (Consultant/s) who can offer their services to design, and develop an online, self-paced course on Nature-based Solutions for Climate Change Adaptation in the Pacific Island region, in English and French.

6. The objectives of this course are to:

- Provide a comprehensive knowledge of Nature-based Solutions, building on the IUCN Global Standard™ and in relation with current regional and international frameworks.
- Raise awareness on the key concepts and provide concrete examples of NbS relevant to Pacific Island contexts, building where relevant on Kiwa projects.
- Raise awareness among decision makers, particularly at ministerial level, on the benefits of Nature-based Solutions as cost-effective actions to achieve a range of policy outcomes (e.g., climate change adaptation (CCA), biodiversity conservation, food and water security, human well-being and livelihoods).

7. Learning outcomes should include, but not be limited to:

- Enhanced understanding of the concept of Nature-based Solutions and related concepts, their contribution to climate change adaptation and what approaches are relevant to Pacific Island contexts.
- Enhanced understanding of the potential of NbS to achieve various policy outcomes for community, ecosystems resilience, development, and climate change.
- Working knowledge of NbS integration into national, regional, and international frameworks, including project cycles and key funding windows.

8. The specific topics to cover should include, but not be limited to:

- 8..1 Module 1: Introduction to NbS
 - 8..1.1 Ecosystem-based approach
 - 8..1.2 IUCN Global Standard™
 - 8..1.3 Understanding NbS potential for CCA (available tools to support decision-making)
 - 8..1.4 Examples of NbS implementation in the Pacific including Traditional, Indigenous and Local Knowledge and practices
- 8..2 Module 2: NbS legal framework
 - 8..2.1 PICTs commitments on NbS at international (e.g., UNFCCC, CBD Global Framework), regional and national
 - 8..2.2 Entry points for implementation of commitments and funding opportunities
 - 8..2.3 How NbS can support other national policy objectives
 - 8..2.4 Examples of NbS policy integration (national, sectoral etc.)
- 8..3 Module 3: Overview of NbS thematic areas
 - 8..3.1 Fisheries and marine resources management (coastal and pelagic)
 - 8..3.2 Agriculture and agroforestry
 - 8..3.3 Terrestrial and marine protected areas (including community-based approaches e.g. LMMAs, OECMs)
 - 8..3.4 Integrated water and watershed management
 - 8..3.5 Invasive species management
 - 8..3.6 Disaster risk reduction
- 8..4 Module 4: NbS projects Best Practices
 - 8..4.1 Human Rights and GEDSI
 - 8..4.2 Traditional, Indigenous and Local Knowledge

- 8..4.3 Best practices for NbS projects
- 8..4.4 Key principles for NbS policy integration

9. Based on the course material, a summary interactive guide (approximately 2h reading time) will be developed, highlighting best practices and key messages from the modules, and including links to further resources for publication and upload on Kiwa website (the uploading and any web development will be conducted separately by Kiwa website developer).
10. The main targeted audience are the local and national public authorities and institutions, particularly ministry-level representatives from the 19 Kiwa eligible ACP countries and French OCTs.¹

Modules design

11. The course should be based on an equivalent of a 10-hour session to complete, which should be further broken down into topics of no more than 1 hour each. Each topic will be supported by videos, links to further resources such as articles, technical and/or legislative documentation, etc, be evaluated by a test (Quiz, questions, etc).
12. Modules design should be accessible, attractive, playful (by diversifying training materials: videos including existing and specifically developed – max 20, articles, interviews with relevant stakeholders, case studies etc.) interactive and comprehensive for an audience with varying initial skills.
13. The modules should build on examples and case studies from Kiwa local and regional projects and partners as applicable, and include traditional, local, and indigenous knowledge and practices from across the region as appropriate and being mindful of any intellectual and cultural rights.

Course modality

14. Content should be reviewed by an independent advisory board. Its composition should be suggested by the Consultant at the beginning of the engagement.
15. Once all content has been reviewed by the independent advisory board and approved by SPREP, the Consultant is expected to upload the content onto PCCC's e-learning platform (Moodle-based), following the format of existing content. Material should also be compatible for upload on SPC e-learning platform.
16. Course will include pre- and post-courses assessments to evaluate the level of learning from student. Course material should enable future reviewing and updating of content.

Project deliverables and timeline

17. The course is expected to be available on PCCC e-learning platform in both languages (English and French) within six months from the start of the engagement, with a preference for the activities to be completed much earlier.

¹ Cook Islands, Federated States of Micronesia, French Polynesia, Fiji, Kiribati, New Caledonia, Republic of the Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor Leste, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis and Futuna.

18. Project deliverables include:

- D1: Inception meeting report
- D2: Draft outline
- D3: Draft slides and video material developed (EN)
- D4: Draft slide notes (EN)
- D5: Finalised slides (EN)
- D6: Draft summary guide (EN)
- D7: Draft slides (FR)
- D8: Finalised slide notes (EN)
- D9: Final summary guide (EN)
- D10: Draft slide notes (FR)
- D11: Finalised slides (FR)
- D12: Final summary guide (FR)
- D13: Recorded content (EN)
- D14: Finalised slide notes (FR)
- D15: Recorded content (FR)
- D16: Content uploaded and operational

19. The tenderer will explain how the timeframe will be met in the technical offer. If bidders feel they need more time, they should describe and justify this in their technical offer.

Work arrangements

20. The consultant will report to the Kiwa project development Coordinator at SPREP.

21. The implementation of all activities in a coherent manner is the responsibility of the consultant(s), under the supervision and coordination of SPREP and SPC Kiwa Initiative project team. Regular meetings should be planned with them and with possible participation of AFD/the Kiwa Secretariat and IUCN for coordination within the Kiwa Task Force.

22. The mission is expected to be conducted from the consultant's home office.

23. The consultant will be responsible for scheduling meetings with SPREP, taking minutes, and distributing these for comment prior to finalising.