

## REQUEST FOR TENDERS

RFT: 2023/049  
File: FN\_11, SPREP\_2/44  
Date: 12 October, 2023  
To: Interested consultant(s)/company/firm  
From: Rupeni Mario, Project Coordination Unit

**Subject:** Strengthening SPREP's Capacity as a Direct Access Entity – SPREP Procurement Manual review

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### 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 an accredited entity to the Adaptation Fund and the Green Climate Fund.
- 1.3. 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
- 1.4. For more information, see: [www.sprep.org](http://www.sprep.org).

### 2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultant(s)/company/firm who can offer their services to deliver against the Scope of Work in the enclosed Terms of Reference.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful consultant(s)/company/firm 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. The Service Agreement template is provided in Annex B.

### 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultant(s)/company/firm must meet the following conditions:
  - i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;

- ii. Provide three referees relevant to this tender submission, including the most recent work completed;
  - iii. 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 the CVs. 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.*
  - iv. 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 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 a declaration of **honour 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(s)/company/firm 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 the CVs. 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 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](mailto:procurement@sprep.org) before 30 October 2023. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 01 November 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(s)/company/firm 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
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>Tertiary qualifications in a field relevant to the Scope of Work (Bachelor's degree in Accounting, Finance, Economics or other related field).</li> <li>Minimum 10 years experience in procurement related activities and contract management with proven experience in Procurement policy development/or reviews</li> <li>Demonstrated expertise and strong experience in institutional /organisational structure and change.</li> <li>Good understanding of regional organisations including SPREP, global funding processes and accreditation requirements especially with major donors/development partners such as the European Union (EU), Green Climate Fund (GCF) and UN organisations, including policies and implementation processes with experience in the Pacific islands and process of monitoring and reporting.</li> </ul>	30
	<ul style="list-style-type: none"> <li>Excellent communications skills with high command of spoken and written English, including demonstrated experience in participatory and consultative approaches relevant to the Pacific. Experience in developing manuals and conducting training workshops.</li> </ul>	10
<b>Technical Proposal / Methodology</b>	<ul style="list-style-type: none"> <li>Outline how each of the deliverables will be achieved including the stakeholders to be consulted and the engagement plan.</li> <li>Provide specific milestones for each of the deliverables including timelines for SPREP comments/inputs on draft documents. It is advisable that engagement with SPREP is not programmed over the period 20 December 2023 to 31 January 2024.</li> <li>As required, specify the personnel responsible for each deliverable including the estimated number of working days to be spent. This to be costed accordingly in the financial proposal.</li> <li>Include a session to present all the deliverables to SPREP.</li> </ul>	40

**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: 10 November 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 2023/049: Strengthening SPREP's Capacity as a Direct Access Entity – SPREP Procurement Manual review'

Mail: SPREP

Attention: Procurement Officer

PO Box 240

Apia, SAMOA

Email: [tenders@sprep.org](mailto: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.**



Sustainable, transformative and resilient for a **Blue Pacific**

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**

### **Strengthening SPREP’s Capacity as a Direct Access Entity – SPREP Procurement Manual review**

The Strengthening SPREP’s Capacity as a Direct Access Entity is part of the GCF-funded *Supporting Regional Direct Access Entities to increase Pacific SIDS access to climate financing* project, commonly referred to as the SPREP Readiness.

## **1.0 INTRODUCTION**

The Secretariat of the Pacific Regional Environment Programme (SPREP) is an accredited direct access entity (DAE), and a regional implementing entity for the Adaptation Fund (AF) and the Green Climate Fund (GCF). SPREP realised accreditation to the AF and the GCF in 2013 and 2016, respectively and gained re-accreditation to the AF and GCF in 2019 and 2021.

The SPREP Project Coordination Unit is the current focal point of the AF and the GCF and primarily takes a lead role in the regional implementing entity function.

SPREP is in a unique position to support emerging Pacific direct access entities in the preparation of their accreditation submissions due to (a) was the first GCF Pacific direct access entity granted accreditation in 2016; (b) has gone through an accreditation upgrade in 2019; (c) is the first of two accredited entities who went through re-accreditation in 2021, and (d) has experience with the GCF in both the development and implementation aspects of projects under the fund. This experience could be effective in working with emerging Pacific direct access entities in providing support to finalise key policies, processes and systems; guidance and advice on the process, based on SPREP experiences; help build a community of practice amongst Pacific direct access entities.

With the support of the Federated States of Micronesia (FSM) and the Solomon Islands through their respective country readiness programmes, SPREP secured funding from the GCF to strengthen the capacity of the Pacific DAEs, in particular SPREP, to facilitate and increase the origination of high-quality funding proposals to the GCF.

The GCF funding has been approved through the proposal *Supporting Regional Direct Access Entities to increase Pacific SIDS access to climate financing*, commonly referred to as the SPREP Readiness.

SPREP also implements projects /programmes funded by other donors and development partners such as the European Union (EU), Global Environment Facility (GEF), Australia and New Zealand.

This Terms of Reference will specifically address *Strengthening SPREP's capacity as a Direct Access Entity* with details outlined in the scope of work.

## **2.0 CONSULTANCY OBJECTIVES**

Review and upgrade the SPREP Procurement Manual including an assessment of the required institutional capacity to facilitate the growing procurement needs at SPREP.

## **3.0 SCOPE OF WORK**

The consultant(s) will be required to work with SPREP and other relevant stakeholders to deliver the services under this Terms of Reference which consists of:

- 3.1 Review the current SPREP Procurement Manual against other key Council of Regional Organisations in the Pacific (CROP) agencies procurement processes /policies (e.g., Pacific Islands Forum Secretariat (PIFS) and Pacific Community (SPC)), and key donor partners (e.g., European Union and Green Climate Fund) including best international procurement practices and incorporate the findings and recommendations in the revised Procurement Policy and Manual.



Specific areas of interest:

- (i) Include an Expression of Interest process and incorporate these into the revised Procurement Policy and Manual.
- (ii) Assess current procurement thresholds and different levels of procurement processes and tender evaluation composition involved, for enhanced effectiveness and efficiency in process where necessary and consider related risks and safeguards for risk mitigation.
- (iii) The review and upgrade to include the consideration of list of experts in Tomai Pacifique<sup>1</sup> for engagement.

- 3.2 Review and upgrade the Contract /Service Agreement templates associated with the Procurement Manual, as appropriate. Incorporate any required guidelines to align the Contract /Service Agreement templates to the required services.
- 3.3 Review and assess the Procurement Unit of SPREP to consider and advice on institutional capacity and resources required including training needs for procurement staff to fully support the growing procurement needs of SPREP.
- 3.4 Assess and identify areas where SPREP as an institution need strengthening to improve procurement – this includes, but not limited to, developing appropriate terms of references and required documentations, better procurement planning, etc. The Report to also recommend applicable measures such as training of SPREP staff to cater for the growing procurement needs.

#### 4.0 DELIVERABLES

Specific deliverables include:

- (i) An inception report outlining the understanding of the Terms of Reference and a firm timeline /milestones to finalise each deliverable. The timeline to also include an outline of a schedule where each of the deliverables will be presented for SPREP inputs /comments.
- (ii) Draft revised SPREP Procurement Policy and Manual incorporating the findings and recommendations.
- (iii) Draft Contract /Service Agreement templates associated with the Procurement Policy and Manual as appropriate, with guidelines to align the Contract /Service agreement templates to the required services.
- (iv) Draft Assessment Report of the SPREP Procurement Unit including recommendations to address capacity and resource requirements to fully support the growing SPREP procurement needs.
- (v) Finalised versions of the revised SPREP Procurement Manual, Contract /Service Agreement templates and guidelines, and the Report on the structure/composition and required resources for the SPREP Procurement Unit.

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<sup>1</sup> Tomai Pacifique is a collaborative undertaking of SPREP and its associated development partners and donors. Tomai is a registered network of Pacific and global experts who can provide, on the request of Pacific Island Countries and Territories (PICTs), advice on appropriate resource opportunities, strategic approaches and technical assistance on climate change, as linked to climate change resilience including mitigation, adaptation and food security. Within Tomai is a Rapid Response Fund (RRF), which finances the rapid deployment of experts (or technical assistance) into PICTs. The establishment of Tomai and RRF is a step in the right direction towards 'transformative change', to efficiently provide expertise for the region to serve the priority needs of Pacific Island Countries in relation to climate change. Tomai will facilitate the Pacific's rapid access to technical and advisory services and in the process, create or strengthen national capacity to effectively respond to climate change. Tomai is accessible to all member countries as well as CROP agencies and development partners, a true reflection of the Pacific Island region which promotes the spirit of cooperation and collaboration.

## **5.0 QUALIFICATIONS AND EXPERIENCE**

The consultant(s) to clearly outline the qualifications, experience and role that will provide the technical assistance and deliver against the Scope of Work. A Team Leader (in the event of consultant(s) /company/firm) to be identified as well and will be the contact person for the services to be provided.

The consultant(s)/company/firm will collectively have a minimum of:

- Tertiary qualifications in a field relevant to the Scope of Work (Bachelor's degree in Accounting, Finance, Economics or other related field).
- Minimum 10 years experience in procurement related activities and contract management with proven experience in Procurement policy development/or reviews
- Demonstrated expertise and strong experience in institutional /organisational structure and change.
- Good understanding of regional organisations including SPREP, global funding processes and accreditation requirements especially with major donors/development partners such as the European Union, Green Climate Fund (GCF) and UN organisations, including policies and implementation processes with experience in the Pacific islands and process of monitoring and reporting.
- Demonstrated expertise in participatory and consultative approaches relevant to the Pacific and tasks outlined in the Scope of Work.
- Excellent communications skills with high command of spoken and written English, including demonstrated experience in participatory and consultative approaches relevant to the Pacific. Experience in developing manuals and conducting training workshops.

## **6.0 SCHEDULE OF ASSIGNMENT**

The assignment will be carried out for up to maximum of 60 working days with all deliverables to be completed by end of April 2024.

The successful consultant(s) will report to the Procurement Officer and will work closely with the Project Coordination Unit (PCU) and Finance and Administration teams in carrying out this work.

The workplan should consider a blend of working remotely and at SPREP Headquarters in Apia, Samoa to produce the required deliverables. It is advisable that no activities /consultations are engaged with SPREP over the period 20 December 2023 to 31 January 2024.