

REQUEST FOR TENDERS

RFT: 2022/006
File: AP_3/29
Date: 25 February, 2022
To: Interested consultants
From: Semi Qamese – Acting Project Manager PACRES

Subject: Request for tenders (RFT): Project Officer - INTRA ACP GCCA+ Pacific Adaptation to Climate Change and Resilience Building (PACRES)

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization 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 who can offer their services to undertake the role of a Project Officer position and based with the PACRES Project Management Unit to support implementation of the PACRES project on a daily basis.
- 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. Must be currently in Samoa and legally entitled to work;
 - 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. Provide examples of past related work outputs;
 - v. 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*).
For the Technical proposal, you may attach these separately; and
 - vi. 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 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*).
For the Technical proposal, 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.
- 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 14 March 2022. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 16 March 2022.
- 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 tendered satisfies the following criteria:

- 6.2. **Technical Score – 100%**

Criteria	Detail	Weighting %
Qualification and Experience	Minimum tertiary qualifications of a Bachelor degree in Environmental Science, Climate Change or other relevant technical field from a recognised institution	5%
	At least 5 years of extensive project management or project coordination experience and an excellent project technical assistance track record in projects related to climate change and disaster resilience, preferably within the Pacific islands region	15%
	Extensive knowledge of, and a demonstrable track record working on, climate change and disaster resilience, vulnerability reduction and/or climate change adaptation and mitigation projects, preferably	15%

	in the Pacific islands region, with excellent knowledge of emerging climate change and disaster resilience issues and challenges faced by the Pacific region	
	Excellent relationship management and experience that demonstrate a high level of professional and constructive engagement with a diverse range of stakeholders as well as an excellent understanding of key donor partners and funding institutions with proven fundraising experience	15%
	Excellent team management experience including high level advisory and analytical skills as well as nurturing teams of diverse technical backgrounds and expertise in multicultural and multi-disciplinary environments	15%
	Excellent experience at strategic and high-level communication, negotiation and reporting across diverse audiences, as well as extensive experience in capacity building, particularly in the Pacific setting	15%
Technical Proposal Methodology /	a. recommended approach to deliver scope of work in the attached terms of reference; b. key sources/data to inform the assignment and relevant stakeholders; and c. detailed work plan clearly outlining milestones and delivery timelines.	20%

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: 25 March 2022, 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 2022/006: Project Officer - PACRES**'

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

Project Officer - PACRES

Background and Rationale

The €12 million European Union funded Intra-ACP¹ GCCA+ Pacific Adaptation to Climate Change and Resilience Building (PACRES) with targeted support from Monaco (€90,000) and the Swiss Confederation (€85,441), aims to ensure better regional and national adaptation and mitigation responses to climate change challenges facing Pacific ACP countries².

PACRES (the Project) is being delivered jointly by the Secretariat of the Pacific Regional Environment Programme (SPREP), the Pacific Islands Forum Secretariat (PIFS), the Pacific Community (SPC) and the University of the South Pacific (USP).

Regionally, PACRES is providing support to:

- strengthen regional coordination in climate change and disaster resilience through the multi-stakeholder Pacific Resilience Partnership for the effective implementation of the Framework for Resilient Development in the Pacific (FRDP) - an integrated approach to address climate change and disaster risk management;
- assist national governments in United Nations Framework Convention on Climate Change negotiations;
- strengthen existing climate change and disaster resilience networks;
- scale up Pacific professional resilience capacity, including through enhanced technical and vocational education and training qualifications;
- increase access to and reach of climate change and disaster resilience information;
- build the Pacific's resilience to climate change by supporting postgraduate studies through the USP component; and

¹ Africa, Caribbean and Pacific Group of States.

² The 15 Pacific ACP countries are: Cook Islands, Fiji, Federated States of Micronesia, Kiribati, Republic of the Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu and Vanuatu.



- strengthen strategic engagement and dialogue with the private sector to deepen regional and public sector understanding of the role and contribution of the private sector with respect to climate change and disaster resilience.

In Papua New Guinea, Samoa, Solomon Islands, Timor-Leste and Vanuatu PACRES support scaled up adaptation pilots including ecosystem-based solutions. These are the five Pacific ACP countries not receiving similar support under GCCA+ Scaling Up Pacific Adaptation (GCCA+ SUPA).

In other participating Pacific ACP countries, PACRES support:

- review or development of climate change and disaster resilience strategies and policies;
- strengthening of monitoring and evaluation processes;
- further mainstreaming of climate change and disaster resilience; and
- national climate change information portals.

In light of the recent changes to the PACRES Project Management Unit structure (PPMU), SPREP is seeking to engage a suitably qualified Project Officer with experience in project management to work with PPMU and SPREP to support implementation of the Project on a daily basis. The Project Officer will work closely with other functional units within SPREP, and with the project teams established in the Pacific Island Forum Secretariat (PIFS), Secretariat of the Pacific Community (SPC), University of the South Pacific (USP) as well as the European Union (EU) Office in Suva and the OACPS Secretariat in Brussels.

Scope of work

The Project Officer will, under the direction of the PACRES Project Management Unit at SPREP:

1. Support leadership and management of the Project and the project team;
 - a. Contribute to the overall planning and implementation of project activities; and
 - b. Provide support, guidance and technical assistance to project implementation to ensure compliance with the Co-Delegation Agreement between SPREP, SPC, PIFS and EU as well as the subsidiary agreements between SPREP & PIFS and SPREP & SPC including reporting obligations under the Agreement are met.

2. Provide technical and policy advice to the delivery of project activities and management issues;
 - a. Coordinate the Project Steering Committee and Project Technical Group meetings;
 - b. Coordinate the delivery of activities including regional, national and community workshops, consultations and trainings that are directly related to the Project;
 - c. Coordinate liaison, partnership and networking between the Co-Delegates, USP, and the EU Delegation in Suva as well as other regional organisations, and key stakeholders involved in project implementation; and
 - d. Support the production of relevant technical reports with the advice of the project team and the Co-Delegates (PIFS & SPC) and USP.
3. Provide technical advice and support to the communications, visibility and capacity building of the Project;
 - a. Contribute to reports about the Description of Action and information that promote the work of PACRES as well as national priorities funded by the Action; and
 - b. Contribute to the widespread awareness and advocacy about the Action and dissemination of best practices and experiences.
4. Provide technical advice and support to the monitoring, evaluation and reporting of the Project;
 - a. Provide support to the Co-Delegates and USP in populating the M&E plan;
 - b. Devise a strategy to collect relevant data and information against the project logical framework; and
 - c. Contribute to the performance report.
5. Provide technical advice and support to the networking, partnerships and collaboration of the Project;
 - a. Coordinate One-CROP team delivery approach for the Action; and
 - b. Pursue funding opportunities to complement project activities and liaise with other donors for future funding to sustain project activities.



6. Provide monthly progress reports to PPMU at SPREP.

Requirements

To be considered for this position, applicants will need to have:

1. Minimum tertiary qualifications of a Bachelor degree in Environmental Science, Climate Change or other relevant technical field from a recognised institution;
2. At least 5 years of extensive project management or project coordination experience and an excellent project technical assistance track record in projects related to climate change and disaster resilience, preferably within the Pacific islands region;
3. Extensive knowledge of, and a demonstrable track record working on, climate change and disaster resilience, vulnerability reduction and/or climate change adaptation and mitigation projects, preferably in the Pacific islands region, with excellent knowledge of emerging climate change and disaster resilience issues and challenges faced by the Pacific region;
4. Excellent relationship management and experience that demonstrate a high level of professional and constructive engagement with a diverse range of stakeholders as well as an excellent understanding of key donor partners and funding institutions with proven fundraising experience;
5. Excellent team management experience including high level advisory and analytical skills as well as nurturing teams of diverse technical backgrounds and expertise in multicultural and multi-disciplinary environments; and
6. Excellent experience at strategic and high-level communication, negotiation and reporting across diverse audiences, as well as extensive experience in capacity building, particularly in the Pacific setting.

Duration

The consultancy will be until 30 June 2023, with the possibility of an extension subject to funding. The position will commence ASAP.

Remuneration

Remuneration will be SAT 8,000 per month based on submission and acceptance by the PPMU of a monthly report against agreed milestones and workplan.

The Consultant will be responsible for:



- a) payment of applicable taxes, superannuation and the like;
- b) all insurance cover such as medical, travel and professional liability.

Work arrangements

The consultant will work closely with PACRES Project Management Unit at SPREP. A desk and internet will be made available at SPREP, along with access to printing etc. The consultant must have their own laptop and mobile phone.