

REQUEST FOR TENDERS

RFT: 2025/005
File: SPREP_2/44
Date: 4 February, 2025
To: Interested consultant(s)/company/firm
From: Rupeni Mario, Project Development & Implementation Specialist (Strategic Planning Partnerships & Resource Mobilisation Department [SPPRD])

Subject: Strengthening SPREP's Capacity as a Direct Access Entity (DAE) –
*Establishment & Implementation of the SPREP Climate Mitigation and
Adaptation Monitoring and Evaluation (M&E) Framework*

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.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced individual consultant 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 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 where the consultant is based.

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.
- f) Where relevant provide:

- i. Business registration/license (For Entities/ Individual consultants as per relevant national legislations)
 - ii. Tax Identification Number (TIN) Letter (If applicable for Individual consultants as per relevant national legislations)
- 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 17 February 2025. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 19 February 2025.
 - 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 as 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	i. A master's degree in relevant field(s) from a recognised tertiary institution.	30
	ii. At least 10 years' experience in respective technical areas cited in the Scope of Work, including evidence of similar assignments in the last 5 years.	
	iii. Excellent knowledge of climate change in the Pacific Region, and demonstrated expertise in climate mitigation and adaptation, as well as project monitoring, evaluation and reporting.	
	iv. Strong background in results-based monitoring (RBM) management strategy for measuring performance and achievement of outputs, outcomes and impacts.	
	v. Good understanding of regional organisations including SPREP, global funding processes and accreditation requirements especially with major donors/development partners such as the EU, AF, GCF, and UN organisations, including project development and implementation processes in the Pacific Islands.	
	vi. Good experience in undertaking multiple stakeholder consultations and workshop facilitation as relevant for the Pacific and the tasks outlined in the Scope of Work.	10
	vii. Excellent communication skills with high command of spoken and written English, and proficiency in reporting and presenting findings for decision making.	
Technical Proposal / Methodology	i. Outline how each of the deliverables will be achieved including the stakeholders to be consulted and the engagement plan. ii. Provide specific milestones for each of the deliverables including timelines for SPREP and other DAEs comments/inputs on draft documents. iii. As required, specify the personnel responsible for each deliverable including the estimated number of working days to be spent. This is to be costed accordingly in the financial proposal. iv. Include a session to present all the deliverables to SPREP.	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: 05 March 2025, 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 2025/005: *Establishment & Implementation of the SPREP Climate Mitigation and Adaptation Monitoring and Evaluation (M&E) Framework*'

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.



SPREP

Secretariat of the Pacific Regional
Environment Programme

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

Strengthening SPREP's Capacity as a Direct Access Entity (DAE) – *Establishment & Implementation of the SPREP Climate Mitigation and Adaptation Monitoring and Evaluation (M&E) Framework*

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 obtained 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 Strategic Planning, Partnerships and Resource Mobilisation Department (SPPRD) is the current focal point of the AF and the GCF at SPREP and primarily takes a lead role in the regional implementing entity function. SPREP also implements/executes projects/programmes funded by other donors and development partners such as the European Union (EU), Global Environment Facility (GEF), Australia and New Zealand.

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.

The establishment and implementation of the SPREP Climate Mitigation and Adaptation Monitoring and Evaluation (M&E) Framework and Plan will contribute to the outcome of SPREP having established capacity to meet and maintain the GCF's accreditation standards and have the capacity to develop a pipeline of projects and effectively implement GCF-funded activities.

This assignment will ensure that the SPREP Climate Mitigation and Adaptation M&E Framework is aligned to Donor (particularly the GCF) requirements, including indicators, methodology, baseline, progress reporting against indicators since accreditation to the GCF (2015). These instruments will support reporting to GCF and other donors on SPREP's overall portfolio of activities to advance the goal of promoting the paradigm shift towards low-emission and climate-resilient development pathways in the context of sustainable development.

This Terms of Reference will specifically address the above-mentioned assignment with details outlined in the scope of work.

2.0 CONSULTANCY OBJECTIVES

The main objectives of the assignment are:

- i. To establish an organisation-wide climate mitigation and adaptation M&E framework for enhanced reporting of SPREP activities that demonstrate contribution and promotion of low-emission and climate resilient development pathways.
- ii. To demonstrate SPREP's contribution in promoting the paradigm shift towards low-emission and climate resilient development pathways through reporting of the overall portfolio of activities against the baseline, indicators and methodology within the climate mitigation and adaptation M&E framework.

3.0 SCOPE OF WORK

The individual consultant will be required to work with SPREP and other relevant stakeholders to deliver the services under this Terms of Reference which consist of:

3.1 Development of the SPREP Climate Mitigation and Adaptation M&E Framework

Desk review and consultative approach for this task must consider:

- a) Similar frameworks used by other CROP agencies and/or development partners.
- b) The climate mitigation and adaptation requirements, indicators, priorities and goals of the GCF, and other donors providing funding through SPREP such as the Adaptation Fund (AF) and the Global Environment Facility (GEF).
- c) SPREP's core environmental indicators guidebook for Pacific Island countries¹, and available data on the progress on how these indicators and themes since 2015² have provided measures to guide how SPREP interventions are making impacts in the region. For consistency, indicators and calculation methodologies for the proposed climate mitigation and adaptation M&E framework are to be selected from the above-mentioned guidebook. The indicators and methodologies are to be consistent with and comparable to donor standards and requirements.
- d) SPREP's overall portfolio of activities to advance low-emissions and climate resilience since 2015 particularly the impact of completed projects.
- e) How SPREP currently records and presents the information and data of the overall portfolio of activities. Reporting expectations of donors and SPREP Members for verified contributions to climate mitigation & adaptation.
- f) Policies, procedures, and mechanisms that SPREP has completed which contribute to measuring progress against the new mitigation and adaptation M&E Framework.
- g) Defining institutional arrangements for the monitoring, reporting, verification, dissemination, and sustainability over time of data relating to the mitigation and adaptation M&E Framework.
- h) Additionally, how SPREP as the primary lead environment institution feature against these indicators for its daily operations including application of its policies.
- i) Procedures for ongoing review, updating, and reporting against the mitigation and adaptation M&E Framework.

3.2 Define and develop a database structure to support operationalisation of the framework

This would form the basis of a tool for:

- a) Instructing the type of data required to be provided.
- b) Providing information on SPREP's climate mitigation and adaptation activity at project and portfolio level.
- c) Providing information at project and portfolio level on performance / results against climate mitigation and adaptation indicators.
- d) Indicating gaps or areas needing improvement against climate mitigation and adaptation indicators.

¹ The guidebook is available at <https://pacific-data.sprep.org/system/files/SPREP%20Report%20Indicator%20Guidebook%20Press%20Edition%20web%20edition%20final.pdf>

² 2015 has been considered as a baseline as SPREP was accredited to the GCF in 2016.

e) Ongoing use at SPREP

An excel-based database would be the simplest acceptable format for this task and deliverable.

3.3 Preparation of Progress Report for SPREP against Indicators in the Climate Mitigation and Adaptation M&E Framework for the period of 2015-2023.

With baselines, indicators, and methodology aligned to partners/donors, this report shall reflect:

- a) How SPREP's overall portfolio of activities has contributed to advancing mitigation and adaptation to achieve low-emissions and climate resilience since 2015.
- b) Key highlights in terms of achievements against indicators and where there are gaps to be addressed in the next 5 to 10 years based on priorities in the climate mitigation and adaptation M&E framework.
- c) The availability and accessibility of information to measure outputs, outcomes and impact of activities undertaken by SPREP and Members in adaptation and mitigation.
- d) Recommendations and way forward for SPREP and the mitigation and adaptation M&E Framework including the updating of data and information to analyse /illustrate the status of the indicators.
- e) Demonstrate information and results from the database tool in a dashboard-type presentation to show SPREP activities in the region and their impacts in terms of mitigation and adaptation against the M&E Framework. This will also serve to demonstrate the functionality of the database.

3.4 Conducting Training Sessions for SPREP at its headquarters to review the Climate Mitigation & Adaptation M&E Framework (3.1) and the Progress Report against Indicators of this Framework (3.2)

Besides the participatory consultations for the development and design of outputs, capacity development and awareness raising for SPREP's SLT and Staff members are crucial for this assignment. This task shall include:

- a) A Training Plan / Agenda to be developed for SPREP endorsement
- b) SPREP Training on the Climate Mitigation and Adaptation M&E Framework
- c) SPREP Sessions to verify the Progress against Indicators in the Climate Mitigation and Adaptation Framework for 2015-2023

4.0 DELIVERABLES

Specific deliverables include:

- 4.1 **Inception Report and Work Plan & Methodology** – Discuss understanding of the Terms of Reference, especially the Scope of Work and indicate specific end dates and milestones to complete the deliverables. The Work Plan must clearly outline the timing to consult SPREP staff during development, as well as when to present deliverables for feedback. Deliverables 4.2 to 4.3 are to be endorsed by SPREP.
- 4.2 **Desk review and consultative approach Report** (findings from scope of work 3.1) – Result of desk review and consultations to produce findings and recommendations on the development of

the climate mitigation and adaptation M&E framework. This is to be presented to SPREP for feedback and approval.

- 4.3 **SPREP Climate Mitigation & Adaptation M&E Framework** (draft from research findings, scope of work 3.1 / deliverable 4.2) – The document(s) outlining the framework, including the detailed procedures, roles and responsibilities, as well as available data, and where there are gaps. The document(s) are to be presented to SPREP for feedback and endorsement.
- 4.4 **Database Structure** (from scope of work 3.2 & based on deliverable 4.3) for operationalising the framework i.e., indicating data type required for inputting and producing results (dashboard-type presentation) to demonstrate SPREP activity performance against mitigation and adaptation indicators.
- 4.5 **Report on Progress against indicators in the M&E Framework (2015-2023)** – The report will measure progress of activities that have been completed in mitigation and adaptation to demonstrate performance against the indicators in the M&E Framework (above in deliverable 4.3). SPREP and other relevant stakeholders are to be consulted for feedback.
- 4.6 **Training Report and Participants' Evaluation** (scope of work 3.4) – prepared and transmitted with recommendations to further strengthen the Climate Mitigation and Adaptation M&E Framework.
- 4.7 **Final Completion Report** – To summarise how the assignment was completed in accordance with the approved work plan and methodology. This final report should not be more than 5 pages and should highlight key outcomes and recommendations of the assignment.

5.0 QUALIFICATIONS AND EXPERIENCE

The consultant to clearly outline the qualifications, experience and role that will provide the technical assistance and deliver against the Scope of Work.

The consultant will have a minimum of:

- A master's degree in relevant field(s) from a recognised tertiary institution.
- At least 10 years' experience in respective technical areas cited in the Scope of Work, including evidence of similar assignments in the last 5 years.
- Excellent knowledge of climate change in the Pacific Region, and demonstrated expertise in climate mitigation and adaptation, as well as project monitoring, evaluation and reporting.
- Strong background in results-based monitoring (RBM) management strategy for measuring performance and achievement of outputs, outcomes and impacts.
- Good understanding of regional organisations including SPREP, global funding processes and accreditation requirements especially with major donors/development partners such as the EU, AF, GCF, and UN organisations, including project development and implementation processes in the Pacific Islands.
- Good experience in undertaking multiple stakeholder consultations and workshop facilitation as relevant for the Pacific and the tasks outlined in the Scope of Work.
- Excellent communication skills with high command of spoken and written English, and proficiency in reporting and presenting findings for decision making.

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 **30 June 2025**.

The successful Bidder will report to the Strategic Planning, Partnerships and Resource Mobilisation Department (SPPR-D) and liaise with other departments and programmes in SPREP to carry out this work.

The workplan should consider a blend of working remotely and at SPREP Headquarters in Apia, Samoa to produce the required deliverables.