

REQUEST FOR TENDERS

RFT: 2025/010
File: AP_3/42
Date: 18 March, 2025
To: Interested consultants
From: Filomena Nelson, Climate Change Adaptation Adviser

Subject: Request for tenders (RFT): Loss and Damage Consultant for the Development of a National Loss and Damage Evidence Base for the Cook Islands under the Loss and Damage Capacity and Capability Project

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 consultants who can offer their services to undertake the development of a National Loss and Damage Evidence Base for the Cook Islands.
- 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

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants 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 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.
 - iv. Must meet local registration requirements 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 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 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 consultant's as per relevant national legislations)
 - ii. Tax Identification Number (TIN) Letter (If applicable for Individual consultant's 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 02 April 2025. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 04 April 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 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
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SPREP

Secretariat of the Pacific Regional
Environment Programme

Experience	Master's degree with expertise in the areas of climate change, social science, environmental studies, political science, Pacific studies, geography, anthropology or another relevant field with at least 7 years of professional experience in gender related work.	
	And/or	20%
	Bachelor's degree with expertise in the areas of climate change, social science, environmental studies, political science, Pacific studies, geography, anthropology or another relevant field with at least 10 years professional experience in gender related work.	
	a) Demonstrated experience in designing / developing evidence base reports. b) Demonstrated experience in undertaking similar assignments in the Pacific. c) Familiarity with GEDSI analysis tools and methodologies d) Knowledgeable about climate change impacts and challenges, environmental issues, resilience building opportunities particular to PICs	20%
	e) Culturally sensitive, friendly, and effective inter-personal and communication skills that are conducive to effective presentations and networking, and building trust required to complete tasks. f) Strong data collection and analytical skills. g) Strong skills in report writing and delivery of training. h) Proactive in updating work progress and raising any challenges and proposing practical solutions when delays and/or change of plans occur.	10%
	Fluency in English (oral and written) is a requirement with sound written and presentation skills using plain English.	10%
Technical Proposal / Methodology	Technical proposed on the approach and methodology to undertake the activities outlined in the terms of reference, including timelines to complete the deliverables.	20%

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: 15 April 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 2025/010 - Loss and Damage Consultant for the Development of a National Loss and Damage Evidence Base for the Cook Islands under the Loss and Damage Capacity and Capability Project'

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

Loss and Damage Consultant
for the

Development of a National Loss and Damage Evidence Base for the Cook Islands

under the

Loss and Damage Capacity and Capability Project

1. Introduction

Climate change impacts such as tropical cyclones, sea level rise, and ocean acidification are resulting in substantial economic and non-economic loss and damage across Pacific Island countries (PICs). Loss and Damage are the harms caused by climate change that have not been prevented by mitigation measures and are past the limits to adaptation. In the Pacific it is evident that these losses are already being experienced and are projected to escalate in severity over time.

The Loss and Damage Capacity and Capability Project (LDCC) aims to enhance countries' readiness to address the loss and damage and access climate finance. Through activities designed to identify and respond to gaps in capacity and capability, LDCC will support both the wider region and specific participating countries (and territory) by:

- Enhancing understanding of economic loss and damage and Non-Economic Loss and Damage (NELD) through improved access to data and information.
- Improving information on, and awareness of, the disproportionate impacts of loss and damage on vulnerable groups.
- Improving regional information and knowledge sharing on Loss and Damage (L&D).
- Communicating Pacific experiences of loss and damage within and beyond the region.
- Improving opportunities to access L&D relevant climate finance (including the global Loss and Damage Fund (LDF)).

Significant gaps exist in technology, technical capacity, and data availability to effectively tackle L&D challenges. There is a lack of both qualitative and quantitative data, and where data is available it is often not easily accessible or organised in terms of L&D. There is also limited published research specific to the Pacific on L&D. This gap hinders our understanding of past, current, and future losses and damages under different climate scenarios. Recognising the urgency, the project aims to bolster the region's capacity to collect, analyse, and disseminate loss and damage data effectively, thereby informing future investment decisions.

While there is recognition of the importance of dialogue on L&D, there is currently insufficient consultation and awareness-raising at both the national and community levels. This hampers the development of relevant policies and institutional arrangements to address loss and damage effectively. Also, collaborative efforts among countries are needed to share experiences and ensure a regional perspective in discussions on funding are crucial for addressing evolving L&D needs. Thus, this project presents an opportunity for countries to conduct national dialogues, while a regional organisation facilitates regional dialogues, fostering collaboration and knowledge exchange across the region.

Additionally, while research on L&D exists in the Pacific, it is not being fully utilised to inform policy or decision-making processes. There is a need to identify and support Pacific researchers in developing region-specific research on loss and damage, thereby enhancing our understanding and ability to address these critical issues. By identifying and supporting Pacific researchers in developing region-specific research on L&D, the project can enhance understanding and inform policy formulation. This initiative will bridge the gap between research and policy, facilitating evidence-based decision-making and strengthening resilience to L&D in the region.

The LDCC project will operate at two levels regional and national. **Regional activities** include - a regional dialogue, youth dialogue, technical support to the PSIDS Ad-Hoc Loss and Damage working group, communications training and deepening GEDSI considerations for L&D.

The LDCC will work on a **national level** with the countries of the **Cook Islands, the Federated States of Micronesia (FSM), Niue, Tonga and the Solomon Islands** as well as the territory of Tokelau.

The Secretariat of the Pacific Regional Environment Programme (SPREP) is the delivery partner for the LDCC project.

2. Objectives

To support the delivery of the Loss and Damage Capacity and Capability (LDCC) Project through the implementation of specific activities outlined in the scope of work.

3 Scope of Work

SPREP is seeking a **Loss and Damage Consultant** to support the implementation of specific activities set out below.

3.1 Development of a National L&D Evidence Base Report

This activity entails developing a comprehensive national overview of evidence of L&D in the Cook Islands. The specific activities include

- 3.1.1 *Overview of the L&D Evidence Base:* conduct a detailed review of existing literature and reports related to L&D in the Cook Islands; aggregate and compile L&D data from various sources, including academic studies, government, UNFCCC and regional reports and NGO/CSO/FBO publications.
- 3.1.2 *Integration of L&D into the Cook Islands climate risk and vulnerability assessment process:* Integration of L&D into risk and vulnerability assessment processes and to utilised the programme of community level engagement for the National Adaptation Plan to explore the implications of L&D at island and community level
- 3.1.3 *Assessment of NELD Information:* Assess and compile information on current Non-Economic Loss and Damage data including findings from NAP climate risk and vulnerability assessment community consultations.
- 3.1.4 *Evaluation of Existing Data Platforms:* Create an inventory of existing data platforms that store L&D- related information in the Cook Islands and evaluate these platforms based on accessibility, comprehensiveness, and data quality.
- 3.1.5 *Identification of Data Gaps:* Perform a gap analysis to identify missing or insufficient data within the current L&D evidence base. Provide recommendations for addressing identified data gaps, including potential data sources and methods for data collection.
- 3.1.6 *Creation of Visual Resources:* Develop visual resources such as maps, infographics, and charts to illustrate L&D data and findings. Create tools or template for visualising L&D information that can be used by Pacific Island Countries in their reporting.
- 3.1.7 *Examination of Adaptation Limits:* Analyse national data to identify and report on areas where adaptation limits are reached or exceeded.

- 3.1.8 *Gender, Equality, Disability and Social Inclusion (GEDSI) analysis*: A comprehensive analysis ensuring the inclusivity of vulnerable populations in the L&D findings at the national level, with recommendations for enhancing data disaggregation;
- 3.1.9 *Capacity-Building Activities*: Organise and conduct training sessions in collaboration with the SPREP Environmental Governance Programme on L&D data gathering, collation techniques, and integration of L&D into national State of the Environment reports.
- 3.1.10 *Presentation of Findings*: Prepare a comprehensive presentation of the findings and outcomes in Microsoft Powerpoint

4 Outputs/ Deliverables

Key deliverables are:

1. Inception Report
2. National L&D State of the Evidence Report
 - a. Comprehensive national L&D Evidence Base analysis. Including (1) Literature review; (2) Data compilation; (3) NELD assessment; (4) Data Platform Evaluation; (5) Visual Resources.
 - b. Data gap analysis and recommendations
 - c. National Adaptation Limits analysis, recommendations and case studies
 - d. GEDSI analysis: inclusivity assessment, data disaggregation recommendations and communication strategy for effectively communicating findings to address the needs of vulnerable groups
3. Presentation of Findings in a PowerPoint presentation

5 Institutional Arrangement

The consultant will be under the supervision of the Secretariat of the Pacific Regional Environment Programme (SPREP). Reports and documentation will be shared with the SPREP Adaptation Advisor and the Climate Change Loss and Damage Officer in a timely manner. The consultant is required to work in close collaboration with the Cook Islands National Climate Change Focal Point.

6 Duty Station

Primarily remote work. One working week based in Cook Islands (Rarotonga).

7 Schedule of the Assignment

Assignment is for total of 60 days from the effective date. This is inclusive of the one-week (7 days) trip to and from Cook Islands (Rarotonga), the cost of the travel does not need to be costed within the financial proposal as this will be organised and financed by SPREP directly.

8 Qualifications & Competencies

	Requirement
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Education:	<p>Master's degree with expertise in the areas of climate change, social science, environmental studies, political science, Pacific studies, geography, anthropology or another relevant field with at least 7 years of professional experience in gender related work.</p> <p>And/or</p> <p>Bachelor's degree with expertise in the areas of climate change, social science, environmental studies, political science, Pacific studies, geography, anthropology or another relevant field with at least 10 years professional experience in gender related work.</p>
Experience:	<ul style="list-style-type: none"> ● Demonstrated experience in designing / developing evidence base reports. ● Demonstrated experience in undertaking similar assignments in the Pacific. ● Familiarity with GEDSI analysis tools and methodologies ● Knowledgeable about climate change impacts and challenges, environmental issues, resilience building opportunities particular to PICs
Competencies:	<ul style="list-style-type: none"> ● Culturally sensitive, friendly, and effective inter-personal and communication skills that are conducive to effective presentations and networking, and building trust required to complete tasks. ● Strong data collection and analytical skills. ● Strong skills in report writing and delivery of training. ● Proactive in updating work progress and raising any challenges and proposing practical solutions when delays and/or change of plans occur.
Language Requirements	<ul style="list-style-type: none"> ● Fluency in English (oral and written) is a requirement, with sound written and presentation skills using plain English.

9 Payment Schedule

The consultants shall be paid upon completion of deliverables which will be outlined and agreed to within the Services Agreement. The following table provides the proposed schedule of payments, these will be agreed to and finalised in the Service Agreement.

Deliverables	Description	Payment (%)
Inception Report	The inception report for this assignment should clearly articulate the consultant's approach and final methodology to implement the assignment and the final work plan for the whole assignment.	10% of total cost
A final Evidence Base Report	<ul style="list-style-type: none"> ● Comprehensive national L&D Evidence Base analysis. Including (1) Literature review; (2) Data compilation; (3) NELD assessment; (4) 	80% of total cost

	<p>Data Platform Evaluation; (5) Visual Resources.</p> <ul style="list-style-type: none"> • Data gap analysis and recommendations • National Adaptation Limits analysis, recommendations and case studies • Integration of L&D into the Cook Islands climate risk and vulnerability assessment process • GEDSI analysis: inclusivity assessment, data disaggregation recommendations and communication strategy for effectively communicating findings to address the needs of vulnerable groups 	
Final presentation (PowerPoint presentation)	<ul style="list-style-type: none"> • Summary of the process including any complications • Lessons learnt and best practices from the assignment. • Future recommendations and way forward 	10% of total cost

10 Reporting Arrangements

The consultant will formally report to SPREP through the Climate Change Adaptation Advisor and the Climate Change Loss and Damage Officer.

The consultant is required to submit all deliverables to the SPREP Task Manager for this project - the Climate Change Adaptation Advisor for comments and approval for payments. The SPREP Task Manager will work closely with the National Climate Change focal points of the countries to provide integrated inputs and comments to the deliverables.

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