

REQUEST FOR TENDERS

RFT: 2025/017
File: AP 1/5/13
Date: 2 April, 2025
To: Interested consultant(s)/company/firm
From: Filomena Nelson (CCR) and Rupeni Mario (SPPR-D)

Subject: Palau Resilient Schools – Technical assistance to support the resilience and disaster risk reduction of the Education sector

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 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 before 21 April 2025. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 23 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 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(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
Qualifications and Experience	<ul style="list-style-type: none"> The consultants /company /firm team of experts should have prior experience in preparation of projects with a climate change/adaptation focus. The lead consultant should have prior experience in the preparation of projects for access to climate finance, preferably with experience and understanding of the Adaptation Fund's requirements. <p>The attributes (knowledge, skills and experience) required of the team include:</p> <ul style="list-style-type: none"> Lead consultant with Masters level qualifications in environment or climate change, environmental engineering, sustainable development, or similar fields, with a minimum of 10 years of relevant professional experience with at least 5 years of demonstrated experience in project preparation for access to climate finance. Other team members to have tertiary level qualifications in economics, finance or related fields, engineering (e.g., on climate resilient infrastructure), gender studies, education or related fields; with a minimum of 5 years experience in establishing economic/financial viability of projects, project budgets and financial management capacity assessments, desired understanding of public financial management in the Pacific/developing countries, resilience infrastructure and design, and environmental and social safeguards with a specific focus on gender, indigenous peoples, capacity/institutional strengthening. Must have combined experience in the Pacific region spanning over 10 years. Knowledge of Adaptation Fund policies and processes for preparation of regular projects. Strong research and analytical skills. Must prioritise building trust with colleagues, demonstrating professionalism and working well with stakeholders. 	30
	<ul style="list-style-type: none"> Demonstrated expertise in applying participatory and consultative approaches that are relevant to the Pacific and the tasks outlined in the Scope of Work. Excellent communications skills with high command of spoken and written English, and proficiency in reporting and presenting findings for decision making. Ability to engage with, listen to, and learn from a broad range of stakeholders in a developing country context, encouraging their meaningful participation. Ability to work in an interdisciplinary team. 	10

	<ul style="list-style-type: none"> Ability to work dynamically and flexibly to suit the operating environment in Pacific small islands developing states. 	
Technical Proposal / Methodology	<ul style="list-style-type: none"> Outline how each of the deliverables will be achieved including the stakeholders to be consulted and the engagement plan with timelines. Provide specific milestones for each of the deliverables including timelines for SPREP and the Palau government for comments/inputs on draft documents. As required, specify the personnel responsible for each delivery including the estimated number of working days to be spent. This is to be costed accordingly in the financial proposal. Include a session to present all the final deliverables to SPREP and the government of Palau. 	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

The financial proposal to clearly present the professional fees, travel costs to Palau and other associated costs.

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: 1 May 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 2025/017: Palau Resilient Schools – Technical assistance to support the resilience and disaster risk reduction of the Education sector**'

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

Palau Resilient Schools – Technical assistance to support the resilience and disaster risk reduction of the Education sector

INTRODUCTION AND BACKGROUND

1. Palau as a party to the Kyoto Protocol is eligible for financing under the Adaptation Fund's single country allocation and has confirmed to the Secretariat of the Pacific Regional Environment Programme (SPREP) to act as an accredited entity to the Adaptation Fund.
2. This Terms of Reference (TOR) outlines to support project preparation, by conducting a pre-feasibility study, establishing key information required for project development and finalising a concept note for submission to the Adaptation Fund.
3. As small islands developing state and due to its location, Palau is particularly vulnerable to the impacts of climate change. It is faced with several impacts relating to extreme weather including severe drought, typhoons and sea level rise as well as increased ocean acidification.
4. Palau's Development Plan 2023-2026 recognises the cross-cutting nature of climate change impacts across all development sectors as articulated in their sector strategies and priorities for financing.
5. The Palau Education sector is largely serviced by public institutions, with a significant number of facilities located along coastal areas with exposure to the impacts of extreme weather and increasingly severe natural disasters. Given the strong need to strengthen resilience and disaster risk reduction and preparedness under this key sector, the Government of Palau has prioritised it as a focus for its access to climate finance under the Adaptation Fund.

CONSULTANCY OBJECTIVES

6. Conduct a pre-feasibility study to inform the development of a concept note for Palau to access funding from the Adaptation Fund.
7. Develop a concept note for submission to the Adaptation Fund.

SCOPE OF WORK

8. The Company /Firm will be required to work with SPREP and the Palau Government to deliver the services under this Terms of Reference which consist of:
 - (i) **Pre-Feasibility Study**
The project pre-feasibility study will inform the concept note for submission to the Adaptation Fund, by providing a preliminary analysis of the options available to progress detailed project design; including but not limited to the feasibility in addressing Palau's identified climate change related challenges in the Education sector.
 - (ii) **Concept Note to be submitted to the Adaptation Fund**
The consultancy will support the accredited entity (SPREP) to develop and finalise a concept note for submission including addressing the first set of AF review of the concept note.

9. More specifically, the **prefeasibility study** will entail:

(i) Scoping

Collect and compile relevant documents, data and information (e.g., national plans and policies, climate risk assessments, demographic and socioeconomic information, etc.), and discuss with the government of Palau and SPREP on the proposed project, *Palau Resilient Schools – support the resilience and disaster risk reduction of the Education sector*.

(ii) Economic and Financial Assessment

Assess the economic and financial efficiency and viability of the proposed project by ensuring that financial and human resources are allocated efficiently and that the project will bring long term, sustainable benefits to the education sector. The assessment will include:

- (a) Analysis of the national economic context – analyse the development context, relevant sector policies and strategies and how the proposed project fits into this context. Also, analyse the potential evolution of the national economy and the likely impact on the proposed project and government budget position, etc.
- (b) Description of how the proposed project will contribute to addressing the economic and social development needs of Palau and the affected population.
- (c) Identification of the rationale for public financing (i.e., Adaptation Fund involvement through grant, government co-financing and where practicable private sector participation).
- (d) Identification of the most efficient and effective development and technological options available for addressing the identified problem.
- (e) Estimation of the economic cost-benefit ratio associated with the proposed project.
- (f) Assessment of the project sustainability, how the proposed project can catalyse impact beyond a one-off investment, potential for replication and scaling up in other parts of Palau, and expected co-benefits (e.g., economic, social, environmental and gender empowerment).
- (g) Assessment of the ability of key partners to operate and maintain the project assets and long-term management and financing plan including an operations and maintenance (O&M) plan.

(iii) Feasibility Assessment

Specific tasks include:

- (a) Identify and analyse all the necessary information and documents collated in the scoping above to fully understand the national context, challenges, priorities and capacities about resilience and disaster risk reduction in the education sector.
- (b) Analysis of existing and planned initiatives that will help to inform the development of the concept note.
- (c) Provide an overview of national frameworks related to resilience and disaster risk reduction of the education sector.
- (d) Mapping key stakeholders in the education sector at the national level.
- (e) Identify collaboration opportunities with the proposed project and possible sources of co-financing.
- (f) Conduct an analysis of national environmental and social management frameworks (policy, legislation, regulation) and gender policy; analysis of technical feasibility of

proposed infrastructures that will be associated with the proposed project and assessment of alternatives as appropriate; analysis of project execution and institutional arrangements at the national level; provide the project economic efficiency and financial viability based on the findings from Economic and Financial Assessment above, and provide details on project compliance with Adaptation Fund investment criteria.

10. Concept note development includes:

- (i) The findings from the prefeasibility study will provide a firm baseline for the development of the concept note.
- (ii) The concept note contents include the climate adaptation rationale, Theory of Change, Logical Framework including objectives, outcomes and indicators aligning with Adaptation Fund results framework, timeline of implementation, implementation arrangements and estimated costs.
- (iii) The Adaptation Fund single country concept note proposal template is available here <https://www.adaptation-fund.org/document/template-for-concept-note-for-single-country-proposal/>

DELIVERABLES

Specific deliverables include:

- 11. **Inception Report and Work Plan** – 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 have the deliverables /milestones.
- 12. **Pre-feasibility Study Report**
- 13. **Project Concept Note** – a version for submission to the Adaptation Fund, and a revised version addressing the first set of Adaptation Fund review¹ queries.

QUALIFICATIONS AND EXPERIENCE

- 14. The consultant(s)/company/firm 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.

¹ Please note that the Adaptation Fund usually takes 3 weeks to conduct a technical review of submitted concept notes.

15. The consultants /company /firm team of experts should have prior experience in preparation of projects with a climate change/adaptation focus. The lead consultant should have prior experience in preparation of projects for access to climate finance, preferably with experience and understanding of the Adaptation Fund's requirements. The attributes (knowledge, skills and experience) required of the team of experts includes:
 - (i) Lead consultant with Masters Level qualifications in environment or climate change, environmental engineering, sustainable development, or similar fields, with a minimum of 10 years of relevant professional experience with at least 5 years of demonstrated experience in project preparation for access to climate finance.
 - (ii) Other team members to have tertiary level qualifications in economics, finance or related fields, engineering (e.g., on climate resilient infrastructure), gender studies, education or related fields; with a minimum of 5 years experience in establishing economic/financial viability of projects, project budgets and financial management capacity assessments, desired understanding of public financial management in the Pacific/developing countries, resilience infrastructure and design, and environmental and social safeguards with a specific focus on gender, indigenous peoples, capacity/institutional strengthening.
 - (iii) Must have combined experience in the Pacific region spanning over 10 years.
 - (iv) Fluency in English (oral and written) is a requirement.
 - (v) Knowledge of Adaptation Fund policies and processes for preparation of regular projects.
 - (vi) Strong research and analytical skills.
 - (vii) Ability to engage with, listen to, and learn from a broad range of stakeholders in a developing country context, encouraging their meaningful participation.
 - (viii) Ability to work in an interdisciplinary team.
 - (ix) Ability to work dynamically and flexibly to suit the operating environment in Pacific small islands developing states.
 - (x) Must prioritise building trust with colleagues, demonstrating professionalism and working well with stakeholders.
 - (xi) Excellent written and cross-cultural communication skills.

SCHEDULE OF ASSIGNMENT

16. The assignment will be carried out for up to maximum of **70 working days** with all deliverables to be completed by 15 October 2025.
17. The successful consultant(s) /company /firm will report to the and will work closely with other SPREP teams and Palau Government to carry out this work.
18. The workplan should consider a blend of working remotely and in Koror Palau to produce the required deliverables. Professional fees and any associated travel costs should be costed as part of the proposal.