

REQUEST FOR TENDERS

File: AP_3/28/4
Date: 16 November, 2018
To: Interested suppliers
Contact: Tagaloa Cooper-Halo – Director, Climate Change Resilience

**Subject: Request for tenders: Green Climate Fund Readiness Project:
Administrative Support Consultant, Republic of the Marshall
Islands**

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. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. 2.1. SPREP would like to call for tenders from qualified and experienced consultants who can offer their services as a Green Climate Fund (GCF) Readiness Project Administrative Support Consultant, to be based in the Republic of the Marshall Islands (RMI) and will focus on providing in-country support to the Readiness Support Coordinator (RSC) with regards to the management of administrative and logistical elements required to deliver project objectives and goals. The officer will also support the preparation of final products (such as the handbook and country programme) in terms of presentation, editing (and translation into Marshallese) and other functions as needed, as set out in the Terms of Reference (ToR) at Annex A.
- 2.2. The successful applicant will need to apply their excellent skills and expertise to ensure timely and effective delivery of key project activities, in accordance with the Grant Agreement between SPREP and the GCF, and to ensure the relevant objectives of the Project are met, in alignment with the priorities of Office of Environmental Policy and Planning Coordination (OEPPC).

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
- i. Meet the Evaluation Criteria.
 - ii. Supply three references as part of their tender application.
 - iii. The consultant will be required to reside in Majuro. The successful applicant will be required to cover the costs of relocation as may be required. The consultant will work from the OEPPC office in Majuro for a period of 22 months. This is a full time position.
 - iv. The consultant must possess or be able to obtain relevant work permits and business licences to be able to lawfully work as a consultant in RMI.
 - v. Submit a complete submission as directed in Section 4.
 - vi. Complete the tender application form provided.
 - vii. The consultant must also be able to attend, at their own cost, an informal interview by the Director of OEPPC at the OEPPC Offices in Majuro prior to any awarding of contract. Interviews may be undertaken remotely (e.g. via teleconference) upon negotiation.
 - viii. The consultant must be willing to undertake some international travel, as may be required to effectively deliver Project activities, and the assignment.
 - ix. Must be willing to work in accordance and in cooperation with SPREP to ensure that, relevant SPREP financial management, procurement and other policies are followed in the delivery of the Project.
 - x. The successful applicant must be willing to accept the payment conditions as follows:
 - a. Payment of services rendered will be at a rate of up to USD \$1,000 per month for a maximum of 16 months.
 - b. Payment will be made from SPREP to the consultant on a monthly basis subject to any reporting and other requirements to be set out in the Services Agreement between SPREP and the consultant.
- 3.2 The successful applicant will be provided with adequate office space and amenities in accordance with OEPPC standard provisions for the duration of the assignment.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate the interested supplier's ability to carry out the required work in support of successful delivery of the Project as described in Annex A. This will require that the interested supplier satisfies the Conditions stated above and is capable of meeting the Specifications and timeframes, and that supporting examples to address the Evaluation Criteria are also provided.
- 4.2. Tender documentation must include:
- i. A cover letter stating that the tenderer meets the conditions in section 3 and that the tenderer has the ability and resources to complete the consultancy within the stated timeframes and budget inclusive of all fees, expenses and

costs. Please note that all expenses related to Project activities (including travel and work will be met by the Project budget)

- ii. A comprehensive Curriculum Vitae with contact details of at least three professional referees and samples of past work with a clear explanation of what aspects were coordinated by the applicant and what aspects were done directly by the applicant.
- iii. The proposal must remain valid for 90 days from date of submission.

4.4 Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

5. Tender Clarification

5.1. Any clarification questions from applicants must be submitted by email to Maraea Pogi on maraeap@sprep.org and copy Vitolina Samu on vitolas@sprep.org before 22 November and responses will be posted on the SPREP website www.sprep.org/tender by 23 November 2018.

6. Evaluation criteria

- 6.1. SPREP will select a preferred supplier 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 tenderer satisfies the following criteria.
- i. (20%) Bachelor degree or equivalent in a relevant field including for example office administration, business, management, communications.
 - ii. (20%) Demonstrated at least 4 years' experience in office management/administration duties and responsibilities, as well as possessing excellent interpersonal skills.
 - iii. (5%) Familiarity with climate change policy and priorities for the Marshall Islands, and climate finance, including the Green Climate Fund.
 - iv. (10%) Experience working with and coordinating a range of stakeholders including across national and local government, NGO's and the private sector including facilitation of consultation and workshops will be considered favourably.
 - v. (15%) Excellent communication skills, including the ability to prepare high quality written reports and other documents. Fluency in English is a must and fluency in Marshallese will also be considered an advantage.
 - vi. (10%) Demonstrated project management experience, research and analytical skills.
 - vii. (10%) Demonstrated understanding of the Project, including the role and expectations of the Administrative Support Consultant.
 - viii. (10%) Financial proposal
- 6.2 Persons of all nationalities are able to apply (subject to relevant Conditions) and suitably qualified and experienced Marshallese nationals are encouraged to apply.

7. Deadline

- 7.1. **The due date for submission of the tender is: 30th November 2018, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked 'TENDER: **Green Climate Fund Readiness Project: Administrative Support Consultant, Republic of the Marshall Islands**' to one of the following methods:

Mail: SPREP
Attention: Procurement Officer
PO Box 240
Apia, SAMOA

Email: tenders@sprep.org

Fax: 685 20231

Person: Submit by hand in the tenders box at SPREP reception, Vailima, Samoa or to OEPPC Office: OEPPC Office in Majuro, Republic of Marshall Islands

Please note that any tenders submitted by hand to the OEPPC Office in RMI must also be emailed to the above email address by the due date stated above.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

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 RMI ADMINISTRATIVE SUPPORT CONSULTANT

Background

The GCF Readiness Programme is a funding programme to enhance country ownership and access to the Green Climate Fund. The Programme provides, amongst other things, resources for strengthening the institutional capacities of National Designated Authority (NDA)s, developing the necessary strategic frameworks, country programme and pipeline, and support direct access to efficiently engage with the Fund.

Under the new SPREP Strategic Plan 2017-2026 SPREP has been mandated by its Members to support Pacific Island Members access and manage climate finance, and enhance direct access. A key strategy in achieving this is to support the strengthening of institutions and country planning process and build the climate finance 'readiness' of the country. SPREP is delivering on this commitment by serving as a Delivery Partner for countries to access GCF Readiness resources, and has worked with the Republic of Marshall Islands Office of Environmental Policy and Planning Coordination (OEPPC) to develop the approved Project *Republic of Marshall Islands NDA Strengthening and GCF engagement Readiness Project*.

SPREP will provide overall oversight and management of the project. Day-to-day and technical delivery of the project will rest with a small project consultancy team to be based in RMI working closely with the Director of OEPPC and other stakeholders.

Requirement

SPREP as the Delivery Partner for the GCF Readiness Project requires the services of a skilled and experienced Administrative Support Consultant to support the Readiness Support Coordinator (RSC) with regards to the management of administrative and logistical elements required to deliver project objectives and goals. The officer will also support the preparation of final products (such as the handbook and country programme) in terms of presentation, editing (and translation into Marshallese) and other functions as needed (as defined in the approved Project Documents which can be shared upon request).

The Administrative Support Consultant will help coordinate the delivery of the above project deliverables and these specific responsibilities:

- Ensure that all requisitions and purchase orders have met all requirements and are complete and transmitted in a timely manner to SPREP.
- Ensure that all documentations are recorded, scanned, compiled and readily available for reconciliation of project accounts.
- Ensuring that Project Financial Reports are completed on time.
- Logistical support for stakeholder engagement meetings.
- Provide support for NDA Handbook and Country Programme.
- Other project support as needed

The Administrative Support Consultant will work as part of a team, under the immediate direction of the Readiness Support Coordinator, and in doing so provide the following types of general support:

- Support coordination of timely and effective delivery of activities to be delivered by other consultancies and service delivery partners (as planned for in the in the Project document, and managed).

- Support the design and development of specified ToRs for the engagement of third party consultancy services to support delivery of project activities.
- Support the Project Manager in the preparation and lodgement of relevant Project reports and planning documents including Project annual work plan; quarterly and annual progress reports.
- Work closely and take direction and advice from the Readiness Project Manager, and the Director of OEPPC in the design and delivery of all project activities

Working Arrangements:

- The Administrative Support Consultant will form part of the Readiness Project Team which includes the GCF Readiness Support Coordinator and Readiness Knowledge Management Officer that will be based in the OEPPC offices in Majuro, RMI.
 - The Administrative Support Consultant will be guided by and work closely with the Readiness Project Coordinator, to ensure coordinated project delivery.
 - The consultant will be provided the necessary office equipment and facilities to support delivery of the project.
 - The consultant will be expected to reside in Majuro for the duration of the contract. There will be no living / relocation or other allowances to be paid under the terms of this consultancy.
 - The consultant may be required to undertake some regional / international travel, subject to approval by SPREP. SPREP travel policy and allowances will apply.
 - The consultant will work closely with the Director of OEPPC to ensure project activities are aligned and meet country priorities
 - The consultant will be accountable to the Director of Climate Change Resilience Programme on behalf of SPREP
 - The consultant will be paid on a monthly basis via electronic bank transfer
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