

REQUEST FOR TENDERS

File: AP_3/28/4
Date: 19 February, 2019
To: Interested suppliers
Contact: Tagaloa Cooper-Halo – Director, Climate Change Resilience

Subject: Request for tenders: Republic of Marshal Islands Green Climate Fund Readiness Project: No Objection Letter and Appraisal Toolkit Consultant

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. SPREP would like to call for tenders from qualified and experienced consultants who can offer their services as the Republic of Marshal Islands (RMI) Green Climate Fund (GCF) Readiness Project Consultant to develop the “No Objection Letter” (NoL) and Appraisal Toolkit as set out in the Terms of Reference (ToR) at Annex A.

2.2. The successful applicant will need to implement the activities and provide and submit all the deliverables specified in the ToR within the consultancy period of 50 person days spread over 5 months.

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 must be able to travel to Majuro to work with the OEPC and the GCF Readiness Project Team and to undertake consultations as required under this consultancy;
- 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 (*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 or your Technical Proposal. Failure to do this will mean your application will **not** be considered*).
- vii. 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.
- viii. The successful applicant must be willing to accept the payment conditions as follows:
Payment of services will be made upon receipt of deliverables as follows:

Deliverable	% of Total Consultancy Price (USD)	Due Date (estimate)
1. Signing of the contract	10	14 working days after signing of contract
2. Consultancy Inception Report	10	Within 3 weeks from contract effective date
3. Stakeholder consultation Report	10	Within 4 weeks from contract effective date
4. Report on design, development and finalisation of Appraisal Toolkit and No Objection Letter	15	Within 3 months from the contract effective date
5. Training Report	15	Within 3 months from the contract effective date
6. Final No Objection Letter and Appraisal Toolkit available in both English and Marshallese	25	Within four months from the contract effective date
7. Final Consultancy Report	15	Within 14 days from the contract end date
	100%	

3.2 Applicants should declare any areas that may constitute conflict of interest related to this bid.

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 provide supporting examples to address the Evaluation Criteria.

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.

Consultants travel will be paid for by the Project using SPREP's Travel Policy for return tickets and Daily Subsistence Allowance.

Please note that all expenses related to stakeholder consultations and trainings such as cost of venue, catering and printing and cost of translation into Marshallese of Appraisal Tool will be paid directly by the Project.

- 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. A proposed workplan and methodology to implement the activities stated in the ToR in Annex A to achieve the deliverables of the consultancy within the consultancy period;
- iv. 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 vitolinas@sprep.org before 04 March 2019. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 06 March 2019.

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. (10%) Master's degree in Climate Change Finance or Public Finance Management or a relevant field.
 - ii. (15%) Demonstrated at least 10 years' experience in undertaking consultancy services of similar nature.
 - iii. (10%) Familiarity with climate change policy and priorities for the Republic of Marshall Islands, climate change finance including the Green Climate Fund and its requirements.
 - iv. (10%) Demonstrated 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 training workshops will be considered favourably.

- v. (15%) Excellent interpersonal and 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 No Object Letter and Appraisal Toolkit Consultant.
 - viii. (20%) 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: 15 March 2019, 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: Republic of Marshal Islands **Green Climate Fund Readiness Project: No Objection Letter and Appraisal Tool**' 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: 5th Floor MIDB Building, Delap, Majuro, MH96960.

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 GCF Readiness Project
No Objection Letter and Appraisal Toolkit 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 (NDAs), 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 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 an experienced Consultant to develop the "No Objection Letter" (NoL) and Appraisal Toolkit in consultation with OEPPC as the NDA, the GCF Project team and key stakeholders.

The NoL and Appraisal Toolkit will form part of the NDA Handbook and will help the NDA in assessing the project proposals to the GCF and provide a "No Objection" letter or otherwise.

The Consultant will carry out the required activities to develop and finalise for approval, NoL and Appraisal Toolkit as required by the Project.

- Design and develop NoL and Appraisal Toolkit using available GCF Guidelines and taking into account the institutional arrangements for GCF-funded programmes in RMI, capacity of the RMI NDA to use this Appraisal Toolkit to assess and provide an NoL, lessons learnt from other countries of the Pacific region that have developed and put in place a similar processes;
- Lead the consultation of stakeholders to inform the draft and final procedures including a letter of no objection for the NDA to use;
- Organise in collaboration with the project team required stakeholder consultations;
- Conduct the necessary research and develop drafts for stakeholder consultations;
- Finalise the No Objection Letter and Appraisal Toolkit for approval by OEPPC;
- Facilitate the inclusion of the No Objection Letter and Appraisal Toolkit in the NDA Handbook including translation into Marshallese;
- Organise and conduct at least two trainings for the OEPPC on the use of the Appraisal Toolkit;
- Develop the relevant reports including those specified under the deliverables for this consultancy.

The Consultant is expected to provide the following deliverables following the completion of the activities for this consultancy.

- An Inception Report to identify design options for the appraisal toolkit and its content, proposed stakeholders, appraisal toolkit training plan, and an agreed work plan for the delivery of the consultancy activities with the OEPCC and the GCF Readiness Project Team;
- Report on the design, development and finalisation of the NoL and Appraisal Toolkit;
- Report on stakeholder consultations undertaken to inform the design, development and finalisation of the NoP and NoL;
- No Objection Letter and Appraisal Toolkit;
- Training Report for each of the trainings provided;
- Final Consultancy Report

The consultancy must complete all activities and submit all deliverables within the consultancy period of 50 person days spread over a period of 5 months.

Working Arrangements:

- The Consultant is expected to work from his and her current residential address;
 - The Consultant is required to work and liaise with the Director of OEPCC and the GCF Readiness Project Team to ensure activities under this consultancy and other project activities are aligned and complement each other;
 - The Consultant will use his/her own equipment and resources to enable him/her to fulfil the requirements of this consultancy;
 - The Consultant will be required to travel to RMI to work with OEPCC and the GCF Readiness Project Team and to undertake stakeholder consultations. SPREP travel policy and allowances will apply.
 - The consultant will be accountable to the Director of Climate Change Resilience Programme on behalf of SPREP and to the Director of OEPCC on behalf of the Government of RMI;
 - The consultant will be paid based on deliverables payment schedule via electronic bank transfer;
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