

REQUEST FOR QUOTES

File: AP_3/31/19/2
Date: 10 September, 2021
To: Interested suppliers
From: Monifa Fiu, GCCA+ SUPA Impacts Analysis Adviser

Subject: Request for Quotes: GCCA+ SUPA Enumerator for the Adaptation Impacts Assessment – Mangaia and Mauke Islands, Pa Enea, Cook 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. 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 would like to call for quotations from qualified and experienced practitioners and enumerators to work with the Cook Islands Office of Climate Change on the work funded through the GCCA+ SUPA Project at SPREP.
- 2.2. The successful applicant will need to provide the details of works required as referred to in the attached Terms of Reference within a period of three months and from the agreed start date until the end of December 2021.
- 2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct. https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf
- 2.4. The Terms of Reference and the specific statement of work for the consultancy are set out in Annex A.

3. Conditions: information for applicants

- 3.1. To be considered, interested suppliers must meet the following conditions:

- i. Must be a Cook Islands resident, eligible to work in Cook Islands, must be fluent in local Maori language and understand the islands' community interaction/engagement customs or cultural approach.
- ii. Submit a CV to demonstrate the consultant has the relevant experience, skills, and qualifications to carry out this contract successfully.
- iii. Provide at least three referees most recent and relevant to this work.
- iv. Provide examples of prior relevant work outputs; and
- v. Complete the tender/quotation application form – (please note you are required to complete all areas in full as requested on 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 complete the tender/quotation application form will result in the application not being considered).
- vi. Sign the conflict of interest (COI) form.

4. Submission guidelines

- 4.1. Quotation documentation should demonstrate that the interested supplier satisfies the conditions stated above and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Quotation documentation should outline the interested supplier's complete proposal:
 - a) The CV of the proposed personnel highlighting relevant experience.
- 4.3. The Proposal must remain valid for 90 days from date of submission.
- 4.4. Provide three referees relevant to this submission, including the most recent work completed.
- 4.5. Bidders must insist on an acknowledgement of receipt of quotes/proposals/bids.

5. Tender/Quote Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 15 September 2021. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 17 September 2021.

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 quote offers the best value for money, and that the bidder/quote satisfies the following criteria.
 - i. Education - Completion of Higher Secondary Education or degree level (Mathematics or Science) from a tertiary institution would be an advantage (25%);
 - ii. Experience - Relevant experience in minimum 2 surveys, preferably on national surveys (25%);
 - iii. Competency - Computer literate and familiarity with the use of android smart phones (25%);
 - iv. Competency – Must be a Cook Islands resident, eligible to work in Cook Islands, must be fluent in local Maori language and understand the islands' community interaction/engagement customs or cultural approach (25%).



7. Deadline

- 7.1. **The due date for submission of the quotation is: 24 September 2021, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all quotations clearly marked 'QUOTATION: **GCCA+ SUPA Enumerator for the Adaptation Impacts Assessment – Mangaia and Mauke Islands, Pa Enea, Cook Islands.**' to one of the following methods:

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 quotations and the lowest or any quotation will not necessarily be accepted.

For any complaints regarding the Secretariat's quotations please refer to the Complaints section on the SPREP website

<http://www.sprep.org/accountability/complaints>

ANNEX A

TERMS OF REFERENCE

GCCA+ SUPA Enumerator for the Adaptation Impacts Assessment – Mangaia and Mauke Islands, Pa Enua, Cook Islands.

1. Background

The Global Climate Change Alliance Plus Scaling Up Pacific Adaptation (GCCA+ SUPA) Project is seeking a technical consultant to help remotely with the development of a methodology for impacts' assessment of past climate change adaptation interventions. The intent of this consultancy is to clarify how the impact analysis of completed climate and disaster risk interventions in the four trial countries, input to developing a methodology for impact assessment of adaptation actions of a specified frame of time.

This consultancy will support this by finalising a developed methodology for impacts' assessment of climate change adaptation actions. Impact assessment of climate change adaptation interventions, several years after their completion, is a major gap in the Pacific countries. (Standard end-of-project evaluations focus almost entirely on outputs and are usually conducted around the project end-date). Yet without information about longer-term impact, Pacific nations remain in a cycle of designing and executing new adaptation initiatives which in many cases do not fulfil their hoped-for long-term potential. Pacific countries need an objective impact assessment of past interventions that shifts their planning horizons from the short-term project approach to the medium term (10+ years) sector resilient approach.

In utilising an information and knowledge management approach, an impact methodology will be designed and tested on a spectrum of adaptation interventions noting that different adaptations may need different methodologies. To do this, information on past adaptation interventions completed in the past 5-years will be compiled.

An approach to assess impacts of these past sector-focussed adaptation interventions will then be developed. However, key criteria for assessing past interventions include:

- (i) effectiveness,
- (ii) sustainable social and behavioural changes (e.g., enhanced decision-making skills for women and vulnerable groups),
- (iii) successful lessons and practices, and;
- (iv) overall resilience of completed climate change adaptation interventions.

The impact methodology will be tested in four trial countries and integrated into a user-friendly database module which can be added to existing national climate change portals. Training will be provided by SPREP project team in collaboration with country focal points for Climate Change, thus, equipped to install, populate and customise the adaptation impacts database that can be applied to inform their national prioritisation and decision making.

The other countries taking part in this GCCA+ SUPA Action will be involved in training activities and information sharing sessions at regional meetings.

Besides supporting longer-term national decision making, the adaptation impact databases for each trial country will also contribute to national and regional baselines on which to



assess the Framework for Resilient Development in the Pacific (FRDP) and to the GCCA+ lessons learnt.

2. Scope of Consultancy

The enumerator will be required to work closely with the Cook Islands Government through the Office of Climate Change Cook Islands, to provide feedback and input to the trial social survey questionnaire on the open-source KoBo Toolbox application. Field trial of the social surveys by the enumerator will enable data collection in benefitted communities from select past adaptation actions and provide feedback on key questions to measure local impact with a potential to link up with national official count surveys as means to monitor impact of incremental adaptation in identified areas.

Because of its need to be comprehensive but tailored to the localised conditions where these interventions were established, an analysis of the impact of the adaptation effort will constitute the physical, ecological, and human elements. The data and indicators to capture changes resulting from adaptation in the climatic context of variability and extreme events, are location-specific and time-sensitive. It should be noted that some important issues may not be measured by indicators because of data limitations, scientific uncertainty, or a lack of robust monitoring program in place since completion of these adaptation projects.

However, some considerations for measure of effectiveness and or the impact of the adaptation intervention in question involves:

- the ability to bear the cost of maintenance of an adaptation;
- the value placed on the extent of protection of natural assets e.g. mangrove area, beach or a particular habitat before that adaptation measure;
- account for changes be it biophysical, possibly caused by an adaptation within a climatic context;
- examine results of social surveys on vulnerable groups and impact of the adaptation intervention on their livelihoods and safety; influence of an adaptation on the socioeconomic status of benefitted families, the disability, elderly, women, youth and children in the targeted community.

Special attention should be given to those environmental and social interactions that will merit quantitative analysis and those for which qualitative analyses should be carried out.

3. Specific Tasks

The proposed survey work will focus on Mangaia and Mauke Islands, Pa Enua by priority adaptation interventions in at least the last 5-6 years. The social surveys will collect information from beneficiaries in these past adaptation projects/interventions. Noting that a variety of adaptation actions have achieved many natural resource management goals, the questionnaire format suggests a systematic way of collecting data on four key result areas of adaptation:

- (i) Most vulnerable people and communities;
- (ii) Health, well-being, food and water security;
- (iii) Ecosystem services by the national environment;
- (iv) Infrastructure and built environment.



Focused questions per section can be used on its own given the realistic level of sampling effort and appropriate approach to conduct surveys with either a focus group or benefiting households of adaptation actions in focus.

In each, a social survey will be conducted with at least 50% of the benefiting community and focus group interviews with number of respondents; head of the village and additional community leaders randomly selected from a set of pre-identified community leaders.

The enumerator will work under direct supervision of the Cook Islands Government through the Office of Climate Change Cook Islands and in liaison with the GCCA+ SUPA SPREP National Consultant for Impacts Analysis/Adaptation Specialist – Cook Islands for the field trial of an impacts' analysis methodology.

The Cook Islands Government through the Office of Climate Change Cook Islands will be responsible to monitor the survey work in the field jointly with GCCA+ SUPA SPREP National Impacts Analysis/Adaptation Specialist – Cook Islands. The task of enumerator will be to:

- (i) Participate in the training programmes to be organised for enumerator by SPREP in consult with Climate Change Coordinator;
- (ii) Participate in pre-testing of questionnaire on the KoBo Toolbox application with the GCCA+SUPA field team;
- (iii) Provide feedback in revising the questionnaire following pre-testing the results;
- (iv) Conduct the field survey under the supervision of Climate Change Coordinator at the Office of the Prime Minister.

4. Deliverables

- (i) Completed data files of questionnaires: Primary Sampling Unit (PSU) numbers to be allocated by Climate Change Coordinator and GCCA+ SUPA SPREP Project Team.
- (ii) Cross-checked the data integrity of completed forms from the social surveys conducted.
- (iii) Uploaded all finalised forms from the social surveys conducted onto the KoBo Toolbox Application and submitted to the network server.

5. Logistical and Reporting Arrangements

The enumerator will be funded through the GCCA+ SUPA Project at SPREP.

The enumerator will liaise with the GCCA+ SUPA SPREP National Consultant for Impacts Analysis/Adaptation Specialist – Cook Islands and the Climate Change Coordinator for technical advice and guidance.

6. Requirements

Technical Evaluation Criteria	Obtaining Score
i. Completion of Higher Secondary Education or degree level (Mathematics or Science) from a tertiary institution would be a bonus.	25%
ii. Relevant experience in minimum 2 surveys, preferably on national surveys.	25%

iii.	Computer literate and familiarity with the use of android smart phones.	25%
iv.	Must be a Cook Islands resident, eligible to work in Cook Islands, must be fluent in local Maori language and understand the islands' community interaction/engagement customs or cultural approach.	25%
Total (Technical)		100%

7. Timeline

The enumerator will be hired for a period of 3 months. The enumerators' training will be organised in collaboration with Climate Change Coordinator at the Office of Prime Minister. The field work will be organised from September 2021.

8. Work Arrangements

The enumerator will be issued a tablet for the field survey work.

The enumerator will work under the direction of the Climate Change Coordinator at the Office of Prime Minister, Cook Islands designated to manage field plan and costs in liaison with GCCA+ SUPA SPREP Team Leader/Impacts Analysis Adviser based at SPREP.

9. Remuneration

The successful consultant will receive monthly payment from USD 2,000 – USD 2,500 upon confirmation of receipt of progress report and completion of scheduled deliverables/milestones. Remuneration will be based on the level of qualification and experience.

10. Duration of the Consultancy

This consultancy will run up to the 31 December 2021, commencing as soon as practicable.