

# REQUEST FOR TENDERS

File: AP\_3/29  
Date: 27 February, 2020  
To: Interested Consultants  
From: Semi Qamese – PACRES M&E Officer

**Subject: Request for tenders: Project Coordinator (Service-Based Consultancy): Timor-Leste PACRES Project - READVERTISEMENT**

---

## 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](http://www.sprep.org).

## 2. Specifications: statement of requirement

- 2.1. SPREP is seeking to recruit a Project Coordinator (Service-Based Consultancy) for the Pacific Adaptation to Climate Change and Resilience Building (PACRES) – Timor-Leste Project to work on a consultancy basis for a period of 27 months to oversee the implementation, administration and completion of the Project in Timor-Leste.
- 2.2. 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 for this tender, interested suppliers must meet the following conditions:
  - Be able to demonstrate that he/she is legally entitled to work in Timor-Leste; and
  - Be willing and able to travel to project sites

## 4. Submission guidelines

- 4.1. Tender documentation should demonstrate the interested supplier satisfies the conditions stated above and is capable of meeting the requirements as stipulated in the ToR. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should comprise the interested supplier's complete proposal, comprising:
  - CV to demonstrate that they have the requisite skills and experience to carry this contract successfully.
  - Three referees including most recent work relevant to this position

- Completed **tender 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 do this will result in the application **not** being considered).*
- 4.3 Prospective supplier must commit to an agreed amount of time per month to this consultancy and be willing to set aside extra time if needed for particular tasks.
- 4.4 Tenderers must insist on an acknowledgement of receipt of tenders.
- 4.5 The proposal must remain valid for 90 days from date of submission.

## 5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to Maraea Pogi on [maraeap@sprep.org](mailto:maraeap@sprep.org) and copy Semi Qamese on [semiq@sprep.org](mailto:semiq@sprep.org) before 06 March 2020. A summary of all questions received with an associated response will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 09 March 2020.

## 6. Evaluation criteria

- 6.1. SPREP will short-list applicants on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the consultant offers the best value for money, and that the tenderer satisfies the following criteria:
- a) A qualification from a recognised tertiary institution in a field related to environmental management, project management and/or climate change. A post-graduate qualification will be an advantage (10%)
  - b) Strong track record in project coordination including work planning, partner oversight, reporting and monitoring and evaluation (25%)
  - c) Record of having successfully worked with government and non-government stakeholders in Timor-Leste and established networks of cooperation (20%)
  - d) Experience working with rural communities and sub-national government systems on environmental management/climate change projects. Experience in the water sector would be an advantage (20%)
  - e) Experience in project communication and reporting across diverse audiences in a multicultural and multi-disciplinary environment (15%)
  - f) Excellent command of spoken and written English and Portuguese and knowledge of Tetum (10%)

## 7. Deadline

- 7.1. **The due date for submission of the tender is: 13 March 2020, 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: **Project Coordinator (Service-Based Consultancy): Timor-Leste PACRES Project Component**' to one of the following methods:

Mail: SPREP

Attention: Procurement Officer

PO Box 240

Apia, SAMOA

Email: [tenders@sprep.org](mailto:tenders@sprep.org) (MOST PREFERRED OPTION)

Fax: 685 20231

Person: Submit by hand in the tender's box at SPREP reception, Vailima, Samoa.

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**  
**PROJECT COORDINATOR (SERVICE-BASED CONSULTANCY)**  
**INTRA-ACP GCCA+ PACIFIC ADAPTATION TO CLIMATE CHANGE AND RESILIENCE**  
**BUILDING (PACRES): TIMOR-LESTE PROJECT**

**Background and Rationale**

Timor-Leste is one of five Pacific ACP countries where the €12 million EU funded Intra-ACP GCCA+ Pacific Adaptation to Climate Change and Resilience Building (PACRES) will scale up climate change adaptation pilots. This work will be implemented jointly by the Secretariat of the Pacific Regional Environment Programme (SPREP), the Pacific Community (SPC) and the University of the South Pacific (USP).

The project in Timor-Leste has been developed in consultation with the National Directorate for Climate Change (NDCC) within the Secretary of State for the Environment in Dili. It will be implemented between 2020 and 2022 and will involve scaling-up Integrated Vulnerability Assessments (IVA). IVAs are used by the Government of Timor-Leste to gather information and data on climate change through community observations and experience and to identify what livelihood assets are most vulnerable to the impacts of climate change.

SPREP has overall responsibility for coordinating project activities in Timor-Leste in collaboration with the NDCC and USP.

Specific project activities will include:

- Implementation of community-based activities to improve water security at selected sites;
- Funding additional IVAs;
- Support to strengthen the NDCC's risk and vulnerability assessment and mapping capacity;
- Strengthening existing climate change, disaster resilience, sustainable environment and development networks in Timor-Leste; and
- A community capacity development component to be developed by USP.

**Services Required**

SPREP is seeking the services of a suitably qualified Project Coordinator to be appointed on a full-time service consulting basis to oversee the implementation the PACRES project in Timor-Leste.

**Scope of Consultancy**

The Project Coordinator will provide technical support and on-ground project scheduling oversight for the project, including engaging and strengthening networks with local stakeholders in the identified project sites, relevant national and sub-national government agencies and consultants or contractors delivering specific activities.

Specific responsibilities for the Project Coordinator will include:

- organising a project inception and planning workshop and producing a meeting report;
- obtaining laptops and office consumables quotes for procurement processes;
- facilitating arrangements for and payments related to implementation of additional IVAs;
- developing a project specific M & E framework in collaboration with the PACRES M & E officer;
- preparing monthly progress reports on implementation of all project activities;

- supporting meetings of the Project Steering Committee;
- where necessary, working with consultants or contractors, NDCC and the PACRES Project Management Unit to address any issues that impact on project delivery;
- conducting workshops and dialogue to bring together stakeholders to identify and strengthen existing national and sub-national networks and alliances;
- working with all stakeholders to develop communications and visibility products;
- assisting NDCC review IVA preliminary reports;
- other tasks relevant to implementation of the PACRES project requested by the Director of NDCC; and
- Preparing a project closure report.

### **Requirements**

- A qualification from a recognised tertiary institution in a field related to environmental management, project management and/or climate change. A post-graduate qualification will be an advantage;
- Strong track record in project coordination including work planning, partner oversight, reporting and monitoring and evaluation;
- Record of having successfully worked with government and non-government stakeholders in Timor-Leste and established networks of cooperation;
- Experience working with rural communities and sub-national government systems on environmental management/climate change projects. Experience in the water sector would be an advantage;
- Experience in project communication and reporting across diverse audiences in a multicultural and multi-disciplinary environment; and
- Excellent command of spoken and written English and Portuguese and knowledge of Tetum.

### **Remuneration**

Remuneration will be paid monthly in a range depending on experience and qualifications. The successful applicant will work to the standard Government hours.

### **Work arrangements**

The service consultant will:

- be based in Dili and work from the NDCC office;
- report on a day-to-day basis to the Director, NDCC;
- need to demonstrate that he/she is legally entitled to work in Timor-Leste; and
- submit monthly reports to the PACRES Project Manager and NDCC reporting against agreed work plans.

### **Duration of the Consultancy**

This service consultancy will run for 27 months from April 2020 to end June 2022.