



REQUEST FOR TENDERS

File: AP_3/29
Date: 7 May, 2020
To: Interested Consultants
From: Martin Sharp – PACRES Project Manager

Subject: Request for tenders: Tuvalu Climate Change Portal Communications Specialist (Service-Based Consultancy) 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.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced communications specialist to be appointed on a full-time service consulting basis to support Tuvalu's climate change portal and related communications and information requirements.
- 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:
 - Submit details of qualification and previous experience relevant to the role of communications adviser supporting Tuvalu's climate change portal;
 - Be legally entitled to work in Tuvalu;
 - Provide three referees;
 - Provide examples of related past work outputs; and
 - Complete the **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. Submission guidelines

- 4.1. Tender 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. Describe any additional minimum content and format requirements.



- 4.2. Tender documentation should outline the interested supplier's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.
- 4.3 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 Mareaa Pogi on maraeap@sprep.org and copy Martin Sharp martins@sprep.org before 18 May 2020. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 20 May 2020

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. A qualification from a recognised tertiary institution, or three years professional experience in communications, information and knowledge management, ICT, climate change, environmental management or a related field (25%);
 - ii. Experience developing and disseminating information and communications products to a broad and diverse audience in Tuvalu (35%);
 - iii. Proficiency in written and spoken Tuvalu and English (20%);
 - iv. Familiarity and demonstrated experience of working in Tuvalu's national, environmental and social circumstances would be an advantage (20%).

7. Deadline

- 7.1. **The due date for submission of the tender is: 29 May 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: **Tuvalu Climate Change Portal Communications Specialist (Service-Based Consultancy) READVERTISEMENT**' 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.



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10th Pacific Islands Conference

NATURE CONSERVATION AND PROTECTED AREAS

Nature Conservation Action for a Resilient Pacific

Noumea, New Caledonia

19-24 April 2020

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

TUVALU CLIMATE CHANGE PORTAL COMMUNICATIONS SPECIALIST (SERVICE-BASED CONSULTANCY)

Background and Rationale

The €12 million EU funded Intra-ACP GCCA+ Pacific Adaptation to Climate Change and Resilience Building (PACRES) aims to scale up regional and national climate change portals to increase access to and reach of climate change and disaster resilience information. This includes contributing to ongoing maintenance and support of national knowledge management portals.

Tuvalu's national climate change portal is managed and updated under the direction of the Director of Climate Change in the Ministry of Finance.

The Government of Tuvalu requires a Communications Specialist to manage and update climate change and disaster resilience building information on Tuvalu's national climate change portal.

In accordance with the *Te Kakeega III* (National Strategy for Sustainable Development), there is a requirement to build capacity of communities and other relevant stakeholders on climate change by gathering and making readily accessible, information to enhance understanding of communities and other relevant stakeholders on climate change issues.

Services Required

SPREP is seeking the services of a communications specialist to be appointed on a full-time service consulting basis to support Tuvalu's climate change portal and related communications and information requirements.

Scope of Consultancy

The Communications Specialist will, under the direction of the Director of Climate Change:

1. Develop the Communication Strategy for the Climate Change Department
2. develop climate change and disaster resilience information and knowledge management products to enhance community awareness;
3. manage the uploading and updating of information and knowledge management products on the climate change portal;
4. research and make recommendations on consolidation of climate change, disaster management, resilience building and other information and data sets held by government ministries and agencies, the private sector, NGOs and communities in Tuvalu; and
5. engage with SPREP to identify good practice and lessons learned in sharing information on the impacts of climate change.



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Requirements

- i. A qualification from a recognised tertiary institution, or three years professional experience in communications, information and knowledge management, ICT, climate change, environmental management or a related field;
- ii. Experience developing and disseminating information and communications products to a broad and diverse audience in Tuvalu;
- iii. Proficiency in written and spoken Tuvalu and English; and
- iv. Familiarity and demonstrated experience of working in Tuvalu's national, environmental and social circumstances would be an advantage.

Remuneration

Remuneration will be paid monthly at a rate of Level 5 of the Government Salary Scale that is equivalent to AUD 15,464.00 annually, depending on experience and qualifications and submission of a satisfactory monthly report to the PACRES Project Manager and Director of Climate Change.

Work arrangements

The successful applicants will:

- work to standard Government hours and holidays;
- be based in Funafuti and work from the Climate Change Department;
- report on a day-to-day basis to the Director of Climate Change or their nominee;
- need to demonstrate they are legally entitled to work in Tuvalu; and
- submit monthly reports to the PACRES Project Manager and Director of Climate Change reporting against agreed work plans.

Duration of the Consultancy

This service consultancy will run from June 2020 to October 2021, with the possibility of a further six-month extension.