



## REQUEST FOR TENDERS

RFT: 2023/004  
File: AP\_3/29  
Date: 15 February, 2023  
To: Interested consultants  
From: Semi Qamese – Project Manager PACRES

**Subject: Request for tenders (RFT): Climate Change Policy Review: Palau**

### 1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization 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](http://www.sprep.org).

### 2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services to review Palau Climate Change Policy.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 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/spreporganisational-values-code-of-conduct.pdf](https://www.sprep.org/attachments/Publications/Corporate_Documents/spreporganisational-values-code-of-conduct.pdf). Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.4. SPREP Standard Contract Terms and Conditions are non-negotiable

### 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
  - i. Must be legally able to work in Palau for the duration of the contract or if international consultant (based outside of Palau) must identify a local counterpart to help collate information at country level;
  - ii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;



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- iii. Provide three referees relevant to this tender submission, including the most recent work completed;
  - iv. Provide examples of past related work outputs;
  - v. 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. Failure to do this will mean your application will **not** be considered*).  
*For the Technical and Financial proposals you may attach these separately;* and
  - vi. Provide a copy of valid business registration/license.
- 3.2 Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **conflict of interest form** provided.
- 3.3 **Tenderer is deemed ineligible due to association with exclusion criteria, including** bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.
- 3.4 Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall into any of the exclusion situations cited in 3.3 above and where applicable, that they have taken adequate measures to remedy the situation.

#### 4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and in the Terms of Reference and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should be submitted in English and outline the interested consultant's complete proposal:
- a) **SPREP Tender Application form and conflict of interest form.** (*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. Failure to do this will mean your application will **not** be considered*).  
*For the Technical and Financial proposals, you may attach these separately.*
  - b) **Honour form**
  - c) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
  - d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
  - e) **Financial Proposal** –provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.



- 4.4. Tenderers/bidders shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award; SPREP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 4.5. The tenderer/bidder might be requested to provide additional information relating to their submitted proposal, if the Tender Evaluation Committee requests further information for the purposes of tender evaluation. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6. The submitted tender proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential tenderer/bidder can provide services for.
- 4.7. The Proposal must remain valid for 90 days from date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of tender.

## 5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to [procurement@sprep.org](mailto:procurement@sprep.org) before 27 February 2023. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 01 March 2023.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
- c. SPREP will determine what, if any, response should be given to a Tenderer question. SPREP will circulate Tenderer questions and SPREP's response to those questions to all other Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>) without disclosing the source of the questions or revealing any confidential information of a Tenderer.
- d. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- e. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFT or any other information given or made available by SPREP, the Tenderer should promptly notify the Procurement Officer setting out the error in sufficient detail so that SPREP may take the corrective action, if any, it considers appropriate.

## 6. Evaluation criteria

- 6.1. SPREP will select a preferred consultant 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 tender satisfies the following criteria:
- 6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria.

### I. Technical Score – 80%

Criteria	Detail	Weighting
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<b>Experience</b>	A qualification from a recognised tertiary institution in a field related to environmental management, climate change and environmental/natural resource law or related discipline.	10
	Demonstrated experience of having successfully worked in the areas of climate change and disaster risk management with government, non-government stakeholders and communities in Palau or the Pacific region	15
	Demonstrated high-level of skills in drafting or reviewing legislation and/or policy documents and proven ability to conduct complex legislative and policy analysis and deliver within the timeframe	15
	Demonstrated ability to effectively engage with a range of stakeholders to support project outcomes and excellent command of spoken and written English	10
<b>Technical Proposal / Methodology</b>	a. recommended approach to deliver scope of work in the attached terms of reference; b. key sources/data to inform the assignment and relevant stakeholders; and c. detailed work plan clearly outlining milestones and delivery timelines.	30

## II. Financial Score – 20%

The following formula shall be used to calculate the financial score for ONLY the proposals, which score 70% or more in the technical criteria:

$$\text{Financial Score} = a \times \frac{a}{b}$$

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

## 7. Variation or Termination of the Request for Tender

- 7.1 a. SPREP may amend, suspend or terminate the RFT process at any time.
- b. In the event that SPREP amends the RFT or the conditions of tender, it will inform potential Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>).
- c. Tenderers are responsible to regularly check the SPREP website Tenders page for any updates and downloading the relevant RFT documentation and addendum for the RFT if it is interested in providing a Tender Response.
- d. If SPREP determines that none of the Tenders submitted represents value for money, that it is otherwise in the public interest or SPREP's interest to do so, SPREP may terminate this RFT process at any time. In such cases SPREP will cancel the tender, issue a cancellation notice and inform unsuccessful bidders accordingly.



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## 8. Deadline

- 8.1. **The due date for submission of the tender is: 08 March 2023, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked 'RFT 2023/004: **Climate Change Policy Review: Palau**'

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 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 tenders and the lowest or any tender will not necessarily be accepted.

SPREP reserves the right to enter into negotiation with respect to one or more proposals prior to the award of a contract, split an award/awards and to consider localised award/awards between any proposers in any combination, as it may deem appropriate without prior written acceptance of the proposers.

**A binding contract is in effect, once signed by both SPREP and the successful tenderer. Any contractual discussion/work carried out/goods supplied prior to a contract being signed does not constitute a binding contract.**

**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

### Climate Change Policy Review: Palau

#### Background and Rationale

The €12 million European Union funded Intra-ACP<sup>1</sup> GCCA+ Pacific Adaptation to Climate Change and Resilience Building (PACRES) aims to ensure better regional and national adaptation and mitigation responses to climate change challenges facing Pacific ACP countries<sup>2</sup>. PACRES is being implemented collaboratively by the Secretariat of the Pacific Regional Environment Programme (SPREP), the Pacific Islands Forum Secretariat (PIFS), the Pacific Community (SPC) and the University of the South Pacific (USP).

The Office of Climate Change within the Ministry of Finance (MOF) – Bureau of Budget and Planning in Palau has the mandate to mainstream climate change in national government plans and strategies, as well as coordinate, report, and advocate climate change efforts and priorities domestically, regionally, and internationally. In line with this mandate, Palau developed its first national policy, Palau Climate Change Policy: For Climate and Disaster Resilient Low Emissions Development (PCCP) of 2015. This Policy has been used as a basis for assessments, strategies, and plans including, but not limited to the following:

- Climate Change in Palau: Indicators & Consideration for Key Sectors<sup>3</sup>;
- Koror-Babeldaob Island Resilient Urban Development Strategy and Action Plan<sup>4</sup>;
- National Disaster Risk Management Framework<sup>5</sup>

The Palau Climate Change Policy is the official reference document when sharing climate change impacts faced and priority measures in Palau and is the basis for forming national positions in regional and international advocacy on matters related to climate change.

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<sup>1</sup> Africa, Caribbean and Pacific Group of States.

<sup>2</sup> The 15 Pacific ACP countries are: Cook Islands, Fiji, Federated States of Micronesia, Kiribati, Republic of the Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu and Vanuatu.

<sup>3</sup> Pacific Islands Regional Climate Assessment (PIRCA). 2020. Climate Change in Palau: Indicators & Consideration for Key Sectors

<sup>4</sup> Government of Palau. 2020. Koror-Babeldaob Island Resilient Urban Development Strategy and Action Plan

<sup>5</sup> Government of Palau. 2010. National Disaster Risk Management Framework (Amended 2016)

One of the PACRES activities is to review or develop climate change and disaster resilience strategies and policies. The Office of Climate Change in addressing climate change impacts in Palau has noted that climate change challenges have escalated over the years. Considering this, there is an urgent need by the Government of Palau to revise the 2015 Palau's Climate Change Policy to reflect updated climate change information. Palau sought the support of SPREP to revise their 2015 Palau Climate Change Policy (PCCP) that will provide a comprehensive and contemporary policy basis and mandate for climate actions. It will describe Palau's long-term mitigation and adaptation goals that needs to be undertaken to achieve them, and guiding climate change actions at a national level. This review will adequately implement climate related actions and a platform of mainstreaming climate change across all sectors in the country.

In this instance, SPREP require the services of a suitably qualified consultant to revise the PCCP by August 2023.

### **Scope of Work**

Working closely with the Office of Climate Change within the Ministry of Finance (MOF) – Bureau of Budget and Planning in Palau and the PACRES Project Management Unit, the consultant will:

- 1 Conduct a desktop review of all relevant national legislations (laws and regulations), policies, strategies, plans and agreements at a local, national and international level that directly relates to the revision of Palau's Climate Change Policy (PCCP), of the latest climate change assessments, a mapping of implemented activities, and commitments made by Palau. This will include a review of existing literature on climate information and indicators in Palau, a stocktake of implemented activities against the action plan of the PCCP, and national agreements/commitments (e.g., NDC/Enhanced NDC, Methane Pledge, etc.);
- 2 Develop vulnerability and risk maps based on climate indicators and projections and incorporate maps of climate indicators into spatial multicriteria evaluation guide. Generate sector specific mitigation and adaptation priorities in response to the identified vulnerabilities for consideration from stakeholders;



- 3 Draft revised PCCP drawing on outcomes on the review of relevant legislations, policies, strategies, plans and climate change agreements, updated climate information and the vulnerability and risk information;
- 4 Facilitate national stakeholder consultations/workshops to review the initial draft of the PCCP;
- 5 Draft the PCCP M&E strategy framework and action plan;
- 6 Update the draft PCCP based on feedback received from the national stakeholder consultations;
- 7 Facilitate a national stakeholder workshop to review the draft PCCP and the draft M&E strategy framework and action plan; and
- 8 Finalise PCCP and the M&E strategy framework and action plan.

### **Project Schedule**

The activities are to be completed by **31 August 2023**. Expected project activity is detailed in Table 1 below. The tender response should detail how and when these steps will be delivered by submitting a Technical Proposal.

**Table 1 Project schedule**

	<b>Activity</b>
	Notification of successful consultant.
	Contract signed.
	Commencement inception meeting via zoom or telephone between successful consultant, PACRES Project Management Unit and Palau's Office of Climate Change.
	Approval of work plan and methodology.





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1	Conduct a desktop review of all relevant national legislations (laws and regulations), policies, strategies, plans and agreements at a local, national and international level that directly relates to the revision of Palau's Climate Change Policy (PCCP), of the latest climate change assessments, a mapping of implemented activities, and commitments made by Palau. This will include a review of existing literature on climate information and indicators in Palau, a stocktake of implemented activities against the action plan of the PCCP, and national agreements/commitments (e.g. NDC/Enhanced NDC, Methane Pledge, etc.).
2	Develop vulnerability and risk maps based on climate indicators and projections and incorporate maps of climate indicators into spatial multicriteria evaluation guide. Generate sector specific mitigation and adaptation priorities in response to the identified vulnerabilities.
3	Draft PCCP drawing on outcomes on the review of relevant legislations, policies, strategies, plans and climate change agreements, updated climate information and the vulnerability and risk information for stakeholder consideration.
4	Facilitate national stakeholder consultations/workshops to review the initial draft of the PCCP.
5	Draft the PCCP M&E strategy framework and action plan.
6	Update the draft PCCP based on feedback from the national stakeholder consultations.
7	Facilitate a national stakeholder workshop to review the draft PCCP and the draft M&E strategy framework and action plan.



8	SPREP and Palau's Office of Climate Change provide final comments on draft revised PCCP.
9	Finalise PCCP and the M&E strategy framework and action plan
10	Submission of final draft of PCCP.

Note: PACRES PMU and Palau's Office of Climate Change will organize two national stakeholder workshops.

### **Budget**

The Financial Proposal to be priced based on a work plan on where, when and how the technical assistance will be conducted. The proposal should be for the **fees component only** associated with undertaking the work outlined above. Any requirements outside of the fee's component (e.g. travel specifications etc.) should be mentioned in the proposal but not costed at this stage. SPREP will fund two national stakeholder workshops.

### **Expertise**

The consultant is expected to have the following qualifications and expertise:

- A qualification from a recognised tertiary institution in a field related to environmental management, climate change and environmental/natural resource law or related discipline;
- Demonstrated experience of having successfully worked in the areas of climate change and disaster risk management with government, non-government stakeholders and communities in Palau or the Pacific region;
- Demonstrated high-level of skills in drafting or reviewing legislation and/or policy documents and proven ability to conduct complex legislative and policy analysis and deliver within the timeframe;
- Demonstrated ability to effectively engage with a range of stakeholders to support project outcomes; and



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- Excellent command of spoken and written English and fluency of Palauan will be an advantage.

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](https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf) Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.