

REQUEST FOR TENDERS

File: AP_3/29
Date: 31 January, 2020
To: Interested Consultants
From: Semi Qamese – PACRES M&E Officer

Subject: Request for tenders: Sustainable Tourism Development Policy Framework & Goals Review: 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. 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 to SPREP in reviewing the Cook Islands Sustainable Tourism Development Policy Framework & Goals.
- 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 relevant experience in reviewing policies in the Pacific region or equivalent developing countries;
 - Provide at least three referees as part of their tender application;
 - 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 the interested consultant satisfies the conditions stated above and can meet the required specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.

4.2. Tender documentation should comprise the interested supplier's complete proposal, comprising:

- (a) The CV of the proposed personnel highlighting experience relevant to the tender;
- (c) A **Technical Proposal** which contains the details to achieve the tasks outlined in the Term of Reference (Annex A); and
- (d) A 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**. Any requirements outside of the fees component (e.g. travel specifications etc.) should be mentioned in the proposal but not costed at this stage.

4.3 Tender submission must be in United State Dollars (USD)

4.4 The Proposal must remain valid for 90 days from date of submission

4.5 Interested consultants 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 copied to Semi Qamese on semig@sprep.org before 12 February 2020. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 14 February 2020.

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 the tenderer offers the best value for money, and that the tenderer satisfies the following criteria:

- i. Has a minimum 5 years' experience in reviewing policies and proven ability to conduct complex legislative and policy analysis (25%);
- ii. Demonstrated experience working in the Pacific region (15%);
- iii. Demonstrated high-level of skills in writing policy documents and ability to deliver within the timeframe (20%);
- iv. Detailed technical proposal/workplan and methodology (20%); and
- v. Detailed financial proposal (20%).

7. Deadline

7.1. **The due date for submission of the tender is: 28 February 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: **Sustainable Tourism Development Policy Framework & Goals Review: Cook Islands**' 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 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>

TERM OF REFERENCE

Sustainable Tourism Development Policy Framework & Goals Review: Cook Islands

INTRA-ACP GCCA+ PACIFIC ADAPTATION TO CLIMATE CHANGE AND RESILIENCE BUILDING (PACRES): COOK ISLANDS PROJECT

Background and Rationale

The €12 million European Union funded Intra-ACP¹ 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 countries². 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 Cook Islands ratified the United Nations Framework Convention on Climate Change (UNFCCC) in 1994 and is reporting on the steps they are taking or envisage undertaking to implement the Convention (their obligations under Article 4.1 and 12). Climate change is increasingly threatening the existence of coastal infrastructures extending to the environment impacting the sources of our survival. As a small low-lying coral atoll islands with insignificant contribution to global warming, Cook Islands are particularly threatened and at the forefront of the impacts of climate disasters. In addition, the geographical spread of the islands in almost 2 million km² of ocean makes it more costly in delivering assistance and climate related programs and initiatives to cover the most vulnerable low-lying coral islands of the Northern Group.

The Climate Change Cook Islands office was instituted under the Office of the Prime Minister in 2012, in recognition of the growing impacts of climate change with a need to fully understand and manage the threats. The Cook Islands have embarked on strengthening its policy frameworks and financial systems in order to better prepare its systems and build capacity as a means of addressing the climate change challenges.

The tourism industry is expanding and continues to grow in the Cook Islands making it the highest revenue earner for the country. Given the sensitivity of the tourism industry sector to global shocks and natural disasters, this makes the Cook Islands more vulnerable to climate change. Given Cook Islands' economic dependency in this sector, it is necessary to review policy frameworks to ensure they adequately implement climate related actions and mainstream climate change across all sectors in the country. Several policies or planning frameworks exist to address the vulnerability of the tourism sector to climate change in Cook Islands, including:

- 'Te Kaveinga Nui' which is the National Sustainable Development Plan 2016 – 2020 articulates under goal 13 the need to: "Strengthen Resilience to combat the impacts of climate change and natural disasters". This national goal is intended to ensure that all government, private and peoples of the Cook Islands are better prepared and resilient to meet the challenges of climate change and natural disasters;
- The JNAPII 'Are We Resilient', The Cook Islands 2nd Joint National Action Plan 2016 – 2020 is a sectoral approach to climate change and disaster risk management. The Thematic Area Three: Strategy 8 and Action 27 articulates the need to "Strengthen

¹ Africa, Caribbean and Pacific Group of States.

² 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.

and build resilience in the tourism sector to the impacts of climate change and disasters”;

- The Cook Islands Intended Nationally Determined Contributions (INDCs) 2015 submitted to the UNFCCC recognises potential in the tourism sector to contribute to reducing the country’s emissions strengthen resilience however this is conditional based on external financial support; and
- Cook Islands Climate Change Policy 2018 – 2028 under Policy Objective 9.2: Mainstreaming, advocates for a national coordinated approach to the impacts of climate change through strengthening the mainstreaming initiatives.

The Cook Islands Sustainable Tourism Development Policy Framework and Goals, under Goal 4, promotes tourism development. However, the policy lacks the mandate to recognise climate change threats to tourism infrastructures and the safety of its occupants. In recognition of this, consultations have been held between the Director of Climate Change Cook Islands and the Chief Executive Officer of Tourism Cook Islands to undertake the policy review to include climate change resilience across all aspects of tourism sector.

A reviewed Cook Islands Sustainable Tourism Development Policy Framework and Goals will provide a comprehensive and contemporary policy basis and mandate for climate action in the tourism sector. It will describe Cook Islands’ long-term mitigation and adaptation goals in this sector and the action that needs to be taken to achieve them, and guiding climate change actions on tourism at a national level.

The objective of this consultancy is to review the Cook Islands Sustainable Tourism Development Policy Framework and Goals by June 2020.

Scope of Work

Finalise Cook Islands Sustainable Tourism Development Policy Framework and Goals submitted by June 2020

- 1 Collate and review all relevant national legislation (laws and regulations), policies, strategies, plans and agreements at a local, national and international level that directly relate to the review of the Cook Islands Sustainable Tourism Development Policy Framework and Goals. These must be filed, sorted and stored electronically for easy access and retrieval;
- 2 Draft a skeleton of the review of the Cook Islands Sustainable Tourism Development Policy Framework and Goals drawing on outcomes on the review of relevant legislation, policies, strategies, plans and climate change agreements;
- 3 Facilitate national stakeholder consultations to review the initial skeleton draft of the Cook Islands Sustainable Tourism Development Policy Framework and Goals;
- 4 Draft the Cook Islands Sustainable Tourism Development Policy Framework and Goals based on feedback from the national stakeholder consultations;
- 5 Facilitate a national stakeholder workshop to review the draft Cook Islands Sustainable Tourism Development Policy Framework and Goals; and
- 6 Finalise the Cook Islands Sustainable Tourism Development Policy Framework and Goals.

Project Schedule

The activities are to be completed by 30 June 2020. Expected project activity is detailed in Table1 below. The tender response should detail how and when these steps will be delivered by submitting a Technical Proposal.

Table 1 Project schedule

	Activity
	Notification of successful consultant.
	Contract signed.
	Commencement meeting via Skype or telephone between successful consultant, PACRES Project Management Unit, Cook Islands Climate Change Director and Chief Executive Officer of Tourism Cook Islands.
	Approval of work plan and methodology.
	<i>Finalise Cook Islands Sustainable Tourism Development Policy Framework and Goals submitted by June 2020</i>
1	Collate and review all relevant national legislation (laws and regulations), policies, strategies, plans and agreements at a local, national and international level that directly relate to the review of the Cook Islands Sustainable Tourism Development Policy Framework and Goals. These must be filed, sorted and stored electronically for easy access and retrieval.
2	Draft a skeleton of the Cook Islands Sustainable Tourism Development Policy Framework and Goals drawing on outcomes on the review of relevant legislation, policies, strategies, plans and climate change agreements.
3	Facilitate national stakeholder consultations to review the initial skeleton draft of the Cook Islands Sustainable Tourism Development Policy Framework and Goals.
4	Draft the Cook Islands Sustainable Tourism Development Policy Framework and Goals based on feedback from the national stakeholder consultations.
5	Facilitate a national stakeholder workshop to review the draft Cook Islands Sustainable Tourism Development Policy Framework and Goals.
6	Submission of draft Cook Islands Sustainable Tourism Development Policy Framework and Goals.
7	SPREP, Cook Islands Climate Change Division and Tourism Cook Islands provide comments on draft revised Cook Islands Sustainable Tourism Development Policy Framework and Goals.
8	Submission of final draft of Cook Islands Sustainable Tourism Development Policy Framework and Goals.

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.

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, tourism, climate change and/or environmental law;
- Strong track record in developing or reviewing policies, strategies and plans including analysis of existing frameworks, stakeholder consultations, oversight and reporting across diverse audiences in a multicultural and multi-disciplinary environment;
- Record of having successfully worked with government, non-government stakeholders and communities in Cook Islands or the Pacific Region in the tourism sector;
- Experience working in the area of Climate Change in the Pacific Region; and
- Excellent command of spoken and written English and basic knowledge of Cook Islands Maori will be an advantage.