

REQUEST FOR TENDERS

RFT: 2023/050
File: SPREP 2/44
Date: 16 November, 2023
To: Interested consultant(s)/company/firm
From: Rupeni Mario, Project Coordination Unit

Subject: Strengthening SPREP's Capacity as a Direct Access Entity – Review of the SPREP Small Grants Mechanism

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 is an accredited entity to the Adaptation Fund and the Green Climate Fund.
- 1.3. 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
- 1.4. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from a qualified and experienced consultant who can offer their services to deliver against the Scope of Work in the enclosed Terms of Reference.
- 2.2. The Terms of Reference for 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://library.sprep.org/sites/default/files/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.
- 2.4. SPREP Standard Contract Terms and Conditions are non-negotiable. The Service Agreement template is provided in Annex B.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultant(s)/company/firm must meet the following conditions:
 - i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;

- ii. Provide three referees relevant to this tender submission, including the most recent work completed;
 - iii. 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 the CVs. Failure to do this will mean your application will **not** be considered*).
Provide examples of past related work outputs.
For the Technical and Financial proposals, you may attach these separately.
 - iv. 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(s)/company/firm 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 the CVs. Failure to do this will mean your application will **not** be considered*).
Provide examples of past related work outputs
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 before 18 December 2023. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 20 December 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(s)/company/firm 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 and its accompanying financial proposal shall not be evaluated.

I. Technical Score – 80%

Criteria	Detail	Weighting
Qualifications and Experience	<ul style="list-style-type: none"> Tertiary qualifications in a field relevant to the Scope of Work (e.g., institutional policies, procurement, finance, small grants programme, etc.). Demonstrated experience in managing small grants programme and/or development of grants' policy. Demonstrated expertise and strong experience in institutional /organisational structure and or, change. Good understanding of regional organisation, global funding processes and accreditation requirements especially with major donors such as EU, GCF and UNEP, including policies and implementation processes with experience in the Pacific islands. Excellent communications skills with high command of spoken and written English, including demonstrated experience in participatory and consultative approaches relevant to the Pacific. Experience in developing manuals and conducting training workshops. 	40
Technical Proposal / Methodology	<ul style="list-style-type: none"> Outline how each of the deliverables will be achieved including the stakeholders to be consulted and the engagement plan. Provide specific milestones for each of the deliverables including timelines for SPREP comments/inputs on draft documents. It is advisable that engagement with SPREP is not programmed over the period 20 December 2023 to 31 January 2024. Include a session to present all the deliverables to SPREP. 	40

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:

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

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.

8. Deadline

- 8.1. **The due date for submission of the tender is: 12 January 2024, 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 2023/050: **Strengthening SPREP's Capacity as a Direct Access Entity – Review of the SPREP Small Grants Mechanism**'

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 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.



Sustainable, transformative and resilient for a **Blue Pacific**

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

Strengthening SPREP's Capacity as a Direct Access Entity

Review of the SPREP Small Grants Mechanism

The Strengthening SPREP's Capacity as a Direct Access Entity is part of the GCF-funded *Supporting Regional Direct Access Entities to increase Pacific SIDS access to climate financing* project, commonly referred to as the SPREP Readiness.

1.0 INTRODUCTION

The Secretariat of the Pacific Regional Environment Programme (SPREP) is an accredited direct access entity (DAE), and a regional implementing entity for the Adaptation Fund (AF) and the Green Climate Fund (GCF). SPREP realised accreditation to the AF and the GCF in 2013 and 2016, respectively and gained re-accreditation to the AF and GCF in 2019 and 2021.

The SPREP Project Coordination Unit (PCU) is the current focal point of the AF and the GCF and primarily takes a lead role in the regional implementing entity function.

SPREP is in a unique position to support emerging Pacific direct access entities in the preparation of their accreditation submissions due to (a) was the first GCF Pacific direct access entity granted accreditation in 2016; (b) has gone through an accreditation upgrade in 2019¹; (c) is the first of two accredited entities who went through re-accreditation in 2021, and (d) has experience with the GCF and the AF in both the development and implementation aspects of projects. This experience could be effective in working with emerging Pacific direct access entities in providing support to finalise key policies, processes and systems; guidance and advice on the process, based on SPREP experiences; help build a community of practice amongst Pacific direct access entities.

With the support of the Federated States of Micronesia (FSM) and the Solomon Islands through their respective country readiness programmes, SPREP secured funding from the GCF to strengthen the capacity of the Pacific DAEs, in particular SPREP, to facilitate and increase the origination of high-quality funding proposals to the GCF.

The GCF funding has been approved through the proposal *Supporting Regional Direct Access Entities to increase Pacific SIDS access to climate financing*, commonly referred to as the SPREP Readiness.

SPREP also implements projects /programmes funded by other donors and development partners such as the European Union (EU), Global Environment Facility (GEF), Australia and New Zealand.

This Terms of Reference will specifically address *Strengthening SPREP's capacity as a Direct Access Entity* with the review of the SPREP Small Grants Mechanism including other on-grant related activities – details are outlined in the scope of work.

2.0 CONSULTANCY OBJECTIVES

Review of the SPREP Small Grants Mechanism, development and strengthening of necessary support requirements including templates to operationalise the SPREP small grants programme, and to enhance the on-grant aspects of SPREP relating to donors/development partners.

¹ The accreditation upgrade with the GCF enables SPREP to: (i) access above USD 50 million and up to and including USD 250 million for an individual project or an activity within a programme; and (ii) implement a maximum environmental and social risk category in medium risk (category B /intermediation 2 (I-2)) with grant award components.

3.0 SCOPE OF WORK

The consultant will be required to review the current SPREP Small Grants Mechanism against other similar mechanisms in the Pacific and identify areas to strengthen the effectiveness and efficiency of operationalising the SPREP small grants programme.

Specific tasks include:

- (i) Assess the SPREP small grants mechanism, identify gaps to guide its operations and outreach effectively and efficiently (e.g., the need for a SPREP small grants policy, types of Grants, Grant Modalities, governance structure for the SPREP small grants programme in the context of SPREP capabilities, policies and processes, country absorbance capacity, etc.) and taking into consideration of learnings from other small grants in the Pacific.
- (ii) Review the current SPREP small grants mechanism in the context of what will be developed in (i) above including guidelines.
- (iii) Identify capacity gaps to effectively manage grant funding. Evaluate and provide recommendations for SPREP to manage grants, financial management of grants, pre-grant due diligence process and to identify strengths and weakness in grant management capabilities.
- (iv) Following the assessment and review under (i) and (ii) above, develop a 'Grants Policy' for SPREP using guidelines under the Adaptation Fund, EU Pillar assessment requirements for Pillar 4 on Grants and the Green Climate Fund as a benchmark for the appropriate rules and procedures to apply.
- (v) Develop and incorporate a call for proposals package with an outline of a simplified application process and required templates (e.g., application form, information guide, executing partner agreement, reporting, etc.).
- (vi) Incorporate the Environment and Social Safeguards and other policies such as the Gender Policy and Child Protection Policy into the SPREP small grants programme, and or associated small grants programme documentations including the appraisal process for proposals.

4.0 DELIVERABLES

Deliverables include:

- (i) An inception report outlining the understanding of this Terms of Reference and a firm timeline /milestones to finalise each deliverable. The timeline to also include an outline of a schedule where each of the deliverables will be presented for SPREP inputs /comments.
- (ii) Assessment Report including the findings, recommendations, and appropriate responses /documentations. The appropriate responses /documentations could include, but not limited to, SPREP small grants policy and governance structure for the SPREP small grants programme.
- (iii) SPREP Grants Policy
- (iv) Call for proposals package and a simplified application process including required templates.
- (v) Training for staff on implementation of the new policy.

5.0 QUALIFICATIONS AND EXPERIENCE

The consultant to clearly outline the qualifications and experience as below.

- Tertiary qualifications in a field relevant to the Scope of Work (e.g., institutional policies, procurement, finance, small grants programme, etc.).
- Demonstrated experience in managing small grants programme and/or development of grants' policy preferably in the Pacific.

- Demonstrated expertise and strong experience in institutional /organisational structure and or, change.
- Good understanding of regional organisation, global funding processes and accreditation requirements especially with major donors such as EU, GCF and UNEP, including policies and implementation processes with experience in the Pacific islands.
- Excellent communications skills with high command of spoken and written English, including demonstrated experience in participatory and consultative approaches relevant to the Pacific. Experience in developing manuals and conducting training workshops.

6.0 SCHEDULE OF ASSIGNMENT

The assignment will be carried out for up to maximum of 60 working days with all deliverables to be completed by end of April 2024.

The successful consultant will report to the Project Coordination Unit (PCU) and will work closely with the Finance and Administration teams in carrying out this work.

The workplan should consider a blend of working remotely and at SPREP Headquarters in Apia, Samoa to produce the required deliverables. It is advisable that no activities /consultations are engaged with SPREP over the period 20 December 2023 to 31 January 2024.