

## REQUEST FOR TENDERS

RFT: 2021/079  
File: AP\_3/28/6  
Date: 7 October, 2021  
To: Interested suppliers  
From: Fred Siho Patison, Climate Change Finance Readiness Advisor

**Subject: Request for tenders: Green Climate Fund (GCF) Readiness 1, Solomon Islands**

(i) Consultancy Firm or Consortium of Consultants to Strengthen the Capacity of the National Designated Authority (NDA) of the Solomon Islands to engage with the Green Climate Fund

### 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 is a Delivery Partner for the GCF Solomon Islands Readiness 1 through the Solomon Islands Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM).
- 2.2. SPREP would like to call for tenders from qualified and experienced service providers who can offer their services as set out in the Terms of Reference (TOR) in Annex A – Consultancy Firm or Consortium of Consultants to Strengthen the Capacity of the National Designated Authority (NDA) of the Solomon Islands to engage with the Green Climate Fund.
- 2.2. The successful applicant will be engaged as Consultancy Firm or Consortium of Consultants (up to a maximum of 12 months period): GCF Readiness 1 – Consultancy Firm or Consortium of Consultants to Strengthen the Capacity of the National Designated Authority (NDA) of the Solomon Islands to engage with the Green Climate Fund.
- 2.3. The successful applicants will deliver the outputs as per TOR in Annex A to strengthen the capacity of the National Designated Authority (NDA) of the Solomon Islands to engage with the Green Climate Fund.

- 2.4 The successful applicants will work with the SPREP (Delivery Partner) Readiness Team and the MECDM Project Management Coordination Unit (PMCU) to deliver the overall work plan and in accordance with the Terms of Reference in Annex A.
- 2.5 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).

### 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested service providers must meet the following conditions:
- i. Meet the Evaluation Criteria.
  - ii. International Consultancy Firms or Consortiums may apply but must include a local Solomon Islands-based counterpart (who is legally entitled to work in Solomon Islands) as part of their proposal. Include all experts' CVs and legal business registration certificates.
  - iii. Local counterpart must have excellent oral communication skills in Solomon Islands Pidgin.
  - iv. Submit a complete submission as directed in Section 4.
  - v. Complete the tender application form provided– (note you are required to complete all areas in full as requested, particularly the statements to demonstrate you meet the selection criteria. **DO NOT** refer us to your CV or Technical proposal. Failure to do so will result in the application **NOT** being considered)
  - vi. Sign the Conflict of Interest form provided.
  - vii. Include a full proposal for the consultancy including financial breakdown and details.
  - viii. Must be willing to undertake international travel and local travel as may be required to effectively deliver the assignment as detailed in Annex A. The cost of travel will be discussed with the winning bidder before a contract can be signed considering the current COVID19 situation.
  - ix. The consultancy will need to demonstrate how they will deliver the consultancy without international consultants being able to travel into the country (Solomon Islands) and working through the local counterparts.
  - x. Must be willing to work in accordance and in cooperation with SPREP to ensure that, relevant SPREP financial management, procurement and other policies are followed in the delivery of the assignment.

### 4. Submission guidelines

- 4.1. Tender documentation should include a proposal that demonstrate the interested bidder's ability to carry out the required work in support of successful delivery of the TOR as described in Annex A. This will require that the interested bidders satisfy the conditions stated above and capable of meeting the deliverables and timeframes, and that supporting examples to address the Evaluation Criteria are also provided.
- 4.2. Tender documentation must include:
- i. A cover letter stating the summary of and competency of the tenderer to undertake and complete the consultancy within the stated timeframes.
  - ii. Complete the SPREP tender application form and conflict of interest form provided.
  - iii. A full tender proposal outlining how the firm/consortium will undertake the consultancy, their experience over the last 5 years, a work plan, financial proposal

and budget and schedule, proposed payment schedule and related supporting documentation.

- iv. CVs of the consultancy team including the local experts to demonstrate that they have the required skills and experience to carry out this contract successfully.
- v. Provide three references relevant to this tender submission, including the most recent work completed.
- vi. The proposal must remain valid for 90 days from date of submission.

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 [procurement@sprep.org](mailto:procurement@sprep.org) before 22 October 2021. 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 the 29 October 2021.

#### **6. Evaluation criteria**

- 6.1. SPREP will select the preferred bidder(s) based on SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offer the best value for money, and that the tenderer satisfy the following criteria:
- i. (10%) The tender application form and related technical submission meet all qualifications and work experience requirements as per section 6 of the TOR in Annex A.
  - ii. (10 %) Demonstrate excellent oral and written communication skills, including the ability to prepare high quality written reports and other documents as required in Annex A.
  - iii. (10%) Experience in stakeholder engagement, capacity building, communications and training across national and local government, NGO's and the private sector including facilitation of consultation and workshops as required in Annex A.
  - iv. (30%) Technical Proposal
    - a) Preliminary methodology to be used to undertake each of the work packages in accordance with the Terms of Reference in Annex A.
    - b) Proposed workplan including scheduled timeframe to complete the deliverables (as outlined in Section 4 of the TOR in Annex A).
    - c) Demonstrate in the proposal the ability to deliver a communication strategy and communication materials for the SI NDA as outlined in Annex A.
  - v. (40%) Detailed Financial Proposal (professional fees and associated costs). The cost of travel will be discussed with the winning bidder before a contract can be signed considering the current COVID19 situation.

#### **7. Deadline**

- 7.1. The due date for submission of the tender is: **05 November 2021, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.



7.3 Please send all tenders clearly marked 'RFT 22021/079: **Strengthen the Capacity of the National Designated Authority (NDA) of the Solomon Islands to engage with the Green Climate Fund Green Climate Fund Readiness 1, Solomon Islands**'; 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 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.

**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**

## **TERMS OF REFERENCE**

**Recruitment of a Consultancy Firm or Consortium of Consultants to Strengthen the Capacity of the National Designated Authority (NDA) of the Solomon Islands to engage with the Green Climate Fund**

## 1. Introduction

Solomon Islands is a small island developing state very vulnerable to the adverse effects of climate change. According to the 2016 World Risk Index Report, Solomon Islands is among the top four countries vulnerable to disaster risks, further exacerbated by climate change. The Government is committed to contributing to the global effort to reduce greenhouse gas emissions and increase the resilience of its communities to the impacts of climate change by implementing prioritized and coherent programmes. As such the Government is keen to build its readiness to access more climate finance from donors such as the Green Climate Fund (GCF), to support its low emission and high resilience development efforts.

This is consistent with the Solomon Islands Draft Climate Change Policy 2020-2025, to effectively address adverse impacts of climate change and build resilience to climate change related disaster risks. In addition, the Solomon Islands National Determine Contribution (SI NDC) 2015 alluded to the need to access climate change financing, capacity building and technology with the commitment to reduce emissions by: 12% below 2015 level by 2025 and 30% below 2015 level by 2030 compared to a BaU (Business as Usual) projection. Furthermore, the Solomon Islands National Developing Strategy 2017-2035 realized the need to promote resilient and environmentally sustainable development by ensuring effective climate, disaster and environmental disaster risk management in decision making.

The Solomon Islands' Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM) and the Secretariat for the Pacific Regional Environment Programme (SPREP) as the delivery partner, are collaborating to implement the "Strengthening the NDA capacity and Strategic Engagement of Solomon Islands with the Green Climate Fund" Readiness and Preparatory Support project.

The Readiness and Preparatory Support Programme (the Readiness Programme) supports country-driven initiatives by developing countries to strengthen their institutional capacities, governance mechanisms, and planning and programming frameworks towards a transformational long-term climate action agenda.

This Readiness project focuses on strengthening the Solomon Islands' capacity to access climate finance and tackle the impacts of climate change through five core GCF Readiness outcomes:

- Outcome 1: Country capacity strengthened
- Outcome 2: Stakeholders engaged in consultative processes
- Outcome 3: Direct Access Realized
- Outcome 4: Finance accessed
- Outcome 5: Private Sector Mobilized

More specifically this Readiness Preparatory and Support Project for the Solomon Islands targets the following areas:

1. Strengthening Country Capacity through the National Delegated Authority's (NDA) and focal points to ensure roles and responsibilities to the GCF and to stakeholders are operational and effective.
2. Strengthening Stakeholders engagement in consultative processes for country programming and climate finance activities.

3. Strengthening strategies for a national entity to gain direct access accreditation with the GCF.
4. Development of projects for preparation of concept notes and proposals for submission to the GCF.
5. Commence mobilization of the Solomon Islands' Private Sector to engage in climate finance activities.

These outcomes and output once achieved, will ensure the NDA fulfils its expected functions and roles, and establishes an effective coordination mechanism to better engage with the GCF.

The overall project is a 22-month project (commenced March 2021) and is managed by SPREP as the Delivery Partner and funded by the Green Climate Fund.

## **2. Consultancy Specific Objective**

This consultancy seeks to build the capacity of the Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM) to fulfil its role as the National Designated Authority to engage the Green Climate Fund (GCF) by:

1. Strengthening Country Capacity through the National Delegated Authority's (NDA) and focal points to ensure roles and responsibilities to the GCF and to stakeholders are operational and effective.
2. Strengthening Stakeholders engagement in consultative processes for country programming and climate finance activities.
3. Commence mobilization of the Solomon Islands' Private Sector to engage in climate finance activities.

It will achieve this through:

- Establishing the No-objection process, and develop the NDA no objection Toolkit
- Support the SI PMU in progressing the stakeholder engagement strategy
- Undertake a Training Needs Analysis for the SI NDA to identify training gaps and priorities.
- Developing the Solomon Islands Country Programme to GCF and identify the country's priorities.
- Establishing a project information management system for tracking climate financing projects; and
- Mapping the private sector for investment opportunities in climate financing.
- Formulate a communication strategy and develop awareness materials for the NDA.

## **3. Scope of Work**

The Consulting Firm / Consortium will execute activities aimed at enhancing the capacity of the Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM) to fulfil its role as the National Designated Authority of the Solomon Islands. The Consulting Specific activities include:

### **Outcome 1: NDA capacity strengthened**



## **1. Establishment of the No-objection procedure for funding proposals and PPF applications**

The purpose of the no-objection procedure is to ensure consistency with national climate strategies and plans and country-driven approaches, and to provide for effective direct and indirect public and private sector financing by the Green Climate Fund. A no-objection is a condition for approval of all funding proposals submitted to the Green Climate Fund.

The consultant will be required to develop the no-objection procedure including the formulation of the appraisal process that will be used to ensure that all relevant procedures are met before a no-objection letter is issued by the National Designated Authority (NDA) supporting a project proposal. The no-objection procedures will need to align with the GCF's 'Initial no-objection procedure' policy (<https://www.greenclimate.fund/sites/default/files/document/no-objection-procedure.pdf>).

Under Activity 1.2.1 of the project, the Consulting Firm / Consortium will be required to:

### Development of the no-objection procedures

- Assess current institutional arrangements for the review and approval of projects.
- Formulate the no-objection procedure and appraisal process for the National Designated Authority consistent with the requirements and guidelines provided by the GCF, considering the institutional arrangements for GCF-funded programmes in the Solomon Islands, capacity of the NDA to implement the appraisal process and provide the no-objection letter for project proposals.
- Incorporate lessons learnt from other countries of the Pacific region that have developed and put in place a similar process.
- Present the no-objection procedures to the GCF Steering Committee for endorsement.

### NDA Toolkit

- Develop the NDA no-objection review Toolkit describing the guidelines for engagement with the GCF.

### Stakeholder consultation

- Undertake consultations with the National Designated Authority, Readiness Project Management Unit, SPREP and the GCF Steering Committee on the procedures required for the formulation of the no-objection procedure.
- Undertake broad stakeholder consultations at national and sub-national level with public and private sector stakeholders on the no-objection procedure and the process for appraisal.

### Training and information sessions

- Following the endorsement of the no-objection procedures by the GCF Steering Committee, training and information sessions with stakeholders outlining the formulated no-objection process and procedures. This process is to familiarize stakeholders with the procedures and requirements.

### Reports

- Develop and submit relevant reports (i.e., stakeholder consultation reports, development of the no-objection procedures, training reports) to the NDA and SPREP.

## **2. Gap Analysis and Training Needs Assessment and implementation action Plan**

Under Activity 1.1.2 and 1.1.3, an assessment of the training needs of, and the formulation of a training need implementation plan for the GCF National Designated Authority office, the GCF Steering Committee and other climate finance stakeholders with respect to their role and responsibility in the coordination of climate finance initiatives in the Solomon Islands is to be undertaken. It is expected that the training needs analysis will include a broad range of stakeholders both from government and non-government agencies including the private sector.

The Consulting Firm / Consortium will be required to:

- With a specific focus on GCF related roles and responsibilities, conduct: (i) a Gap Analysis and a Training Needs Assessment of the National Designated Authority office, the GCF Steering Committee and other key climate finance stakeholders.
- Develop a training implementation programme based on the findings of the Gap Analysis and Training Needs Assessment.
- Undertake stakeholder consultations, including stakeholder workshops, with public and private sector stakeholders at the national level.

### **3. Development of communication and awareness materials, focusing on climate financing, procedures, and mechanisms**

Activity 1.1.4 provides for the development, translation, publishing and dissemination of communication and awareness raising materials on climate financing, procedures and mechanisms, and the function, roles, and responsibilities of the National Designated Authority. It is expected that this will be last activity as the development of materials will utilize information from other deliverables.

The Consulting Firm / Consortium will be required to:

- Develop a communication plan: (i) identifying the mechanisms and processes for ensuring stakeholder engagement in the project and understanding stakeholder needs and priorities in relation to climate financing information; (ii) identifying the appropriate information products for each stakeholder group; (iii) identifying mechanisms for the dissemination of the materials to public and private stakeholders at the national level.
- Develop appropriate information and awareness materials for each stakeholder audience.
- In collaboration with Scope of Work #1, develop and publish the NDA no objection review Toolkit describing the guidelines for engagement with the GCF.

### **4. Establishment of a web-based Project Information Management System (PIMS) to record and track project progress through the planning and implementation phases.**

Under Activity 1.4.2 of this Readiness Preparatory and Support Project, there is a need for an integrated, centralized, simple to use, project information management systems which key stakeholders (project managers and designated MECDM personnel) can contribute to and information can be made readily available for all to use.

An essential component to strengthening the institutional and coordination mechanisms of MECDM is having a reliable and easily accessed information base of climate financing

programmes / projects including supporting data, reports, outputs, management plans, maps and other programme / project related data as required. MECDM are currently utilizing excel spreadsheets to gather and store information. This requires upgrading to fully operationalized web-based database as a project information system providing up-to-date information on all climate financing programmes / projects within the Solomon Islands, and to ensure alignment with national and GCF guidelines and policies.

The Consultancy Firm / Consortium will be required to:

#### Assessment and Gap Analysis

- Assess MECDM frameworks and current mechanisms for project information management in order to identify existing gaps and options for implementation.
- Consult with the National Designated Authority (NDA), PMCU, SPREP, MECDM personnel and the GCF Steering Committee on project information storage systems. Scope information management arrangements to assess how different stakeholders and institutions produce project data and information, how it is stored, current databases, identify who is responsible for it, and arrangements, procedures, and coordination for maintenance, use and data sharing.
- Based on this assessment, identify gaps and weaknesses in information management that need to be addressed.
- Identify feasible options for project information management systems and procedures including advantages / disadvantages of each option, full costs to run the system; keeping in mind internet charges, hardware, software purchases and any other associated expenses.
- Deliver a report on the assessment and gap analysis with PIMS options.

#### Development of web-based project information system

- Based on the requirements gathered, develop an application framework that includes user management, access control, security, and workflow for publishing information. This application framework should be able to add modules in future and be able to share data with other applications.
- Develop a web-based project information system for more efficient project information storage, where information can be stored, saved, displayed, reported against, easily retrieved and readily accessible to add and support informed decision-making;
- Centralized storage system to minimize the information loss and integration of related information;
- Easy process for information dissemination.

#### Training

- Orient the system administrators and end users of GCF Readiness 1 on administering and using the system.
- Training to be provided for Ministry staff for sustained maintenance and use of the system.

### **Outcome 2: Stakeholder engaged through consultative process**

- 5. Develop the Solomon Islands Country Programme, including prioritization of the activities identified in the Country Programme for implementation**

Green Climate Fund (GCF) Country Programmes are the cornerstone of each country's pipeline development with GCF. It is the first stage of the updated GCF project and programme cycle and forms the basis for prioritizing the further development of funding proposals for projects and programmes submitted by Accredited Entities on behalf of countries for funding.

Countries are encouraged to develop a GCF Country Programme to drive their project and programme pipelines with GCF, and countries may request support from the GCF Readiness and Preparatory Support Programme (Readiness Programme) for its development and update.

The process of developing or updating a Country Programme may be used for prioritizing the most impactful projects or programmes to be funded by GCF, aligned with the priorities identified in a country's national climate plans or strategies. It may also be used to identify the most suitable GCF Accredited Entities or prospective entities seeking accreditation that would submit and implement those projects and programmes. Such projects and programmes should contribute to the country achieving its ambitious, long-term climate change strategies and plans, particularly those contained in the country's latest nationally determined contributions (NDCs), adaptation communications (ACs), national adaptation plans (NAPs), Technology Needs Assessments (TNAs), Technology Plans (TPs) and long-term national strategies, focusing on areas of high mitigation potential and adaptation needs for the country. They should also be consistent with long-term planning aligned with the goals of the UNFCCC and the Paris Agreement to stabilize average global temperatures at 1.5 or 2 degree Celsius above pre-industrial levels and increase a country's ability to adapt to the adverse impacts of climate change.

Through a series of stakeholder consultations, the Consultancy Firm / Consortium will be required to develop the Solomon Islands' Country Programme, including the prioritization of the activities identified in the Country Programme for implementation. The Country Programme should be consistent with the GCF Guidelines (<https://www.greenclimate.fund/document/country-programme-guidance>).

The Consultancy Firm / Consortium will be required to:

- Consult with the SI GCF PMU and SPREP readiness team on the process and approach, works schedule and the stakeholders to be consulted to formulate the country programme.
- Coordinate stakeholders meeting schedules to support the development of the county programme.
- Organise in collaboration with the SI GCF Readiness PMU national country programme consultation workshop.
- Undertake desktop review of Climate Change related national, sub-national and sector policies and strategies to inform the formulation of the country programme.
- Undertake climate change related data and information collection, analysis, and compilation towards the formulation of the country programme.
- Undertake a stock-take and provide analysis on the successes, gaps and opportunities of all climate change related projects implemented over the last 2 years in Solomon Islands.
- Analyse and document all the main community and sub-national development delivery modes being implemented in the country. The analysis should focus on their effectiveness and limitations and the impacts on the ground. Examples of these delivery modes include the PCD, RCDF, RDP and related initiatives.

- Include in the country programme a section specific to SIG existing national and sub-national level financial and procurement system capacity and limitations.
- Reflect in the country programme any national or regional reports and efforts to strengthen the country's financial and procurement systems.
- Reflect in the country programme national and international reports or documents on Climate Finance Access or Financial Management in general.
- Consult with the Climate Change Division, SI NDA, GFC and Climate Finance Steering Committee to identify the countries climate change priority needs.
- Organise in collaboration with the SI GCF Readiness PMU national country programme validation workshop.
- Submit a draft country programme to the SI GCF Readiness PMU, SI NDA and SPREP Readiness team.
- Address comments made on the draft country programme.
- Submit a draft country programme to the SI GCF Readiness PMU, SI NDA and SPREP Readiness team.
- Submit a final country programme strategy for approval by the SI NDA through the GFC and Climate Finance Steering Committee.

## **6. Private sector mapping to identify potential for private sector investment in low emission, high-resilient development**

- Consult with the SI GCF PMU and SPREP readiness team on the process and approach, work schedule and the stakeholders to be consulted as part of the private sector mapping exercise.
- Coordinate and undertake stakeholders meeting for relevant government and non-government agencies in the business sector including financial institutions.
- Organise a private sector mapping workshop at the national level in Solomon Islands.
- Undertake a stock-take and provide analysis on the successes, gaps and opportunities support the private sector MSMEs<sup>1</sup>.
- Analyse and document the climate change impacts on the private sector and the MSMEs.
- Include in the mapping the financial and procurement system capacity and limitations for the private sector MSMEs.
- As part of the mapping exercise reflect on national or regional reports and efforts to strengthen private sector financial and procurement systems.
- Reflect in the mapping national and international reports or documents on Climate finance access or financial support in general.
- Assess and identify opportunities and potential delivery mechanisms for climate finance access for the private sector MSMEs.
- Organise in collaboration with the SI GCF Readiness PMU national country programme private sector validation workshop to present the preliminary findings of the mapping exercise.
- Submit a draft private sector mapping report to the SI GCF Readiness PMU, SI NDA and SPREP Readiness team.
- Address comments made on the private sector mapping report.

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<sup>1</sup> Micro Small Medium Enterprises

- Submit the final private sector mapping report for approval by the SI NDA through the GCF and Climate Finance Steering Committee.

## **4. Deliverables**

The following deliverables:

1. Inception Report that includes a detailed work plan and methodology for the execution of the assignment. Where relevant the outline of the specific reports, strategies or plans should be included as part of the inception report.

### **Readiness Outcome 1: Country Capacity Strengthened**

#### **Establishment of the No-objection procedure for funding proposals and PPF applications**

2. The No-objection procedures and appraisal process for the NDA to approve funding proposals and applications.
3. NDA no-objection review Toolkit for the Solomon Islands describing the guidelines for engagement with the GCF.
4. Three (3) stakeholder consultation workshop sessions for NDA members and key stakeholders on the No-objection procedure. The nature (in person, virtual, or a combination) and timing of the workshops will be determined during the consultations to prepare the Inception Report.
5. Report on stakeholder consultations undertaken to inform the design, development and finalisation of the no-objection procedure and appraisal process.

#### **Gap Analysis, Training Needs Assessment, and implementation action Plan**

6. A gap analysis and a training needs assessment of the National Designated Authority office, the GCF Steering Committee and other climate finance stakeholders with respect to their role in the coordination of climate financing initiatives and funding proposals.
7. A training implementation plan for the National Designated Authority office to implement.
8. Report on stakeholder consultations undertaken on the gap analysis and training needs assessment.

#### **Development and dissemination of communication and awareness materials**

9. A Communication Strategy (i) identifying the mechanisms and processes for ensuring stakeholder engagement in the project and understanding stakeholder needs and priorities in relation to climate financing information; (ii) identifying the appropriate information products for each stakeholder group; (iii) identifying mechanisms for the dissemination of the materials to public and private stakeholders at the national and provincial level.
10. Development of climate financing information and awareness materials for stakeholders (public and private).

#### **Project Information Management System (PIMS)**

11. An assessment and gap analysis report.
12. Report on stakeholder consultations undertaken to inform the design, development, and finalisation of the PIMS.
13. An operational web-based Project Information Management System.
14. Project Information Management System Installation completion report.
15. Project Information Management System User Guidelines.
16. One (1) training workshop and training Report on the PIMS undertaken for the MECDM staff on the PIMS and IT team to manage the database.

## **Readiness Outcome 2: Stakeholders engaged in consultative processes**

### **Solomon Islands Country Programme**

17. A draft outline of the Country Programme submitted to the SI GCF Readiness 1 PMU and SPREP readiness team for approval.
18. A draft Country Programme to submitted to the SI NDA and GCF Readiness 1 PMU.
19. A final Country Programme submitted to the SI NDA endorsed by the GCF and Climate Finance Steering Committee

## **Readiness Outcome 5: Private Sector Mobilized**

### **Private sector mapping to identify potential for private sector investment**

20. A draft outline of the private sector mapping report submitted to the SI GCF Readiness PMU and SPREP readiness team for approval.
21. A draft private sector mapping report submitted to the SI NDA and GCF Readiness PMU.
22. A final private sector mapping report submitted to the SI NDA endorsed by the GCF and Climate Finance Steering Committee

## **5. Methodology**

### **Approach**

The Consultancy Firm / Consortium should propose a preliminary methodology to be used to undertake each of the work packages in their proposal. This will be expected to be updated as part of the Inception Report (Deliverable #1) and reflect consultations with the Solomon Islands NDA Office (MECDM), the Readiness 1 PMCU and SPREP. Current restrictions under the COVID-19 pandemic including partnership with local Consultancy Firms/Consortium or experts will also need to be considered in the final methodology outlined in the Inception Report.

## Timeframes and Delivery Schedule

The Consultancy Firm / Consortium will need to complete and submit all deliverables before developing the NDA communication strategy and the formulation of information and awareness materials. The consultant will need to clearly outline that in the proposal work plan as part of the scheduled timeframe.

## 6. Composition and Qualifications of the Consulting Team

The Consultancy Firm / Consortium will need to provide the full composition of their team outlining experience and roles within the proposal. Note the team composition as submitted in the proposal is not subject to change. The team must be composed of both international and national-based experts. At a minimum, the team must comprise those specialists as outlined below.

The team must demonstrate the following qualifications, expertise, and skillset.

- Minimum of ten (10) years proven experience related to climate change development, finance and development of national plans and strategies.
- Minimum of seven (7) years' experience and demonstrated in-depth knowledge in conducting institutional gap assessments and strategic plans.
- Knowledge of the Green Climate Fund and other international climate funding mechanisms.
- In-depth understanding and knowledge of the current finance architecture of the Green Climate Fund.
- A minimum of 2 projects demonstrating relevant working experience in the areas of institutional strengthening and / or climate financing.
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- Excellent oral and written communication skills in English and a good capacity in preparing technical reports.
- Excellent oral communication skills in Solomon Islands Pidgin.

### Expert I: Team Leader

- Masters in Climate Change, Finance, Economics, International Development / Relations, Environmental Science, or related discipline.
- At least 10 years' experience with Country Strategic Frameworks and / or related document development, institutional strengthening and monitoring, stakeholder engagement, group facilitation, and technical writing.
- Minimum of 7 years' experience with climate mitigation and adaptation projects.
- Experience working with a cross-section of stakeholders including senior government officials in SIDS and LDCs, donor governments and organizations as well as regional organizations.
- Demonstrated experience and knowledge of the Green Climate Fund, and other donors such as the Adaptation Fund, development banks and other multilateral development agencies.
- Proven track record in stakeholder engagement and consultation with international and regional agencies, development banks and nationally with government agencies, development agencies, private sector, and the community.

### Expert II: Communication and Engagement



- A Masters' degree in communication, Journalism, or a related discipline.
- At least seven years of work experience in the field of communication, journalism and / or media relations.
- Experience working in the international development would be an advantage.
- Demonstrated communication, networking, and negotiation skills.
- Good knowledge of and strong interest in climate change issues.
- Excellent creative / journalistic writing skills and creative approach to communications. Ability to conceptualize and develop visual media products essential.

#### Expert III: Training Needs Gap Analysis Assessment

- Degree with 10 years of work experience or a Post-graduate with over 5 years for experience in the field of environment management, climate change, economics, business and/or education.
- Experience in running successful training workshops and working in close partnership with all stakeholders involved.
- Proven experience in within the business and private sector, financial institutions, and other development agencies nationally and internationally such as the ADB and World Bank.
- Demonstrate some level of experience and knowledge with the GCF and related Climate Finance Institutions.
- Experience and understanding of climate change finance, financial management, donor and private sector finance and the Solomon Island Government financial system.
- Good knowledge and understanding of climate change impacts, broader environmental issues in Solomon Islands and the Pacific
- Proven track record in stakeholder engagement and consultation with government agencies, development agencies, private sector, and the community.
- Experience in preparing reports, meeting minutes, and undertaking research and data collection and managing information.
- Demonstrated culturally sensitive, friendly, and effective inter-personal and communication skills that are conducive to effective presentations and networking, and building trust required to complete tasks.

#### Expert IV: Information Management System Developer

- Bachelor's degree in Management Information Systems, Information Communications Technology (ICT), Computer Science or a related discipline.
- A minimum of five (5) years of work experience with Management Information System (MIS) preferably with programme monitoring and evaluation related to climate change and the public sector financing.
- Proven experience in successful design and development of project information management systems ensuring alignment with requirements of the client and stakeholders.
- Proven working knowledge in appropriate technologies on various ICT infrastructure and data management.
- Experience in running successful training workshops and working in close partnership with all stakeholders involved.

#### Expert V: Private Sector Mapping

- A Degree with 10 years of work experience or a Post-graduate with over 5 years for

experience in the field of business, economics, private sector , development, and governance.

- Experience in running successful training workshops and working in close partnership with all stakeholders involved.
- Proven experience in within the business and private sector, financial institutions, and other development agencies nationally and internationally such as the ADB and World Bank.
- Demonstrate some level of experience and knowledge with the GCF and related Climate Finance Institutions.
- Experience and understanding of climate change finance, financial management, donor and private sector finance and the Solomon Island Government financial system.
- Good knowledge and understanding of climate change impacts, broader environmental issues in Solomon Islands and the Pacific
- Proven track record in stakeholder engagement and consultation with government agencies, development agencies, private sector, and the community.
- Experience in preparing reports, meeting minutes, and undertaking research and data collection and managing information.
- Demonstrated culturally sensitive, friendly, and effective inter-personal and communication skills that are conducive to effective presentations and networking, and building trust required to complete tasks.

## **7. Assessment Criteria**

Tenders will be assessed against the submission of a full proposal to include:

1. Composition of the team including their role and experience (noting the minimum requirements of the team as outlined in Section 6). It should also include local firms/consortiums that they will partner with in the country (Solomon Islands).
2. CVs of the consultancy team including the local experts.
3. Proposed approach and methodology to undertake the activities.
4. Financial proposal to outline all costs associated with the undertaking of the package of works including professional fees (should be costed at a daily rate per team member), communications, and miscellaneous costs inclusive of all taxes (noting travel will be negotiated separately due to travel restrictions, the need for local travel for consultations etc).
5. Provide evidence of partnership with a local consultancy firms to organize in-country coordination for data collection and stakeholder consultations.

## **8. Schedule of the Assignment**

The schedule of the assignment is for a period of 12 months from the commencement date (i.e. signing of the Agreement). The project has allocated approximately 320 working days across the activities outlined in this term of reference. The consultant shall develop and submit a detailed schedule for the assignment and distribute the days accordingly among the different tasks as part of the Inception Report.

## **9. Budget**

The programme of work budget is to cover all costs (e.g. professional fees, communications (e.g. internet, phone calls etc) and miscellaneous costs) for the successful completion of all the activities and associated deliverables under this terms of reference.

Due to travel restrictions currently in place due to the COVID-19 pandemic, costs for travel (including any international and local travel covering air travel and DSAs) will be negotiated with the successful tenderer and be separate to the bid.

All stakeholder consultations and workshops will be funded direct by the Project and are outside the bounds of this budget.

## **10. Payment Schedule**

The Consultant Firm / Consortium shall be paid upon completion deliverables which will be outlined and agreed to within the Services Agreement. The followings criteria needs to be taken into account;

1. Payment of services will be in accordance to the deliverables and applicants are encouraged to include a proposed payment schedule in their proposal.
2. An agreed final payment schedule will be outlined in the Services Agreement between SPREP and the successful applicants.
3. The successful applicant(s) are responsible for the payment of applicable taxes in their own country and Solomon Islands.
4. The successful applicant(s) are responsible for relevant insurance cover such as medical, travel and professional liability.
5. Adequate office space and amenities will be provided on a temporary basis and only when required in accordance with the Solomon Islands Government standard provisions for the duration of the assignment in Honiara. The consultancy firm/consortium must comply with Solomon Islands Laws.

The Agreement template outlining terms and conditions is attached to this tender for information and reference (Annex I).

## **11. Reporting Arrangements**

The SPREP Readiness Advisor will have the overall management and coordination role of the works package. However, the Consultancy Firm / Consortium will be required to liaise and report to the National Designated Authority and Readiness PMCU to ensure country ownership is met, and the deliverables are meeting the requirements of the Solomon Islands.

**Attachment 1: PROJECT LOGICAL FRAMEWORK**

Outcomes		Baseline <sup>2</sup>	Targets	Activities <sup>3</sup> (brief description and deliverables)
<b>Outcome 1: Country capacity strengthened</b>	Sub-Outcome 1.1: <i>NDA/focal point lead effective coordination mechanism</i>	No GCF Steering Committee in place.  Baseline: 0	GCF Steering Committee established and quarterly meetings convened.  Target: 1	<b>Activity 1.1.1:</b> Establish and operationalise GCF Steering Committee aligned to the existing National Climate Change Working Group (NCCWG).  <b>Deliverable 1.1.1:</b> TOR finalised and endorsed, and quarterly meetings convened.
		Some training on climate finance, but on ad hoc basis  Baseline: 0	Specific training needs to strengthen the NDA's Office identified	<b>Activity 1.1.2:</b> Conduct a training needs analysis (TNA)  <b>Deliverable 1.1.2</b> TNA conducted and report available
			Implementation of the TNA recommendations  Target: 1	<b>Activity 1.1.3:</b> NDA staff and relevant members of the NCCWG receive training as per TNA recommendations  <b>Deliverable 1.1.3:</b> Final Report documenting increased capacity
		GCF awareness materials not developed.  Baseline: 0	Published materials (printed, online and through radio programs) developed and disseminated  Target: 1	<b>Activity 1.1.4:</b> Develop, translate, publish and distribute awareness raising materials about the role of the NDA and GCF in English and pidgin English. Target audience will include the public sector, private sector, civil society organisations, provincial governments, schools and community stakeholders.  <b>Deliverable 1.1.4:</b> Published materials (printed, online and through radio programs) developed and disseminated.

For baselines rated at 1 or 2, please shortly elaborate on current baselines on which the proposed activities can be built on, processes that are in place that the current Readiness proposal can strengthen, or any gaps that the proposed activities would fill in. If more space is needed, please elaborate this in Section 2.

<sup>3</sup> Please include tangible and specific deliverables for each activity proposed, and the timeframe (month number) in which it will be delivered to GCF. Please note that during implementation all deliverables should be included within the implementation reports for GCF consideration.

	Sub-Outcome 1.2: <i>No objection Letter process and procedure established and implemented</i>	Currently there is no process and procedure in place for the No Objection Letter (NOL) process.  Baseline: 0	Process and Procedure for No Objection Letter (NOL) approved.  Target: 2	<b>Activity 1.2.1:</b> Develop operational guidelines to support the functions of the NDA, including “No Objection Letter” procedure.  <b>Deliverable 1.2.1:</b> No Objection Letter Procedure approved.
		Currently there is no process and procedure in place for the NOL process.  Baseline: 0	Workshop convened and stakeholder input to the No Objection Letter procedure received.  Target: 2	<b>Activity 1.2.2:</b> Conduct 2 national workshop to socialise and validate the draft No Objection Letter procedures to secure stakeholder input.  <b>Deliverable 1.2.2:</b> Workshop convened and stakeholder input to the No Objection Letter procedures received and documented.
	Sub-Outcome 1.3: <i>Bilateral agreements between the country and the GCF executed</i>	P & I agreement signed and gazetted in 2016.  Baseline: 1	Appropriate protocols accorded to GCF Officials visiting Solomon Islands as evidenced from feedback from GCF staff.  Target: 2	<b>Activity 1.3.1:</b> Develop a brief /policy paper for parliamentarians  <b>Deliverable 1.3.1:</b> Brief /policy paper finalised and provided to parliamentarians
	Sub-Outcome 1.4: <i>Monitoring, oversight and streamlining of climate finance</i>	Ad hoc coordination mechanism for climate change in place through the National Climate Change Working	Positive feedback from MoFT and MDPAC on the timeliness of information sharing from NDA Office on key climate	<b>Activity 1.4.1:</b> Strengthen coordination between MECDM, MoFT, MDPAC to effectively monitor and streamline climate finance.  <b>Deliverable 1.4.1</b>

		Group. Co- Chaired by MECDM and MDPAC Permanent Secretaries.  Baseline: 1	change/finance programs.  Target: 2	<p>a. Joint monitoring plan between the 3 mentioned ministries</p> <p>b. Relevant information readily available and shared between the mentioned ministries</p>	
		MECDM currently maintains a database for climate change projects /programs.  Baseline: 1	MECDM's climate change database updated monthly.  Target: 2	<p><b>Activity 1.4.2:</b> Review MECDM's Climate Change Programmes database and identify and conduct remedial work required to fully operationalise the database so as to provide oversight for GCF projects to ensure alignment with national and GCF guidelines and policies.</p> <p><b>Deliverable 1.4.2:</b></p> <ul style="list-style-type: none"> <li>• Database reviewed, remedial work conducted and operational</li> <li>• MECDM's climate change project database maintained and updated monthly.</li> </ul>	
<b>Outcome 2: Stakeholders engaged in consultative processes</b>	<b>2: in</b>	Sub-Outcome 2.1: <i>Stakeholders engaged in consultative processes</i>	Ad hoc stakeholder engagement processes  Baseline: 1	Stakeholder engagement strategy  Target: 2	<p><b>Activity 2.1.1:</b> Develop a stakeholder engagement strategy</p> <p><b>Deliverable 2.1.1:</b> Engagement strategy developed and available</p>
			Low levels of coordination at the national level	Improved coordination mechanism and	<b>Activity 2.1.2:</b>

		on project development and implementation /execution including minimum participation of women and the private sector  Baseline: 0	participatory by key stakeholders (including women and private sector) on project development and implementation /execution  Target: 1	Convene regular engagement of stakeholders to progress the SI GCF country programme /projects pipeline  <b>Deliverable 2.1.2:</b> Conducted two national GCF workshops per year (total of four workshops over 24 months). Each workshop report providing details discussed and improved participation of women and private sector
	Sub-Outcome 2.2: <i>Country programmes developed</i>	No GCF country program in place.  Baseline: 0	Solomon Islands GCF Country Program is approved and widely consulted.  Target: 1	<b>Activity 2.2.1:</b> Develop and cost the Solomon Islands priorities in the context of a Strategic Framework and gender – sensitive and, socially inclusive country programme.  <b>Deliverable 2.2.1:</b> Solomon Islands Country Programme developed. Draft presented in month 6 and final version in month 10
	Sub-Outcome 2.4: <i>Annual participatory review of GCF portfolio in the country organized</i>	No participatory review methodology in place.  Baseline: 0	Online survey questionnaire developed and feedback from stakeholders received.  Target: 1	<b>Activity 2.4.1:</b> Annual participatory review questionnaire and online survey designed and implemented.  <b>Deliverable 2.4.1:</b> Online survey on the GCF portfolio completed every 12 months
<b>Outcome 3: Direct Access Realized</b>	Sub-Outcome 3.1:	No detailed GCF institutional gap analysis has been	Institutional Gap Analysis Report approved.	<b>Activity 3.1.1:</b>



Candidate entities identified and nominated for accreditation	undertaken for MoFT and NTF		Conduct an institutional gap analysis of MoFT against the GCF fiduciary standards, ESS and the Gender and Social Inclusion Policy.
	Baseline: 0	Target: 2	<b>Deliverable 3.1.1:</b> Institutional Gap Analysis Report finalized and submitted to NDA Office and shared with MoFT
	No DAE accreditation action plan	DAE accreditation action plan developed	<b>Activity 3.1.2:</b> Develop a national DAE accreditation action plan to address identified gaps from the analysis in 3.1.1  <b>Deliverable 3.1.2:</b> DAE accreditation roadmap /action plan in place for MoFT and NTF
	Ministry of Finance and Treasury (MoFT) and the National Transport Fund (NTF) are already nominated as potential DAE for Solomon Islands.  Baseline: 1	Two national DAEs progressed towards GCF accreditation.  Target: 2	<b>Activity 3.1.3:</b> Progress actions as outlined in the Institutional Gap Analysis Report (Deliverable 3.1.1) including gaps identified by the FMCA findings to fulfil GCF DAE accreditation fiduciary standards  <b>Deliverable 3.1.3:</b> Development of draft policies, systems and fiduciary standards and other requirements progressed and aligned to GCF accreditation needs
Limited awareness and capacity in MoFT and NTF to understand the	Capacity of MoFT and NTF regarding the GCF DAE fiduciary standards is strengthened.	<b>Activity 3.1.4:</b> Raise awareness and build institutional capacity within MoFT and the National Transport Fund (NTF) in relation to the GCF accreditation process, fiduciary standards, environmental and	

		<p>GCF fiduciary standards and what needs to be done.</p> <p>Baseline: 0</p>		<p>social safeguards (ESS), gender policy, and monitoring, reporting and evaluation through workshops</p> <p><b>Deliverable 3.1.4:</b> 4 workshops conducted with increased capacity of NTF and MoFT</p>
		<p>No attachment /mentoring or south-south learning have been completed.</p> <p>Baseline: 0</p>	<p>Target: 1</p> <p>At least one short term attachment (7 days) with Fiji Development Bank or Cook Islands Ministry of Finance</p> <p>Target: 1</p>	<p><b>Activity 3.1.5:</b> Facilitate lesson-learning and short-term attachment for MoFT, NTF &amp; NDA Office (with other institutions in the Pacific that have been through similar DAE accreditation</p> <p>At least one short term attachment (7 days) with Cook Islands Ministry of Finance for relevant officers from MoFT, NTF and NDA office.</p> <p><b>Deliverable 3.1.5:</b> Report on learnings from the attachment</p>
<b>Outcome 4: Finance accessed</b>	Sub-Outcome 4.1: <i>Structured dialogue between the NDA /AEs and the Secretariat organized</i>	<p>Some communications exist between the NDA and the GCF, and the NDA and AEs, but mostly ad hoc.</p> <p>Baseline: 0</p>	<p>Regular communications on GCF matters with AEs and GCF</p> <p>Target: 2</p>	<p><b>Activity 4.1.1:</b> NDA to Host meetings with the AEs and GCF with local stakeholders</p> <p><b>Deliverable 4.1.1:</b> 4 meetings convened with report outlining potential projects including implementation arrangements</p>

		Baseline: 1		
	Sub-outcome 4.2 GCF Country programme mobilized with project concept notes and proposals	One GCF project implemented by the World Bank (Tina Hydro)	1 Concept Note submitted <sup>4</sup> 1 PPF request finalized and submitted	<b>Activity 4.1.2:</b> Convene consultation workshops and develop concept note(s) including a proposal  <b>Deliverable 4.1.2:</b> Workshop(s) convened, CN finalized and submitted to GCF; PPF request finalized and submitted
<b>Outcome 5: Private Sector Mobilized</b>	Sub-Outcome 5.1: <i>Enabling environment for crowding-in private sector investments at national, regional and international levels exists.</i>	Some ad hoc engagement between the NDA and the private sector, but no mapping done.  Baseline: 0	Private sector mapping report approved and provides opportunity for a private sector GCF concept.  Target: 1	<b>Activity 5.1.1:</b> Undertake a private sector mapping short-term study on the potential for private sector investment in low emission, high-resilient development  <b>Deliverable 5.1.1:</b> Private Sector Mapping report.
		Awareness among private sector on the GCF policies is limited.  Baseline: 0	Awareness of the GCF among private sector stakeholders improved.  Target: 1	<b>Activity 5.1.2:</b> Convene workshops for private sector on the GCF Private Sector Facility and other opportunities  <b>Deliverable 5.1.2:</b> Two private sector workshops convened resulting in 1 project concept note

<sup>4</sup> "To avoid any possible conflicts of interest deriving from the Delivery Partner's role as an Accredited Entity, the prioritization of investments and projects in the context of this readiness grant, will be made through a broad consultation process with relevant stakeholders, including other potential implementing entities for the RMI. The final validation of these priorities will be carried out through the countries' own relevant coordination mechanism and institutional arrangements, with the participation of other government agencies, as well as representatives from civil society and private sector as the NDA deems relevant, to ensure chosen priorities are fully aligned with national plans and strategies and adequately includes inputs from consulted stakeholders."



**Attachment 2: SPREP Agreement Template**