

REQUEST FOR TENDERS

RFT: 2023/061
File: AP_3/28/8
Date: 14 November, 2023
To: Interested consultants
From: Vitolina Samu / Fred Patison

Subject: Request for tenders (RFT): Technical Assistance for the Republic of Marshall Islands Green Climate Fund (GCF) National Designated Authority for a GCF Readiness needs assessment and strategy.

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 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 IntegrityFor more information, see: www.sprep.org.
- 1.3. The consultancy is funded by the Government of Republic of Marshall Islands Green Climate Fund Readiness project “Strengthening of the NDA and Direct Access Entities” for which SPREP is the Delivery Partner.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services to assess the GCF Readiness needs and develop a corresponding strategy for the Government of the Republic of Marshall Islands.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP’s Values and Code of Conduct: <https://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

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants 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 your CV. 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 satisfies the conditions stated above and in the Terms of Reference and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should be submitted in English and outline the interested consultant's complete proposal:
- a) **SPREP Tender Application form and conflict of interest form.** (*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered*).
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 27 November 2023. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 29 November 2023.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
 - c. SPREP will determine what, if any, response should be given to a Tenderer question. SPREP will circulate Tenderer questions and SPREP's response to those questions to all other Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>) without disclosing the source of the questions or revealing any confidential information of a Tenderer.
 - d. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
 - e. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFT or any other information given or made available by SPREP, the Tenderer should promptly notify the Procurement Officer setting out the error in sufficient detail so that SPREP may take the corrective action, if any, it considers appropriate.

6. Evaluation criteria

- 6.1. SPREP will select a preferred consultant on the basis of SPREP’s evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tender satisfies the following criteria:
- 6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

I. Technical Score – 80%

Criteria	Detail	Weighting
Qualifications	Postgraduate qualifications in strategic planning, strategic management, finance development and planning, governance and public policy, international development or relations, climate financing or related fields.	5
Experience	Minimum of eight (8) years’ experience in conducting need assessments and development of Country strategic frameworks, resource mobilisation strategies and/ or comparative documents for climate finance and development portfolios;	20
	Demonstrated experience of successfully completing similar assignments in the last 5 years with working knowledge of the GCF and similar Climate Finance Institutions as well as donor assistance / readiness programmes. Examples of similar work undertaken the Pacific region and/or other Small Island Developing State regions advantageous.	20
	Excellent interpersonal skills to engage people in person and online or virtually. Good command of written and spoken English. Knowledge of Marshallese language advantageous.	15
Technical Proposal / Methodology	Technical proposal outlining methodology and implementation plan demonstrating how the consultant will successfully carry out the activities outlined in the ToR	20

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: 06 December 2023, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked 'RFT 2023/061: Technical Assistance for the Republic of Marshall Islands Green Climate Fund National Designated Authority for a GCF Readiness needs assessment and strategy'

Mail: SPREP
Attention: Procurement Officer
PO Box 240
Apia, SAMOA
Email: tenders@sprep.org (MOST PREFERRED OPTION)
Fax: 685 20231

Person: Submit by hand in the tenders' box at SPREP reception,

Vailima, Samoa.



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Note: Submissions made to the incorrect portal will not be considered by SPREP. If SPREP is made aware of the error in submission prior to the deadline, the applicant will be advised to resubmit their application to the correct portal. However, if SPREP is not made aware of the error in submission until after the deadline, then the application is considered late and will be returned unopened to the sender.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

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

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

For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website
<http://www.sprep.org/accountability/complaints>

ANNEX A TERMS OF REFERENCE

Assignment Information

Assignment Title:	Consultancy for Developing the Republic of Marshall Islands Readiness Strategy.
Project:	Marshall Islands Green Climate Fund Readiness 2 – Strengthening of the NDA and Marshall Islands’ Access to Climate Finance
Post Level:	n/a
Contract Type:	Short term consultancy
Contract Duration:	30 Days over two months

Background / Context

The Republic of Marshall Islands is one of the world’s lowest-lying and climate vulnerable countries as a coral atoll nation comprising 1,156 individual islands/islets and 29 different atolls with an average elevation of just six feet above sea level, dispersed across nearly two million square kilometres of the Pacific Ocean. The Marshall Islands’ Tile Til Eo 2050 Climate Strategy “Lighting the Way” (September 2018) provides the long-term vision of progressing towards net zero greenhouse gas emissions by 2050, as well as transitioning to an economy and society that is resilient and can adapt to the inevitable impacts of climate change.

The Government of the Republic of Marshall Islands under its second Green Climate Fund Readiness project for ‘Strengthening of the NDA and Direct Access Entities’ seeks to enhance the government’s capacity to effectively implement its institutional and operational climate finance functions and access more climate finance with the Green Climate (GCF).

The project builds upon activities from the previous Readiness project which included development of RMI Country Programme, NDA handbook and processes including the No Objection Letter and development of project ideas.

The Marshall Islands’ GCF National Designated Authority (NDA) is operationalised under the Ministry of Environment’s Climate Change Directorate (CCD) which serves as the country’s interface with the GCF and provides broad strategic oversight of the GCF’s activities in the country and communicates the country’s priorities for financing low-emission and climate-resilient development.

SPREP is an accredited entity to the GCF and Delivery Partner on the Marshall Islands’ Readiness project. A SPREP Task Manager works closely with the NDA and Readiness Team to ensure activity is executed well and reporting deliverables to the Government and Donor are met. SPREP maintains overall management of the project and holds the head grant agreement with the GCF’s fiduciary agent UNOPS.

Funded by the Green Climate Fund (GCF) the Readiness & Preparatory Support Programme supports country-driven initiatives by developing countries to strengthen their institutional capacities, governance mechanisms, and planning and programming frameworks for actioning a transformational long-term climate action agenda.

Overview of the Consultancy Services

The Consultant will be responsible for supporting the NDA to achieve a key output of the Readiness project that is to develop the Marshall Islands' Readiness Strategy and workplan. The strategy is to guide mobilisation of resources from the GCF Readiness and Preparatory Support programme to support preparation for a multi-year readiness proposal and facilitation of increased flow of climate finance.

The Consultant's work will be informed by GCF online guidance and information on Readiness Needs Assessments and align with the Marshall Islands' prioritised sectors and actions in the Country Programme, NDC, National Adaptation Plan, Climate Change Directorate plans and other relevant strategies and documents and consultations.

SPREP in support of the Marshall Islands NDA is therefore seeking to contract the services of a *Consultant with expertise in strategic planning and relevant experience in climate finance, governance* to perform the identified tasks as elaborated under Scope of Work.

Scope of Work

The scope of services under this Terms of Reference consists of the requirements for consultancy services including general requirements and specific tasks:

Task 1: Produce an Inception Report based on a review of documentation and inception meeting

Task 1 deliverable: Inception report outlining the finalised methodology and work plan and stakeholder engagement plan.

The Consultant is required to employ a collaborative approach and close engagement with National Authorities and to ensure that the process followed and products generated under this consultancy reflect national priorities and ownership. The approach and plan is to be discussed and agreed with the project leads.

Task 2: Conduct assessment of Marshall Islands Readiness needs

Task 2 Deliverables: Readiness Needs Assessment report summarising findings from consultations and review of national policies, plans and key documentation (to inform the Readiness Strategy and workplan).

The Consultant will be required to conduct a readiness needs assessment through a multi-stakeholder consultative process.

The assessment is to gain clarity on the Marshall Islands' immediate to long term readiness needs. This should make reference to Marshall Islands Country Programme, Nationally Determined Contributions, National Adaptation Plan, capacity assessments done under other auspices and other national strategies, plans and legislative frameworks deemed relevant and significant. To further elaborate the assessment should

- Appraise a variety of essential capacities, institutional mechanisms and technical skills;
- Consider capacity-building initiatives and assessments for climate change done under other auspices and include feedback on previous Readiness Programme support;
- Establish a baseline to help the NDA and the Secretariat better understand how to approach Readiness support in an integrated, systemic, country-owned climate planning manner;
- Give due attention to the issues of ESS, gender, and IP integration.
- Identify sectoral needs to action RMI's climate agenda.
- Identify capacity and project needs to progress and develop RMI's country programme.
- Identify and assess other needs as appropriate to access GCF readiness and preparatory support.

Task 3: Develop Draft Readiness Strategy and workplan for implementation

Task 3 Deliverable: Draft Readiness Strategy including Readiness needs assessment report and work plan.

The Consultant will utilise findings from the readiness needs assessment and online information and guidance from the Green Climate Fund on the Readiness programme to draft the Marshall Islands' Readiness Strategy and work plan.

The strategy and work plan is expected to clearly articulate the purpose, goals and actions required for Marshall Islands to mobilise GCF readiness resources effectively to fill / bridge gaps in areas of need to develop and implement transformation projects along low-emission and climate resilient pathways. Areas of needs should be determined during the assessment but may include Institution and Governance, Policy Environment, Pipeline Development and Information Data and Knowledge.

The strategy and workplan timeframe should be set for the GCF2 period and beyond to be agreed with the NDA.

Task 4: Conduct validation workshop for the Readiness Strategy and Workplan

Task 4 Deliverables:

- a) Final Marshall Islands Readiness Strategy and workplan***
- b) Finalised validation workshop summary report(s)***

The Consultant, working with the NDA, is expected to undertake a validation workshop of the strategy and workplan.

The Consultant will be required to respond to requests to make edits or changes identified during this task until NDA sign-off is obtained.

The Consultant’s validation report should include lists of participants and demonstrating a balance of stakeholders (women, civil society, and private sector participants where relevant)

Summary of Contract Deliverables and instalment of payment upon approval of deliverables

Task 1	Inception report outlining the finalised methodology and work plan and stakeholder engagement plan.	10%
Task 2	Readiness Needs Assessment report summarising findings from consultations and review of national policies and plans to inform the Readiness Strategy and workplan.	35%
Task 3	Draft Readiness Strategy including Readiness needs assessment report and work plan.	35%
Task 4	Final Marshall Islands Readiness Strategy and workplan Finalised validation workshop summary report(s)	20%

Schedule of the Assignment

The services will be carried out for 30 consultancy days spread over a period of two months from January 2024.

The consultant shall develop and submit a detailed workplan / schedule for the assignment and distribute the days accordingly among the different tasks.

The workplan should consider a blend of working remotely and in-country to produce the required deliverables. At least one in-country mission should be undertaken to support the development and/or finalisation of the deliverables. Travel is dependent on any country travel protocols in place.

Institutional Arrangement

The consultancy is commissioned by the Secretariat of the Pacific Regional Environment Programme (SPREP). The Consultant will report to SPREP for contractual and administrative purposes.

The NDA and Readiness Team in Majuro will provide additional technical advice and inputs and overall coordination of activities occurring in-country.

Whilst the Consultant will liaise with the NDA and Readiness Team they will ultimately report to SPREP, who maintains overall oversight of the activity and shares sign-off of deliverables with the NDA.

Support through the Readiness Team in Marshall Islands includes:

- Background documents and information relevant to the assignment are readily available and accessible.
- Issue the relevant Introductory Letters and facilitate contact with the relevant stakeholders, as necessary.
- Receive updates about progress made on the assignment. Organise conference call meetings with the consultant and SPREP to address any questions or concerns
- Coordinate the Stakeholder Engagement by providing local guidance, and related support.
- Participate in structured discussions with the consultant to address any questions or concerns
- Support Co-facilitate consultations or workshops where conducive to achieving outcomes for the activity.
- In addition to SPREP and the NDA, review draft reports providing feedback to the consultant within fourteen (14) days of submission.

Travel and accommodation arrangements and associated costs will be the responsibility of the Consultant and should be reflected as part of the financial proposal. However, the following must be adhered to as a consultant under SPREP contract:

1. Liaison with the country on planned missions must be conducted and approval sought through SPREP.
2. To enable reimbursements of travel costs SPREP'S procurement policy must be followed. Pre-approval must be obtained from the SPREP Contract Manager *prior to the purchase* of any travel and accommodation services.

Qualifications & Competencies

Qualifications and Experience:

- Postgraduate qualifications in strategic planning, strategic management, finance development and planning, governance and public policy, international development or relations, climate financing or related fields.
- Minimum of eight (8) years' of experience in conducting need assessments and development of Country strategic frameworks, resource mobilisation strategies and/ or comparative documents for climate finance and development portfolios;
- Demonstrated experience of completing similar assignments in the last 5 years with working knowledge of the GCF and similar Climate Finance Institutions as well as donor assistance / readiness programmes. Examples of work and experience in the Pacific region and/or other Small Island Developing State regions advantageous.
- Excellent interpersonal skills to engage people in person and online or virtually. Good command of written and spoken English. Knowledge of Marshallese language advantageous.

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,



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Assessment Criteria

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

1. **Responses to application form questions** (60%)
2. **Proposed methodology and workplan** to undertake the tasks outlined in these terms of reference, including timelines to complete the deliverables. (20%)
3. **Financial proposal** to outline all costs associated with the undertaking of the services. Consultancy fees must be clearly separated. All costs should be itemised and be inclusive of all taxes. (20%)