

REQUEST FOR TENDERS

RFT: 2023/027
File: AP_3/28/7
Date: 11 May, 2023
To: Interested consultants
From: Vitolina Samu / Fred Patison

Subject: Request for tenders (RFT): Technical Assistance for creating an enabling environment for Niue's Private Sector in Climate Finance

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 Niue's second Green Climate Fund Readiness project "Strengthening of the NDA and Niue's Access to Climate Finance" for which SPREP is the Delivery Partner. The assignment builds upon work from the first project.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified firm or consortium of consultants (Firm) who can offer their services to work with Niue's private sector to build knowledge and capacity for engagement with the Green Climate Fund and create an enabling environment for private sector engagement in climate finance activities in Niue.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful Firm must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: https://www.sprep.org/attachments/Publications/Corporate_Documents/spreporganisational-values-code-of-conduct.pdf. 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 Firms 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 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 Firm'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 29 May 2023. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 31 May 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 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
Experience	Postgraduate qualifications ranging in business development, international development, private sector development, economics, development or climate finance, project management.	10
	At least 10 years demonstrated experience of working with private sector organisations in climate finance activities - public private partnerships, approaches to supporting micro businesses to engage in climate change mitigation and adaptation activities and approaches involving international private sector.	10
	Demonstrated experience of assessing needs and developing strategies and plans to create an enabling environment for private sector engagement with climate finance or comparative financing mechanisms at a national level.	10
	Evidence of strong private sector contacts across different sectors, and business types (SMEs, MNCs etc.) relevant to Niue or the Pacific context with demonstrated experience in engaging with private corporations management level.	10
	Demonstrated in-depth understanding and knowledge of the Green Climate Fund and other international climate finance mechanisms for engaging the Private Sector.	10
	Demonstrated relevant working experience, at least 10 years, in the areas of institutional strengthening and capacity building with the public, private and community sector stakeholders to conduct effective stakeholder consultations, co-develop strategic/operational guiding documents and deliver effective training and information sessions to increase awareness and knowledge.	10
	Excellent command of spoken and written English with demonstrated ability to develop and deliver reports and presentations or facilitate discussions to effectively draw input or participation from the target audience.	10
Technical Proposal / Methodology	Proposed methodology and workplan to undertake the tasks outlined in these terms of reference, including timelines to complete the deliverables.	10

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: 09 June 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 2023/027: Technical Assistance for creating an enabling environment for Niue's Private Sector in Climate Finance'

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.

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 Title:	Technical Assistance for creating an enabling environment for Niue's Private Sector in Climate Finance
Project:	Niue GCF Readiness 2 – Strengthening of the NDA and Niue's Access to Climate Finance
Post Level:	n/a
Contract Type:	Consultancy for an International Firm or consortium of consultants
Contract Duration:	150 Days over 12 months

Project Description

The Government of Niue is undertaking its second Green Climate Fund Readiness project with SPREP as Delivery Partner. The project works towards Niue strengthening engagement with the Green Climate Fund (GCF) and accessing climate finance towards realising the country's climate change vision of 'A climate risk-resilient Niue effecting sustainable use and management of Niue's natural resources and environment for present and future generations'.

Niue is a small island state in the Pacific with a population of 1,719 and landmass of approximately 259 square kilometres, lying on the boundary of the southern tropical cyclone belt. The country's National Strategic Plan, including the underpinning Private Sector pillar, aims to preserve its environment and protect its people as Niueans are reliant on their natural environment for food, water and livelihood. Climatic impacts on the occurrence or severity of cyclones, droughts, rainfall, sea level rise or temperature rise poses significant threat to the population.

In this project Niue will: a) Strengthen the engagement with, and capacity of, the private sector to support climate finance activities, projects and national priorities; b) Focus upon continued strengthening of the NDA capacity to embed its climate financing functions across government through the improvement of internal processes and systems; c) Undertake actions to progress work for the accreditation of a national Direct Access Entity; d) Strengthen strategic frameworks to guide and inform stakeholders on Niue's priorities and needs to achieve climate change targets; e) Commence progression of Niue's Country Programme through the development and submission of concept notes to the GCF; f) Document and share best practices and lessons learned from climate financing activities with peers in Pacific Island countries.

The private sector within Niue is small, however, Niue remains committed to building and working with the private sector in climate change actions. The inclusion of the private sector as a pillar in the Niue National Strategy Plan 2016 - 2026 (NNSP) demonstrates the high priority of the private sector and recognition of the role it has in supporting the achievement of national priorities. It is recognised as well that climate change will impact Niue's main private sector industries including agriculture, fisheries and tourism.

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 towards a transformational long-term climate action agenda.

SPREP is an accredited entity to the GCF and Delivery Partner on Niue's 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.

Overview of the Consultancy Services (description)

An international Firm or consortium of international consultants (the Firm) is to work with Niue's private sector to build the understanding of pathways for the private sector within the Green Climate Fund, and to create an enabling environment in Niue for the private sector to engage in climate finance activities.

The Firm will work closely with Niue's Chamber of Commerce (NCOC) and NDA as leads on this activity.

This assignment builds on the initial private sector engagement and options paper developed under the previous Readiness project, whereby NCOC was supported to undertake an initial scoping phase for the development of a program to build the climate-resilience of Niue's private sector. The resulting Options Paper and outline / draft five-year Action plan, informs the strategic direction(s) that the private sector could take including the identification of a number of high-level project ideas that could be further developed into concept notes and combined as part of a programmatic effort to build the adaptive capacity of the Niue private sector.

The aim of the assignment is to simultaneously

1. Raise Niue's private sector stakeholders' awareness and understanding of the climate finance;
2. Shape a private sector strategy that is coherent and implementable to the different actors within the private sector (NCOC, NDB, MSMEs) and Government of Niue,
3. Develop a private sector climate finance project idea.
4. Assess Niue's regulatory framework for supporting the private sector mobilisation in climate finance activities.

Scope of Work

The scope of services under this ToR 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 Firm is required to employ a collaborative approach and close engagement with National Authorities to ensure that the products generated under this consultancy reflect current national priorities and ownership.

The Firm will:

- a) Review of key documentation relevant to this assignment.
- b) Undertake a review of all key reports and papers and technical documents which will include but is not limited to: The Private Sector Options Paper, Private Sector Activity Design Document, Private Sector Strategy, Niue's draft Strategic Framework and Country Programme, Niue National Strategic Plan – National Development Pillar Environment & Climate Change, Niue Climate Change Policy, Joint National Adaptation Plan (JNAP), Niue National Determined Contributions (NDC), Niue NAP Proposal in draft, Green Climate Fund guidance¹
- c) Convene a virtual inception meeting with SPREP, the NDA, Readiness team and other relevant stakeholders. The inception meeting will discuss the programme of work, confirm work schedules and activity requirements, seek clarification on issues pertinent to the assignment, discuss the remuneration schedule, and plan the logistics of implementation.
- d) Prepare an inception report to include: (i) a detailed work plan for the execution of the assignment, (ii) methodology to be followed, and (iii) the timeline for the accomplishment of the tasks of the assignment (iv) milestones; (v) information required; (vi) summary of agreed issues to be investigated; (vii) administration requirements and roles of SPREP and PMCU personnel and that of the Firm; (viii) potential barriers/challenges to the conduct of the assignment and suggested approaches to mitigating the impacts;
- e) An annex to the inception report must include the Stakeholder Engagement Plan. Considerations in the plans and process of stakeholder engagement must include:
 - Recognition of the size and make up key stakeholders in Niue to avoid over-consultation/consultation fatigue.
 - Involvement of the NDA in feedback on ideas, suggestions and options presented throughout the assignment and
 - Protocols and travel requirements when deciding on the modality of the consultation.

The order in which tasks 2 to 5 are to be delivered is not prescribed and need not follow the numbered order. The Firm must determine in its methodology and workplan how best to deliver the assignment so that activity is occurring effectively and quality outputs are being produced over the course of the delivery period. Tasks and sub-tasks within may occur concurrently and should consider interdependencies between tasks and deliverables.

Task 2: Undertake an Assessment of Niue's Regulatory framework for the Private Sector to engage and be mobilised in climate finance activities.

Task 2 Deliverables: (a) Draft Assessment report with recommendations; (b) Final Assessment report with recommendations

¹ The Green Climate Fund provides a suite of information and guidance documents online on Private Sector Financing.

The Options Paper identified the need for a workstream to improve the regulatory framework and create an enabling environment for the private sector.

The Firm will be required to undertake an assessment of the national regulatory framework to provide Niue Chamber of Commerce with information to guide their advocacy work; In particular to be able to advocate what needs to be in place for an enabling regulatory environment where the private sector can actively engage and operate in climate finance activities.

To undertake the assessment the Firm will be required to:

1. Undertake a desk top review of all relevant national policies and regulations and strategies, the Private Sector Options Paper, Green Climate Fund guidance² and other documentation necessary for the assessment.
2. Employ a consultative process over the course of the task to include key stakeholders such as relevant Government ministries and departments, Niue Chamber of Commerce, MSMEs, Niue Development Bank, Niue NDA and SPREP.
3. Assess and determine the needs of key private sector actors such as the MSMEs and the Niue Development Bank (NDB) within the scope of this task. This task will also assist the NDB as it progresses its intention to be a responsible, ethical leader of behaviour that is climate-friendly, and be a lender of finance with an eye on the climate change implications of its lending portfolio.
4. Provide a detailed analysis on the strengths, weaknesses, opportunities and threats within the current regulatory environment and impact on the Private Sector.
5. Determine and describe implementable recommendations to address assessment findings.
6. The Firm will need to ensure the assessment report its findings, recommendations and reference points should be concise, clear and the language appropriate to the target audience which includes the Government Cabinet.

Task 3: Develop Niue's Private Sector Strategy for Climate Finance

Task 3: Deliverables: (a) Draft Private Sector Strategy; (b) Final Private Sector Strategy

The Firm is required to develop a Private Sector strategy and action plan for Niue to mobilise engagement and investment in climate finance activities.

In developing the strategy and action plan the Firm will be required to:

1. Employ a consultative process in the course of developing and shaping the strategy and plan to include key stakeholders such as the Niue Chamber of Commerce, MSMEs, Niue Development Bank, Niue NDA, relevant Niue Government departments and SPREP.

² The Green Climate Fund provides a suite of information and guidance documents online on Private Sector Financing.

Further to point 5 under Task 1, the Firm must ensure

- stakeholder engagements are inclusive and gender sensitive
- records of individuals consulted with are kept
- pre and post surveys are conducted where relevant.
- *Periodic checkpoints are set to review iterations of the draft.*

2. Build upon the Options Paper and draft five-year Action plan produced under the previous Readiness project. The paper captured options for strategic directions the private sector could take and identified a number of high-level project ideas to build the adaptive capacity of the Niue private sector.

The Firm should also explore and consider other options not included in the Options Paper which could be implementable for Niue's private and public sector. This could include consideration of the role of wider private sector stakeholders beyond MSMEs.

The Firm will be required to provide a comprehensive analysis and map of what is needed for the private sector to:

- Progress recommendations of the Options Paper and Action Plan
- Progress additional recommendations identified by the Firm.

3. Ensure the strategy links and contributes to current Niue Private Sector strategies and plans, national strategies and priorities for climate change in Niue, and there is alignment to GCF requirements and those typical of climate finance institutions.
4. Ensure the strategy and plan is coherent and implementable to the different actors within Niue's private sector (Niue Chamber of Commerce, Niue Development Bank, MSMEs) and Government of Niue. Language, diagrams and visuals in the strategy and the plan must be user and reader friendly.
5. The Firm will be required to validate the strategy and plan through a workshop and obtain sign-off from the Niue Chamber of Commerce Board and the NDA.

The deliverables for this task must include:

- Annexed Stakeholder consultation reports including decision-making on strategy direction

Task 4: Develop a detailed project idea from the Options Paper for consideration into concept note development

Task 4 Deliverables: (a) Draft plan for project idea; (b) Detailed project idea with supporting documentation.

The Firm will be required to work with Niue's Private sector stakeholders to progress a high-level priority identified in the Options Paper and develop a bankable private sector project idea for concept note development targeting the Green Climate Fund.

Priorities from the Options Paper include Climate-smart tourism risk-sharing facility, Climate-smart agriculture risk-sharing facility and cross-sectoral (tailored climate information services, climate-proofed wharf infrastructure services).

Through this task the Firm is to build stakeholders' knowledge and capacity on what is needed to meet climate finance institutions requirements and how-to develop private sector project ideas, whilst producing a tangible output to progress ambitions.

1. In developing the project idea the Firm is required to work with Niue Private sector stakeholders to:
 - a. Select the priority to work on
 - b. Clarify project rationale, objectives
 - c. Briefly provide background and context - identify and describe root causes and barriers that need to be addressed
 - d. Scope and identify best approach - Briefly describe project components, outcomes and outputs
 - e. Identify GCF result areas the project would target
 - f. Identify alignment with GCF investment criteria
 - g. Scope and describe key characteristics and dynamics of the sector or market in which the project could operate.
 - h. Scope and describe how activities are consistent with national regulatory and legal framework
 - i. Identify project links with national priorities
 - j. Scope mitigation impact and/or adaptation impact measures and how the project could serve to shift development pathway toward a more low-emissions and/or climate resilient direction.
 - k. Outline indicative financial / cost information
 - l. Identify suitable financial instrument and financial model to be deployed
 - m. Identify gaps in the project and recommendations to address them to support concept note development.
2. The project idea is to be presented in a word document template agreed to by the Firm and NDA. This should at the least cover points a to m listed above.
All supporting documentation should also be annexed to the project idea document.
3. A consultative and participatory approach to involve stakeholders in this task is critical. The Firm will therefore be required to evidence the inputs and participation of stakeholders throughout the task, through a report to be annexed to the deliverables. This should include evidence on decision-making on potential investment projects, testimonies and feedback from participants as well as photos where consent has been obtained.
4. The Firm will be required to co-facilitate a workshop with the Niue Chamber of Commerce or other nominated Niue representative to present or explain the project idea to a wider audience, which may include Niue's Project Oversight Steering Team (a high level committee chaired by the Secretary of Government). This is to assist understanding of a wider stakeholder group and decision-making within internal government project processes (i.e. NDA processes).

Task 5: Deliver a learning programme to increase Niue's private sector stakeholders' knowledge and capacity to engage in climate finance activities.

Task 5 Deliverables:

- a) **Four (4) reports on the learning outputs and outcomes achieved.**

b) Guidance tools and information material for stakeholders' future reference.

The Firm will be required to develop and deliver a programme of learning over the duration of the assignment to increase key stakeholders' understanding of Private sector and climate finance and build local capacity to how Niue's private sector can be mobilised and engaged in climate finance activities.

1. The learning programme should deliver the following learning outcomes:
 - a) Increased awareness understanding of climate financing modalities applicable to the private sector and GCF opportunities;
 - b) Increased awareness and understanding of models of climate finance funded activities that have proven successful and unsuccessful for the private sector and MSMEs
 - c) Increased knowledge and know-how to develop ideas to feasible climate change project concepts led by and/or involving the private sector
 - d) Increased awareness and understanding of the enabling environment required to support mobilisation of the private sector to engage in climate finance activities and contribute to national mitigation and adaptation priorities.
2. The learning programme is expected to engage stakeholders through a range of learning modalities including topic specific information sessions, targeted participatory activities to build understanding, mentoring and should integrate learning with their participation in other tasks under this assignment.
3. Development of the learning programme should employ a consultative process with key stakeholders including Niue Chamber of Commerce, MSMEs, Niue Development Bank, Niue NDA, relevant Niue Government departments and SPREP.
4. The reports to be submitted as deliverables for this task must describe:
 - a) Learning activity undertaken in the period
 - b) Learning outcomes progressed or achieved
 - c) Indicate stakeholders/learners by name, gender and organisation and participation in which learning activity
 - d) Provide learner feedback and testimonies
 - e) Lessons learned, challenges experienced and adaptive management applied by the Firm
 - f) Include photos where consent has been obtained
5. Tools and materials from learning activities should be developed for learners' future reference and guidance. These should be user and reader friendly.

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.	15%
Task 2	<p>a) Draft Assessment report of the regulatory enabling environment with recommendations for Government (10%)</p> <p>b) Final Assessment report of the regulatory enabling environment with recommendations for Cabinet (10%)</p>	20%
Task 3	<p>a) <i>Draft Private Sector Strategy (10%)</i> Stakeholder consultation reports including decision-making on strategy direction</p> <p>b) <i>Final Private Sector Strategy (10%)</i> Stakeholder consultation reports including decision-making on strategy direction</p>	20%
Task 4	<p>a) <i>Draft PS project idea developed (10%)</i> Stakeholder consultation reports including decision-making on potential investment projects</p> <p>b) Final PS project idea developed (10%) Detailed project idea developed with supporting documentation (e.g. prefeasibility studies)</p>	20%
Task 5	<p>Increasing knowledge and capacity of Niue's private sector stakeholders to engage in climate finance activities.</p> <p>4 x Reports on learning activity including feedback on learners learning curve including guiding tools and information materials for stakeholders</p> <p>a) Quarterly report 1 (5%) b) Quarterly report 2 (5%) c) Quarterly report 3 (5%) d) Quarterly report 4 (5%)</p>	20%
	a) End of contract report	5%

Schedule of the Assignment

The services will be carried out for 150 days spread over a period of 12 months from July 2023 to July 2024.

The Firm 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.

Missions for face to face engagement is expected to enhance learning, facilitate development and validation of assignment products. However, as the project travel budget is limited agreement on in-country missions will be discussed during inception.

A small project budget is also available for workshop/consultation/training events costs e.g. venue, refreshments.

Institutional Arrangement

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

The NDA and Readiness Team in Niue will provide additional technical advice and inputs, overall coordination, and oversight for this consultancy in country.

Whilst the Firm will liaise with the NDA and Readiness Team and Niue Chamber of Commerce they will ultimately report to SPREP, who maintains overall oversight of the activity.

Support through the Readiness Team in Niue 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 Firm 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 Firm 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 Firm within fourteen (14) days of submission.

Qualifications and Experience:

- Postgraduate qualifications ranging in business development, international development, private sector development, economics, development or climate finance, project management.
- At least 10 years demonstrated experience of working with private sector organisations in climate finance activities - public private partnerships, approaches to supporting micro businesses to engage in climate change mitigation and adaptation activities and approaches involving international private sector.
- Demonstrated experience of assessing needs and developing strategies and plans to create an enabling environment for private sector engagement with climate finance or comparative financing mechanisms at a national level.
- Evidence of strong private sector contacts across different sectors, and business types (SMEs, MNCs etc.) relevant to Niue or the Pacific context with demonstrated experience in engaging with private corporations management level.
- Demonstrated in-depth understanding and knowledge of the Green Climate Fund and other international climate finance mechanisms for engaging the Private Sector.
- Demonstrated relevant working experience, at least 10 years, in the areas of institutional strengthening and capacity building with the public, private and community sector stakeholders to conduct effective stakeholder consultations, co-develop strategic/operational guiding documents and deliver effective training and information sessions to increase awareness and knowledge.
- Excellent command of spoken and written English with demonstrated ability to develop and deliver reports and presentations or facilitate discussions to effectively draw input or participation from the target audience.

The successful Firm 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/sprepororganisational-values-code-of-conduct.pdf Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.

Assessment Criteria

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

1. **Responses to application form questions** (70%)
2. **Proposed methodology and workplan** to undertake the tasks outlined in these terms of reference, including timelines to complete the deliverables. (10%)



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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%)