

REQUEST FOR TENDERS

RFT: 2023/047
File: SPREP_2/44
Date: 28 September, 2023
To: Interested consultants
From: Salome Tukuafu, Project Development and Implementation Officer

Subject: Request for tenders (RFT): Technical Assistance Project Development

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 Integrity
- 1.3. For more information, see: www.sprep.org

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultant who can offer project development services to work with Project Coordination Unit (PCU) to progress SPREP's Climate Finance pipeline, through project initiation and development needs, and to backstop existing capacity within the PCU.
- 2.2. The Terms of Reference of the consultancy is 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 16 October 2023. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 18 October 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	Tertiary qualifications in a field relevant to the Scope of Work (e.g., project management, finance/financial management, economics, business, development studies);	5
	Demonstrated expertise and strong experience in accessing climate finance under the relevant funds for both Mitigation and Adaptation projects;	15

	Direct experience with/strong understanding of requirements and processes of sources of climate financing, in particular Green Climate Fund (GCF), Adaptation Fund (AF) and the Global Environment Facility (GEF) ;	15
	Good understanding of regional/CROP agencies with experience in the Pacific islands and its unique context for project implementation;	15
	Good understanding and knowledge of SPREP.	5
	Excellent interpersonal, communication and writing skills in English.	10
Technical Proposal / Methodology	Proposed methodology and workplan to undertake the tasks outlined in these terms of reference, including timelines to complete the deliverables.	15

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



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- 8.1. **The due date for submission of the tender is: 27 October 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 2023/047: **Technical Assistance Project Development**'

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

Technical Assistance – Project Development

SPREP’s Project Coordination Unit (PCU) is responsible for supporting SPREP to provide high quality project development and management support for the benefits of its Members, and deliver on SPREP’s role as an Accredited Entity / Regional Implementing Entity (RIE) for the Green Climate Fund (GCF) and Adaptation Fund (AF).

In supporting SPREP’s member countries to access Climate Finance, the PCU delivers effective project development as an accredited entity for the Green Climate Fund and the Adaptation Fund; and also supports members’ access to climate finance under the Global Environment Facility (GEF).

1.0 INTRODUCTION

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

The SPREP Project Coordination Unit (PCU) is the current focal point in SPREP, of the AF and the GCF and primarily takes a lead role in the regional implementing entity function. Additionally, the PCU provides technical assistance to member countries to access diverse sources of climate finance, in addition to the GCF and the Adaptation Fund. Since its establishment in 2018, the PCU has mobilised approximately US\$ 15 million in Climate Finance through approved projects, across its member countries.

SPREP is currently progressing its pipeline for development of projects that align with its member country priorities, and to further support their access to Climate Finance.

This Terms of Reference will support the PCU to progress SPREP’s Climate Finance pipeline, through project initiation and development needs, and to backstop existing capacity within the PCU. Details are outlined in the scope of work.

2.0 CONSULTANCY OBJECTIVES

The consultant will support SPREP through the PCU, to progress its existing project development pipeline to access climate financing via the GCF, Adaptation Fund and the GEF.

3.0 SCOPE OF WORK

The consultant will be required to work directly with the SPREP Project Coordination Unit (PCU) to progress its existing project pipeline under relevant sources of Climate Finance. Scope of work for this Terms of Reference will consist of the following:

3.1 Progress of SPREP project pipeline, through the finalisation of draft concept notes; preparation of requests/applications to access project preparation facilities/resources from relevant donors; and guide the implementation of project preparatory phases (once approved), to progress to project proposals.

Specific tasks include:

- i. Finalise draft concept notes for submission to relevant Climate Funds and preparation of accompanying requests for project preparation funding (four in total).
- ii. Provide technical assistance to address comments from donors during project proposal /concept note review, to ensure timely re-submission of project proposals/concept notes/ requests for project preparatory funding.
- iii. Backstop technical assistance from approved project preparatory funding, to finalise project proposals for submission.
- iv. Support progress of at least one full size proposal for submission to the Adaptation Fund.

4.0 DELIVERABLES

Specific deliverables include:

- (i) Four draft concept notes finalised, and accompanying requests for project preparatory support submitted to relevant climate funds;
- (ii) Over the period of the consultancy, reviewer comments addressed and proposals re-submitted by SPREP to relevant climate funds;
- (iii) At least two project preparatory facility/grant support the finalisation of full size project proposals for submission to relevant climate funds.
- (iv) Project documentation completed for submission of Adaptation Fund full size proposal, with comments adequately addressed following board review.

5.0 QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications in a field relevant to the Scope of Work (e.g., project management, finance/financial management, economics, business, development studies);
- Demonstrated expertise and strong experience in accessing climate finance under the relevant funds for both Mitigation and Adaptation projects;
- Direct experience with/strong understanding of requirements and processes of sources of climate financing, in particular **GCF**, **Adaptation Fund** and the **GEF**;
- Good understanding of regional/CROP agencies with experience in the Pacific islands and its unique context for project implementation;
- Good understanding and knowledge of SPREP.
- Excellent interpersonal, communication and writing skills in English.

6.0 SCHEDULE OF ASSIGNMENT

The assignment will be carried out for up to a maximum of 60 working days, over a period of five months up to end of June 2024.



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The workplan should consider a blend of working remotely and at SPREP Headquarters in Apia, Samoa to produce the required deliverables. It is advisable that no activities /consultations are engaged with SPREP over the period 20 December 2023 to 05 January 2024.