



REQUEST FOR TENDERS

File: AP 4/12/18
Date: 2 December, 2020
To: Interested suppliers
From: Paul Anderson – Inform Project Manager

Subject: Request for Tenders: Technical Assistant for the Mainstreaming of the Indicator Reporting Tool and the Samoa State of Environment Report

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.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced consultants that will work with the Environment Sector Coordination Division (ESCD) under the Ministry of Natural Resources and Environment (MNRE) to assist with the implementation of activities under the Inform project, in particular the work on the Indicator Reporting Tool for the State of Environment Report for Samoa.
- 2.2. The successful applicant will need to provide the details of works required as referred to in the attached Terms of Reference from the January 2021 to 30th November 2021.
- 2.3. The Terms of Reference and the specific statement of work for the consultancy are set out in Table 1.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
 - i. Must be a Samoan resident, currently in Samoa and eligible to work in Samoa.
 - ii. Submit details of qualifications
 - iii. Submit details of previous relevant experience in reviewing policies in the Pacific region or equivalent developing countries.
 - iv. Complete the **tender application form** – (please note you are required to complete all areas in full as requested on the form, particularly the Statements to demonstrate you meet the



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selection criteria – DO NOT refer us to your CV or your Technical Proposal. Failure to do this will result in the application not being considered).

- v. Sign the Conflict of Interest form.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate the interested consultant satisfies the conditions stated above and can meet the required specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should comprise the interested supplier's complete proposal, comprising:
 - a) The CV of the proposed personnel highlighting experience relevant to the tender.
 - b) Provide three references relevant to this tender submission, including the most recent work completed.
 - c) A Technical Proposal which contains the details to achieve the tasks outlined in the Terms of Reference including a work plan, schedule of activities; and
 - d) A Financial Proposal to be priced based on a work plan on where, when, and how the technical assistance will be conducted. It should also include a monthly rate. The proposal should be for the fees and any other costs related to carrying out the work. Please note all costs, including taxes, facilities, insurance, and travel and associated costs, should be included in the financial proposal. Submitted proposals will be evaluated based on best value for money.
- 4.3. Tender submission must be in United States Dollars (USD). The total budgeted value of this consultancy contract is USD 20,000.
- 4.4. The Proposal must remain valid for 90 days from date of submission.
- 4.5. 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 before 21 December 2020. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 23 December 2020.

6. Evaluation criteria

- 6.1. SPREP in consultation with MNRE will select a preferred consultant based on SPREP's evaluation of the extent to which the documentation demonstrates the tenderer offers the best value for money, and that the tenderer satisfies the following criteria:
 - i. Minimum of Bachelor's level qualification in the areas of Science (Biology, Physical Geography, Chemistry or Environmental Science), Environmental Studies, Environmental Management or Information Technology/GIS. (25%)
 - ii. Be aware of Samoa's national environment priorities including commitments to Multi-lateral environment agreements and has some experience in environmental monitoring and reporting methodologies and approaches (15%)



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- iii. Experience with similar projects in the past; have good English proficiency (oral and written) and possess high quality writing skills; have good communication; be willing to work alongside colleagues from different professional backgrounds and be sensitive to cultural differences. Must have strong analytical skills and be willing to build/strengthen capacity of the officers in MNRE and the technical working group developing the Samoa SoE indicator report. (30%)
- iv. Proficient with office productivity software suite. Demonstrated high-level of skills in carrying out capacity building activities with online tools (20%)
- v. Detailed financial proposal. This should include a monthly rate for working with MNRE (10%)

7. Deadline

- 7.1. **The due date for submission of the tender is: 06 January 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 'TENDER: **Technical Assistant for the Indicator Reporting Tool and the State of Environment Report for Samoa.**

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.

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>



TERMS OF REFERENCE

Technical Assistant for the Mainstreaming of the Indicator Reporting Tool and Samoa State of Environment Report.

1. Background

The UNEP-GEF funded regional Inform project – “Building National and Regional Capacity to Implement Multilateral Environmental Agreements (MEA) by Strengthening Planning and State of Environment Assessment and Reporting in the Pacific” – is seeking a National Technical Assistant on a full time consultancy basis to assist the Samoa Ministry of Natural Resources and Environment (MNRE) in populating the Indicator Reporting Tool for the Samoa SoE Report.

2. Scope of work

The consultant will work with MNRE to identify, analyze, and upload indicators to the Indicator Reporting Tool (IRT) for the purpose of assisting with the Samoa State of Environment (SOE) report. He/she will also be responsible for sourcing relevant supporting data and uploading it to the Samoa Environment Data Portal (SEDP) as well as generate technical reports from information on the IRT as required. As part of the process, the consultant will be providing technical assistance and support to MNRE nominated staff to build their capacity on data analysis, data portal functions and the IRT. The consultant is expected to undertake intense training from SPREP Inform Project Team on the IRT as one of the first key activities to be completed. They will also be required to work with the Inform team to build capacity within ESCD team and other key MNRE staff.

3. Specific Tasks

The consultant is expected to deliver on the specific tasks outlined below with details to be provided in a detailed workplan to be developed in consultation with MNRE and SPREP prior to the start of the work:

- i. Develop a workplan and schedule for implementing tasks with clear milestone deliverables identified.
- ii. Participate in the IRT and SEDP training to be conducted by SPREP Inform Project Team as a prerequisite for all the remaining activities.
- iii. Familiarize with the MNRE Indicator database
- iv. Analyze defined indicators in the MNRE indicator database. Source missing data from within MNRE and where necessary from other Sector Implementing Agencies as authorized by MNRE for the necessary fields.
- v. Upload defined indicators to Indicator Reporting Tool (IRT) using the existing MNRE Indicator database.
- vi. Use the IRT to map indicators to the necessary targets and obligations, namely the Samoa State of Environment (SoE) report as the primary focus along with other obligations such as, the CBD, SDGs, and others.
- vii. Add new SoE datasets to update the Samoa Environment Data Portal (SEDP).
- viii. Build capacity within MNRE through workshops to use the IRT and SEDP, including dashboard and story functions as well as SoE development; with ongoing support from the Inform team.
- ix. Use the IRT to produce SoE briefs for ESCD as required to support the SoE formulation process
- x. Prepare IRT and SEDP based communication materials for dissemination to stakeholders for the SoE consultation process
- xi. Assist and work closely with the ESCD SoE consultant to ensure data and information collected from the SoE process are properly documented and stored on the SEDP and the IRT
- xii. Provide regular updates to the ACEO ESCD of MNRE and SPREP Inform Project Focal point on the progress of the work including any challenges faced.

4. Deliverables and Timelines



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The Consultant is expected to deliver on the following deliverables as per schedule. The timeline is for guidance only. Tranches will be released on delivery of outputs and evaluated on the metrics provided. The total budgeted value of this consultancy contract is USD 20,000.

Table 1. Key tasks and deliverables

Timeframe	Task	Deliverables	Metric
On signing contract (Tranche 1)	Submit workplan	<ul style="list-style-type: none"> Workplan agreed to by ACEO, ESCD of MNRE and SPREP 	<ul style="list-style-type: none"> Approved workplan completed
December 2020 – February 2021 (Tranche 2)	Apply SoE indicators Fully engage in IRT training with the Inform team and prepare material and plan to deliver future training to MNRE staff and officers	<ul style="list-style-type: none"> Concrete set of SoE indicators identified from the MNRE Indicators Database SoE indicators are uploaded to the IRT and mapped to the appropriate SoE targets Facilitate and drive capacity building at MNRE on IRT, based on material provided by Inform and with technical guidance provided by the Inform team 	<ul style="list-style-type: none"> Report detailing SoE specific indicators identified from MNRE indicators database. All SoE targets are well defined and mapped in the IRT Consolidated list of SOE Indicators prepared Compilation of all MNRE Reports for the SOE Training and awareness raising report including sign-in sheet and copies of presentation(s) from capacity building workshop
March – May 2021 (Tranche 3)	<ul style="list-style-type: none"> Apply SoE datasets Deliver IRT training to MNRE officers with support from MNRE team Identify 'Data Champs' Map SoE indicators to related obligations 	<ul style="list-style-type: none"> Uploaded datasets supporting indicator definition/states into SEDP Conducted at least one training and awareness raising activities on the IRT for MNRE staff Uploaded images for SoE indicators in the IRT Advocate within MNRE for the use of the SEDP and the IRT 	<ul style="list-style-type: none"> Additional SoE datasets uploaded to SEDP SoE indicator states in the IRT link back to datasets on SEDP National, regional, and global obligations relating to the SoE created in IRT SoE indicators mapped to all related obligations and corresponding targets
June – August 2021 (Tranche 4)	<ul style="list-style-type: none"> Continue sourcing SoE datasets and indicators 	<ul style="list-style-type: none"> Conducted at least one training and awareness raising activities on the 	<ul style="list-style-type: none"> Training and awareness raising report including sign-in sheet and



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	<ul style="list-style-type: none"> Carry out capacity building workshop on the SEDP 	<p>IRT for MNRE staff</p> <ul style="list-style-type: none"> Additional well-defined indicators uploaded in IRT with supporting data in the SEDP 	<p>copies of presentation(s) from capacity building workshop</p>
September – November 2021 (Tranche 5)	<ul style="list-style-type: none"> Update SoE indicator states in the IRT with input from stakeholders Update/create SoE datasets in SEDP with input from stakeholders Submit final report 	<ul style="list-style-type: none"> IRT and SEDP updated with latest data and information Conducted at least one training and awareness raising activities on the IRT for MNRE staff Final report submitted 	<ul style="list-style-type: none"> IRT populated with well-defined and mapped SoE indicators SoE indicators mapped to corresponding supporting datasets on the SEDP Training and awareness raising report including sign-in sheet and copies of presentation(s) from capacity building workshop Detailed report on the data workflow process with input from stakeholders

¹Tranche 1 will be paid on signing of contract

5. Logistical Arrangements

- The consultant will be located at the Ministry of Natural Resources and Environment (MNRE), Apia during business hours, 9-5pm. Office space is provided.
- The consultant is expected to use the Inform provided laptop (already handed over to MNRE) Bandwidth will be provided by MNRE.

6. Requirements

- Be able to work under pressure and deliver on time
- Proficient with Microsoft Word, Excel, and PowerPoint
- Able to plan, coordinate and run effective capacity building activities both within MNRE as well as external stakeholders

7. Timeline and workplan

- The consultant will be based with MNRE over a period of 12 months.
- The consultant is to submit a proposed work plan with clear timelines and milestones as per the requirements of the Terms of Reference.

8. Reporting arrangements

- The consultant will be directly accountable to the ACEO, ESCD of MNRE. The ACEO ESCD will be responsible for the day to day supervision of the consultant.
- The consultant will provide quarterly reports to the SPREP Inform team in a narrative format describing achievements and detailing next steps.
- The consultant will liaise with the SPREP Inform Project Team for technical advice and guidance. The Inform Project Manager will be responsible for overall management of



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the contract. The Inform team will provide capacity building and guidance for the consultant with the full engagement of the ACEO, ESCD.

- The Inform Project Manager will be responsible for overall management of the contract.
- 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

Only those currently residing in SAMOA are eligible to apply.