



REQUEST FOR TENDERS

RFT: 2022/021
File: AP_3/28/5
Date: 28 April, 2022
To: Interested Firm / Consortium of Consultants
From: Rupeni Mario, Project Coordination Unit

Subject: Request for Tender (RFT) for the Development of Tuvalu's National Adaptation Plan to advance medium and long-term adaptation planning

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 Members comprise 21 Pacific Island countries and territories (PICTs), and five developed countries with direct interests in the region: America Samoa, Northern Mariana Islands, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis and Futuna. Metropolitan members are Australia, New Zealand, France, United Kingdom and United States of America.
- 1.3. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
 - a. We value the Environment
 - b. We value our People
 - c. We value high quality and targeted Service Delivery
 - d. We value Integrity
- 1.4. 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 firms /consortium of consultants to provide specific technical assistance on the Development of Tuvalu's National Adaptation Plan to advance medium and long-term adaptation planning.
- 2.2 Tenderers will need to provide a comprehensive response as per tender application form and the outlined Terms of Reference (Annex A: Terms of Reference).
- 2.3 The information provided are:
 - a. Annex A: Terms of Reference (ToR)
 - b. Annex B: SPREP Services Agreement template
- 2.4 The successful firm or consortium of consultants must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct:

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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.

2.5 SPREP Standard Contract Terms and Conditions are non-negotiable

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested firms /consortium of consultants must meet the following conditions:
- Provide a comprehensive response (i.e., complete the tender application form) to the requirements in the attached terms of reference (Annex A) and as outlined in Section 4 below.
 - Provide a recent CVs for all Team members.
 - Provide three referees relevant to this tender submission, including the most recent work completed.
 - 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).
- 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 /consortium of consultants satisfy the conditions stated above and in the Terms of Reference, Annex A. 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 /consortium of consultants complete proposals:

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- 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).*
Responding to the requirements, including details to achieve the tasks as outlined in the Terms of Reference (Annex A).
 - 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.
- 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 proposals, 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 proposals 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 Proposals 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. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 18 May 2022. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 20 May 2022.
- 5.2. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
- 5.3. SPREP will determine what, if any, response should be given to a Tenderer's 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.
- 5.4. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.

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- 5.5 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 the firm /consortium of consultants on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer satisfies the following criteria.
- Technical proposal (80%)
 - Financial proposal (20%)
- 6.2 The technical and financial proposals' contents are outlined in the tender application form.
- 6.3 The technical proposal includes
- The composition of the Team and their respective specific role(s) and level of engagement (number of days) in the scope of work – 30%.
 - Summary of each Team member qualification and experience against the terms of reference (All CVs to be attached separately) – 20%.
 - Proposed approach and methodology to undertake the activities in the scope of work – 30%.
- 6.4 The financial proposal to outline all costs associated with the undertaking of the scope of work including professional fees (should be costed at a daily rate per team member), international travel, Tuvalu-based travel costs, communications and miscellaneous costs inclusive of all taxes – 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 SPREP may amend, suspend or terminate the RFT process at any time.
- 7.2 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>).



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- 7.3 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.
- 7.4 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: 03 June 2022, 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 2022/021: *for the Development of Tuvalu's National Adaptation Plan to advance medium and long-term adaptation planning*

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>

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Annex A

Terms of Reference

**Consultancy Services
(firm or consortium of consultants)**

for the

**Development of Tuvalu's National Adaptation Plan to advance medium and long-term
adaptation planning**

**Green Climate Fund
Grant Number TUV-RS-002**



1. INTRODUCTION

Tuvalu is one of the world's most vulnerable countries to climate change due to its topography, size, geographical remoteness and access to resources. Despite these challenges, it has become a leading voice for enhanced climate mitigation at the regional and global levels. Tuvalu is now undergoing a national adaptation planning process and the development of a National Adaptation Plan (NAP) under the Green Climate Fund (GCF), that will form a sustainable platform for future adaptation investments.

The adaptation planning process and the development of the NAP has targeted the following outcomes:

1. Enhanced capacity to deliver effective climate change adaptation planning through a strengthened institutional set-up.
2. Adaptation planning and governance and institutional coordination strengthened.
3. Evidence produced to design adaptation solutions for maximum impact.
4. National adaptation plan developed and endorsed.
5. Development of a strategy for mid and long-term Climate Change Adaptation.

These outcomes are interlinked and mutually reinforcing, this is reflected in the design and sequencing of activities (Figure 1).

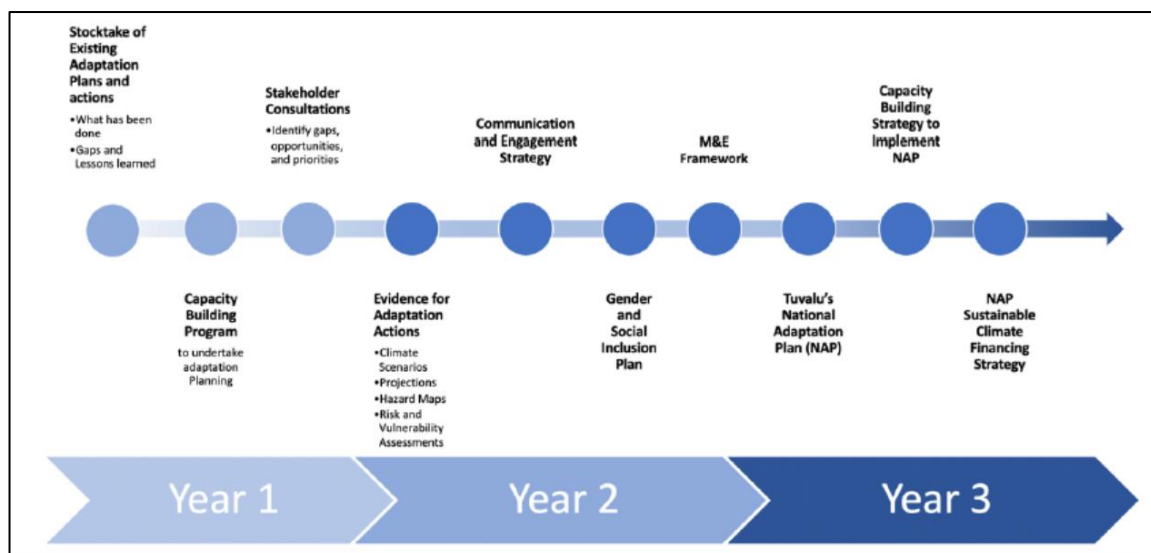


Figure 1. Sequencing of major activities

The project, *Development of Tuvalu's National Adaptation Plan (NAP) to advance medium and long-term Adaptation Planning*, will address the following barriers and gaps which currently inhibit effective adaptation planning and actions in Tuvalu:

- Limited institutional capacity and the lack of an adequate coordination mechanism for CCA planning and action;
- Limited coordination of climate risk and climate vulnerability information and no tools to support risk assessment within key sectors;
- Low awareness of climate change and climate change adaptation response options at the community level;
- Adaptation planning, vulnerability and risk assessment and climate finance priorities not linked in a coherent manner; and
- Limited capacity to appraise adaptation options that address identified risks and vulnerabilities.



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The project is financed by the Green Climate Fund (GCF) with SPREP as the delivery partner. Funding has been approved by the GCF with the project to be implemented over a 36-month timeframe. The Project Team primarily consists of the following:

- i. Project Manager (full time and based in Tuvalu)
- ii. Project Finance and Administrative Assistant (full time and based in Tuvalu)
- iii. Specialists /Experts (international and local)

This term of reference outlines the scope of work, required skill sets and experience and seeks to engage a firm or consortium of consultants as the Specialists / Experts (international and local) component of the Project Team.

2. OBJECTIVE

To support the implementation of the project, *Development of Tuvalu's National Adaptation Plan (NAP) to advance medium and long-term adaptation planning*, with specific activities outlined in the scope of work.

3. SCOPE OF WORK

The development of Tuvalu's National Adaptation Plan to advance medium and long-term adaptation planning focuses on the following specific areas:

- i. Enhancing capacity to deliver effective climate change adaptation planning through a strengthened institutional set-up;
- ii. Strengthening of adaptation planning governance and institutional coordination;
- iii. Evidence-based adaptation solutions for maximum impact;
- iv. Developing a National Adaptation Plan; and
- v. Development of concept notes based on the priorities from the completed NAP.

The firm or consortium of consultants (i.e., Specialists /Experts) will execute the following:

3.1 Capacity and institutional strengthening

- 3.1.1 Assess the capacity gaps or needs for adaptation planning and implementing adaptation measures. The assessment is to include expertise, skillsets, policies, systems and processes.
- 3.1.2 Develop a capacity building programme strategy to address the identified gaps.
- 3.1.3 Develop an impact evaluation framework of all capacity building activities

3.2 Adaptation planning governance and institutional coordination

- 3.2.1 Conduct a stakeholder mapping and analysis exercise and a stakeholder consultation plan. These will guide the dialogues /discussions on prioritisation of adaptation measures and incorporating gender and social considerations.
- 3.2.2 Develop a communications & engagement strategy and action plan. This will be in two parts: (i) communications & engagement and action plan for the NAP process (i.e., data, information, etc. for consultations, meetings, and workshops); and, (ii) communications & engagement and action plan for the NAP. This to be finalised when the NAP is developed.
- 3.2.3 Support the implementation of Part (i) of the communications & engagement strategy and action plan
- 3.2.4 Review the current sector (agriculture, water, coastal protection, health, fisheries and disaster) plans to identify entry points for adaptation planning / measures and gender and social inclusion.
- 3.2.5 Develop guidelines on adaptation planning / measures and gender and social inclusion in agriculture, water, coastal protection, health, fisheries and disaster risk management.
- 3.2.6 Develop a gender and social inclusion plan for the NAP process and the NAP. The gender and social inclusion plan to include findings / results from 3.2.4, above.

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- 3.2.7 Develop coordination guidelines to reflect the responsibilities and information flow between the GCF national designated authority (NDA), Department of Climate Change and Disaster (DCC), Adaptation Technical Working Group (ATWG), National Advisory Council on Climate Change (NACCC), sectors, line agencies and communities.
- 3.2.8 Develop an impact evaluation framework for the coordination guidelines

3.3 Evidence-based adaptation solutions for maximum impact

The activities below will follow-on from the evidence-based activities that will be conducted outside this term of reference.

- 3.3.1 Develop and prioritise adaptation options with the sectors (agriculture, water, coastal protection, health, fisheries and disaster)
- 3.3.2 Develop an appraisal tool on adaptation with inputs from agriculture, water, coastal protection, health, fisheries and disaster

Baselines and to better inform Activities 3.3.1 and 3.3.2 will be from the evidence-based results from the actions of (i) a stocktake of past and ongoing risk and vulnerability assessments identifying gaps; (ii) future climate projections with future climate risks and impacts modelled and incorporated into risk assessments; (iii) report summarizing the current and future climate scenarios, and models of future risks and impacts; (iv) modelling framework developed, and baseline data identified and integrated into model; (v) risk assessments and maps developed for priority sectors (agriculture, water, coastal protection, health, fisheries and disaster); and, (vi) a national vulnerability and risk assessment report from the findings of the sector level assessments. Note, these actions are conducted outside this term of reference.

3.4 Tuvalu Adaptation Framework

- 3.4.1 Develop the NAP
- 3.4.2 Conduct an assessment on financing options and develop a financing strategy for the NAP
- 3.4.3 Finalise the communications and engagement strategy for the NAP
- 3.4.4 Finalise the gender and social inclusion plan for the NAP
- 3.4.5 Develop an M&E framework and M&E Plan for the NAP

3.5 Concept notes to advance the implementation of the NAP

The ideas and concept notes will be developed and aligned to the Country Programme. The adaptation focus areas / priorities will be identified through the NAP process and will be outlined in the NAP. Tuvalu will identify the preferred accredited entity agency through its national processes developed through the Readiness programme.

- 3.5.1 Work with the identified accredited entity agencies, Government of Tuvalu and develop two concept notes.

4. DELIVERABLES

Key deliverables are:

- 4.1 Inception Report detailing the following:
 - A comprehensive description of the understanding of the ToR and indicating any major inconsistency or deficiency in the ToR and proposed amendments
 - An updated detailed methodology to address the scope of the ToR
 - A complete work plan for the entire scope of work. The firm / consultant(s) shall develop and submit a detailed schedule for the assignment and distribute the days accordingly among the different tasks
- 4.2 Capacity and institutional strengthening Report:
 - Capacity Assessment outlining gaps or needs to conduct adaptation planning and on-ground adaptation actions

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- Capacity building programme /strategy to address recommendations from the Capacity Assessment Report
 - An Evaluation Framework to capture the impacts of all capacity building activities
- 4.3 Report on adaptation planning governance and institutional coordination:
- Communications & Engagement Strategy and Action Plan for the NAP process and a draft for the NAP
 - Gender and Social Inclusion Plan for the NAP process and a draft for the NAP
 - Guidelines on adaptation planning /measures and gender and social inclusion considerations for the sectors
 - Coordination guidelines outlining responsibilities and information flow between the GCF national designated authority (NDA), Department of Climate Change and Disaster (DCC), Adaptation Technical Working Group (ATWG), National Advisory Council on Climate Change (NACCC), sectors, line agencies and communities.
 - Impact Evaluation Framework for the Coordination Guidelines
- 4.3.1 Report on evidence-based adaptation solutions for maximum impact
- Prioritised adaptation options for the sectors (agriculture, water, coastal protection, health, fisheries and disaster)
 - Appraisal tool for the sectors
- 4.3.2 Tuvalu Adaptation Framework
- National Adaptation Plan (NAP)
 - NAP financing strategy
 - Communications & engagement and action plan for the NAP
 - Gender and social inclusion plan for the NAP
 - M&E framework and an M&E action plan for the NAP
- 4.6 Two Concept Notes

5 METHODOLOGY

The firm or consortium of consultants should propose a preliminary methodology to be used to undertake each of the work packages in their technical proposal. This will be expected to be updated as part of the Inception Report (Deliverable #1) and reflect consultations with the NDA, Department of Climate Change and Disaster (DCC), National Advisory Council on Climate Change (NACCC), and SPREP. Current restrictions under the COVID-19 pandemic will also need to be considered in the final methodology outlined in the Inception Report.

6 COMPOSITION AND QUALIFICATIONS

The firm or consortium of consultants will need to provide the full composition of their team outlining experience and roles within the scope of this term of reference. Note the composition of the team as submitted in the proposal / bid is not subject to change. The team must be composed of both international and national-based experts. At a minimum, the team must comprise those specialists as outlined below.

6.1 Composition

The firm or consortium of consultants will consist of personnel that are specialists in the following areas and will include international and local counterparts.

- a. Team Leader (a specialist in climate change adaptation)
- b. Specialised areas:
 - (i) Institutional Specialist

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- (ii) Capacity development and / or training
- (iii) Communication & Engagement Specialist
- (iv) Gender & Social Inclusion Specialist
- (v) Monitoring and Evaluation Specialist
- (vi) Project development

6.2 Qualifications, expertise, skillset and experience

- a. Team Leader to have a Masters in Climate Change, Finance, Economics, International Development / Relations, Environmental Science or related discipline.
- b. Team Leader to have a minimum of 10 years proven experience related to climate change adaptation, climate finance and development of national plans and strategies and knowledge of the Green Climate Fund and other international climate funding mechanisms.
- c. Team Leader to have a proven track record in stakeholder engagement and consultation with international and regional agencies, development banks and nationally with government agencies, development agencies, private sector, and the community.
- d. Other Specialists /Experts to have minimum of five (5) years' experience and demonstrated in-depth knowledge in conducting institutional gap assessments, developing strategic / engagement and action plans, communications, gender and social inclusion, capacity development, and project development.
- e. Local counterparts to have a minimum of 3 years work experience.
- f. Local counterparts / consultants to have excellent oral communication skills in Tuvaluan.
- g. All Team members must display cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- h. All Team members to have excellent oral and written communication skills in English and a good capacity in preparing technical reports.

7 SCHEDULE OF THE ASSIGNMENT

The schedule of the assignment is for a period of 22 months¹ (a total of 480 working days) to deliver against all activities outlined in this term of reference. The firm or consortium of consultants shall develop and submit a detailed schedule for the assignment and distribute the days accordingly among the different activities as part of the Inception Report.

8 PAYMENT SCHEDULE

The firm / consortium of consultants shall be paid upon completion of deliverables which will be outlined and agreed to within the Services Agreement. The table below provides the proposed schedule of payments, these will be agreed to and finalised in the Service Agreement.

Deliverables	Description	Payment (%)
Inception report	Outline a comprehensive description of the understanding of the ToR and indicating any major inconsistency or deficiency in the ToR and proposed amendments; an updated detailed methodology to address the scope of the ToR; and a complete work plan for the entire scope of work. The firm/consultant(s)	20

¹ The Tuvalu NAP will be implemented over a period of 36 months.



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	shall develop and submit a detailed schedule for the assignment and distribute the days accordingly among the different tasks.	
Capacity and Institutional Strengthening Report	Will include a capacity assessment outlining gaps or needs to conduct adaptation planning and on-ground adaptation actions; capacity building programme /strategy to address recommendations from the capacity assessment report; and an evaluation framework to capture the impacts of all capacity building activities	10
Report on adaptation planning governance and institutional coordination	The report will consist of: <ul style="list-style-type: none"> • Communications & Engagement Strategy and Action Plan for the NAP process and a draft for the NAP • Gender and Social Inclusion Plan for the NAP process and a draft for the NAP • Guidelines on adaptation planning /measures and gender and social inclusion considerations for the sectors • Coordination guidelines outlining responsibilities and information flow and an Impact Evaluation Framework for the coordination guidelines 	20
Report on evidence-based adaptation solutions for maximum impact	The contents include prioritised adaptation options for the sectors (agriculture, water, coastal protection, health, fisheries and disaster) and an appraisal tool for the sectors.	20
Tuvalu Adaptation Framework	The package includes the: <ul style="list-style-type: none"> • National Adaptation Plan (NAP) • NAP financing strategy • Communications & engagement and action plan for the NAP • Gender and social inclusion plan for the NAP • M&E framework for the NAP. 	20
Project concept notes	Two concept notes in two prioritised areas as per the Country Programme and the NAP.	10

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



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9 REPORTING ARRANGEMENTS

The firm or consortium of consultants will be formally reporting to the SPREP Task Manager and are expected to submit all deliverables to the SPREP Task Manager for comments and approval for payments. The SPREP Task Manager will work closely with the Tuvalu counterparts to provide integrated inputs and comments to the deliverables.

The firm or consortium of consultants will execute the scope of this terms of reference in close collaboration with the Tuvalu-based Project Manager who has the overall day-to-day management and coordination role of all activities of the project. This will be supported by the SPREP Task Manager, SPREP NAP team and the Tuvalu NAP team.



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Annex B

SERVICE AGREEMENT TEMPLATE

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