

REQUEST FOR TENDERS

File: AP_3/28/4
Date: 15 June 2018
To: Interested suppliers
Contact: Tagaloa Cooper-Halo - Director, Climate Change Resilience

Subject: Request for tenders: Green Climate Fund Readiness Project Coordinator, Republic of the Marshall Islands

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. 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 who can offer their services as a Green Climate Fund (GCF) Readiness Project Coordinator, to be based in the Republic of the Marshall Islands (RMI), and will be required to provide the overall coordination and delivery of the *Republic of Marshall Islands NDA Strengthening and GCF engagement Readiness Project* (the Project), as set out in the Terms of Reference (ToR) at Annex A.
- 2.2. The successful applicant will need to apply their excellent project management and coordination skills to ensure timely and effective delivery of the Project in accordance with the Grant Agreement between SPREP and the GCF, and to ensure the objectives of the Project are met, in alignment with the priorities of Office of Environmental Policy and Planning Coordination (OEPPC).
- 2.3. The successful applicant will need to lead on the technical design, coordination and delivery of some project activities requiring research and analytical skills, excellent communication skills and experience working with a range of stakeholders, as well as knowledge of the Green Climate Fund and climate finance readiness issues.
- 2.4. In delivering the project activities in accordance with the Terms of Reference for the consultancy ([Annex A](#)), the consultant will be required to:
 - I. Coordinate the overall work plan for the project, the work of the entire Readiness Project team Project including the Knowledge Management Consultant, and Project Support Officer, as well as inputs to be provided by third party service providers.

- II. Work closely with the Director of OEPPC and other stakeholders in RMI to ensure the project is delivered in harmony with and complements other OEPPC priorities and work programmes.
- III. Lead on the technical design and delivery of some project activities (or elements thereof).
- IV. Coordinate the procurement and ongoing management of additional services in support of Project activities where relevant (such as the procurement of technical assistance in relation to delivery of the Country Programme activity)
- V. Work closely with SPREP, based in Apia Samoa to ensure sound technical delivery and proper financial management according to relevant SPREP policies including with regards to procurement, financial transactions, and record keeping.
- VI. Lead on the development and delivery of required progress reporting, including reports to the Green Climate Fund.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
 - I. Meet the Evaluation Criteria.
 - II. Supply three references as part of their tender application.
 - III. The consultant will be required to reside in Majuro. The successful applicant will be required to cover the costs of relocation as may be required. The Republic of the Marshall Islands and work from the OEPPC offices in Majuro for the duration of the consultancy being 2 years.
 - IV. The consultant must possess or be able to obtain relevant work permits and approvals in order to be able to lawfully work as a consultant in RMI.
 - V. Submit a complete submission as directed in Section 4.
 - VI. Complete the tender application form provided.
 - VII. The consultant must also be able to attend, at their own cost, an informal interview by the Director of OEPPC at the OEPPC Offices in Majuro prior to any awarding of contract. Interviews may be undertaken remotely (e.g. via teleconference) upon negotiation.
 - VIII. The consultant must be willing to undertake some international travel, as may be required to effectively deliver Project activities, and the assignment.
 - IX. Must be willing to work in accordance and in cooperation with SPREP to ensure that, relevant SPREP financial management, procurement and other policies are followed in the delivery of the Project
 - X. The successful applicant must be willing to accept the payment conditions as follows:
 - Payment of services rendered will be at a rate of up to USD 2,833 per month for a maximum of 24 months.
 - Payment will be made from SPREP to the consultant on a quarterly basis subject to any reporting and other requirements to be set out in the Services Agreement between SPREP and the consultant.
- 3.2. The successful applicant will be provided with a Laptop, adequate office space and amenities in accordance with OEPPC standard provisions for the duration of the assignment.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate the interested supplier's ability to carry out the required work in support of successful delivery of the Project as described in Annex A. This will require that the interested supplier satisfies the Conditions stated above and is capable

of meeting the Specifications and timeframes, and that supporting examples to address the Evaluation Criteria are also provided.

4.2. Tender documentation must include:

- I. A cover letter stating that the tenderer meets the conditions in section 3 and that the tenderer has the ability and resources to complete the consultancy within the stated timeframes and budget inclusive of all fees, expenses and costs. Please note that all expenses related to Project activities (including travel and work will be met by the Project budget)
- II. A comprehensive Curriculum Vitae with contact details of at least three professional referees and samples of past work with a clear explanation of what aspects were coordinated by the applicant and what aspects were done directly by the applicant.
- III. The proposal must remain valid for 90 days from date of submission.

4.3 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 Maraea Pogi on maraeap@sprep.org and copy Vitolina Samu vitolas@sprep.org before 25 June 2018. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 27 June 2018.

6. Evaluation criteria

- 6.1. SPREP will select a preferred supplier 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 tenderer satisfies the following criteria.
- I. (15%) Bachelor degree or equivalent in a relevant field including for example project management, climate change policy, international and community development, public administration and policy
 - II. (20%) At least 5 years relevant professional experience in project management, preferably in the Pacific islands and in relation to climate change and / or climate finance.
 - III. (15%) Familiarity with climate change policy and priorities for the Marshall Islands, and climate finance, including the Green Climate Fund.
 - IV. (15%) Experience working with and coordinating a range of stakeholders including across national and local government, NGO's and the private sector. Experience in facilitating consultation and workshops will be considered favourably.
 - V. (15%) Excellent communication skills, including the ability to prepare high quality written reports and other documents. Fluency in English is a must and fluency in Marshallese will also be considered an advantage.
 - VI. (10%) Demonstrated research and analytical skills and ability to develop and recommend new policies and procedures, particularly with regards to the development of climate finance governance procedures and policies.
 - VII. (10%) Demonstrated understanding of the Project, including the role and expectations of the Readiness Project Coordinator
- 6.2 Persons of all nationalities are able to apply (subject to relevant Conditions) and suitably qualified and experienced Marshallese nationals are encouraged to apply.

7. Deadline

- 7.1. **The due date for submission of the tender is: 13 July 2018, 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: **Green Climate Fund Readiness Project Coordinator, Republic of the Marshall Islands**' to one of the following methods:

Mail: SPREP
Attention: Procurement Officer
PO Box 240
Apia, SAMOA

Email: tenders@sprep.org

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>

ANNEX A: TERMS OF REFERENCE
RMI GCF READINESS PROJECT SUPPORT COORDINATOR CONSULTANT

Background

The GCF Readiness Programme is a funding programme to enhance country ownership and access to the Green Climate Fund. The Programme provides, amongst other things, resources for strengthening the institutional capacities of NDAs, developing the necessary strategic frameworks, country programme and pipeline, and support direct access to efficiently engage with the Fund.

Under the new SPREP Strategic Plan 2017-2026, SPREP has been mandated by its Members to support Pacific Island Members' access and manage climate finance, and enhance direct access. A key strategy in achieving this is to support the strengthening of institutions and country planning process and build the climate finance 'readiness' of the country. SPREP is delivering on this commitment by serving as a Delivery Partner for countries to access GCF Readiness resources, and worked with the Republic of Marshall Islands Office of Environmental Policy and Planning Coordination to develop the approved Project *Republic of Marshall Islands NDA Strengthening and GCF engagement Readiness Project*.

SPREP will provide overall oversight and management of the project. Day-to-day and technical delivery of the project will rest with a project consultancy team to be based in RMI working closely with the Director of OEPPC and other stakeholders.

Scope of service

SPREP as the Delivery Partner for the Project requires the services of a skilled and experienced consultant to manage and coordinate the delivery of the Project (as defined in the approved Project Document which can be shared upon request) in RMI. The consultant will be responsible for ensuring coordinated delivery of the project activities in line with the Project document and in close collaboration and consultation with the Director of OEPPC. The consultant will lead a small team and will be responsible for coordinating a range of technical and stakeholder input to ensure effective delivery of the project. Responsibilities will include:

- Coordination and technical support for the delivery of all Project activities (and associated deliverables) including delivery of:
 - a National Designated Authority Procedure Handbook incorporating a coordination and consultative mechanism and GCF 'No Objection Procedure for climate finance planning and decision making;
 - a range of communication and awareness raising materials in accordance with a GCF / climate finance communications strategy for RMI
 - a climate finance knowledge management database and portal
 - a GCF Country Programme based on a process of expert analysis and consultation
 - At least 2 GCF Concept notes addressing climate change priorities.

It should be noted that the consultant will be required to coordinate delivery of all project Deliverables and will draw on relevant project budget to procure relevant services and expertise to support this, including third party short-term consultancies.

- Coordination of timely and effective delivery of activities to be delivered by other consultancies and service delivery partners (as planned for in the Project document).
- Design and development of specified ToRs for the engagement of third party consultancy services to support delivery of project activities.

- Preparation and lodgement of relevant Project reports and planning documents including Project annual work plan; quarterly and annual progress reports.
- Coordination of all relevant financial transactions and expenditure requests, to be authorised and processed by SPREP headquarters.
- Leading the planning and delivery of various consultation meetings and workshops, drawing on third party facilitation support in some instances.
- Work closely and take direction and advice from the Director of OEPPC in the design and delivery of all project activities.
- Consult regularly and report to the designated SPREP focal point on a regular basis to inform of project progress, risk and other issues.

Working Arrangements:

- The consultant will lead a small team comprising of the Readiness Project Knowledge Management Officer; and Readiness Project Support Officer that will be based in the OEPPC offices in Majuro, RMI.
- The consultant will be provided with necessary office equipment and facilities to support the delivery of the project.
- The consultant will be expected to reside in Majuro for the duration of the contract. There will be no living / relocation or other allowances to be paid under the terms of this consultancy.
- The consultant may be required to undertake some regional / international travel, subject to approval by SPREP. SPREP travel policy and allowances will apply.
- The consultant will work closely with the Director of OEPPC to ensure project activities are aligned and meet country priorities.
- The consultant will be accountable to the Director of Climate Change Resilience Programme on behalf of SPREP.
- The consultant will be paid on a quarterly basis via electronic bank transfer.

Reporting requirements

The GCF Support Coordinator will be required to prepare and provide the following project management reports for approval by the Director of CCR subject to acceptance by the Director of OEPPC.

- Annual work plan detailing each activity, outputs, inputs and timelines;
- Quarterly and annual progress reports to meet GCF reporting requirements including by accounting for the progress to date, milestones achieved, highlight any issues that have affected delivery and remedial actions taken and priorities for the next quarter/year

The GCF support coordinator will also be required to:

- Facilitate relevant financial reporting, to be undertaken by SPREP headquarters, through the provision of relevant documentation and advice.
- Support SPREP to maintain and update the project entry within the SPREP Project Management Information System (PMIS).