

REQUEST FOR TENDERS

File: AP_4/12/18
Date: 3 September, 2018
To: Interested Consultants
From: Paul Anderson – Inform Project Manager

Subject: Request for tenders: Papua New Guinea National Coordinator/Environment Specialist (READVERTISEMENT)

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 National Coordinator/Environment Specialist in Papua New Guinea.
- 2.2. The specific Terms of Reference for this Consultancy is attached.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following requirements:
 - Submissions should include a workplan, schedule of activities and financial proposal. Please note, all costs (inclusive of tax etc) are to be included in the financial proposal.
 - Must currently be residing in Papua New Guinea and hold the necessary documents to lawfully work as a consultant.
 - Completion of the tender application provided.
 - Submission of a CV, demonstrating consultant(s)'s relevant experience, skills and qualifications.
 - Provide examples of related past work outputs.
 - Provision of 3 references as part of the tender submission, including the most recent work relevant to this position.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above 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 outline the interested consultant's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.
- 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 paula@sprep.org before 10 September 2018. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 12 September 2018.

6. Evaluation criteria

- 6.1. SPREP will select a preferred consultant 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.
 - Minimum of a Masters qualification in the areas of science (biology, chemistry, environmental science) or social science.
 - 5 years or more experience in areas of public policy, development planning, international conventions and commitments (relating to environment and sustainable development) and Information Technology/GIS and data/information collection and analysis.
 - Demonstrated knowledge and experience with multi-lateral environment agreements and international agreements (SDG's) as well as Papua New Guinea's development pathways and sustainable development goals
 - Experience in project coordination with similar assignments in the past
 - Financial proposal in USD - Please note, all costs (inclusive of tax etc) are to be included in the financial proposal.
 - The value of this project is fixed at US\$70,000. The financial proposal will be assessed against the technical proposal in order to determine the best value and approach for the funds available.

7. Deadline

- 7.1. **The due date for submission of the tender is: 17 September 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: Papua New Guinea National Coordinator/ Environment Specialist (Readvertisement)' 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>



Terms of Reference

Papua New Guinea National Coordinator/Environment Specialist

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 Coordinator (NC)/Environment Specialist for Papua New Guinea (PNG) Conservation and Environment Protection Authority (CEPA) on a full time consultancy basis to provide direct support to CEPA to implement and produce key outputs and results to support environmental management, planning and decision making processes in PNG.

2. Scope of Work

The consultant will work with the PNG Government through the CEPA to identify, source, upload and analyse national datasets to develop the 2019 PNG State of Environment (SoE) Report. The NC will work with CEPA staff to develop a work flow and follow CEPA processes to approve and upload key national datasets, reports and other related information to the *National Data Portal*. The consultant will use the PNG *indicator reporting tool* to populate the SoE indicators. The focus will be providing support to CEPA nominated staff to build their capacity in data analysis, data portal functions and the indicator reporting tool. The Inform project team at SPREP and within CEPA will provide guidance on the SoE process as well as the use of the data portal and reporting tools. The consultant is expected to draft the 2019 SoE in close consultation with CEPA as well as key stakeholders.

3. Specific Tasks

- i. Build the archive of critical PNG environment data in the PNG data portal
- ii. Conduct a rapid gap analysis of existing environment and related policies including status of environmental monitoring and reporting systems in PNG
- iii. Assess and identify data sets for the 2019 PNG State of Environment (SoE) Report
- iv. Draft indicator states for the 2019 PNG SoE
- v. Populate the indicator reporting tool with reporting obligations
- vi. Support CEPA with Inform staff on the use of the environment portal for data sharing and use
- vii. Build capacity within CEPA through on-the-job training to use the data portal and reporting tool, including dashboard and story functions as well as SOE development.
- viii. Provide administrative and logistic support to the CEPA team for the Inform Project, including meeting preparations.
- ix. Prepare briefs to the Managing Director (MD)– CEPA when required
- x. Draft responses/correspondences to stakeholders, CEPA Management or MD-CEPA when required
- xi. Collaborate and cooperate with other consultants and administration assistant when necessary.
- xii. Provide regular updates to the CEPA management, inter-stakeholder technical working group and SPREP on the progress of the SOE and any challenges faced.

4. Deliverables

The Consultant is expected to deliver on the following deliverables as per schedule :

October – December, 2018

- Analyse existing reports and datasets in the PNG environment data portal against relevant indicators provided by SPREP and CEPA
- Assist and support CEPA to upload datasets into the National Data Portal
- Identify additional stakeholder datasets available from other stakeholders and add to the portal
- Draft indicator trends and narratives based on CEPA and Government data sets using agreed indicators and methods
- Develop a list of databases online and offline available in PNG currently.
- Establish “Data Champs” support and management

January – March, 2019

- Prepare for SoE National Workshop
- Complete a data stock-take on all required sectors for the SoE
- Populate the Reporting Frameworks under the Indicator Reporting Tool
- Coordinate the 1st SoE Draft for review

April – June, 2019

- Prepare SoE Write Shop
- Populate the Indicator States under the Indicator Reporting Tool
- Complete the consolidated SoE Draft for final review
- Incorporate thematic leads and stakeholder input into the draft SOE
- Consolidate all required images for the SoE

July – September, 2019

- Coordinate the SoE:
 - o endorsement logistics
 - o launch logistics communications and distribution
- Draft the brief to the MD-CEPA and all necessary correspondences to CEPA management and stakeholders on matters relating to the SOE, including invitations for the validation workshop.

5. Logistical and Reporting Arrangements

The Consultant will be directly accountable to the Director of Policy Coordination and Evaluation Division through the Manager – International Branch. The Consultant will liaise with the SPREP Inform Project Team for technical advice and guidance

The Consultant will be based full-time at the CEPA Office, Port Moresby. Office space is provided, consultant is expected to use their own laptop/computer. For these reasons, the consultant will need to be based in Port Moresby and available at the CEPA office on a regular basis for the duration of the contract.

6. Qualifications/Criteria

- Minimum of Masters level qualification in the areas of science (biology, physical geography, chemistry or environmental science) or social science and have more than 5 years work experience in areas of environmental management, public policy, development planning, national, regional and international policy instruments and commitments (relating to environment and sustainable development) and Information Technology/GIS and data/information collection and analysis. Be able to work under pressure and deliver on time

- Bachelor level qualification may be considered depending on years of relevant experience for the required role.
- Must be well-versed with Multi-lateral environment agreements and international commitments (such as SDGs) as well as Papua New Guinea's development planning and decision making system, environment management strategic policy framework, and sustainable development;
- Experience in project coordination with similar assignments in the past; have good English proficiency (oral and written) and possess high quality report writing skills; have good communication, public relations skills and an established network of professionals in various fields; 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 CEPA and the technical working group/committee in SOE report writing and other aspects of the project.

7. Timeline

The consultant will work full-time with CEPA over a period of 12-18 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. Other Information

- Only those currently residing in PNG are eligible to apply.
- This is a position for a single consultant – not a team, and will be under the supervision of the CEPA office on a daily basis.
- Transportation is not an allowable expense under this consultancy and will not be considered in financial bids etc.