

REQUEST FOR TENDERS

File: AP 1/4/3
Date: 21 February 2019
To: Interested Supplies
Contact: Melanie King, Manager - Project Coordination Unit

Subject: **Request for tenders: Environmental and Social Safeguards Expert**

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 is calling for tenders from qualified and experienced Environmental and Social Safeguards consultants who can offer their services to assist SPREP in enhancing SPREP's environmental and social safeguards systems and undertake project safeguard reviews. The successful applicant will need to provide technical assistance, training and guidance to SPREP on safeguards, safeguard policies, mitigation, reporting and monitoring.

2.2 The Terms of Reference and the specific duties of the Consultant are set out in Annex A.

2.3 The Consultant will be engaged on a short-term contract with a combination of home-based and in-country work. The successful consultant will be required to travel to SPREP's head office in Apia, Samoa and the Federated States of Micronesia. The Consultant will focus on providing technical expertise to enhance SPREP's environmental and social safeguards systems and undertake individual project safeguard reviews as set out in the Terms of Reference (ToR) at Annex A.

3. Conditions: information for applicants

3.1 To be considered for this tender, interested suppliers must meet the following conditions:

- Submit details of previous relevant experience in implementing environmental and social safeguards in the Pacific Islands region or equivalent developing countries.
- Provide at least three referees as part of their tender application.
- The Consultancy will be home-based with travel to the SPREP head office in Apia and to Federated States of Micronesia.

4. Submission guidelines

4.1 Tender documentation should demonstrate that the interested supplier 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 supplier's complete proposal and include:

- (a) The CV of the proposed personnel highlighting related experience relevant to the tender.
- (b) Complete the **tender application 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 or your Technical Proposal. Failure to do this will mean your application will **not** be considered)*.
- (c) A **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference (Annex A).
- (d) A Financial Proposal to be priced based on a work plan on where, when and how the technical assistance will be conducted. The proposal should be for the **fees component only** and associated with undertaking the work outlined in the ToR. However, any special requirements outside of the fees component (e.g. travel specifications etc) should be mentioned in the proposal but not costed at this stage.

4.3 Tender submission must be in United States Dollars (USD).

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 tender / 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 Melanie King on melaniek@sprep.org before 4 March and responses will be posted on the SPREP website www.sprep.org/tender by 7 March 2019.

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. Minimum 10 years of experience in environmental and social due diligence including designing, implementing, assessing and monitoring safeguards of programmes and projects and the use of established safeguards standards (25%).
- ii. A solid understanding of the various "safeguard systems" being promoted and used (e.g., GCF, AF, World Bank, ADB, REDD+ SES, UN-REDD, WRI, FCMC etc) (20%).
- iii. Demonstrated capacity to provide concise and thorough reports of assessments, recommendations and project or programme due diligence or performance reviews (10%).
- iv. Experience working in the Pacific region (15%).
- v. Demonstrated ability to develop and communicate viable solutions based on an understanding of organisational, programme or project boundaries and institutional perspectives and needs (10%).
- vi. Detailed financial proposal (20%).

6.2 Assessment of proposals will be based on the evaluation of the Technical Proposal (80%) and Financial Proposal (20%).

7. Deadline

7.1 The due date for submission of the tender is: 15 March 2019, 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: **Environmental and Social Safeguards Expert**' to one of the following methods:

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

Email: tenders@sprep.org

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>

Annex A: Terms of Reference Environmental and Social Safeguards Expert

A. Background

SPREP is the regional organisation established by the Governments and Administrations of the Pacific charged with protecting and managing the environment and natural resources of the Pacific. The head office is based in Apia, Samoa with about 100 staff.

SPREP is a regionally direct access Accredited Entity for the Green Climate Fund and an Accredited Entity (AE) for the Adaptation Fund. In addition to the AE status, SPREP implements projects on behalf of a number of multilateral development agencies. The programme and project portfolios are expected to expand substantially over the coming 12 months.

SPREP programmes and projects operate under established standards established to ensure they meet both internal SPREP and funders requirements. As part of these procedures, SPREP has developed an organisational Environmental and Social Management System (ESMS) in which the organisation and programmes / projects are expected to comply with to meet international standards.

B. Requirements

To ensure SPREP continues to meet its accreditation standards and delivery high quality programmes and projects, SPREP requires the services of an experienced Environmental and Social Safeguards (ESS) expert.

The ESS Expert will provide technical expertise to support the SPREP organisational and project related environmental and social safeguards policies and assessments and provide timely and appropriate recommendations for improving project and programme safeguards design and implementation.

The ESS expert will contribute to the evaluation, improvement and dissemination of SPREP's safeguards policies through a review and recommendations of SPREP's Environmental and Social Management System, ensuring compliance with donor partners' ongoing requirements and to meet accreditation practices.

Additionally, the ESS expert will lead and coordinate the planning and development of a number of projects under the SPREP portfolio to ensure compliance with safeguard policies during project preparation and implementation.

The ESS Expert will work closely with the Project Coordination Unit and relevant Project Managers and will provide substantive inputs on the environmental and social safeguards of proposed activities drawing from subject matter knowledge and experiences in various safeguards standards such as those from multilateral development banks and organisations, UN agencies and international donor agencies.

C. Scope of the Assignment and Tasks

To support strengthened ESS both within the organisation and across programmes and projects, the consultant will be in charge of delivering the following outputs and conducting the following tasks:

I. Review SPREP's Environmental and Social Management System

SPREP has implemented an Environmental and Social Management System (ESMS) designed to incorporate the management of environmental and social risks and support the business processes of SPREP. The ESMS is designed to ensure SPREP and the projects it manages, operate in compliance with the environmental and social policy standards of funding bodies. In reviewing the ESMS the Consultant will:

- a. Review the current ESMS and recommend improvements to the system to ensure SPREP meets environmental and social risk policy standards including:
 - o The ESMS is to ensure programmes and projects are screened and assessed and the appropriate management measures are in place prior and/or during implementation of activities that may have adverse impacts. This includes developing and ensuring appropriate screening tools and checklists are in place.
 - o The ESMS procedures are designed to ensure compliance with the relevant environmental and social policy framework (including GCF, AF, GEF, World Bank, EU) during the implementation of programme / project activities.
 - o The ESMS will specify the institutional arrangements and roles and responsibilities for the implementation of ESMS at both the organisational and programme and project levels in terms of safeguards assessment, implementation, monitoring, reporting, oversight, stakeholder engagement, disclosure and grievance mechanisms.
 - o The ESMS is to detail the procedures and accountability for the preparation of programme / project Environmental and Social Impact Assessments (ESIA) and Environmental and Social Management Plans (ESMP) when required. Including: (i) the preparation of ToR; (ii) prior review; (iii) approval process; (iv) selection and contracting of outside consultants if required; (v) supervision of ESIA and ESMP preparation; (vi) consultation and disclosure requirements and approach and; (vii) ESMP completion reports once the activity has been completed.

II. Project Environmental and Social Impact Assessments and Environmental and Social Management Plans

The Consultant will be required to undertake the following activity on a current Adaptation Fund (AF) project as follows:

- a. Enhancing the climate change resilience of vulnerable island communities in Federated States of Micronesia
 - a. Review the Project's Environmental and Social Impact Assessment (ESIA) to ensure the assessment has met with AF ESS policy standards.
 - b. Review the Environmental and Social Management (ESM) Plan to ensure the following is incorporated and implemented: (i) identify and report on expected environmental and social risks and impacts (both positive and negative) and present measures to mitigate them; (ii) monitoring and reporting requirements; (iii) expected timelines for implementation of mitigation measures; (iv) costs and accountability for the implementation and supervision of the agreed mitigation measures, and; (v) the development of a multi-stakeholder engagement approach (that will be part

of the Consultation and Participation Plan and disclosure requirements and approach).

- c. Provide technical advice and support to the PMU to ensure the ESM Plan is implemented effectively, including reporting and monitoring.
- d. Train the project team on the effective implementation of safeguards across the project cycle.

III. Institutional capacity development in ESS

The Consultant is required to present to SPREP and programme / project staff on environmental and social safeguards to ensure all personnel are aware of the importance of ESS, their responsibilities and commitment to implementation of the framework. Furthermore, the Consultant is required to train Project Coordination Unit staff and Program staff on the effective implementation of safeguards across the project cycle, and their responsibilities in line with safeguard monitoring and reporting.

D. Expected Outputs and Deliverables

The expected outputs and deliverables from these activities include:

- A report and recommendations relating to the SPREP Environmental and Social Management System.
- A revised SPREP Environmental and Social Management System framework.
- A report and recommendations on the ESIA and ESM Plan for the '*Enhancing the climate change resilience of vulnerable island communities in Federated States of Micronesia*' project.
- An ESM Plan for the '*Enhancing the climate change resilience of vulnerable island communities in Federated States of Micronesia*' project.
- Training of relevant SPREP and project staff in environmental and social safeguards.

E. Required Experience and Qualifications

- Tertiary qualifications in environmental or social sciences, conservation studies, environmental health, or anthropology or related field.
- Minimum 10 years of experience in environmental and social due diligence including designing, implementing, assessing and monitoring safeguards of programmes and projects and the use of established safeguards standards.
- A solid understanding of the various "safeguard systems" being promoted and used (e.g., REDD+ SES, UN-REDD, WRI, FCMC etc).
- Demonstrated capacity to provide concise and thorough reports of assessments, recommendations and project or programme due diligence or performance reviews.
- Experience working in the Pacific region.
- Demonstrated ability to develop and communicate viable solutions based on an understanding of organisational, programme or project boundaries and institutional perspectives and needs.
- Demonstrated ability to apply interpersonal influence to inspire others to move in a meaningful direction with competence and commitment.
- Excellent written and oral communication skills in English.