

REQUEST FOR TENDERS

File: AP_3/29
Date: 20 September, 2019
To: Interested Consultants
From: Semi Qamese – PACRES M&E Officer

Subject: Request for tenders: Climate Change Policy Review: Solomon 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 to SPREP in reviewing the Solomon Islands Nationally Determined Contribution 2015 and the National Climate Change Policy 2012-2017
- 2.2. The Terms of Reference and the specific statement of work for the consultancy are set out in 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 qualification and previous relevant experience in reviewing policies in the Pacific region or equivalent developing countries;
 - Provide at least three referees as part of their tender application;
 - Provide examples of related past work outputs; and
 - 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 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).*

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.
 - (c) A **Technical Proposal** which contains the details to achieve the tasks outlined in the Term 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**. Any 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 State Dollars (USD)
- 4.4 The Proposal must remain valid for 90 days from date of submission
- 4.5 Interested consultants 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 Alvin Sen on alvins@sprep.org and copied to Semi Qamese on semiq@sprep.org before 7th October 2019. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 10th October 2019

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 the tenderer offers the best value for money, and that the tenderer satisfies the following criteria:
- 1. Has a minimum 5 years' experience in reviewing policies and facilitating stakeholder consultations and validation workshops (25%);
 - 2. Proven ability to conduct complex legislative and policy analysis (20%);
 - 3. Demonstrated experience working in the Pacific region (15%);
 - 4. Demonstrated high-level of skills in writing policy documents and ability to deliver within the timeframe (20%); and
 - 5. Detailed financial proposal (20%).

7. Deadline

- 7.1. **The due date for submission of the tender is: 22nd October 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: **Climate Change Policy Review: Solomon Islands**' 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 tender's 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
TERM OF REFERENCE
Climate Change Policy Review: Solomon Islands

Background and Rationale

The €12 million European Union funded Intra-ACP¹ GCCA+ Pacific Adaptation to Climate Change and Resilience Building (PACRES) aims to ensure better regional and national adaptation and mitigation responses to climate change challenges facing Pacific ACP countries². PACRES is being implemented collaboratively by the Secretariat of the Pacific Regional Environment Programme (SPREP), the Pacific Islands Forum Secretariat (PIFS), the Pacific Community (SPC) and the University of the South Pacific (USP).

The Solomon Islands Climate Change Division of the Ministry of Environment, Climate Change, Disaster Management and Meteorology in partnership with SPREP through PACRES, is seeking a qualified individual to review the Solomon Islands Nationally Determined Contribution (NDC) and the Solomon Islands National Climate Change Policy 2012-2017 (NCCP).

Solomon Islands ratified the Paris Agreement in 2016 and submitted its Intended Nationally Determined Contribution (INDC) in 2015, prior to signing the Paris Agreement. As an obligation under Article 4 of the Paris Agreement, Solomon Islands is reviewing its NDC targets. The revised NDC will highlight Solomon Islands' mitigation contribution and set more ambitious, long-term and clear adaptation targets to ensure resilience of its communities and ecosystems in the future. The revised NDC is expected to be submitted to the UNFCCC secretariat by March 2020.

As the revised NDC will highlight Solomon Islands long-term mitigation and adaptation goals and actions taken to achieve them, it will also contribute towards the revision of the NCCP.

The objective of this consultancy is to revise the existing INDC by February 2020 and subsequently revise the NCCP by June of 2020.

Scope of Work

Stage 1 Finalised Solomon Islands NDC submitted by February 2020

- 1 Collate and review all relevant national legislation (laws and regulations), policies, strategies, plans, agreements at a local, provincial, national and international level that directly relate to the NDC and NCCP. These must be filed, sorted and stored electronically for easy access and retrieval;
- 2 Draft a skeleton of the revised NDC, including recommended new mitigation and adaptation priority actions and targets;
- 3 Facilitate national stakeholder consultations to review the initial skeleton draft including recommended mitigation and adaptation priority actions and targets;
- 4 Draft the NDC based on feedback from the national stakeholder consultations;
- 5 Facilitate a national stakeholder workshop to review the draft NDC; and

¹ Africa, Caribbean and Pacific Group of States.

² The 15 Pacific ACP countries are: Cook Islands, Fiji, Federated States of Micronesia, Kiribati, Republic of the Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tonga, Tuvalu and Vanuatu.

6 Finalise the revised NDC.

Stage 2 Finalised Solomon Islands NCCP submitted by May 2020

- 1 Review the existing NCCP and identify any areas for updating, gaps and overlaps;
- 2 Draft skeleton revised NCCP drawing on outcomes from Stage 1 (NDC review);
- 3 Facilitate national stakeholder consultations on the skeleton revised NCCP;
- 4 Revise the draft NCCP based on feedback from the national stakeholder consultations;
- 5 Facilitate a national stakeholder workshop to review the draft NCCP; and
- 6 Finalise the revised NCCP.

Project Schedule

The activities under Stage 1 above are to be completed by 14 February 2020 and the activities under Stage 2 above are to be completed by 31 May 2020. Expected project activity is detailed in Table1 below. The tender response should detail how and when these steps will be delivered.

Table 1 Project schedule

	Activity
	Notification of successful consultant.
	Contract signed.
	Commencement meeting via Skype or telephone between successful consultant, PACRES Project Management Unit and Solomon Islands Climate Change Director.
	Approval of work plan and methodology.
	Stage 1 Finalised Solomon Islands NDC submitted by February 2020
1	Collate and review all relevant national legislation (laws and regulations), policies, strategies, plans, agreements at a local, provincial, national and international level that directly relate to the NDC and NCCP. These must be filed, sorted and stored electronically for easy access and retrieval.
2	Draft a skeleton of the revised NDC, including recommended new mitigation and adaptation priority actions and targets.
3	Facilitate national stakeholder consultations to review the initial skeleton draft including recommended mitigation and adaptation priority actions and targets.
4	Draft the NDC based on feedback from the national stakeholder consultations.
5	Facilitate a national stakeholder workshop to review the draft NDC.
6	Submission of draft revised NDC.

7	SPREP and Solomon Islands Climate Change Division provide comments on draft revised NDC.
8	Submission of final draft of revised NDC.
	<i>Stage 2 Finalised Solomon Islands NCCP submitted by May 2020</i>
9	Review the existing NCCP and identify any areas for updating, gaps and overlaps.
10	Draft skeleton revised NCCP drawing on outcomes from Stage 1.
11	Facilitate national stakeholder consultations on the skeleton revised NCCP.
12	Revise the draft NCCP based on feedback from the national stakeholder consultations.
13	Facilitate a national stakeholder workshop to review the draft NCCP.
14	Submission of draft revised NCCP.
15	SPREP and Solomon Islands Climate Change Division to provide comments on draft revised NCCP.
16	Submission of final draft of revised NCCP.

Budget

The 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** associated with undertaking the work outlined above. Any requirements outside of the fees component (e.g. travel specifications etc) should be mentioned in the proposal but not costed at this stage.