



REQUEST FOR TENDERS

File: AP_3/31
Date: 28 October, 2020
To: Interested Consultants
From: Espen Ronneberg - Climate Change Adviser

Subject: Request for Tender: Consultancy to support the Lima Adaptation Knowledge Initiative (LAKI) for the Pacific Islands sub-region.

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. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
 - We value the Environment
 - We value our People
 - We value high quality and target Service Delivery
 - We value Integrity
- 1.3. 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 provide technical assistance to support the Lima Adaptation Knowledge Initiative (LAKI) for the Pacific sub-region.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
 - i) Submit details of qualifications
 - ii) Detail previous relevant experience in adaptation to climate change, environmental management, and sustainable development or a related field, at regional or international level;
 - iii) Excellent writing and oral communication skills in English;
 - iv) Provide three references relevant to this tender submission, including the most recent work completed;
 - v) Provide examples of related past work outputs; and
 - vi) 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



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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.

vii) Sign the **Conflict of Interest form** provided.

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, comprising:
 - a. A CV to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
 - b. Provide three references relevant to this tender submission, including the most recent work completed.
 - c. Completed 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 or your Technical Proposal. Failure to do this will mean your application will **not** be considered).*
 - d. Signed conflict of interest form.
- 4.3 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 09 November 2020. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 11 November 2020.

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. Master's degree in either a natural science or social science related to climate change, environmental management, land use planning, development economics, sustainable development, or other relevant fields. A Bachelor's degree can be accepted if the supplier has extensive relevant work experience (15%);
 - ii. In-depth knowledge of climate change issues in the Pacific, as well as Information and Knowledge Management skills (20%);
 - iii. At least seven years of demonstrated relevant experience in adaptation to climate change, environmental management, and sustainable development or a related field, at regional or international level; Experience in facilitating multi-stakeholder discussions and decision-making processes; Demonstrable skills in using Excel for data analysis (25%); and



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- iv. Excellent knowledge of English writing and communications skills.as shown by past work outputs, relevant examples to be provided (10%).
- v. Detailed financial proposal (30%).

7. Deadline

- 7.1. **The due date for submission of the tender is: 18 November 2020 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: Consultant to support the Lima Adaptation Knowledge Initiative (LAKI) for the Pacific islands sub-region**' to one of the following methods:

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.

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 for a consultant
The Lima Adaptation Knowledge Initiative for the Pacific islands sub-region*

A. Background

1. The Lima Adaptation Knowledge Initiative (LAKI):

Adaptation knowledge gaps have been repeatedly identified as a barrier to widespread and successful adaptation actions. The persistence and recurrent mention of such gaps, in spite of the growing body of adaptation knowledge, suggests the need for a better alignment of the supply of and demand for adaptation knowledge, and for efforts to respond to adaptation knowledge gaps.

In support of the Nairobi work programme's evolving role as a knowledge hub on adaptation under the Convention, [the Lima Adaptation Knowledge Initiative \(LAKI\)](#), a collaborative effort between the Nairobi work programme under the United Nations Framework Convention on Climate Change (UNFCCC) and United Nations Environment Programme (UN Environment) through its Global Adaptation Network (GAN) aims to remove knowledge barriers that impede the implementation and scaling up of adaptation action, through a reiterative process of knowledge gap prioritisation and subsequent implementation of response actions in the context of various subregions and thematic domains (e.g. different sectors and areas of vulnerabilities).

The LAKI was endorsed and launched by the COP 20 President as a component of a set of actions to further address adaptation to climate change under the UNFCCC. The Subsidiary Body for Scientific and Technical Advice (SBSTA) to the UNFCCC, at its 41st session, welcomed the LAKI and encouraged its replication in other subregions, particularly in vulnerable developing countries such as the least developed countries, small island developing states and in Africa.¹ The SBSTA at subsequent sessions have welcomed the LAKI initiative and encouraged the UNFCCC and UNEP through GAN to continue collaboration with partners to prioritize knowledge actions as well as facilitate partnerships to close the knowledge gaps in subregions.

2. The Lima Adaptation Knowledge Initiative for the Pacific islands sub-region:

The LAKI will be implemented in the Pacific islands sub-region in collaboration with the Secretariat of the Pacific Regional Environment Programme (SPREP) as a sub-regional coordination entity.² The subregion covers Cook Islands, Fiji, Kiribati, Marshall Islands, Micronesia (FS of), Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu (These are all the countries that are situated in the Pacific, they are all Members of SPREP and Parties to the UNFCCC, KP and PA).

The LAKI priority-setting workshop is scheduled to take place virtually in February (dates to be decided) following by pre-engagement of a multidisciplinary stakeholder group (MSG). It will be informed by a scoping paper containing a synthesis of adaptation knowledge gaps, relevant knowledge resources, and information on organizations providing adaptation knowledge and financial support for the subregion. The scoping paper will be used as a starting point for discussion in the workshop.

3. Knowledge gap under the LAKI:

The "knowledge gaps" that are looked into in the beginning of the LAKI process are the information or knowledge loopholes, shortcomings, insufficiencies, as well as issues with inaccessible information, preventing the implementation or scaling-up of adaptation planning and action in a

¹ See SBSTA 41 conclusions at <http://unfccc.int/documentation/documents/advanced_search/items/6911.php?preref=600008246#beg>.

² The subregional coordination entity is responsible to assist with organization of the workshop, monitor and coordinate responses of the actions after the conduct of the workshop for the target domain.



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given sub-region. Relevant literature will be recommended by UNEP, UNEP Pacific sub-regional office, and the UNFCCC secretariat (see the list below), Through the drafting of a scoping paper, a list of such knowledge gaps for the key sectors/areas of vulnerabilities for each sub-region is reviewed by a multidisciplinary stakeholder group (MSG)³

A knowledge gap should not be part of the list unless it is identified as such for the majority of the countries in the sub-region. The list of “knowledge gaps” should thus include the most pressing knowledge gaps for the sub-region and ideally, should not exceed 20 gaps per sector/area of vulnerability.

A key objective of the LAKI workshops is then to question, assess and categorize the identified knowledge gaps in discussing their existence, the actual knowledge challenges they stem from, and in confronting them with current and upcoming knowledge resources for the sub-region, so as to determine if those knowledge gaps actually result from.

Such adaptation knowledge gaps, in the context of the LAKI, refers to the following

- A deficit of accessible data, information and knowledge that is available in the needed form in the context of a specific subregion or thematic domain (e.g. a sectors or area of vulnerabilities). Such deficit impedes the ability of policy makers and practitioners to plan and implement adaptation actions, and/or prevents “target beneficiaries” from adapting effectively to the adverse effects of climate change;
- Can be filled through an informed application of and/or enabling easy access to existing data, information and/or knowledge (e.g. through decontextualizing, processing, repackaging, synthesis and/or dissemination of existing data, information and knowledge to the target users/beneficiaries);
- Does not require action on new research or generation/collection of new data;
- Does not require action related to coordination, institutional processes or practices.

These knowledge gaps will then be prioritised through a prioritisation methodology.⁴ The prioritisation exercise will be followed by a discussion on possible response actions. Possible response actions and relevant institutions are defined and discussed in closing these knowledge gaps.

B. Scope of work, key activities and deliverables

Under the direct supervision of the SPREP, and with guidance from relevant officers at the UN Environment-GAN secretariat and the UNFCCC secretariat, the consultant is requested to support the LAKI for the Pacific subregion, with inputs from multidisciplinary stakeholder group (MSG),⁵ and the designated sub regional coordination entity SPREP, by undertaking the following tasks:

1. **Support the preparation of a list of sources** to be provided by UNEP-GAN, UNEP Pacific sub-regional office and the UNFCCC secretariat - the co-conveners of the LAKI, and SPREP- the

³ MSG members should have demonstrated relevant expertise based on the key themes/sectors for the sub-region, e.g. those who were involved in in National Communications, NAPs and adaptation projects in countries, and preference needs to be given to practitioners with expertise in the needs and challenges arising from ground-level implementation. Such practitioners will also have stronger motivation to ensure successful implementation of response actions. The MSG members can be associated with governments, regional bodies, NGOs, private sector, regional platforms and will be invited to be part of the MSG, both in their expert capacity and as representatives of the governments/organizations they belong to.

⁴ The prioritization methodology will be contained in a background document.

⁵ MSG members should have demonstrated relevant expertise based on the key themes/sectors for the sub-region, e.g. those who were involved in in National Communications, NAPs and adaptation projects in countries, and preference needs to be given to practitioners with expertise in the needs and challenges arising from ground-level implementation. Such practitioners will also have stronger motivation to ensure successful implementation of response actions. The MSG members can be associated with governments, regional bodies, NGOs, private sector, regional platforms and will be invited to be part of the MSG, both in their expert capacity and as representatives of the governments/organizations they belong to.



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subregional coordination entity (please see *Section E* for documents to be provided to the consultant)

2. **Prepare a list of literature and information sources of adaptation knowledge gaps** associated with key sectors/areas of vulnerabilities for the subregion. The source could include the following:
 - Official documents produced or endorsed by the governments of countries within the relevant sub region;
 - Resources produced or endorsed by intergovernmental organizations.⁶
 - Other wider pool of literature such as scientific literature, peer reviewed papers, reports by NGOs, etc).
3. Based on the review of the list of literature and information sources, **prepare a scoping paper**⁷ containing the following information:
 - A list of knowledge gaps based on a review of the above literature and information sources, as well as **subsequent inputs from the MSG** (*the MSG members will add, expand, amend, delete the knowledge gaps and corresponding information contained in the scoping paper* as a part of the review process).⁸ Such inputs shall be verified through further literature review in order to assess whether the suggested knowledge gaps can be considered as knowledge gaps for the majority of the countries in the sub-region. The gaps have to be categorized under key sectors/areas of vulnerabilities for the sub-region. This information should be included in the first draft.
 - Existing knowledge resources associated with the identified gaps. The list of identified knowledge resources will subsequently be reviewed and complemented by other participants in the workshop. This information will be included in the first draft.
 - Relevant information on organizations in providing financial support/resources to close the associated knowledge gaps in the sub-region. Such information will subsequently be reviewed and complemented by participants in the workshop. This information will be included in the second draft.

The results of the scoping paper should be presented in tabular format (please see **table 1** below). Under each sector/area of vulnerability for the sub-region, the following information should be provided:

- Knowledge gaps: a) description of the gap (including the reasons why it is considered a gap, and whether it is a gap for the majority of the countries in the subregion), b) target audience (whose ability to adapt effectively to the adverse effects of climate change or to effectively plan and implement adaptation actions are being impeded due to this knowledge gap), and c) source of information;
- Knowledge resources: a) title and author of the knowledge resource, b) brief description of the knowledge resource (including the reasons why availability of the knowledge resource is not closing the identified gap), c) target audience of the knowledge resource, d) information on the (research) project/programme from which the knowledge resource originates, and e) source of information. All knowledge resources matching each of the identified knowledge gaps should be listed in the table;

⁶ For example, relevant chapters of the Working Group II contribution to the IPCC Fifth Assessment Report.

⁷ The scoping paper is a living document that will be revised with inputs from UN Environment, the UNFCCC secretariat and Bibliotheca Alexandrina. It is essential to ensure the ownership of the scoping paper by the MSG through their review of the scoping paper before the workshop, which will facilitate discussions right from the beginning of the workshop, in particular discussion on knowledge gaps.

⁸ Information on MSG members for the review process will be communicated by SPREP.



- Organizations providing financial resources/support to the identified adaptation knowledge gap in the subregion: a) name and function of the organization, b) brief description of the adaptation knowledge support programme(s), c) conditions to access funding, d) specific gap(s) that the organization could help close. The information on organizations providing financial resources/support should be presented for each of the identified knowledge gaps it could help close.

Table 1: A suggested format for presenting information in the scoping paper

Sector/area of vulnerability #1								
Knowledge gaps				Information on knowledge resources				
Title	Description (including the reasons why it is considered a gap)	Target audience	Source of information	Title/author	Description (including reasons why this is not closing the gap)	Target audience	Project/programme	Source of information
Gap #1				Resource #1				
				Resource #2				
Information on organizations providing financial resources/support								
	Name and function	Description of the support programmes	Conditions to access funding	Gaps it could help close	Source of information			
Organization #1								

- Identify and assemble a multi-stakeholder group (MSG) of core experts** in accordance with the criteria contained in the background document on the LAKI. SPREP is invited to draw upon existing regional and global networks to the national climate change adaptation initiatives and regional programmes implemented in the Pacific region – including Pacific Adaptation to Climate Change (PACC), PACC+ and Pacific Ecosystem Based Adaptation to Climate Change (PEBACC).
- Provide **technical support to the organization of the workshop** including inputs to the design, presentations, technical documents and facilitation of the workshop to be conducted over 2.5 days.
- Prepare a workshop report** synthesizing the outcomes of the priority-setting workshop with inputs from co-convenors, sub regional coordination entity and MSG.
- Support SPREP in sharing the outcomes in relevant regional and global forums, including the APAN forum;
- Support the SPREP in engaging with the existing networks for adaptation and strategic governance framework in the Pacific region for catalysing response actions to close the priority knowledge gaps

(Note: SPREP will play a critical role as a sub regional coordination entity in relation to the last two deliverables. While these deliverables could be supported/initiated by the consultant, these will also be ongoing process beyond the consultancy period)

A summary of the tasks and associated deliverables and timelines is provided in **table 2** below.



Table 2: Deliverables and timeline

Area of work and outputs	Responsibilities	Timeline
<p>Phase 1: Setup <i>Phase 1 entails strategic planning and preparatory work for the subregion, including the identification of salient sectors/areas of vulnerabilities for the respective subregion; and membership of the multidisciplinary stakeholder group</i></p>		
Identification of salient sectors/areas of vulnerabilities for Pacific SIDS	UNFCCC	30 September 2020
Review and inputs to the salient sectors/areas of vulnerabilities for Pacific SIDS	UNEP, SPREP	5 October 2020
Prepare initial list of literature relevant for the scoping paper	UNEP, UNFCCC, SPREP	12 October 2020
Prepare list of literature for the scoping paper	Consultant	5 November 2020
Prepare initial list of multi-stakeholder group (MSG) members	Consultant*	10 November 2020
Provide inputs to the initial list of MSG	UNEP, UNFCCC	12 November 2020
<p>Phase 2: Operationalization <i>Phase 2 includes scoping knowledge gaps, conducting the priority-setting workshop, and disseminating the outcomes of the workshop.</i></p>		
Invitation to MSG members and finalization of the composition of the MSG	Consultant	16 November 2020
Development of the first draft scoping paper	Consultant	23 November 2020
Review of the scoping paper	MSG, UNEP, UNFCCC	4 December 2020
Finalize the scoping paper	Consultant	20 December 2020
Draft agenda and design of the virtual workshop	UNFCCC with inputs from the consultant	5 November 2020
Review of the agenda	UNEP, SPREP	16 November 2020
Virtual pre-engagement with the MSG about methodology and expectations of the workshop	Consultant, SPREP, UNEP and UNFCCC	End of December 2020-January 2021
Sharing agenda and details of the workshop with MSG	Consultant	End of December 2020
Support organization of a virtual priority-setting workshop under the overall guidance of SPREP, UNEP and UNFCCC	Consultant	February 2021 (exact dates and number of days to be decided)
Prepare workshop report synthesizing the outcomes of the workshop, which will include: <ul style="list-style-type: none"> • Priority knowledge gaps • Response actions and confirmation on collaboration 	Consultant	February 2021 (dates to be decided once the dates of the workshop are defined)



Review workshop report	UNEP and UNFCCC	February 2021 (dates to be decided once the dates of the workshop are defined)
Finalize workshop report	Consultant	February 2021 (dates to be decided once the dates of the workshop are defined)
<p>Phase 3: Implementation, monitoring and evaluation <i>Phase 3 includes catalysing response actions to address the prioritised gaps. This will entail the development of an implementation plan for the respective target domain, including the elaboration of response actions for each of the priority knowledge gaps, and the identification of relevant organizations which could undertake these response actions identified for each of the priority knowledge gaps. This phase will also include monitoring the progress of implementation and feeding back the evaluation of this process into the subsequent iterations to be conducted for the same target domain as well as for other target domains. (Concrete actions and timelines will be defined as a result of steps above, below are indicative)</i></p>		
Development of an implementation plan, including the elaboration of response actions for each of the priority knowledge gaps, and the identification of relevant organizations which could undertake these response actions identified for each of the priority knowledge gaps	Consultant with inputs from SPREP, UNEP and UNFCCC	March 2021
Coordination and engagement with relevant organizations	SPREP	March onward
Sharing and presentation of the outcomes of the workshop in relevant fora and meetings, including packaging these in relevant knowledge product/s: <ul style="list-style-type: none"> • APAN Forum 	SPREP, UNEP and UNFCCC	March onward
Monitoring and evaluation of the implementation plan and feeding the outcomes to the LAKI process for subsequent iteration of the process	SPREP, UNEP and UNFCCC	Ongoing process (timelines and responsibilities to be defined as part of the implementation plan)

C. Duration and duty station

The assignment is for 40 working days. The consultant will be home-based.

D. Qualification and requirements

- **Education:** Master's degree in either a natural science or social science related to environmental management, land use planning, development economics, sustainable development, or other relevant fields
- **Professional experiences and skills:** At least seven years of demonstrated relevant experience in adaptation to climate change, environmental management, and sustainable development or a



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- related field, at regional or international level; Experience in facilitating multi-stakeholder discussions and decision making processes; Demonstrable skills in using Excel for data analysis
- **Language:** Excellent writing and oral communication skills in English

E. Documents to be provided to the consultant⁹An initial list of authoritative information sources, which may include the following types of sources:

- Official documents produced or endorsed by the governments of countries within the relevant subregion;¹⁰
- Resources produced or endorsed by a United Nations entity.¹¹ UNFCCC documents, in particular the outcomes of regional workshops and meetings organized by the Least Developed Countries Expert Group and the Consultative Group of Experts on National Communications from Parties not included in Annex I to the Convention (CGE), National Communications, NWP workshops and meetings, should be used as a starting point for the literature review;
- Resources produced or endorsed by intergovernmental organisations.¹²
- **A background document on the LAKI;**
Relevant documents and reports from the previous LAKI workshops.

The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct

https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf

⁹ If there are relevant literature resources in French, the UNFCCC Secretariat and BA team will support the consultant in collecting and translating relevant information from these resources.

¹⁰ For example, Technology Needs Assessments (TNAs); National Adaptation Programmes of Action (NAPAs); relevant chapters of National Communications from NAI Parties.

¹¹ For example, reports of workshops and meetings on adaptation under the UNFCCC; Reports produced by the Least developed countries Expert Group (LEG); final reports of UNEP-GEF funded projects

¹² For example, relevant chapters of the Working Group II contribution to the IPCC Fifth Assessment Report.