



RFT: 2021/019\_ReAd  
File: AP\_3/1/13  
Date: 22 April, 2021  
To: Interested Consultants  
From: Vanda Faaso Chan-Ting, NDC Hub Technical Adviser

**Subject: Request for Tenders: Development of a Cross-Sectoral Implementation Framework for the Republic of Marshall Islands' (RMI) Nationally Determined Contributions (NDC) Partnership Plan - 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. 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 targeted Service Delivery
  - We value Integrity
- 1.3. For more information, see: [www.sprep.org](http://www.sprep.org).

## 2. Specifications: statement of requirement

- 2.1. SPREP is seeking to recruit qualified personnel to develop a cross-sectoral implementation framework for the Republic of Marshall Islands' (RMI) NDC Partnership Plan, for a period of 5 months.
- 2.2. The Terms of Reference for the consultancy are set out in Annex 1.
- 2.3. 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](https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf)

## 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
  - i. Must be legally able to work in RMI for the duration of the consultancy (if an overseas consultancy firm, proof of operations should be provided i.e., business license/permit and **MUST** identify a local consultant as part of their proposal);
  - ii. Be available to do the work in the timeframe proposed;
  - iii. Demonstrated value for money. The consultancy has a maximum budget of **USD 40,000**. Proposals for more than the budgeted amount will not be considered.

- iv. 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);*
- v. Sign the conflict-of-interest form.

#### **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 including:
  - i. CV to demonstrate that they have the requisite skills and experience to carry out this contract successfully;
  - ii. Provide three references relevant to this tender submission, including the most recent work completed;
  - iii. Examples of relevant experience in relevant areas addressed in the Terms of Reference;
  - iv. A detailed technical proposal/workplan and methodology;
  - v. A Financial Proposal to be priced based on a work plan on where, when, and how the assistance will be provided. The proposal should be for consultancy fees inclusive of all costs, including taxes, facilities, insurance, travel, and associated costs, should be included in the financial proposal. The consultancy has a maximum budget of **USD 40,000**. Proposals for more than the budgeted amount will not be considered.
- 4.3 Tender submission must be in United States Dollars (USD)
- 4.4 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) and sign the conflict of interest form.*
- 4.5 Subcontracting of tasks under the contract is permitted but the consultant will retain full liability towards SPREP for performance tasks of the contract as a whole.
- 4.6 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 [procurement@sprep.org](mailto:procurement@sprep.org) before 28 April 2021. A summary of all questions received with an associated response will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 30 April 2021.

#### **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:

At least one team member/consultant to have:

- i. Minimum qualification of a Masters degree (or Bachelors with minimum 10 years of experience) in the fields of Social, Environmental or Development Science, Climate Change, Environmental Management, or any other related field; at least 10 years of professional experience in the climate change and sustainable development sector; minimum of 7 years of experience in addressing climate change issues and related plans and policies in RMI; strong analytical and writing skills and ability to establish links between various strategies and plans, identify key issues and opportunities; minimum of 5 years' experience in Monitoring & Evaluation (M&E) including demonstrated experience in designing and management of M&E systems ideally in areas of environment or sustainable development; minimum of 5 years' leadership / management experience as project team leader or manager in a company; minimum of 5 years of experience in projects in the Pacific region, of which 2 years was for projects in RMI or another Micronesian country; good understanding of UNFCCC and Paris Agreement reporting instruments, requirements and guidelines, especially pertaining to NDC reporting for SIDS / Pacific countries; good understanding of environmental and climate change related issues in RMI or other similar Pacific countries (15%)
- ii. Demonstrated Experience in leading the preparation of national planning documents and long-term strategies which dealt with Climate Change, Environment and Sustainable Development. At least 2 (two) national strategies; technical expertise and regional experience working with projects in the areas of climate change, environment, and sustainable development in RMI or other similar Micronesian countries (at least two (2) projects); familiarity, knowledge & experience with UNFCCC and Paris Agreement reporting instruments, especially pertaining to NDC reporting (at least 1 (one) submitted report (to government) for UNFCCC; expertise in successfully engaging key government ministries and other relevant stakeholders as well as applying gender principles and considering the role of women in certain implementational activities in climate change, environment, and sustainable development sectors (at least 1 (one) project report) (30%)
- iii. Detailed technical proposal/workplan and methodology (45%)
- iv. Detailed financial proposal (10%)

## 7. Deadline

- 7.1. **The due date for submission of the tender is: 06 May 2021, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all tenders clearly marked '**RFT 2021/019\_ReAd: Cross-Sectoral Implementation Framework for the Republic of Marshall Islands (RMI) NDC Partnership Plan - Readvertisement**' to one of the following methods:

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



Email: [tenders@sprep.org](mailto:tenders@sprep.org) (MOST PREFERRED OPTION)

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 1: Terms of Reference

### Development of a Cross-Sectoral Implementation Framework for the NDC Partnership Plan (RMI)

#### Assignment Information

<b>Assignment Title:</b>	Development of a Cross-Sectoral Implementation Framework for RMI NDC Partnership Plan
<b>Project:</b>	NDC Hub (GIZ)
<b>Post Level:</b>	Specialist
<b>Contract Type:</b>	Individual Contractor
<b>Duty Station:</b>	Home-based <sup>1</sup>
<b>Expected Place of Travel:</b>	NA
<b>Contract Duration:</b>	60 days (over 5 months)

#### Project Description:

The Regional Pacific NDC Hub (NDC Hub) was launched in 2017 and officially established in 2018, as an initiative emerging from Pacific Island Leaders at the Climate Action Pacific Partnership (CAPP) in 2017 and Fiji's Presidency of COP23. The Hub, in partnership with SPREP and other ONE CROP+ agencies, aims to provide a regional coordinated mechanism to support countries in meeting their climate related commitments under the Paris Agreement as part of their Nationally Determined Contributions (NDCs). Assistance can be provided and tailor-made to suit NDC Hub members so they can produce relevant national policies and measures that action those commitments. In taking a demand-driven approach, the NDC Hub receives requests from Pacific Island Countries and Territories (PICTs) outlining their specific needs for support in the NDC Process and implementation so the proper technical expertise can be provided accordingly.

The Republic of Marshall Islands' (RMI) NDC Partnership Plan<sup>2</sup> was formally launched by RMI Government at the COP23 in Katowice. In May 2019 the Cabinet approved the RMI Structure for Integration and Coordination of Climate and Resilience Activity. This mechanism comprises of three Working Groups (WG): Adaptation; Mitigation; and RMI NDC Partnership (RMI-NDCP). The RMI NDCP WG provides integrated support services on cross-cutting areas such as gender and human rights, climate finance management, capacity development and global leadership on both adaptation and mitigation work. This coordination mechanism is currently progressing on the ground to ensure that it connects all sectors across RMI society for a holistic and coordinated response to climate change (CC). The Partnership Plan is the tool utilized through the NDCP Working Group as its plan to implement activities while

<sup>1</sup> Due to COVID19 restrictions, home-based is applicable to consultants based in RMI or overseas

<sup>2</sup> [NDC Partnership](#): The Partnership Plan is a tool to match demand and supply of needs. The ultimate aim of this results-based work plan is to reduce fragmentation of services and provide greater leveraging of resources.



strategically supporting the cross-cutting input to the two Working Groups. It is hoped that through this strengthened collaboration, WG members would also strengthen their capacity to provide that integrated support while tracking implementation of the cross-cutting areas and mobilize more resources. This consultancy support will support the development of an implementation framework to be in place to strategically guide the working groups to carry out its mandate.

### **Scope of Work:**

An experienced consultant is sought to develop a cross sectoral implementation framework which will include Monitoring, Evaluation and Learning (MEL) section. This framework will link the work of the RMI NDCP WG to RMI NDCP Plan, Electricity Roadmap, RMI NAP (currently in development) aligning to the overall objectives and recommendations of the RMI 2050 Climate Strategy. The implementation framework aims to create a realistic and clear roadmap, including a capacity development plan for effective cross-cutting support that will be key to strengthened capacity of the RMI NDCP WG members and lead agencies to successfully implement, track and report on this important work.

The Framework shall include:

- i) Analysis of gaps and needs based on the NDC Partnership Plan;
- ii) Detailed Action Plan to address the needs and gaps identified;
- iii) Capacity development plan to enhance skillsets, knowledge, systems and tools;
- iv) Monitoring, evaluation and learning (MEL) plan,
- v) Communication plan.

Stakeholder consultations and development of the framework will need to consider the impacts of COVID19 in terms of travel restrictions. All applications will need to clearly define a course of action which considers the restrictions. To assist with information and data collection, the Consultant will have the full support of the SPREP NDC Hub team and the RMI NDCP In-Country Facilitator.

### **Expected Outcomes and Deliverables:**

Guided by the RMI NDC Partnership (NDCP) Plan and the NDCP Working Group (WG) as well as other available studies and assessments, consultations with the RMI NDC In-Country Facilitator, Climate Change Directorate and National Energy Office, the consultant will be required to develop the implementation framework for the NDCP and the needs of the NDCP Working Group. The framework will include a detailed Action Plan, monitoring, evaluation and learning plan, and a capacity development plan. The Consultant will deliver the following outputs:

#### **Output 1: Approach to the Development of the Implementation Framework for the NDCP**

The consultant will provide a report outlining the findings gathered during the development of the framework and review of existing plans, strategies, studies, assessments with recommendations. The report will include:

- A review of gaps and needs required for the development for the implementation framework



- Findings from the review of RMI 2050 Climate Strategy, NDCP Plan, Electricity Roadmap, other relevant studies, assessments, plans, strategies etc
- Findings from stakeholder consultations with the NDCP WG, etc
- Recommendations (the recommendations should feed into the components/content of the implementation framework).

### **Output 2: Draft Implementation Framework**

The consultant will deliver a draft implementation framework for the NDCP including a detailed implementation plan based on the findings from output 1. The framework will include:

- (a) an outline of the needs and opportunities (rationale for the framework)
- (b) detailed Action plan
- (c) monitoring, evaluation and learning (MEL) plan
- (d) capacity development plan (skillsets, knowledge, systems and tools to deliver the action plan for the framework)

### **Output 3: Final Implementation Framework**

The consultant will provide the final implementation framework following feedback and inputs from the NDCP in-country facilitator, NDCP WG, Adaptation WG, Mitigation WG.

### **Output 4: Conduct Training**

The consultant will develop and deliver training to the NDCP WG on the effective implementation and reporting against the Implementation Framework of the NDCP.

### **Institutional Arrangement:**

The consultant(s) will be under the supervision of the SPREP's Climate Change Resilience Programme (Pacific NDC Hub) and work closely with the Ministry of Environment, specifically the RMI NDC In-Country Facilitator, Director of Climate Change Directorate and the RMI Director of the National Energy Office.

Reports and documentation will be shared with SPREP's Pacific NDC Hub Technical Adviser, RMI NDC In-Country Facilitator, Director of Climate Change Directorate and the Director of the National Energy Office under the RMI Ministry of Environment.

### **Duty Station:**

Home-based. If the successful consultant is not a resident of RMI, it is expected that there will no opportunity to undertake in-country consultations with the RMI Ministry of Environment, the NDC Partnership Working Group, and other relevant stakeholders.

The consultant is therefore expected to undertake initial analysis and development of the action plan based on extensive experience and knowledge of RMI and through virtual and remote consultations, workshops and trainings.

**Deliverables/Timeline:**

All deliverables must be completed within the number of days (60) set out in the table below within five months from the effective date (signing) of the contract.

No.	Deliverables	Estimated Duration to Complete (days)	Review and Approvals Required
1.	Workplan	5	CCR-NDC Hub, NDCCP In-Country Facilitator
2.	<b>Output 1: Approach to the Development of the Implementation Framework for the NDCCP</b>	15	CCR-NDC Hub, NDCCP In-Country Facilitator
3.	<b>Output 2: Draft Implementation Framework</b>	25	CCR-NDC Hub, NDCCP In-Country Facilitator
4.	<b>Output 3: Final Implementation Framework</b>	10	CCR-NDC Hub, NDCCP In-Country Facilitator
5.	<b>Output 4: Conduct Training</b>	5	CCR-NDC Hub, NDCCP In-Country Facilitator
<b>Total</b>		<b>60 days (over 5 months)</b>	

**Evaluation criteria & Scoring Method:**

A proposal will be rejected if it fails to achieve 70% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

**i. Technical Score – 70%**

Detailed technical evaluation criteria and possible scores for each are as follows:

Major Criteria	Details & sub-criteria	Maximum %
CVs & Qualification	At least one consultant to have: v. Minimum qualification of a Masters degree (or Bachelors with minimum 10 years of experience) in the fields of Social, Environmental or Development Science, Climate Change, Environmental Management, or any other related field; vi. at least 10 years of professional experience in the climate change and sustainable development sector;	



	<ul style="list-style-type: none"> <li>vii. minimum of 7 years of experience in addressing climate change issues and related plans and policies in RMI;</li> <li>viii. strong analytical and writing skills and ability to establish links between various strategies and plans, identify key issues and opportunities;</li> <li>ix. minimum of 5 years' experience in Monitoring &amp; Evaluation (M&amp;E) including demonstrated experience in designing and management of M&amp;E systems ideally in areas of environment or sustainable development;</li> <li>x. minimum of 5 years' leadership/management experience as project team leader or manager in a company;</li> <li>xi. minimum of 5 years of experience in projects in the Pacific region, of which 2 years was for projects in RMI or another Micronesian country;</li> <li>xii. good understanding of UNFCCC and Paris Agreement reporting instruments, requirements and guidelines, especially pertaining to NDC reporting for SIDS / Pacific countries;</li> <li>xiii. good understanding of environmental and climate change related issues in RMI or other similar Pacific countries.</li> </ul>	15
<p>General expertise in similar assignments</p>	<ul style="list-style-type: none"> <li>• Experience in leading the preparation of national planning documents and long-term strategies which dealt with Climate Change, Environment and Sustainable Development. At least 2 (two) national strategies;</li> <li>• Technical expertise and regional experience working with projects in the areas of climate change, environment and sustainable development in RMI or other similar Micronesian country. At least two (2) projects;</li> <li>• Familiarity, knowledge &amp; experience with UNFCCC and Paris Agreement reporting instruments, especially pertaining to NDC reporting. At least 1 (one) submitted report (to government) for UNFCCC;</li> <li>• Expertise in successfully engaging key government ministries and other relevant stakeholders as well as applying gender principles and considering the role of women in certain implementational activities in climate change, environment and sustainable development sectors. At least 1 (one) project report.</li> </ul>	30

Methodology	<ul style="list-style-type: none"> <li>• General approach – step by step methodology on how they will carry out this assignment;</li> <li>• The consultant(s) is to describe the key processes for the services for which they are responsible for:</li> <li>• Show how the consultant(s) will articulate the collection of data and related information for the Cross-Sectoral Implementation Framework for RMI's NDC Partnership Plan</li> <li>• Timeline – a Gantt chart of work activities including the starting date, dates of consultations, presentations, etc;</li> <li>• Clear presentation of potential difficulties in carrying out this assignment to deliver RMI's Cross-Sectoral Implementation Framework for their NDC Partnership Plan. Possible solutions to overcome perceived obstacles should also be included;</li> <li>• Workplan to include total number of person-days and appropriate allocation of person-days with respect to each task;</li> <li>• CVs of all team members should also be presented.</li> </ul>	45
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**ii. Financial Score – 10 %**

A detailed budget is to be provided by the bidder(s) for each of the activities to be implemented.

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = 10 \times \frac{\text{Lowest Bid Amount}}{\text{Total Bidding Amount of the Proposal}}$$

**Reporting Relationships:**

The consultant will report primarily to the CCR Director through the Pacific NDC Hub Technical Advisor based at SPREP.

The successful consultant must supply the services to the extent applicable, in compliance with the SPREP's Values and Code of Conduct  
[https://www.sprep.org/attachments/Publications/Corporate\\_Documents/sprep-organisational-values-code-of-conduct.pdf](https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf)