

## REQUEST FOR TENDERS

RFT: 2021/040  
File: FN\_11  
Date: 24 June, 2021  
To: Interested suppliers  
From: Nanette Woonton, Acting Communications and Outreach Adviser

**Subject: Request for tenders: Communications Consultancy**

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### 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 would like to call for tenders from qualified and experienced specialists in the Communications and Outreach fields to undertake a one year senior level Communications Consultant role with SPREP. Noting this posting is in the Communications and Outreach Unit within Samoa and would require the Communications Consultant to work within the office at the SPREP Compound in Apia.
- 2.2. The successful applicant will need to work with the SPREP Communications and Outreach Unit based at the SPREP Compound in Apia, Samoa and will be required to commence work from July/August 2021 through to July/August 2022 with possibility of extension.
- 2.3. This position seeks a consultant with demonstrated successful leadership, management and supervisory qualities, technical communications skill set and personable attributes to provide the necessary support within the team's dynamics.
- 2.4. 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 suppliers must meet the following conditions:
  - i. Must currently reside in Samoa and be legally permitted to work.



- ii. Complete the **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.
- iii. Sign the **conflict of interest form** provided.
- iv. Submit a CV to demonstrate the consultant has the relevant experience, skills and qualifications to carry out this contract successfully.

#### 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. Describe any additional minimum content and format requirements.
- 4.2. Tender documentation should outline how the consultant meets the required skill sets through the attached form as well as their CV and samples of no more than six pieces of recent work, inclusive of a written piece.
- 4.3. Provide three referees relevant to this tender submission, including that from the most recent work completed.
- 4.4. Tender submission must be in United State Dollars (USD).
- 4.5. 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 07 July 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 09 July 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.
  - i. Excellent expertise in successful team leadership, management and supervising [15%]
  - ii. Demonstrated successful experience in communications and the wide range of components that this area encompasses [20%]
  - iii. Experience working in a culturally diverse work environment [10%]
  - iv. Ability to successfully lead and facilitate coordination of communications activities and events [15%]
  - v. Excellent writing skills and ability to develop technical content into that for generic audiences. This will be assessed based on the samples of work provided (no more than 6), inclusive of a written piece [20%]



- vi. Detailed financial proposal inclusive of all fees (and applicable taxes) which should cover expenses such as insurance, local transport and other associated costs for duration of the consultancy [20%]
- 6.2 Assessment of proposals will be based on the evaluation of the Technical criteria (80%) and Financial assessment (20%).

## 7. Deadline

- 7.1. **The due date for submission of the tender is: 22 July 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 '2021/040: Communications Consultant' 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 tenders box at SPREP reception,  
Vailima, Samoa.

Note: Submissions made to the incorrect portal will not be considered by SPREP. If SPREP is made aware of the error in submission prior to the deadline, the applicant will be advised to resubmit their application to the correct portal. However, if SPREP is not made aware of the error in submission until after the deadline, then the application is considered late and will be returned unopened to the sender.

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

- **Posting:** Samoa, Communications and Outreach (CAO) Unit
- **Period:** As soon as possible through to July/August 2022 with possibility of extension
- **Working with:** Acting Communications and Outreach Adviser, Communications Support Officer, Outreach Support Officer.

The following Consultancy is established to provide support for, as well as lead and supervise where necessary, a busy, thriving, fast-moving and vibrant team within the Secretariat of the Pacific Regional Environment Programme (SPREP). The hours of work the consultant will be required to work in the office at the SPREP Compound and/or working, will be mutually agreed upon after discussion with the Acting Communications and Outreach Adviser. The consultant will work with SPREP's Communications and Outreach Team, guided by the Acting Communications and Outreach Adviser who reports to the Director General.

The Communications and Outreach Team provides communications support across the whole of SPREP and are guided by a range of policies, inclusive of the "Whole of SPREP 2021 Communications Pathway" and the "SPREP Cohesive Communications Pathway".

It must be further noted there are specific aspects within this role which will require supervisory support based upon the guidance of the Acting Communications and Outreach Adviser. There are also components and activities that will require the Consultant to act as lead for the Communications and Outreach Unit for which these will be discussed before implementation, with the Acting Communications and Outreach Adviser who is currently working remotely.

SPREP is implementing several major communications activities this year which are fluid and often interlink across the different programmes and work within SPREP which will require flexibility. Due to this, the areas of the supervisory role and components of work to be led are to be discussed and agreed upon, on a case-by-case basis.

This position seeks a consultant with demonstrated successful leadership, management and supervisory qualities, technical communications skill set and personable attributes to provide the necessary support within the team's dynamics.

### Terms of Reference

The following is to be undertaken together as part of the Communications and Outreach Team as led by the Acting and Communications and Outreach Adviser:

- Provide leadership, management and supervisory support to the Team based in Apia, Samoa as requested, noting this may require decision making however guidance will be provided from the Acting Communications and Outreach Adviser currently working remotely.
- Lead, and implement where necessary, aspects of the different SPREP communications, outreach and engagement strategies. It must be noted where a leading role is required – this will be discussed beforehand and guided by the Acting Communications and Outreach Adviser.
- Provide leadership, guidance and support to the development of the different SPREP communications, outreach and engagement strategies.
- Identify and develop training/capacity building opportunities (including training of regional media, teachers/teacher trainers, government officials) consistent with the SPREP Communications Pathways.
- Prepare analytical articles and papers for publication within the scope of SPREP's work programme in association with the Communication and Outreach team and other relevant staff; and priorities of Pacific Island Members of SPREP.



- Provide strategic and technical advice and support and guidance to the Acting Communications and Outreach Adviser for matters pertaining to the team supervision and decision making when required.
- Lead content development when requested - noting this will require research and consultation with relevant staff. This content spans a wide range of diverse materials and resources inclusive of basic graphic design when required, for a range of diverse audiences.
- Support quality control through ensuring all content and materials to be distributed externally is in line with SPREP standards, policies, procedures and guidelines.
- Represent the SPREP Communications and Outreach Unit for SPREP work, when required, requested and agreed upon.
- Implement the SPREP communication policies, guidelines and processes.
- Provide publications support and guidance when required, across the wide range of SPREP Communications work.

#### **Priority skillset and qualities**

- Excellent leadership, management and supervisory skills and ability to lead and guide the team based in Apia, driving a positive working environment.
- At least 10 years of demonstrated excellent supervisory skills in the communications field that has resulted in strong team morale and high-quality outputs.
- Excellent skills in time management, organisational, analytical, photography with attention to detail
- Good interpersonal relations to help support team dynamics through gaining trust and confidence in a cross-cultural setting.
- Strong work ethic including ability to use initiative and work as a team and according to standards set by the CAO team..
- Resilient thinker that can easily adapt to fast pace and urgent requests and/or changes.
- High level of diplomacy and interpersonal skills to manage relations with staff, SPREP Members and partners, as may be required.
- Technical competence to use design software, publications, website, social media and virtual engagement.
- Strong, demonstrated experience in at least several key areas of communications.