

REQUEST FOR TENDERS

RFT: 2021/053
File: AP_3/29
Date: 30 June, 2021
To: Interested suppliers
From: Martin Sharp – PACRES Project Manager

Subject: Request for Tenders: Consultancy to mainstream climate change in Niue.

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.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from a suitably qualified consultant to mainstream climate change in Niue
- 2.2. The Terms of Reference and the specific statement of work for the consultancy are set out in Annex A.
- 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.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
 - i. Must be legally able to work in Niue for the duration of the contract;
 - ii. Provide three references relevant to this tender submission, including the most recent work completed;
 - iii. Provide examples of related past work outputs;
 - 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; and

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:
- The CVs of proposed personnel highlighting related experience relevant to the tender.
 - A Technical Proposal which describes the interested tenderer's approach, including timelines to achieve the tasks described in the Terms of Reference.
 - A Completed Tender Application Form and Conflict of Interest form.
- 4.3 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 before 12 July 2021. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 14 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.
- Qualifications and expertise (60%):
 - hold a qualification from a recognised tertiary institution in a field relevant to environmental management, natural resources management and/ or climate change;
 - have at least five years experience in policy development or implementation in climate change adaptation or mitigation or a related field, including experience in mainstreaming climate change and developing monitoring and evaluation frameworks;
 - have excellent communication and stakeholder engagement skills; and
 - demonstrate a sound knowledge of climate change policies and processes at the global, regional and national level as they relate to Niue's development planning.
 - Detailed technical proposal (40%) to include:
 - recommended approach to deliver scope of work in the attached terms of reference;
 - key sources/data to inform the assignment and relevant stakeholders; and
 - detailed work plan clearly outlining milestones and delivery timelines.

7. Deadline



- 7.1. The due date for submission of the tender is: **23 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 '**RFT 2021/053: Consultancy to mainstream climate change in Niue**' 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.

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>



ANNEX A – TERMS OF REFERENCE

MAINSTREAMING CLIMATE CHANGE IN NIUE (SERVICE-BASED CONSULTANCY)

Background and rationale

The Intra-ACP GCCA+ Pacific Adaptation to Climate Change and Resilience Building (PACRES)¹ project aims to ensure better regional and national adaptation and mitigation responses to climate change challenges facing Pacific ACP countries, including Niue. PACRES is being implemented 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) to the end of June 2023.

One of the PACRES activities is to mainstream climate change and disaster resilience including gender, disability and human rights aspects across national sustainable development, sector and community-based strategies, policies and legislative frameworks. In Niue, the Department of Environment within the Ministry of Natural Resources (MNR) is currently responsible for climate change policy, but there is a requirement to strengthen institutional arrangements for mainstreaming climate change. Also within MNR, the Niue Meteorological Service provides climatological, meteorological, marine and aviation forecasting products and services. Elsewhere in Niue, the National Disaster Management Office (NDMO) has well established arrangements for emergency management and disaster response, while the Project Management and Coordination Unit (PMCU) is responsible for administering Green Climate Funds under the Premier of Niue as the Nationally Designated Authority.

Services required

SPREP is seeking the services of an experienced and suitably qualified consultant to mainstream climate change across government, the private sector and the community in Niue.

Scope of work

The scope of work for the consultant comprises the following deliverables:

1. A desktop analysis and consolidation of findings from the review of existing plans, policies or strategies relevant to mainstreaming climate change in Niue. This will include a gap analysis report and collation of all existing plans in a way that is easily accessible to stakeholders (within 6 weeks of commencing);
2. Working under the broad direction of the Director-General MNR with a small advisory group comprising MNR Directors, and the Directors of PCMU and NDMO, develop a strategy and action plan to strengthen mainstreaming of climate change (both adaptation and mitigation) across government, the private sector and the community in Niue within three months of commencing. This will include a monitoring and evaluation plan to track implementation of the strategy;
3. With MNR, arrange and facilitate a climate change mainstreaming workshop for government, the private sector and community (within 5 months of commencing) The workshop will gauge the current level of awareness of climate change issues and the

¹ The €12.18 million PACRES is funded primarily by the European Union (EU) with targeted funding from Monaco and the Swiss Confederation.

extent to which stakeholders already take account of likely climate change impacts in their strategies and business planning;

4. Ongoing engagement with stakeholders to strengthen climate change mainstreaming based on the strategy developed under (2) above, fine-tuned as necessary during implementation and especially following the first workshop;
5. With MNR, arrange and facilitate a follow-up climate change mainstreaming workshop for government, the private sector and community (within 11 months of commencing), to assess the level of uptake of mainstreaming across stakeholders;
6. Produce of a project closure report, including lessons learned and a strategy for sustaining climate change mainstreaming across stakeholders in Niue (prior to project closure).

Potential suppliers are invited to submit proposals. 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/spreporganisationalvalues-code-of-conduct.pdf.

Project Oversight and Reporting.

The consultant will work under the broad direction of the Director-General, MNR and submit monthly reports to the Director-General MNR and PACRES Project Management Unit (PMU) reporting against milestones and deliverables described in the Scope of Work above.

Project Schedule

The consultancy will be undertaken over 12 months commencing as soon as practicable.

Expected project activity is detailed in Table 1 below. The tender response should detail how these steps will be delivered by submitting a Technical Proposal.

No.	Activity
1	Notification of successful consultant
2	Contract signed, commencement meeting via virtual means with the successful contractor, SPREP and MNR in Niue and workplan agreed
3	A desktop analysis and consolidation of findings from the review of existing plans, policies or strategies relevant to mainstreaming climate change in Niue. This will include a gap analysis report and collation of all existing plans in a way that is easily accessible to stakeholders (within 6 weeks of commencing)
4	Working under the broad direction of the Director-General MNR with a small advisory group comprising MNR Directors, and the Directors of PCMU and NDMO, develop a strategy and action plan to strengthen mainstreaming of climate change (both adaptation and mitigation) across government, the private sector and the community in Niue within three months of commencing. This will include a monitoring and evaluation plan to track implementation of the strategy

5	With MNR, arrange and facilitate a climate change mainstreaming workshop for government, the private sector and community (within 5 months of commencing) The workshop will gauge the current level of awareness of climate change issues and the extent to which stakeholders already take account of likely climate change impacts in their strategies and business planning
6	Ongoing engagement with stakeholders to strengthen climate change mainstreaming based on the strategy developed under (4) above, fine-tuned as necessary during implementation and especially following the first workshop
7	With MNR, arrange and facilitate a follow-up climate change mainstreaming workshop for government, the private sector and community (within 11 months of commencing), to assess the level of uptake of mainstreaming across stakeholders
8	Monthly progress reports provided to SPREP and MNR
9	Produce a project closure report, including lessons learned and a strategy for sustaining climate change mainstreaming across stakeholders in Niue (prior to project closure)

Remuneration

Remuneration will be in the order of NZD 4,000-5,000 per month based on experience and subject to submission of a monthly report to the PACRES PMU, reporting against milestones and deliverables described in the Scope of Work above.

The consultant will be responsible for any applicable taxes, superannuation and relevant insurance coverage. The consultant will have their own laptop.

Expertise and qualifications

The consultant will:

- i. demonstrate they are legally able to work in Niue;
- ii. hold a qualification from a recognised tertiary institution in a field relevant to environmental management, natural resources management and/ or climate change;
- iii. have at least five years experience in policy development or implementation in climate change adaptation or mitigation or a related field, including experience in mainstreaming climate change and developing monitoring and evaluation frameworks;
- iv. have excellent communication and stakeholder engagement skills; and
- v. demonstrate a sound knowledge of climate change policies and processes at the global, regional and national level as they relate to Niue's development planning.