

REQUEST FOR TENDERS

RFT: 2021/060
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Date: 27 July, 2021
To: Interested suppliers
From: Monifa Fiu (GCCA+ SUPA SPREP Team Leader/Impacts Analysis Adviser)

Subject: Request for tenders: GCCA+ SUPA Data Analyst

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. The Global Climate Change Alliance Plus Scaling Up Pacific Adaptation (GCCA+ SUPA) Project, in particular the SPREP component will undertake an impact analysis methodology designed and tested with information on past adaptation interventions completed in the past 5-years in four countries. These are Tonga, Palau, Cook Islands, and the Federated States of Micronesia. Key criteria for assessing past interventions include:
 - (i) effectiveness,
 - (ii) sustainable social and behavioural changes e.g. enhanced decision making skills for women and vulnerable groups,
 - (iii) successful lessons and practices, and;
 - (iv) overall sustainability of completed climate change adaptation interventions.

The impact methodology will be tested in the four trial countries and integrated into a user-friendly database module which can be added to existing national climate change portals. Training will be provided so that countries can install, populate, and customise the adaptation impacts database and apply it to inform their national prioritisation and decision making. The other countries taking part in this GCCA+ SUPA Action will be involved in training activities and information sharing sessions at regional meetings.
- 1.4. This tender procedure is for the provision of data analysis services for the GCCA+ SUPA Project at SPREP to support the development of the impacts database and manage the impacts analysis of field data from the four trial countries in developing the impacts analysis methodology.
- 1.5. 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 data analysts who can offer their services to the GCCA+ SUPA Project at SPREP.
- 2.2. Services requested:
- i. The data analysis will explore whether and what statistical relationships exist between households, communities, and the impact of incremental adaptation in identified areas.
 - ii. Examine results of social surveys on vulnerable groups and impact of the adaptation intervention of their livelihoods and safety, influence of an adaptation on the socio-economic status of benefited families, the disability, elderly, women, youth, and children in the targeted community.
 - iii. The results aim to provide a basis for formulating hypotheses about impact of the adaptation effort i.e., those environmental and social interactions that will merit quantitative analysis and those for which qualitative analysis should be carried out.
 - iv. Report on the statistical analysis of field impact assessment social data from each of the four trial countries and to design Randomised Control Tests to test the hypotheses and make policy recommendations.
- 2.3. Full specifications for the Terms of Reference and the specific statement of work for this tender are set out in Annex A.
- 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

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
- i. Submit details of qualification and previous relevant experience for at least seven years' experience with data analysis in environment and climate change sectors.
 - ii. Submission must include a technical proposal that includes a detailed work plan and schedule of activities plus a financial proposal.
 - iii. Submit a detailed Curriculum Vitae (CV) to demonstrate that consultant has the relevant experience, skills, work ethics, and qualifications to carry out this contract successfully.
 - iv. Provide three referees relevant to this tender submission, including the most recent work completed.
 - v. Provide examples of prior relevant work outputs.
 - 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 meet the selection criteria – DO NOT refer us to your CV or your Technical Proposal. Failure to complete the tender application form will result in the application NOT being considered);*
 - vii. Sign the conflict-of-interest (COI) form.

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:
- a) A detailed CV of the proposed personnel highlighting experience relevant to the tender;
 - b) A technical proposal which contains the details to achieve the tasks outlines in the Terms of Reference and includes a detailed work plan and schedule of activities; and
 - c) A financial proposal to be priced on a workplan on where, when, and how the technical assistance will be provided. The proposal should be for consultancy fees costs, inclusive of all costs, including taxes, facilities, insurance, local travel, and associated costs, should be included in the financial proposal. Submitted proposals will be evaluated based on the best value for money.
- 4.3. Tender submission must be in United States Dollars (USD).
- 4.4. Complete the tender application form and COI form provided.
- 4.5. The Proposal must remain valid for 90 days from date of submission.
- 4.6. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.7. 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 04 August 2021. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 06 August 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. Masters' degree with advanced level of competency in analytical software in the areas relevant to this tender, such as Computer Science, Information Systems, Mathematics, or Statistics (20%).
 - ii. At least seven years of experience with data analysis in the environment and climate change sectors, and with understanding of data innovation methodologies and designing data-based experiments preferred (20%).
 - iii. Proven strong background in research and analysis in the areas of household livelihoods, environmental education and awareness and access to climate change adaptation and disaster risk reduction products (20%).
 - iv. Evidence of database input and database management for environmental monitoring purposes (10%).
 - v. Detailed technical proposal/workplan and methodology including timeframe (20%).
 - vi. Detailed financial proposal (10%).

7. Deadline

- 7.1. **The due date for submission of the tender is: 17 August 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 2021/060: GCCA+ SUPA Data Analyst' 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

GCCA+ SUPA Data Analyst

1. Objectives of the Contract

This tender procedure is for the provision of data analysis services for the GCCA+ SUPA Project at SPREP to support the development of the impacts database and manage the impacts analysis of field data from the four trial countries in developing the impacts analysis methodology.

2. Scope of Work and Description of Key Activities

Reporting to the GCCA+ SUPA SPREP Team Leader/Impacts Analysis Adviser, the Data Analyst will have responsibility for the statistical analysis and reporting of the field impact assessment data collated from trial countries of the adaptation impacts' analysis methodology.

Specifically:

- a) The data analysis will explore whether and what statistical relationships exist between households, communities, and the impact of incremental adaptation in identified areas.
- b) Examine results of social surveys on vulnerable groups and impact of the adaptation intervention on livelihoods and safety, influence of an adaptation on the socio-economic status of benefited families, the disability, elderly, women, youth, and children in the targeted community.
- c) The results aim to provide a basis for formulating hypotheses about impact of the adaptation effort, i.e., those environmental and social interactions that will merit qualitative analysis and those for which qualitative analyses should be carried out.
- d) Report on the statistical analysis of field impact assessment social data from each of the four trial countries and to design Randomised Control Tests to test the hypotheses and make policy recommendations.

3. Specific Tasks

The following essential functions are to be conducted under the guidance of the GCCA+ SUPA SPREP Project Team. These essential functions include, but are not limited to:

- Provide technical input to the development of the impact database.
- Assist in the development of the module to include the impact database in the Pacific Climate Change Portal (PCCP) 'starter pack' for national portals.
- Provide support in developing a manual guide in operationalising the impact database.
- Examine results of social surveys and field impact assessments to input into the impact database according to selected fields.
- Produce a report on the statistical analysis of field impact assessment from each of the four trial countries.

4. Logistical and Reporting Arrangements



The consultancy will be funded through the GCCA+ SUPA Project at SPREP.

There is scope for this to be a remote working consultancy, therefore internet access is compulsory.

The consultant is to have own their technical equipment required to undertake this work.

The consultant will liaise with the GCCA+ SUPA SPREP Project Team for technical advice and guidance.

5. Requirements

Technical and Financial Evaluation Criteria		Obtaining Score
i.	Masters' degree with advanced level of competency in analytical software in the areas relevant to this tender, such as Computer Science, Information Systems, Mathematics, or Statistics.	20%
ii.	At least seven years of experience with data analysis in the environment and climate change sectors, and with understanding of data innovation methodologies and designing data-based experiments preferred.	20%
iii.	Proven strong background in research and analysis in the areas of household livelihoods, environmental education and awareness and access to climate change adaptation and disaster risk reduction products.	20%
iv.	Evidence of database input and database management for environmental monitoring purposes.	10%
v.	Detailed technical proposal/workplan and methodology including timeframe.	20%
Total (Technical)		90%
Financial		
vi.	Detailed financial proposal.	10%

6. Timeline

The consultant will work closely with SPREP for 40 working days from agreed start date until the end of March 2022.

7. Working Arrangements

The consultant will be based at home and work remotely.

The consultant will work under the direction of the GCCA+ SUPA SPREP Team Leader and submit monthly updates to the GCCA+ SUPA SPREP Team Leader reporting against agreed tasks and output(s) delivered.



The consultant will need to demonstrate that he/she is legally entitled to work.

8. Project Management

The execution of this consultancy work requires the capacity to manage several orders simultaneously and to ensure coordination between all parties involved, where needed.

Where instruction is challenging to address via email, the consultant is expected to interact with the GCCA+ SUPA SPREP Project Team and other relevant colleagues via teleconference and other virtual platforms (Zoom Cloud Meetings, Microsoft Teams).

9. Duration of the Consultancy

This consultancy will run up to the end of March 2022 and commencing as soon as practical.