



# REQUEST FOR TENDERS

RFT: 2021/075\_ReAd  
File: AP\_3/29  
Date: 20 October, 2021  
To: Interested suppliers  
From: Martin Sharp - PACRES Project Manager

**Subject: Request for Tenders: Project Coordinator: Enhancing the resilience and adaptive capacity of Samoa's coastal communities to climate change through marine Ecosystem-based Adaptation pilot solutions, 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 would like to call for tenders from a suitably qualified local consultant to undertake the role of Project Coordinator for a project enhancing the resilience and adaptive capacity of Samoa's coastal communities to climate change through marine Ecosystem-based Adaptation pilot solutions.
- 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/Publications/Corporate\\_Documents/sprep-organisational-values-code-of-conduct.pdf](https://www.sprep.org/attachments/Publications/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:
  - a. Must be based and legally able to work in Samoa for the duration of the contract;
  - b. Provide three references relevant to this tender submission, including the most recent work completed;
  - c. Provide examples of related past work outputs;

- d. 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*
- e. Sign the **Conflict of Interest** 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 and include:
  - a. The CVs of proposed personnel highlighting related experience relevant to the tender.
  - b. 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](mailto:procurement@sprep.org) before 26 October 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 28 October 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.
  - a. A tertiary qualification from a recognised institution in marine science, natural resources management, biodiversity conservation, climate change adaptation or a related and relevant field; (25%)
  - b. Project management or project coordination experience; (20%)
  - c. At least 5 years-experience working in similar roles in the Pacific region and preferably Samoa, including experience in environmental monitoring and sound understanding of coastal ecosystems; (25%)
  - d. Experience working with Government, communities and other stakeholders in Samoa; (15%) and
  - e. Excellent written and oral communication skills in English and Samoa (15%)

#### **7. Deadline**

- 7.1. The due date for submission of the tender is: **04 November 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 2021/075\_ReAd: Project Coordinator: Enhancing the resilience and adaptive capacity of Samoa's coastal communities to climate change through marine Ecosystem-based Adaptation pilot solutions, 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 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

#### **Project coordinator: Enhancing the resilience and adaptive capacity of Samoa's coastal communities to climate change through marine based Ecosystem-based Adaptation (EbA) pilot solutions**

#### **Background and Rationale**

Samoa is one of five Pacific ACP Countries where the Intra-ACP GCCA+ Pacific Adaptation to Climate Change and Resilience Building (PACRES) is scaling up adaptation and ecosystem-based adaptation EbA pilots. PACRES activities in Samoa are led and coordinated by the Secretariat of the Pacific Regional Environment Programme (SPREP) in partnership with Samoa's Ministry of Natural Resources and Environment (MNRE), the Pacific Community and the University of the South Pacific.

The €12.18 million PACRES is funded primarily by the European Union with targeted support from Monaco (€90,000) and the Swiss Confederation (€85,441). Funding from Monaco is funding a marine component of scaling up adaptation and EbA pilots, including the project described below.

The project entitled "Enhancing the resilience and adaptive capacity of Samoa's coastal communities to climate change through marine based Ecosystem-based Adaptation (EbA) pilot solutions." ("the Project") is being designed and implemented in partnership between SPREP and MNRE's Division of Environment and Conservation (MNRE-DEC).

The objective of the Project is to develop baseline information on key marine ecosystems and implement community driven pilots that strengthen Samoa's coastal and community adaptive capacity and resilience to climate change.

The scope of the Project is monitoring and management of three key marine ecosystems:

1. sea grass
2. coral reefs; and
3. mangroves.

Specific activities will include:

1. Collecting detailed information on the current situation, distribution, abundance, species richness and status of key marine ecosystems in Samoa;
2. Developing a monitoring programme for the key marine ecosystems (seagrass, coral and mangroves) which can be implemented by communities in collaboration with and under the guidance and leadership of the MNRE-DEC to track trends in Samoa;
3. Developing rehabilitation programmes for restoration purposes especially coral planting and mangrove planting; and
4. Raising community awareness of seagrasses and seagrass management, coral and mangrove rehabilitation and restoration in Samoa.

As an initial step, SPREP is seeking to engage a suitably qualified Project Coordinator with experience in marine eco-systems to work with MNRE-DEC and SPREP to support detailed design and implementation of the Project.

### **Scope of work**

The Project Coordinator will, under the direction of the ACEO MNRE-DEC and the PACRES Project Management Unit (PPMU) at SPREP:

1. Develop a detailed project implementation plan (PIP), including fully costed budget, risk register and M & E framework for implementation of the Project; based on the project activities identified above:
  - a. Collecting detailed information on the current situation, distribution, abundance, species richness and status of key marine ecosystems in Samoa;
  - b. Developing a monitoring programme for the key marine ecosystems (seagrass, coral and mangroves) which can be implemented by communities in collaboration with and under the guidance and leadership of the MNRE-DEC to track trends in Samoa; and
  - c. Developing rehabilitation programmes for restoration purposes especially coral planting and mangrove planting;
  - d. Raising community awareness of seagrasses and seagrass management, coral and mangrove rehabilitation and restoration in Samoa.
2. Lead implementation of the Project with support from DEC Marine Conservation Section under the direction of the ACEO, MNRE-DEC and the PPMU, noting overall responsibility for Project delivery lies with the PPMU. Note specific lines of reporting and responsibilities will be agreed with the successful candidate.
3. The Project Coordinator will be the key day-to-day contact between other implementing partners, any additional technical assistance identified during implementation planning phase, and communities.
4. Provide monthly progress reports on project implementation to the ACEO MNRE-DEC and the PPMU.
5. Manage project closure and hand over to MNRE-DEC at the end of the Project.

### **Requirements**

To be considered for this position, applicants will need to have:

1. A tertiary qualification from a recognised institution in marine science, natural resources management, biodiversity conservation, climate change adaptation or a related and relevant field; (25%)
2. Project management or project coordination experience; (20%)
3. At least 5 years-experience working in similar roles in the Pacific region and preferably Samoa; (25%)
4. Experience working with Government, communities and other stakeholders in Samoa; (15%) and
5. Excellent written and oral communication skills in English and Samoa (15%)

**Duration**

The consultancy will be until 31 December 2022, with the possibility of an extension subject to funding. The position will commence ASAP.

**Remuneration**

Remuneration will be SAT 6,250 per month based on submission and acceptance by the PPMU of a monthly report against agreed milestones and workplan.

**Work arrangements**

This consultancy will work closely with MNRE-DEC. A desk and internet will be made available at MNRE-DEC, along with access to printing etc. The consultant must have their own laptop and mobile phone.