

REQUEST FOR TENDERS

RFT: 2022/008
File: AP 2/41
Date: 25 February, 2022
To: Interested suppliers
From: Mathilde Kraft, Kiwa Project Development Coordinator

Subject: Request for tenders (RFT): Consultancy services to develop a Strategy on Gender and Social Inclusion in Nature-based Solutions for climate adaptation projects and training activities

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 qualified and experienced consultants who can offer their services to provide expert assistance to SPREP in developing a strategy to integrate Gender Equity and Social Inclusion approaches in Nature-based Solutions for climate adaptation projects and training activities.
- 2.2. The successful applicant will need to provide the full, approved strategy and training module as described in Annex A: Terms of Reference., within 10 weeks of contract signing.
- 2.3. The Terms of Reference and the specific statement of work for this engagement 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. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.5. SPREP Standard Contract Terms and Conditions are non-negotiable.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
- i. Complete the tender application form provided – noting you are required to complete all areas in full, particularly the statements to demonstrate you meet the selection criteria. Failure to do so may result in your application NOT being considered.
 - ii. Submissions must include a **TECHNICAL PROPOSAL** that include a detailed workplan, methodology, schedule of activities and other items as deemed necessary by the applicant.
 - iii. Submissions must include a **FINANCIAL PROPOSAL** that has an annotated budget listing for each task
 - iv. Submissions must include a Curriculum Vitae for each member of the proposed team, demonstrating relevant experience, skills, and qualifications to carry out the required statement of works.
 - v. Provide examples of past relevant work outputs
 - vi. Sign the Declaration of Integrity Form provided.
- 3.2 Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **conflict of interest form** provided.
- 3.3 Tenderer is deemed ineligible due to association with exclusion criteria, including bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.
- 3.4 Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall into any of the exclusion situations cited in 3.3 above and where applicable, that they have taken adequate measures to remedy the situation.

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 be submitted in English and outline the interested supplier's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.
- a) **SPREP Tender Application form, conflict of interest form and declaration of integrity 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. Failure to do this will mean your application will **not** be considered).*
For the Technical and Financial proposals you may attach these separately.
 - b) **Honour form**
 - c) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
 - d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.

- e) **Financial Proposal** – detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes. Refer to Annex A for more details.
- 4.3 Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4 Tenderers/bidders shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award; SPREP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 4.5 The tenderer/bidder might be requested to provide additional information relating to their submitted proposal, if the Tender Evaluation Committee requests further information for the purposes of tender evaluation. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6 The submitted tender proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential tenderer/bidder can provide services for.
- 4.7 Tender submission must be in United States Dollars (USD).
- 4.8 The Proposal must remain valid for 90 days from date of submission.
- 4.9 Tenderers must insist on an acknowledgement of receipt of tender.

5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 09 March 2022. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 11 March 2022.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
- c. SPREP will determine what, if any, response should be given to a Tenderer question. SPREP will circulate Tenderer questions and SPREP's response to those questions to all other Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>) without disclosing the source of the questions or revealing any confidential information of a Tenderer.
- d. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- e. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFT or any other information given or made available by SPREP, the Tenderer should promptly notify the Procurement Officer setting out the error in sufficient detail so that SPREP may take the corrective action, if any, it considers appropriate.

6. Evaluation criteria

- 6.1. This Tender is subject to a quality and cost based selection. SPREP will proceed to 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.
- 6.2. Experience



- a. Demonstrated experience in public policy drafting and capacity-building (focus on both company, and officers to deliver the works) – please provide examples and link to work/reports **15%**
- b. Demonstrated experience in Gender and Social Inclusion issues as they relate to biodiversity conservation and/or climate change adaptation. Experience and/or working knowledge in the countries described in the ToR is preferable **30%**

6.3. Proposed project Methodology

- Detailing activities to be conducted over the term of the engagement, with specific mention of the proposed workplan (methodology) and scope of investigation to provide necessary guidance to the region **35%**

6.4 Demonstration of value for money

- Based on value for money considering (but not limited to) cost, experience of staff, hours invested, product scope and depth etc. **20%**
- The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = a \times \frac{b}{c}$$

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

7. Variation or Termination of the Request for Tender

- 7.1 a. SPREP may amend, suspend or terminate the RFT process at any time.
- b. In the event that SPREP amends the RFT or the conditions of tender, it will inform potential Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>).
- c. Tenderers are responsible to regularly check the SPREP website Tenders page for any updates and downloading the relevant RFT documentation and addendum for the RFT if it is interested in providing a Tender Response.
- d. If SPREP determines that none of the Tenders submitted represents value for money, that it is otherwise in the public interest or SPREP's interest to do so, SPREP may terminate this RFT process at any time. In such cases SPREP will cancel the tender, issue a cancellation notice and inform unsuccessful bidders accordingly.

8. Deadline

- 8.1. **The due date for submission of the tender is: 21 March 2022, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3. Please send all tenders clearly marked '2022/008: **Consultancy services to develop a Gender Equity and Social Inclusion strategy in Nature-based Solutions for climate adaptation projects and training activities**' 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.

SPREP reserves the right to enter into negotiation with respect to one or more proposals prior to the award of a contract, split an award/awards and to consider localised award/awards between any proposers in any combination, as it may deem appropriate without prior written acceptance of the proposers.

A binding contract is in effect, once signed by both SPREP and the successful tenderer. Any contractual discussion/work carried out/goods supplied prior to a contract being signed does not constitute a binding contract.

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

Consultancy services to develop a Gender and Social Inclusion strategy in Nature-based Solutions for climate adaptation projects and training activities

Background

1. Officially started in March, 2020, the “Kiwa Initiative – Nature-based Solutions for climate resilience” is the first programme ever to gather five donors (France, the European Union, Canada, Australia and New Zealand) and regional/national partners around a common objective : to enhance access to funding for rights-based gender-sensitive and socially-inclusive climate change adaptation through nature-based solutions for Pacific Island Countries and Territories (PICTs), including local, national and regional authorities as well as civil society organisations. Taking action to protect biodiversity (conservation/restoration) and developing Nature-Based Solutions (NBS) to anticipate, reduce vulnerabilities and strengthen adaptive capacities of Pacific Island Countries and Territories in the face climate change are the core governing principles of the Initiative.
2. The Kiwa Initiative is designed to increase the capacities of PICTs to access climate funding mechanisms and to protect, restore, and enhance biodiversity in order to adapt to climate change impacts and to strengthen the resilience of their socio-ecological systems. The main activities within the scope of the Initiative can be summarized into three main components: regional projects (including at least two eligible countries or territories), local projects (for very small, small or medium-sized grants, managed by IUCN), and a technical assistance programme.
3. Within the technical assistance programme of the Initiative, SPREP is responsible for providing technical support and assistance to build capacities and strengthen cooperation through the development of regional projects and policies.

Activity background

4. As part of this technical assistance programme, SPREP seeks to strengthen the capacity of regional, national and local stakeholders to integrate nature-based solutions into national and local policies and to develop related regional projects, through the design and implementation of regional, national and local training workshops and webinars.
5. The IUCN defines Nature-based Solutions (NbS) as “*actions to protect, sustainably manage and restore natural and modified ecosystems in ways that address societal challenges effectively and adaptively, to provide both human well-being and biodiversity benefits.*” The Kiwa Initiative seeks to promote NbS that address the inclusion of vulnerable populations, particularly women.
6. In line with SPREP’s Environment and Social Policies and Standards (2019) and Gender Policy (2016), SPREP will develop a specific Gender and Rights-based approaches strategy to ensure these issues are fully and effectively integrated into SPREP’s Technical assistance to the Kiwa Initiative.

Scope of work

7. SPREP is seeking the services of an expert consultant with extensive knowledge and skills on gender equity and social inclusion approaches in environmental conservation management and policies, preferably in a Pacific Island context.
8. Through this study, focussing on the Pacific Island region and context, SPREP seeks to:
 - 8.1 Undertake a review of literature and case-studies on ecosystem-based approaches and adaptation to climate change addressing gender and social inclusion (Task 1).
 - 8.2 Based on the literature and case-studies, undertake a gender and human rights risk assessment when implementing Nature-based Solutions for climate change adaptation and identify concrete actions that mitigate these risks and have a positive impact on these issues (Task 2).
 - 8.3 Undertake an inventory of tools and resources in use in the region or available on participatory/community consultation/decision-making and planning support for gender and human rights analysis, monitoring, evaluation and learning when implementing NbS for climate change adaptation. Key stakeholders will be consulted to gather their feedback and experience with the tools and assess potential needs to develop new ones (Task 3).

Based on the results of Tasks 1, 2 and 3:

- 8.4 Draft a Strategy to contribute to Gender Equity and Social Inclusion when implementing Nature-based Solutions for Climate Change adaptation in the Pacific (Task 4)
- 8.5 Develop training material on how to implement gender-responsive and socially-inclusive NbS for climate change adaptation for PICTs regional, national and local NGOs and public authorities, for inclusion into SPREP and SPC's joint Kiwa training programme (Task 5).

3.1 Work Description

Consultancy description

Phase	Task Description	Consultant's Outputs
Inception	<p>Organization of a kick-off meeting with SPREP Organize a 2-hour virtual meeting with SPREP team to discuss scope of the mission, research plan and outputs, to address all issues likely to cause delays (risk management) and ensure a common understanding of the action.</p> <p>Development of a workplan Develop a workplan for approval prior to implementation. The work plan should explain the overall strategy, methodology and information sources to be mobilized to successfully</p>	<p>Report of the kick-off meeting Minutes of the inception meeting with confirmation of activities, and scope of work to be developed and agreed by meeting participants prior to commencement of any activities.</p> <p>Approved workplan Comprehensive plan on how research will be undertaken, information sources, and time frame to implement. The workplan should clearly identify any tasks or responsibilities necessary to ensure project success.</p>

	accomplish the different tasks, as well as a timeline.	
Research	<p>Undertake the research and deliverables development as per the approved work plan.</p> <p>Organize a meeting with SPREP team to discuss SPREP’s feedback on the Drafts and timeline for the delivery of the final deliverables.</p>	<p>Draft Strategy on Gender and Rights-approaches in NbS for Climate Change (Task 4)</p> <p>Based on the results of tasks 1 and 2, the strategy should detail the findings of the research and present how gender and human rights have been addressed in Ecosystem-based Adaptation (EbA) and NBS for adaptation in the Pacific Island region and particularly SPREP’s projects so far, detail the main risks identified, propose recommendations to address them as well as targets and indicators of gender and social inclusion in NbS for Climate change. It will also include references to selected tools identified under Task 3.</p> <p>Tool kit sample (Task 3)</p> <p>Presenting an analysis of the main tools available and the rationale for the selection of the most appropriate tools for PICTs practitioners to be included in task 4 and 5.</p> <p>Draft proposal of the training module (Task 5), providing recommendations on format and target audience, based on the results and needs identified in Tasks 1, 2, and 3. The module should provide concrete examples of NbS contributing to gender equality and social inclusion in the region and include recommendations and tools for gender-responsive and socially inclusive planning, monitoring and evaluation processes.</p> <p>Report of the meeting Minutes of the midway meeting.</p>
Final Report	Following feedback from SPREP team, the consultant will finalise the Strategy on Gender and Rights approaches in NbS for Climate Change adaptation, include the final toolkit and finalise the training module on how to implement gender-responsive and socially inclusive NbS for climate change in the Pacific Island region.	<p>Final Strategy on Gender and Rights-approaches in NbS for Climate Change adaptation</p> <p>Final Strategy addressing any comments provided from the review activity, including the final Toolkit (composed of existing tools).</p> <p>Final training module on how to implement gender-responsive and socially inclusive NbS for climate change in the Pacific region</p> <p>Final PPT presentation, main content and toolkit addressing any comments provided from the review activity.</p>



Institutional Arrangement

The mission is expected to be conducted from the consultant's home office, with no travel involved.

Consultant Responsibilities

The consultant will be responsible for scheduling meetings with SPREP, taking minutes, and distributing these for comment prior to finalising.

3.2 Schedule of Work

The activities are to be completed no later than **10 weeks from Agreement signing date** with a preference for the activities to be completed much earlier.

Expected project activity is detailed in Table 2, it is expected that tenderers will detail how and when each of these steps will be delivered.

Table 2: Project Schedule

Phase	Activity	Timeline
<i>Contract signing and execution</i>		
Inception	Kick-off meeting	2 weeks from date of Contract Execution
Research	Draft Strategy, Toolkit sample and Training-Module	No later than 6 weeks from date of Contract Execution
	Feedback meeting	No later than 2 weeks from date of submission of drafts outputs to SPREP
Completion	Final Strategy, Toolkit sample and Training-Module Approved	No later than 10 weeks from date of Contract Execution

3.3 Budget of Work

Submissions are required to itemise all financial elements of their proposal in **US Dollars**, including, but not limited to, the following:

- Salary costs (hourly rate)
- All applicable taxes

Submissions must include an annotated budget listing for each task.

SPREP reserves the right to withdraw this tender at any time, SPREP reserves the right to accept or reject any or all bids and to waive any formal defects or irregularities in the bids, when deemed to be in the interest of SPREP.

4. Other Information



The successful consultant will be provided with any relevant project documentation.

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 . Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.