

## REQUEST FOR TENDERS

RFT: 2022/007  
File: AP\_3/34/9/1-Pacific Climate Change Centre  
Date: 11 March, 2022  
To: Interested consultants  
From: 'Ofa Ma'asi – Kaisamy, Manager, Pacific Climate Change Centre

**Subject: Request for tenders (RFT): Consultancy to analyse and identify Climate Resilience Innovative Solutions and implement the Pacific Climate Change Centre Virtual Innovative Exhibition 2022**

### 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 the environment and ensure sustainable development.
- 1.2. SPREP approaches the environmental challenges faced by the Pacific guided by values that 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 consultants who can offer their services to undertake an analysis of Climate Change Innovative Technology solutions in the Pacific and design the platform for the Pacific Climate Change Centre Virtual Innovative Exhibition Event in 2022.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful provider 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/spreporganisational-values-code-of-conduct.pdf](https://www.sprep.org/attachments/Publications/Corporate_Documents/spreporganisational-values-code-of-conduct.pdf) Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.4. SPREP Standard Contract Terms and Conditions are non-negotiable

### 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
- i. Submit a full technical and financial proposal detailing relevant experience, qualifications and cost.
  - ii. Provide examples of past related work outputs.
  - iii. Complete the tender application form– *(Please note you are required to complete all areas in full as requested, 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.*
- 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 consultant 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 consultant's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs (in USD).
- a) **SPREP Tender Application form and conflict of interest form.** *(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) **Declaration of 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. The Financial Proposal shall not exceed the total cost of US\$ 50,000.
- 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 The Proposal must remain valid for 90 days from date of submission.
  - 4.8 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](mailto:procurement@sprep.org) before **28 March 2022**. 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 **30 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. SPREP will select a preferred consultant based on SPREP's evaluation to the extent that the documentation demonstrates that the tenderer offers the best value for money, and that the tenderer satisfies the following criteria.

### Evaluation

SPREP will select a preferred consultant based on SPREP's evaluation to the extent that the documentation demonstrates that the tenderer offers the best value for money, and that the tenderer satisfies the following criteria.

- (i) At least ten (10) years demonstrated experience and understanding of the Pacific context including regional, environmental and developmental issues. Demonstrated knowledge and understanding of the work of SPREP and its mandates, and the Council of Regional Organisations of the Pacific (CROP) architecture, interactions, mandates, policy and planning instruments. (25%)
- (ii) Demonstrated expertise and experience in organisational and thematic strategic planning, change management, education, gender and social inclusion, monitoring and evaluation and undertaking reviews of this nature. (20%)
- (iii) Excellent communications skills with high command of spoken and written English and including demonstrated experience engaging with national government agencies, using participatory and consultative approaches relevant to the Pacific. (15%)
- (iv) Technical Proposal/Methodology of how the reviews will be conducted and implemented. (20%)
- (v) Detailed Financial Proposal in US dollars. Clearly identify amounts for: person day rates and virtual or in-person workshops and consultations, communications, and incidentals. (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 **08 April 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 RFT 2022/007: **Consultancy to analyse and identify Climate Resilience Innovative Solutions and implement the Pacific Climate Change Centre Virtual Innovative Exhibition 2022**

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 tender's 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 to analyse and identify Climate Resilience Innovative Solutions and implement the Pacific Climate Change Centre Virtual Innovative Exhibition 2022

#### Scope of Reviews

The Consultant will be responsible for delivering short-term support to the Pacific Climate Change Centre (PCCC), hosted at SPREP. The PCCC will also provide technical assistance which will interact with this short-term consultancy.

#### Outputs

1. Analysis and identification of innovative solutions including research, programs, services, and products (technologies) on climate change within and outside the Pacific Region.
2. Establishment and implementation of the Pacific Climate Change Centre Virtual Exhibition event 2022
3. Sourcing of products with potential to address local needs and priorities and enhance partnerships among stakeholders and awareness of climate innovation in PICs.
4. Development of a pilot framework for sustainable partnerships in the execution of the innovative function of the PCCC.
5. Full evaluation report on the Exhibition event

#### Background

The Pacific Climate Change Centre (PCCC) is a globally respected Centre of Excellence providing practical information, support and training to address the adaptation and mitigation priorities of Pacific communities. It is underpinned by strong partnerships with Pacific Governments, applied research institutions, donors, civil society and the private sector. The PCCC is delivering four mutually reinforcing functions:

- **Knowledge brokerage:** Building relationships between the producers and users of climate change knowledge so that Pacific Governments and other decision-makers receive timely, robust information in user-friendly formats.
- **Applied research:** The PCCC will host research projects that are designed to address specific research objectives and priorities identified in the region and which lead to practical outcomes for the Pacific.
- **Capacity building through training and learning:** The PCCC will be a one-stop-shop for the improved coordination of climate change training and will help the region to more effectively learn from climate change adaptation and mitigation efforts to date.
- **Innovation:** The PCCC will support the development of innovative products and services which can increase resilience in the Pacific.

PCCC activities will span four main themes: **Climate change science and services; climate change adaptation; mitigation and low carbon futures;** and **climate finance**. The PCCC is a shared regional asset belonging to the people of the Pacific with the support of development partners committed to the resilient development of Pacific Island countries and territories. It is hosted and supported by SPREP at its campus in Samoa.



To clarify the meaning of innovation, a useful way of thinking of innovation is that creativity is thinking of something new, innovation is making it happen. In the context of the PCCC innovation means a few different things: turning ideas into solutions; the application of ideas that are novel and useful for our region; and being relevant to the needs of our people. The Pacific virtual exhibition will showcase the innovation solutions which present these features and functionalities.

### **Key responsibilities**

- 1) Collect and analyse information on innovative solutions status and trends, policies and strategies, challenges of innovation and other information in support of building climate change resilience as well as add value to the implementation of the PCCC four mutually reinforced functions.
- 2) Carry out a desk review of needs and seeds of the Pacific Island countries, interview and consultations with governments, NGOs, and the private sector.
- 3) Identify those with the challenges and those with the solutions and develop a draft framework for partnership
- 4) Produce the evaluation report post virtual exhibition
- 5) Support the design, set-up, operation and implementation of the Pacific virtual exhibition event. This event should aim:
  - to showcase successful innovations solutions and programs in climate change that address local needs and priorities.
  - to pilot a framework for partnership between those with the solutions and those with the challenges with academia, civil society, and the private sector to support joint initiatives related to climate change resilience and innovation; and
  - to support the enhancement of innovation awareness among PICs in formulating initiatives, programmes and activities in climate change resilience in alignment with and support of the PCCC key functions and PCCC response to COVID-19 crisis.
- 6) Provide support to the Manager PCCC where necessary.

### **Implementation Arrangements**

The expert will be expected to work remotely with the Pacific Climate Change Centre, with Pacific Governments and other stakeholders as appropriate. The short-term expert will also be expected to coordinate with the wider programme of support under this consultancy work. The expert will report to the Manager of the Pacific Climate Change Centre. The expert will be expected to provide Inception Reports and Monthly Progress Reports supported by supplementary information and reporting, as required.

All reports will be submitted to the Manager, Pacific Climate Change Centre. A final Completion Report which combines evidence from all mechanisms will be completed at the end of the Exhibition Event.

### **Experience and Competencies**

The successful candidate should possess the following experience and qualifications to be considered for this consultancy:

#### **Competencies**

- Results Focus
- Engaging, Empowering and Teamwork
- Strategic thinking
- Communication
- Building effective relationships
- Knowledge Sharing and Continuous Improvement

### **Professional Experience**

- Demonstrated experience in undertaking work of this nature
- Demonstrated experience in the field of climate change, digital technologies, innovation management.
- Demonstrated experience and understanding of the Pacific context including regional, climate change, environmental and developmental issues.
- Proven ability and experience in engaging with national government agencies, participatory and consultative approaches relevant to the Pacific.
- Extensive experience in providing strategic advice and the review of policies related to innovation and climate change.
- Excellent knowledge and understanding of the work of SPREP and its mandates
- Ability to engage with a cross-section of stakeholders in the public and private sectors.
- Experience working with SPREP including the CROP Agencies.
- Outstanding communication skills, with excellent command of spoken and written English  
Proven ability to work under pressure and meet deadlines.
- 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). Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.

### **Educational Qualifications**

- Degree in Communication Technologies (ICT) for development, Climate Change, Environmental Science, Information and (or a related field) from a recognized and reputable institution.

### **Consultancy costs**

- The consultancy costs will be commissioned for the period from **April – August 2022**. It shall not exceed the total cost of US\$ 50,000.