

REQUEST FOR TENDERS

RFT: 2022/011
File: AP_3/28/5
Date: 14 March, 2022
To: Interested consultants
From: Rupeni Mario, Project Development and Implementation Specialist

Subject: Request for tenders (RFT) Development of Tuvalu's National Adaptation Plan to advance medium and long-term adaptation planning:

- (i) Project Manager**
- (ii) Project Finance and Administration Assistant**

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 project, "*Development of Tuvalu's National Adaptation Plan to advance medium and long-term adaptation planning*" is funded by the Green Climate Fund (GCF), Grant Number TUV-RS-002, with the Secretariat of the Pacific Environment Programme (SPREP) as the delivery partner.
- 1.4. 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 Local Consultants to undertake the role of
 - 2.1.1 Project Manager, Term of Reference as Annex A
 - 2.1.2 Project Finance and Administration Assistant, Term of Reference as Annex B
- 2.2. Tenderers will need to provide a comprehensive proposal as outlined in the attached Terms of Reference (Annex A: Terms of Reference for Project Manager; and Annex B: Terms of Reference for the Project Finance and Administration Assistant).
- 2.3. The information provided are:
 - 2.3.1 Annex A: Terms of Reference (ToR) for the Project Manager
 - 2.3.2 Annex B: Terms of Reference (ToR) for the Project Finance and Administration Assistant
 - 2.3.3 Annex C: SPREP Service Contract template

- 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/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. The consultants must currently reside in Funafuti and have legal status to work in Tuvalu.
 - ii. Provide a comprehensive proposal (Technical and Financial) responding to the requirements in the attached terms of reference and as outlined in Section 4 below.
 - iii. Provide three referees relevant to this tender submission, including the most recent work completed;
 - iv. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience
 - v. 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. Failure to complete the tender application form will result in the application **NOT** being 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 in the Terms of Reference 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:
- 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) **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** responding to the requirements, including details to achieve the tasks as outlined in the Terms of Reference. Criteria 2 in the SPREP Tender Application Form.
 - e) **Financial Proposal** in USD should outline all costs associated with the undertaking of activities including professional fees and miscellaneous costs inclusive of all taxes.
- 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 before 30 March 2022. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 01 April 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 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 tendered satisfies the following criteria:
- 6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

I. Technical Score – 80%

Project Manager:

- i. An advanced degree in climate change, environmental science, project management or other related field. (15%)
- ii. Minimum of 5 years proven experience related to climate change adaptation, climate finance and development of national plans and strategies and knowledge of the Green Climate Fund and other international climate funding mechanisms. (15%)
- iii. Demonstrated experience in project management of climate, environmental or development projects. (30%)
- iv. Proven track record in stakeholder engagement and consultation with international and regional agencies, and nationally with government agencies, development agencies, private sector, and the community. (20%)

Project Finance and Administration Assistant:

- i. A university degree in accounting, economics or environmental management (15%)
- ii. A minimum of 3 years of relevant experience in a field related to climate change. (15%)
- iii. Experience working with project finance and management, project procurement requirements, business administration and project administration. (35%)
- iv. Work experience with international /regional /national organisations. (15%)

II. Financial Score – 20%

Financial proposal to outline all costs associated with the undertaking of project activities including professional fees and miscellaneous costs (all costs to be inclusive of all applicable taxes in Tuvalu).

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: 11 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 2022/011: Development of Tuvalu's National Adaptation Plan'

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(s) 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

Project Manager

for the

Development of Tuvalu's National Adaptation Plan to advance medium and long-term adaptation planning

**Green Climate Fund
Grant Number TUV-RS-002**

(March 2022)

1. INTRODUCTION

Tuvalu is one of the world's most vulnerable countries to climate change due to its topography, size, geographical remoteness and access to resources. Despite these challenges, it has become a leading voice for enhanced climate mitigation at the regional and global levels. Tuvalu is now undergoing a national adaptation planning process and the development of a National Adaptation Plan (NAP) that will form a sustainable platform for future adaptation investments.

The adaptation planning process and the development of the NAP has targeted the following outcomes:

- i. Enhanced capacity to deliver effective climate change adaptation planning through a strengthened institutional set-up.
- ii. Adaptation planning and governance and institutional coordination strengthened.
- iii. Evidence produced to design adaptation solutions for maximum impact.
- iv. National adaptation plan developed and endorsed.
- v. Development of a Climate Change Adaptation (CCA) financing strategy for mid and long-term CCA.

These outcomes are interlinked and mutually reinforcing, this is reflected in the design and sequencing of activities (Figure 1).

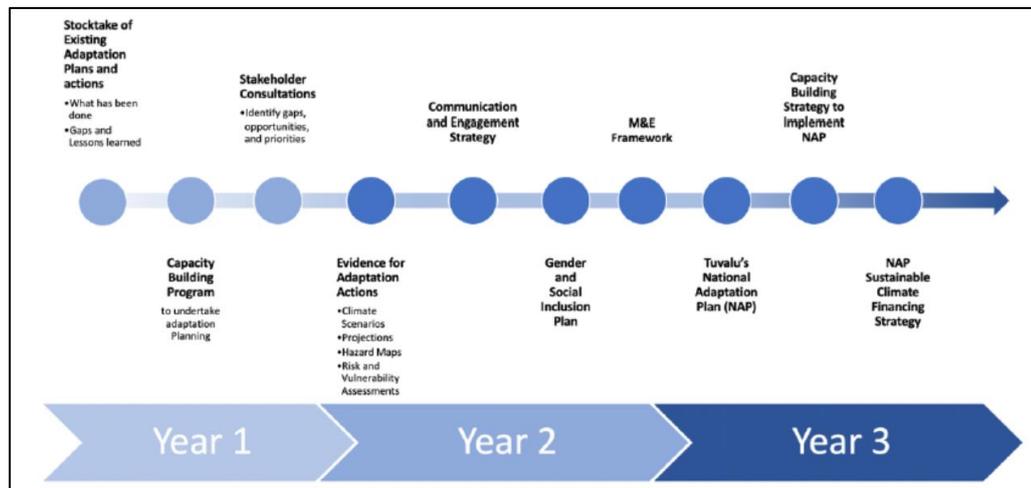


Figure 1: Sequencing of major activities

The project, *Development of Tuvalu's National Adaptation Plan (NAP) to advance medium and long-term Adaptation Planning*, will address the following barriers and gaps which currently inhibit effective adaptation planning and actions in Tuvalu:

- Limited institutional capacity and the lack of an adequate coordination mechanism for CCA planning and action;
- Limited coordination of climate risk and climate vulnerability information and no tools to support risk assessment within key sectors;
- Low awareness of climate change and climate change adaptation response options at the community level;
- Adaptation planning, vulnerability and risk assessment and climate finance priorities not linked in a coherent manner; and



- Limited capacity to appraise adaptation options that address identified risks and vulnerabilities. The project is financed by the Green Climate Fund (GCF) with SPREP as the delivery partner. Funding has been approved by the GCF with the project to be implemented over a 36-month timeframe with an estimated commencement date of February 2022.

The Project Team primarily consists of the following:

- i. Project Manager (full time and based in Tuvalu)
- ii. Project Finance and Administration Assistant (full time and based in Tuvalu)
- iii. Specialists /Experts (international and local consultants)

This term of reference outlines the functions, required skill sets and experience and seeks to engage an individual as the Project Manager. The Project Manager will be contracted by SPREP to oversee the implementation of the project. The Project Manager will be stationed at the Climate Change and Disaster Department (CCDD), Funafuti, Tuvalu. He/she will be responsible for the overall management of all aspects of the project and will coordinate all on-ground activities.

The candidate should be highly motivated, enthusiastic, and capable of working independently. He/she should have a strong scientific / technical and policy background. The ability to work with a wide variety of people from government ministries / departments, agencies, non-governmental organisations, and research institutions is essential.

2. FUNCTIONS

The Project Manager will be responsible for the day-to-day management, co-ordination and supervision of the implementation of the project. Duties will include amongst others:

- a. Coordinate with consultants, national institutions, and communities to ensure smooth and appropriate execution of project activities.
- b. Prepare a detailed project implementation plan aligned to the project logical framework and budget.
- c. Convene the project inception workshop.
- d. Develop a term of reference for the Adaptation Technical Working Group (ATWG).
- e. Work with the appropriate national processes to formally establish the ATWG.
- f. Evaluate the effectiveness of the Coordination Guidelines and mechanisms. This is based on the impact evaluation framework for the guidelines.
- g. Evaluate the capacity building programme. This will be based on the evaluation framework on impacts of all capacity development activities.
- h. Liaise with the relevant government ministries / departments, national and international research institutes, NGOs, and other relevant institutions in order to involve their staff in the project activities, and to gather and disseminate information relevant to the project.
- i. Promote and establish links with related national and regional projects, and other international programmes that are implemented in Tuvalu.
- j. Prepare periodic progress reports on project implementation.
- k. Organise national consultation meetings, workshops and trainings according to the project implementation plan.
- l. Review all materials /deliverables generated during the project timeframe.



- m. Work with SPREP and the CCDD to ensure the publication and dissemination of the reports identified as project outputs.
- n. Coordinate negotiations on co-operation with Government and financing institutions in order to identify and mobilise sources for the follow-up activities.

3. COMPOSITION AND QUALIFICATIONS

- An advanced degree in climate change, environmental science, project management or other related field.
- Minimum of 5 years proven experience related to climate change adaptation, climate finance and development of national plans and strategies and knowledge of the Green Climate Fund and other international climate funding mechanisms.
- Demonstrated experience in project management of climate, environmental or development projects.
- Proven track record in stakeholder engagement and consultation with international and regional agencies, and nationally with government agencies, development agencies, private sector, and the community.

4. SCHEDULE OF THE ASSIGNMENT

The project, *Development of Tuvalu's National Adaptation Plan (NAP) to advance medium and long-term Adaptation Planning*, activities will be implemented over a 36 months timeframe plus 3 months closure phase, effective from 01 March 2022. The duration of the assignment is scheduled over this timeframe with the commencement date (i.e., signing of the Service Agreement, Annex C) through to the project completion and closure.

5. PAYMENT SCHEDULE

The Project Manager shall be paid in accordance with the Government of Tuvalu Civil Service conditions which will be outlined and agreed to within the Services Agreement.

The Services Agreement template outlining terms and conditions is attached (Annex C) for information and reference.

This will be delivery-based consultancy.

The Consultant will be responsible for:

- a) payment of applicable taxes, superannuation and the like;
- b) all insurance cover such as medical, travel and professional liability.

6. REPORTING ARRANGEMENTS

The Project Manager will oversee the day-to-day on-ground implementation of the project activities. Reporting lines are as presented in the implementation arrangements in the approved project proposal with details to be outlined in the Service Agreement, Annex C.



Annex B

Terms of Reference

Project Finance and Administration Assistant

for the

Development of Tuvalu's National Adaptation Plan to advance medium and long-term adaptation planning

**Green Climate Fund
Grant Number TUV-RS-002**

(March 2022)

1. INTRODUCTION

Tuvalu is one of the world's most vulnerable countries to climate change due to its topography, size, geographical remoteness and access to resources. Despite these challenges, it has become a leading voice for enhanced climate mitigation at the regional and global levels. Tuvalu is now undergoing a national adaptation planning process and the development of a NAP that will form a sustainable platform for future adaptation investments.

- i. The adaptation planning process and the development of the NAP has targeted the following outcomes:
- ii. Enhanced capacity to deliver effective climate change adaptation planning through a strengthened institutional set-up
- iii. Adaptation planning and governance and institutional coordination strengthened
- iv. Evidence produced to design adaptation solutions for maximum impact
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- vi. Development of a Climate Change Adaptation financing strategy for mid and long-term CCA

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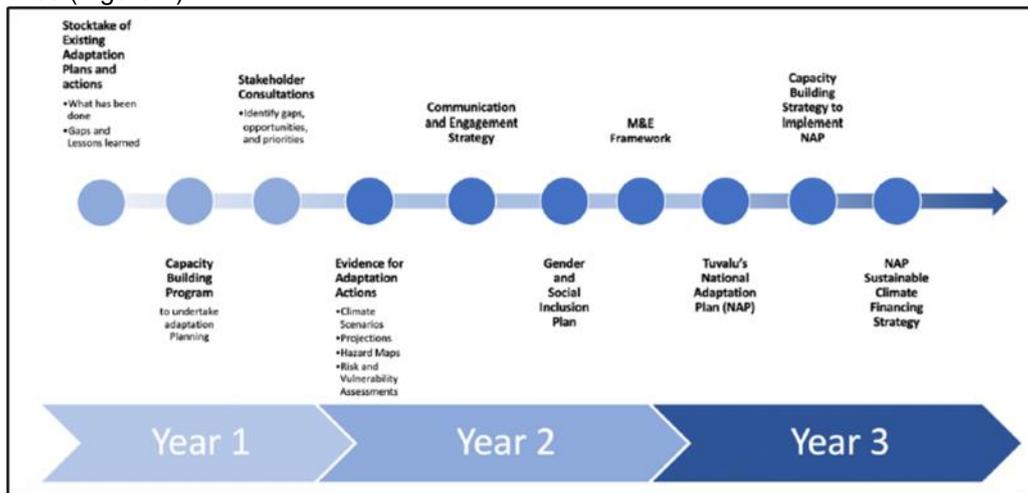


Figure 1: Sequencing of major activities

The project, Development of Tuvalu's National Adaptation Plan (NAP) to advance medium and long-term Adaptation Planning, will address the following barriers and gaps which currently inhibit effective adaptation planning and actions in Tuvalu:

- Limited institutional capacity and the lack of an adequate coordination mechanism for CCA planning and action;
- Limited coordination of climate risk and climate vulnerability information and no tools to support risk assessment within key sectors;
- Low awareness of climate change and climate change adaptation response options at the community level;



- Adaptation planning, vulnerability and risk assessment and climate finance priorities not linked in a coherent manner; and
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The project is financed by the GCF with SPREP as the delivery partner. Funding has been approved by the GCF with the project to be implemented over a 36-month timeframe. The Project Team primarily consists of the following:

- i. Project Manager (full time and based in Tuvalu)
- ii. Project Finance and Administration Assistant (full time and based in Tuvalu)
- iii. Specialists /Experts (international and local consultants)

This term of reference outlines the functions, required skill sets and experience and seeks to engage an individual as the Project Finance and Administration Assistant. The Project Finance and Administration Assistant (PFAA) will be contracted by SPREP. The PFAA will be stationed at the Climate Change and Disaster Department (CCDD), Funafuti, Tuvalu.

The candidate should be highly motivated, enthusiastic, and capable of working independently. He/she should have a strong finance and administration background. The ability to work with a wide variety of people from government ministries /departments, agencies, non-governmental organisations, and research institutions is essential.

2. FUNCTIONS

The Project Finance and Administration Assistant will provide assistance to the Project Manager to facilitate smooth implementation of the project and be responsible for the day- to-day administration roles. Duties will include among others:

- a. Assist in managing the project activities
- b. Assist in preparing a project implementation plan
- c. Assist in preparing the quarterly progress report of the project
- d. Arrange purchasing of office equipment for the project purposes on a competitive basis. Maintain inventory of non-expendable equipment
- e. Lead the logistical support to project consultation meetings, workshops and trainings. Attend, whenever possible, regional and international trainings relevant to climate change
- f. Set up and maintain the project filing system
- g. Provide general administrative support to project activities
- h. Ensure that there is proper accountability of project funds (e.g., collection of local receipts, invoices, etc.)
- i. Assist in the preparation of progress reports
- j. Compile and file all project deliverables
- k. Provide support to the Project Manager where necessary.

3. QUALIFICATIONS AND EXPERIENCE

- A university degree in accounting, economics, management or environmental management



- A minimum of 3 years of relevant experience in a field related to climate change.
- Work experience with international /regional /national organisations

4. SCHEDULE OF THE ASSIGNMENT

The project, *Development of Tuvalu's National Adaptation Plan (NAP) to advance medium and long-term Adaptation Planning*, activities will be implemented over a 36 months timeframe plus 3 months closure phase, effective from 01 March 2022. The duration of the assignment is scheduled over this timeframe with the commencement date (i.e., signing of the Service Agreement, Annex C) through to the project completion and closure.

5. PAYMENT SCHEDULE

The Project Finance and Administration Assistant shall be paid in accordance to the government of Tuvalu Civil Service conditions which will be outlined and agreed to within the Services Agreement.

The Services Agreement template (Annex C) outlining terms and conditions is attached for information and reference.

This will be delivery-based consultancy.

The Consultant will be responsible for:

- a) payment of applicable taxes, superannuation and the like;
- b) all insurance cover such as medical, travel and professional liability.

6. REPORTING ARRANGEMENTS

The Project Finance and Administration Assistant will report to the Project Manager.