

REQUEST FOR TENDERS

RFT: 2024/060
File: AP__3/28/11
Date: 18 November, 2024
To: Interested consultants
From: Filomena Nelson, Climate Change Adaptation Adviser

Subject: Request for tenders (RFT): Professional Services Firm / Consortium of consultants to support adaptation planning in the Federated States of Micronesia (FSM) and development of FSM's National Adaptation Plan and updated Joint State Action Plans for Climate Change and Disaster Risk Management

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 wishes to call for tenders from qualified and experienced consultants, consultancy firms or consortium of experts who can offer their services to support adaptation planning process in the Federated States of Micronesia (FSM) and develop FSM's National Adaptation Plan and update Joint State Action Plans for Climate Change and Disaster Risk Management (JSAPs).

The Government of FSM has secured funding through the GCF Readiness and Support Programme to implement the FSM National Adaptation Planning project. The Secretariat of the Pacific Regional Environment Programme is the Delivery Partner for the project.

The consultancy is to support the delivery of this project through the implementation of specific activities outlined in the scope of work contained in Terms of Reference. The consultant will produce the following outputs:

1. NAP Project operational framework established and functional and strategy to guide engagement of stakeholders in adaptation planning, monitoring, evaluation and learning developed.
2. Institutional Coordination Mechanisms and framework for adaptation planning and implementation reviewed and strengthened from national to municipality levels
3. *A capacity building programme for adaptation planning process developed and implemented and a capacity development strategy and action plan for NAP implementation developed and incorporated in the NAP*

4. *A climate change adaptation communication and knowledge management strategy is developed, endorsed and immediate priorities identified and implemented*
 5. *Adaptation options selection, appraisal and prioritisation criteria and adaptation planning process developed and tested*
 6. *FSM NAP, a national action plan and updated JSAPs developed, validated and approved by National Government (FSM NAP) and State Governments (Updated JSAPs)*
 7. *A Monitoring, Evaluation and Learning Framework for climate change adaptation at national and state level developed and endorsed for implementation of the FSM NAP and updated JSAPs.*
 8. *Review of challenges, lessons learnt and best practices in private sector engagement in climate change adaptation conducted*
 9. *Options and actions to strengthen private sector engagement and meaningful participation in climate change adaptation developed and approved for implementation*
 10. *A national climate change adaptation financing strategy developed and endorsed by the Council on Climate Change and Sustainable Development*
 11. *Adaptation needs of the FSM NAP and JSAPs and climate change projects pipeline in the FSM GCF Country programme progressed based on identified specific actions and capacities to implement.*
- 2.2. The Terms of Reference of 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://library.sprep.org/sites/default/files/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.
- 2.4. 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. International consultants/firms that apply **MUST** include State-based experts (one per State) as part of their team.
 - ii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 - iii. Provide three referees relevant to this tender submission, including the most recent work completed;
 - iv. Complete the **tender application 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*).
Provide examples of past related work outputs
For the Technical and Financial proposals you may attach these separately.
 - v. Must meet local registration requirements where consultant is based.
- 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).*
Provide examples of past related work outputs
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** – provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
 - f) Where relevant provide:
 - i. Business registration/license (For Entities/ Individual consultant's as per relevant national legislations)
 - ii. Tax Identification Number (TIN) Letter (If applicable for Individual consultant's as per relevant national legislations)
- 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 11 December 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 13 December 2024.
- 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 tender 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%

Criteria	Detail	Weighting
Qualification and Experience	<ul style="list-style-type: none"> Composition of the team including their role and experience (noting the minimum requirements of the team as outlined in Section 6 of the TOR). Proposal MUST also include State-based experts (one per State) CVs of the consultancy team including the State-level experts 	40
Technical Proposal / Methodology	<ul style="list-style-type: none"> A technical proposal on the approach and methodology to undertake the activities and which will include workplan and schedule. Outline how each of the deliverables will be achieved including the stakeholders to be consulted and engaged. Provide specific milestones for each of the deliverables including expected deliverables with timelines. 	40

II. Financial Score – 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: 13 January 2025, 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 2024/060: National Adaptation Planning in the Federated States of Micronesia (FSM NAP) project'

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

Secretariat of the Pacific Regional
Environment Programme

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 (firm / consortium of consultants)

for the

National Adaptation Planning in the Federated States of Micronesia (FSM NAP) project

1. INTRODUCTION

The Federated States of Micronesia (FSM) is developing an overarching National Adaptation Plan (NAP) for the FSM through a comprehensive consultative adaptation planning process, evidence base and climate finance investment plan for adaptation including developing potential draft project /programme concept notes which, once approved for funding, will deliver on-ground action under the FSM NAP. FSM faces serious and increasing impacts from climate change, with risks of coastal inundation and changing rainfall patterns already affecting communities. FSM has made significant progress towards strengthening legal and policy framework for climate change adaptation, with a national climate change policy and Joint State Action Plan for Disaster Risk Management and Climate Change (JSAP) for each of FSM's four States addressing climate change adaptation and disaster risk management.

FSM is now developing an overarching National Adaptation Plan (NAP) through a comprehensive consultative adaptation planning process, evidence base and climate finance investment plan for adaptation including developing potential draft project /programme concept notes which, once approved for funding, will deliver on-ground action under the FSM NAP.

The adaptation planning process and the FSM NAP will develop the key deliverables listed below.

- Updated Nation-wide Climate Change and Disaster Risk Management Policy (deliverable 3.1.2(b))
- Costed NAP (deliverable 3.1.6(a))
- Costed National government action plan (deliverable 3.1.6b(ii))
- Costed JSAPs (deliverable 3.1.6b(i) across each of FSM's states
- Communications and Engagement Strategy for the NAP (deliverable 3.1.4a(ii))
- Capacity Building Strategy and Action Plan (deliverable 3.1.3 (a) (ii))
- A comprehensive climate impact, vulnerability and risk assessment (deliverable 3.2.2)
- Financing Strategy (deliverable 3.4.1(a) and (b))
- Monitoring, Evaluation and Learning (MEL) framework (deliverable 3.1.7(b))

These outcomes are interlinked and mutually reinforcing, this is reflected in FSM NAP's development milestones and timelines reflected below.

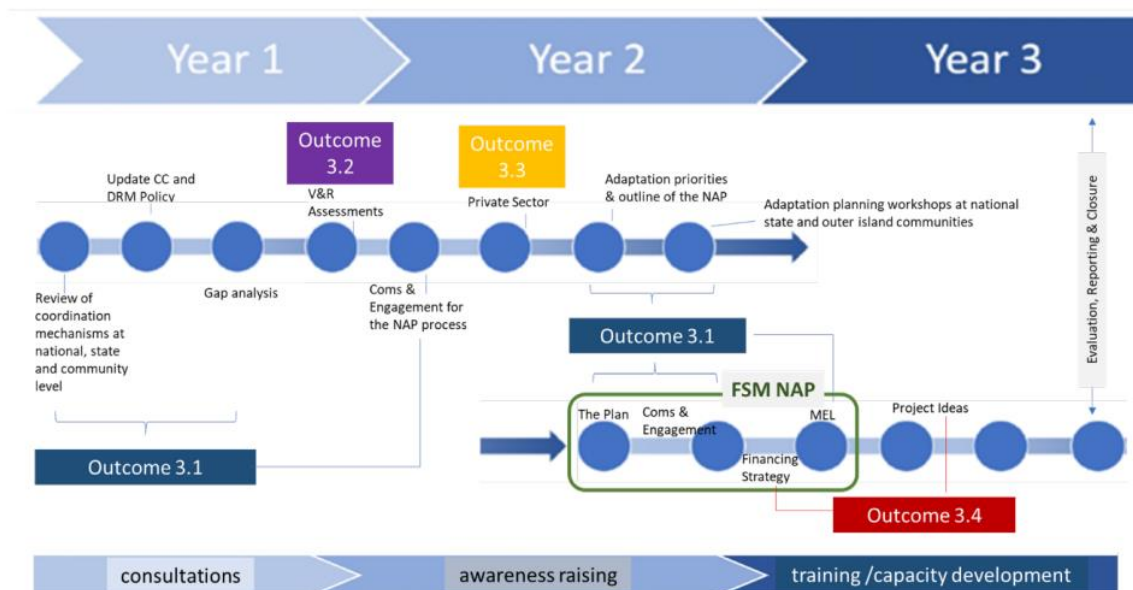


Figure 1 Sequencing of FSM NAP milestones and timelines

The project will address the barriers that currently inhibits effective adaptation planning and implementation in and across FSM. These barriers include:

- i. Lack of adequate coordination mechanisms at and between national, state and local levels.
- ii. Inadequate human resources from national to local levels
- iii. Uncoordinated adaptation response measures
- iv. Lack of national, state, sector and local level monitoring and evaluation systems
- v. Limited community engagement
- vi. Lack of clarity on adaptation needs and priorities of government sectors and communities
- vii. Limited awareness of climate change impact and adaptation at National and State levels.
- viii. Reaching remote and vulnerable atolls and outer islands is challenging due to distance, means and cost of getting there.
- ix. Limited private sector understanding of climate change impacts on their sector/business
- x. Weak enabling environment for investment in adaptation
- xi. Un-coordinated access to climate finance
- xii. Lack of capacity to development bankable proposals

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 effective from September 2024. The project will be implemented by the project which consist of:

- i. Project Manager (full time and based in Pohnpei)
- ii. Project Finance and Administration Assistant (full time and based in Pohnpei)
- iii. State Coordinators (full time and based in each of FSM's four states)
- iv. Specialists /Experts (international and local consultants)

This terms of reference outlines the scope of work, required skills sets and experience and seeks to engage a firm or consortium of consultants as the specialists / experts (international and local) to support adaptation planning process in FSM including the development of the NAP, JSAPs and other key deliverables under the project.

The climate impact, vulnerability and risk assessment are undertaken by the Commonwealth Scientific and Industrial Research Organisation (CSIRO). Deliverables from this work will inform adaptation options at national, state and municipality levels.

2. OBJECTIVE

To support the implementation of the project – National Adaptation Planning in the Federated States of Micronesia with specific activities set out in the scope of the work. To successfully achieve this objective, the firm is expected to facilitate adaptation planning process at national, state and municipality level and have a good understanding of FSM's unique problems, priorities, socio-economic, traditional and culture norms. Hence, the development of National Adaptation Plan and updated JSAPs must be custom fit to each State local conditions, gaps and needs – political, socio-economic development, and cultural and traditional norms and way of life.

It is expected that the Consultant must be objective and facilitate, not drive. Consultant must understand that “one size does not fit all” as each of the four FSM States have their own unique problems, priorities, socio economic, traditional and cultural norms. Hence, development of plans must be custom fit to each state local conditions (economic, social, political, development, cultural and traditional norms).

All these issues must be taken into consideration when implementing the Scope of Work below.

3. SCOPE OF WORK

The development of FSM's NAP and JSAPs focuses on the following specific areas:

- i. Adaptation planning governance and institutional coordination strengthened
- ii. Private sector engagement in adaptation catalysed
- iii. Adaptation finance increased

The firm or consortium of consultants will execute the following:

Outcome 3.1 Adaptation planning governance and institutional coordination strengthened

Output 3.1.1 NAP Project operational framework established and functional and strategy to guide engagement of stakeholders in adaptation planning, monitoring, evaluation and learning developed

- 3.1.1 Undertake State-level inception workshops to review the project implementation plan and validate draft stakeholder engagement and develop state-level inception reports and finalise the national inception workshop report.

Output 3.1.2 Institutional Coordination Mechanisms and framework for adaptation planning and implementation reviewed and strengthened from national to municipality levels

- 3.1.2 (a) Review institutional coordination and engagement from national to state to municipality levels for adaptation planning and implementation to identify gaps, barriers and challenges, lessons learnt and best practices. The review will inform focus areas to strengthen coordination and engagement from national to local levels.
- 3.1.2 (b) Update the Nation-wide Climate Change and Disaster Risk Management Policy 2013 with findings from the review, the new FSM Strategic Development strategy (SDS), and State level development strategies, FSM GCF Country Programme, and other relevant sectoral strategies and action plans.

Output 3.1.3 A capacity building programme for adaptation planning process developed and implemented and a capacity development strategy and action plan for NAP implementation developed and incorporated in the NAP

- 3.1.3 (a) Undertake a gap analysis to determine expertise, skillsets, systems, policies, technology and process needs at national and state levels for adaptation planning and implementation of the NAP and develop the capacity building strategy and action plan. The analysis on the implementation of the NAP will focus on the national, state and municipality level coordination, policy and technology needs and possibly funding mechanisms at various levels.
- 3.1.3 (b) Identify potential training institutes in FSM and evaluate their capacity to implement the capacity development strategy and action plan.

Output 3.1.4 A climate change adaptation communication and knowledge management strategy is developed, endorsed and immediate priorities identified and implemented

- 3.1.4 (a) Develop a communication and engagement strategy and action plan to guide communication and awareness raising activities. There will be 2 stages: Stage 1: Communicate and raise awareness of climate change impacts to the various stakeholders (includes data and information from the vulnerability and risk assessments) during the NAP process. Stage 2: Communicate, inform and familiarise stakeholders on the FSM NAP. Ensure all reports and documents are provided to the FSM DECEM for publication on FSM's Climate Change Portal.
- 3.1.4 (b) Develop products and tools to implement the communication and engagement strategy
- 3.1.4 (c) Support the design and implementation of awareness events including development of stories showcasing project impact and share findings from FSM adaptation planning process.

Output 3.1.5 Adaptation options selection, appraisal and prioritisation criteria and adaptation planning process developed and tested

- 3.1.5 (a) (i) Develop a set of criteria for appraisal and prioritisation of specific climate change adaptation actions in the prioritised sectors/thematic streams that are aligned to the FSM GCF Country Programme and SDS.
(ii) Design a participatory and gender responsive ecosystem-based adaptation planning process
(iii) Conduct the adaptation planning process workshop in a selected State and two outer islands as a trial. Upon completion fine tune the process.
- 3.1.5 (b) (i) Conduct adaptation planning workshops in other three States including two outer island communities as appropriate
(ii) conduct adaptation planning workshop at national level.
- 3.1.5 (c) Revise the adaptation planning process and approaches Guide based on learnings from Activity 3.1.5 (a) (ii – iii)

Output 3.1.6 FSM NAP, a national action plan and updated JSAPs developed, validated and approved by National Government (FSM NAP) and State Governments (Updated JSAPs)

- 3.1.6 (a) Develop the FSM NAP taking into consideration the deliverables under Output 3.1.2 to 3.1.7, and findings from the climate impact, vulnerability and risk assessment, outcome 3.2 and outcome 3.3. All actions in the NAP must be costed.
- 3.1.6 (b) Develop / update the JSAPs taking into consideration the findings and deliverables under output 3.1.2 – 3.1.7, climate impact, vulnerability and risk assessment, and outcomes 3.2 and 3.3. All actions in JSAPs must be costed.

Output 3.1.7 A Monitoring, Evaluation and Learning Framework for climate change adaptation at national and state level developed and endorsed for implementation of the FSM NAP and updated JSAPs.

- 3.1.7 (a) Conduct a stock take of existing relevant MEL system and frameworks at national and state level.
- 3.1.7 (b) Develop the MEL framework for the FSM NAP and JSAPs. The MEL must be able to link national and state level reporting under the FSM SDS, and other relevant frameworks and strategies, as well as regional and international frameworks to reduce reporting burdens.

Outcome 3.2 Private sector engagement in adaptation catalysed

Output 3.2.1 Review of challenges, lessons learnt and best practices in private sector engagement in climate change adaption conducted

- 3.2.1(a) Review current arrangements for engagement of private sector in climate change adaptation including review of laws, enabling policies and institutional arrangements and identify barriers and challenges to private sector investment in climate resilient activities or support services, lessons learnt and best practices
- 3.2.1 (b) Based on the review, map out priority private sector actors based on how their businesses enable adaptation action and risk management and climate sensitivity

Output 3.2.2 Options and actions to strengthen private sector engagement and meaningful participation in climate change adaptation developed and approved for implementation

- 3.2.2 (a) Based on review and mapping, develop options paper to explore potential actions to strengthen engagement and participation of private sector in implementing climate change adaptation at national and state levels
- 3.2.2 (b) Using the options paper, develop and validate an action plan for strengthening engagement and participation of the private sector in implementing climate change adaptation actions

Outcome 3.3 Adaptation finance increased

Output 3.3.1 A national climate change adaptation financing strategy developed and endorsed by the Council on Climate Change and Sustainable Development

- 3.3.1 (a) Conduct assessment of financial options and modalities for current and future sources of adaptation financing from international, regional national and state sources and identify suitable options for national, State and community level adaptation action based on capacity and capability to access these funds and deliver activities.
- 3.3.1 (b) Develop a financing strategy for the NAP and JSAPs.

Output 3.3.2 Adaptation needs of the FSM NAP and JSAPs and climate change projects pipeline in the FSM GCF Country programme progressed based on identified specific actions and capacities to implement.

- 3.3.2 Develop concept notes using the GCF template based on the ideas and priority sectors/thematic streams outlined in the GCF Country Programme and the specific actions from the NAP and JSAPs. Accredited Entities needs to be identified as early as possible to support the development of the concept notes. To inform the concept notes, the firm is required to undertake all the necessary pre-feasibility studies and economic and financial analysis.

4. DELIVERABLES

Key deliverables are:

PO Box 240, Apia, Samoa T +685 21929 F +685 20231 sprep@sprep.org www.sprep.org

A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.



SPREP

Secretariat of the Pacific Regional
Environment Programme

- 4.1 Inception Report detailing the following:
 - A comprehensive description of the understanding of the ToR and indicating any major inconsistency or deficiency in the ToR and proposed amendments.
 - An updated detailed methodology to address the scope of the ToR.
 - A complete workplan for the entire scope of the ToR. The firm / consortium of consultants shall develop and submit a detailed schedule for the assignment and distribute the days accordingly among the different tasks.
- 4.2 National and State Level Project Inception and Implementation Planning Workshop Reports
 - Final project national inception and implementation planning workshop report (1)
 - Final project state level inception and implementation planning workshop reports (4)
- 4.3 Adaptation planning and implementation governance and institutional coordination
 - Report of the review of institutional coordination and engagement and recommendations for coordination mechanisms at national to state to municipality levels validated and disseminated.
 - Updated Nation-wide Climate Change Policy
- 4.4 Capacity building programme:
 - Gap analysis report
 - Capacity building strategy and action plan
 - Training institutions evaluation report highlighting areas in the strategy and action plan that can be addressed. Note: The implementation of the strategy and action plan will be conducted beyond the NAP project timeframe.
- 4.5 Communication and engagement
 - Stakeholder (national and state level) mapping and analysis report
 - Communication and engagement strategy and action plan for stage 1 (final draft for implementation during the project implementation period) and stage 2 in draft form (for finalization when the NAP and JSAPs are developed).
 - Products, tools and information produced and disseminated based on the approved communication and engagement strategy for stage 1.
 - Reports on awareness events held with target stakeholders and published project stories.
- 4.6 Adaptation planning framework
 - Draft adaptation planning process and approaches guide for FSM (before trialing of the process and approach in first identified state and its two outer island communities)
 - Adaptation planning workshop report for the identified State and its two outer island communities. The report will outline the process, learnings, findings and recommendations.
 - Refined / revised version of the guide for use to guide the delivery of the remaining three State adaptation planning workshops.
 - Adaptation planning workshop report for national level
 - Draft of a set of criteria for appraisal and prioritisation of specific adaptation actions (to be finalised after the trial of the guide at one identified State and two of its outer island communities).
- 4.7 Monitoring, evaluation and learning
 - Report highlighting best practices and lessons from MEL systems at national and state levels
 - Draft FSM NAP and JSAPs MEL for validation
 - Final FSM NAP and JSAPs MEL for incorporation into the NAP and JSAPs
- 4.8 Private sector engagement
 - Private sector mapping report
 - Options paper for consultation with National and State level governments and private sector
 - Validated private sector engagement strengthening action plan

- 4.9 Adaptation finance
 - Climate finance options assessment report with clear recommendations on finance options.
 - Validated financing strategy (for incorporation into the NAP)
- 5.1 Concept notes
 - Final drafts of two concept notes developed and submitted for consideration
 - Pre-feasibility studies and economic and financial analysis
- 5.2 FSM NAP and JSAPs
 - Draft FSM NAP and updated JSAPs for consultations
 - Final costed FSM NAP package consisting of:
 - National government action plan (costed)
 - JSAPs (costed)
 - Communication and engagement (stage 2 finalised)
 - Capacity building strategy and action plan for NAP implementation at national and state level
 - Financing strategy
 - Monitoring, Evaluation and Learning Framework

5. METHODOLOGY

The firm / consortium of consultants should propose a preliminary methodology to be used to undertake each of the work packages in their technical proposal. This will be expected to be updated as part of the Inception Report (Deliverable 4.1) and reflect some consultations with the FSM DECEM and FSM NAP PMU and SPREP NAP Team (CCR and PCU).

6. COMPOSITION AND QUALIFICATIONS

The firm or consortium of consultants will need to provide a full composition of their team outlining experience and roles with the scope of this term of reference. Note the composition of the team as submitted in the proposal / bid is not subject to change. The team **must be** composed of international experts and State level experts. The team **must** therefore include four (4) state-based experts – Pohnpei, Chuuk, Kosrae and Yap. At a minimum, the team must comprise of specialists as outlined below.

6.1 Composition

The firm or consortium of consultants will consist of personnel that are specialists in the following areas and will include international and local counterparts (State Level).

- a. Team Leader (a specialist in climate change adaptation)
- b. Specialised areas:
 - i) Institutional and Policy Specialist
 - ii) Capacity development and / or training
 - iii) Communication & Engagement
 - iv) Gender & Social Inclusion
 - v) Monitoring and Evaluation
 - vi) Climate Finance
 - vii) Project Development
 - viii) State-based Experts (one per State)

6.2 Qualifications, expertise, skillset and experience

- Team Leader to have a Masters in Climate Change, Environmental Science or related discipline.

- Team Leader to have a minimum of 10 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.
- Team Leader to have a proven track record in stakeholder engagement and consultation with international and regional agencies, development banks and nationally with government agencies, development agencies, private sector and communities.
- Other international specialists / Experts to have a minimum of seven years' experience and demonstrated in-depth knowledge in conducting institutional gap assessments, developing strategic / engagement and actions plans, communications, gender and social inclusion, MEL and capacity and project development.
- State-based experts must have a minimum of 3 years work experience and have excellent oral communication in their respective State main language.
- All team members must display culture, gender, religion, race, nationality and age sensitivity and adaptability.
- All team members to have excellent oral and written communication skills in English and a good capacity in preparing technical reports.

7. SCHEDULE OF THE ASSIGNMENT

The schedule of the assignment is for a period of 22 months (a total of 480 working days) to deliver against all activities outlined in this ToR. The firm or consortium of consultants shall develop and submit a detailed schedule for the assignment and distribute the days accordingly among the different activities as part of the Inception Report (Deliverable 4.1).

8. PAYMENT SCHEDULE

The firm or consortium of consultants shall be paid upon completion of deliverables which will be outlined and agreed to within the Service Agreement. The table below provides the proposed schedule of payments, these will be agreed to and finalised in the Service Agreement.

Deliverables	Description	Payment (%)
Inception Report	Outline a comprehensive understanding of the ToR and indicating any major inconsistency or deficiency in the ToR and proposed amendments; an updated detailed methodology to address the scope of ToR; and complete work plan for the entire scope of work. A detailed schedule for the assignment indicating distribution of days accordingly among different tasks.	10%
Report: Project Inception and Implementation Planning Workshops – one national and four state level reports	Reports to outline approach for delivery of the workshops, stakeholders engaged, an articulation of the findings from each thematic session and any gaps identified from these	15%



SPREP

Secretariat of the Pacific Regional
Environment Programme

	workshops that should be considered and included in the project implementation; changes to the project implementation schedule, and any challenges and risks and mitigating actions to address them.	
Adaptation planning and implementation governance and institutional coordination	<ul style="list-style-type: none"> Report on the findings from review of governance and institutional coordination and engagement and recommendations for strengthened coordination from national to state to municipality levels and policy gaps to inform the development of the updated nation-wide CC policy. Updated nation-wide CC policy 	20%
Capacity building	<ul style="list-style-type: none"> Gap analysis report outlining findings from analysis of needs and gaps in terms of expertise, skillsets, systems, policies, technology and process at national and state level for adaptation planning and implementation; and recommendations that will inform the strategy and action plan Capacity building strategy and action to address the capacity gaps, barriers, challenges and needs for adaptation planning and implementation. Training institutions evaluation report highlighting areas in the strategy and action plan for FSM-based institutions to address during implementation of project and beyond the project. 	
Communication and engagement	<ul style="list-style-type: none"> Stakeholder (national and state level) mapping and analysis report outlining who are stakeholders, what their roles, how they 	



SPREP

Secretariat of the Pacific Regional
Environment Programme

	<p>can contribute to adaptation planning and implementation at national, state and municipality levels.</p> <ul style="list-style-type: none"> • Communication and engagement strategy and action plan for stage 1 (final draft for implementation during the project implementation period) and stage 2 in draft form (for finalisation when the NAP and JSAPs are developed). • Products, tools and information produced and disseminated based on the approved communication and engagement strategy for stage 1. • Reports on awareness events held with target stakeholders and published project stories. 	
Adaptation planning framework	<ul style="list-style-type: none"> • Draft adaptation planning process and approaches guide for FSM (before trialing of the process and approach in first identified state and its two outer island communities) • Adaptation planning workshop report for the identified State and its two outer island communities. The report will outline the process, learnings, findings and recommendations. • Refined / revised version of the guide for use to guide the delivery of the remaining three State adaptation planning workshops. • Adaptation planning workshop report for national level • Draft of a set of criteria for appraisal and prioritisation of specific adaptation actions (to be finalised after the trial of the guide at one identified State and two of its outer island communities). 	15%
Monitoring, Evaluation and Learning	<ul style="list-style-type: none"> • Report highlighting best practices and lessons from MEL systems at national and state levels 	10%

	<ul style="list-style-type: none"> • Draft FSM NAP and JSAPs MEL for validation • Final FSM NAP and JSAPs MEL for incorporation into the NAP and JSAPs 	
Private sector engagement	<ul style="list-style-type: none"> • Private sector mapping report • Options paper for consultation with National and State level governments and private sector • Validated private sector engagement strengthening action plan 	
Adaptation finance	<ul style="list-style-type: none"> • Climate finance options assessment report with clear recommendations on finance options. • Validated financing strategy (for incorporation into the NAP) 	10%
FSM NAP and JSAPs	<ul style="list-style-type: none"> • Draft FSM NAP and updated JSAPs for consultations • Final costed FSM NAP package consisting of: <ul style="list-style-type: none"> ○ National government action plan (costed) ○ JSAPs (costed) ○ Communication and engagement (stage 2 finalised) ○ Capacity building strategy and action plan for NAP implementation at national and state level ○ Financing strategy ○ Monitoring, Evaluation and Learning Framework 	20%

9. REPORTING ARRANGEMENTS

The firm or consortium of consultants will be formally reporting to the SPREP Task Manager and are expected to submit all deliverables to SPREP Task Manager for comments and approval for payments. The SPREP Task Manager will work closely with the FSM NAP Project Management Unit to provide integrated inputs and comments to the deliverables.

The firm or consortium of consultants will execute the scope of this terms of reference in close collaboration with the NAP Project Manager who has the overall day-to-day management and coordination role of all activities under the project. This will be supported by the SPREP Task Manager, SPREP NAP team and the FSM NAP PMU.