



File: AP\_3/19/2  
Date: 25 September, 2020  
To: Interested consultants  
From: Melanie King, Manager – Project Coordination Unit

**Subject: Request for tenders: ‘Enhancing the climate resilience of vulnerable island communities in the Federated States of Micronesia – Gender and Social Inclusion Specialist’**

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## 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 The *Enhancing the climate resilience of vulnerable island communities in the Federated States of Micronesia* project is a four-year Adaptation Fund project aimed at reducing the vulnerability of the selected communities to risks of water shortage and increase adaptive capacity of communities living in Woleai, Eauripik, Satawan, Lukunor, Kapingamarangi, Nukuoro, Utwe, Malem to drought and flood-related climate and disaster risks.
- 1.3 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
- 1.4 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 assist SPREP and the Member country (Federated States of Micronesia) to develop a comprehensive gender and social inclusion analysis of the project, and to develop a gender and social inclusion action plan to be implemented over the remaining term of the project.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.

### 3. Conditions: information for applicants

3.1 To be considered for this tender, interested Consultants must meet the following conditions:

- Submit a CV detailing previous relevant experience.
- Provide examples of relevant experience in designing / developing a gender strategy and action plan, and training plan, in particular in the Pacific region;
- Have demonstrated experience undertaking similar assignments in the Federated States of Micronesia, in particular the outer islands.
- Provide a clear outline as to how the assignment will be achieved under current travel restrictions throughout the Pacific region and in the Federated States of Micronesia.
- Provide three references relevant to this tender submission, including the most recent work completed.
- Complete the **tender application 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 or your Technical Proposal. Failure to do this will mean your application will **not** be considered).*
- Sign the **Conflict of Interest form** provided.

### 4. Submission guidelines

4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and is capable of meeting the required services and timeframes. Documentation must also include supporting examples to address the evaluation criteria. Describe any additional minimum content and format requirements.

4.2. Tender documentation should outline the interested consultant's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.

4.3. Tender submission must be in United States Dollars (USD).

4.4. The proposal must remain valid for 90 days from date of submission.

4.5. Tenderers / bidders must insist on acknowledgement of receipt of tender / proposals / bids.

### 5. Tender Clarification

5.1. Any clarification questions from applicants must be submitted by email to Maraea Pogi on [maraeap@sprep.org](mailto:maraeap@sprep.org) and copy Melanie King on [melaniek@sprep.org](mailto:melaniek@sprep.org) before 05 October 2020 and responses will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 07 October 2020.

### 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 tenderer satisfies the criteria as follows:

**a) Experience (80%)**

- Professional experience in gender work including conducting assessments and designing / developing a gender strategy and action plan (50%).
- Demonstrated experience in undertaking gender-related work in the Federated States of Micronesia (10%).
- Demonstrated experience in undertaking stakeholder consultations in culturally sensitive, remote environments (20%).

**b) Financial (20%)**

- Demonstrated value for money (20%).

**7. Deadline**

7.1. The due date for submission of the tender is: **Friday, 16 October 2020, midnight (Apia, Samoa local time).**

7.2. Late submissions will be returned unopened to the sender.

7.3. Please send all tenders clearly marked 'TENDER: Enhancing the climate resilience of vulnerable island communities in the Federated States of Micronesia – Gender and Social Inclusion Specialist' to one of the following methods:

Mail: SPREP  
Attention: Procurement Officer  
PO Box 240  
Apia, SAMOA

Email: [tenders@sprep.org](mailto:tenders@sprep.org) (MOST PREFERRED OPTION)

Fax: +685 20231

Person: Submit by hand in the tenders box at SPREP Reception,  
Vailima, Samoa.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

**For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website**

<http://www.sprep.org/accountability/complaints>

## Annex A: Terms of Reference

### Gender and Social Inclusion Specialist: Enhancing the climate resilience of vulnerable island communities in the Federated States of Micronesia

#### Assignment Information

<b>Assignment Title:</b>	Gender and Social Inclusion Specialist
<b>Project:</b>	Enhancing the climate resilience of vulnerable island communities in the Federated States of Micronesia
<b>Post Level:</b>	Specialist
<b>Contract Type:</b>	Individual Contractor
<b>Duty Station:</b>	Home-based <sup>1</sup>
<b>Expected Place of Travel:</b>	Federated States of Micronesia
<b>Contract Duration:</b>	70 days

#### Project Description

The Federated States of Micronesia (FSM) is located near the equator about 4,000 km southwest of the Hawaiian Islands in the Western Pacific Ocean and within the Caroline Islands group. It is a group of 647 islands (84 of the islands are inhabited) covering 2,736 square kilometres (km<sup>2</sup>) in the western Pacific Ocean (Figure 1). The land area totals 704.6 km<sup>2</sup>, with 7,192 km<sup>2</sup> of lagoon area. The islands vary from small islets inundated at high tide to atolls and large volcanic islands with a land area larger than 80 km<sup>2</sup>. FSM's physical isolation, as well as the distance between States, and between islands within States, combined with limitations in transport, pose multiple development challenges.

The Government of FSM has identified two outer islands each in Pohnpei, Chuuk and Yap States as priorities for the water security component of this proposal to the Adaptation Fund. These are Kapingamarangi and Nukuoro in Pohnpei; Satawan and Lukunor in Chuuk and Eauripik and Woleai in Yap. The majority are among the atolls most remote from their respective mainlands. The Government has also focused on building the capacity of the communities of Malem and Utwe in Kosrae to respond to climate change as well as improving the resilience of its infrastructure and natural environment to climate change under the coastal component of the proposal.

The *Enhancing the climate resilience of vulnerable island communities in the Federated States of Micronesia* project is a four-year Adaptation Fund project aimed at reducing the vulnerability of the selected communities to risks of water shortage and increase adaptive capacity of communities living in Woleai, Eauripik, Satawan, Lukunor, Kapingamarangi, Nukuoro, Utwe, Malem to drought and flood-related climate and disaster risks.

It aims to achieve this through:

- Preparation of the necessary institutional and regulatory frameworks, policies, guidance, and tools to help deliver a climate resilient FSM.
- Strengthening water and livelihood security measures to help 6 outer atoll islands adapt to impacts of climate change related to water, health, and sanitation.
- Providing communities with climate resilient infrastructure to help relocate from high risk coastal inundation sites.

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<sup>1</sup> Due to impacts of COVID-19

- Capturing and sharing the local knowledge produced on climate change adaptation and accelerate the understanding about the kinds of interventions that work in island environments in FSM.

The project strategy is to provide all four (4) State Governments in FSM with development planning tools and institutional frameworks to help coastal communities prepare and adapt for higher sea levels and adverse and frequent changes in extreme weather and climate events. It will also provide communities with the resources and technical support needed to adopt and manage concrete climate change adaptation initiatives and actions.

The project will ensure that the concerns and experiences of stakeholder women and men are an integral dimension of the design, mainstreaming, implementation, monitoring, and evaluation of project resulting policies and programs, with the purpose of ultimately achieving gender equality in information sharing.

The Project is managed by the Department of Environment, Climate Change and Emergency Management (DECCEM) with the Secretariat of the Pacific Regional Environment Programme (SPREP) as the implementing entity.

### **Scope of Work**

An experienced gender and social inclusion specialist is sought to undertake a comprehensive gender and social inclusion analysis of the project, and to develop a gender and social inclusion action plan to be implemented over the remaining term of the project. The scope of work will include a desk review of the project documentation, consultations to undertake research and to consult with stakeholders, development of an action plan, and training of the project team on the effective integration of gender and social inclusion considerations into project activities and subsequent reporting to the Implementing Entity and Adaptation Fund.

The Consultant will work closely with the Project Manager and members of the Project Management Unit including the Finance and Administration Officers for each State, and the outer island coordinators. S/he will be required to provide substantive inputs on gender-related issues of the proposed activities in FSM, drawing from subject matter knowledge and experience in international donor agency gender standards, in particular the Adaptation Fund.

Stakeholder consultations and the development of the plan will need to consider the impacts of COVID-19 in terms of travel restrictions. All applications will need to clearly define a course of action which considers the restrictions. To assist with information and data collection, the Consultant will have the full support of the Project Management Unit in FSM.

### **Expected Outcomes and Deliverables**

The gender and social inclusion specialist will work directly with the DECCEM project team, SPREP and other relevant stakeholders to complete the gender and social inclusion analysis and development of the action plan.

#### ***Output 1: Gender Analysis Report***

- Review relevant Adaptation Fund documents on the requirements for gender mainstreaming including the Adaptation Fund's Gender Policy.
- Review relevant Federated States of Micronesia documents on gender mainstreaming e.g. FSM Gender Policy.
- Assess and identify the contextual settings of the Federated States of Micronesia, and in particular Kosrae and the outer islands of Woleai and Eauripik (Yap), Satawan and Lukunor (Chuuk), and Kapingamarangi and Nukuoro (Pohnpei), relevant to ensuring gender equality and social inclusion in the project;
- Assess the gender sensitiveness and social inclusion aspects of the project outcome, objectives, activities, indicators and targets to the specific needs, capacities and priorities of women, men, youth and vulnerable groups.

- Identify and recommend appropriate actions to strengthen gender equality and social inclusion in the implementation of the project in the remaining term.

**Output 2: Gender and Social Inclusion Action Plan**

- In consultation with the DECEM project team, SPREP and relevant stakeholders, develop a plan of action that identifies opportunities and entry points for mainstreaming gender into the project. The plan of action for gender mainstreaming should mirror the project’s log frame and include the development of gender specific project activities and outputs, gender responsive targets and indicators, timelines, assigned responsibilities and implementation arrangements. The Plan should also include the provision of cost estimates for the implementation of the plan of action for gender mainstreaming.
- The Gender and Social Inclusion Action Plan should be realistic and measurable, and focused on strengthening the project’s gender considerations in the remaining implementation timeframe and comply with the Adaptation Fund’s Gender Policy.

**Output 3: Conduct training**

1. Develop and deliver training to the project team and SPREP counterparts, on the effective implementation and reporting of the Gender and Social Inclusion Action Plan.

**Institutional Arrangement**

The consultant will be under the supervision of the Secretariat of the Pacific Regional Environment Programme (SPREP) and work closely with the Executing Entity’s Project Management Unit (DECEM) based in FSM. Reports and documentation will be shared with the SPREP Task Manager and DECEM Project Manager in a timely manner.

**Duty Station**

Home-based. Travel to FSM and within FSM to the outer islands will be determined depending upon the situation under the COVID-19 pandemic.

However, at this time, with the current travel restrictions due to the COVID-19 pandemic, if the successful consultant is not a resident of FSM, it is expected there will be no opportunity to undertake in-country consultations with the project team and stakeholders at this time.

The consultant is therefore expected to undertake the initial analysis and development of the action plan based on extensive experience and knowledge of FSM, in particular the States and outer islands and through virtual / remote consultations. The Plan will be ground-truthed once the travel restrictions have been lifted. It is therefore expected that the Consultant will have lived and / or worked in FSM for a substantive amount of time and be familiar with the State and outer island context specifically in relation to gender issues.

**Outputs / Deliverables**

No	Deliverables / Outputs (Based on above tasks and responsibilities)	Estimated Duration to Complete (Days)
1	<b>Workplan</b>	2
2	<b>Deliverable 1:</b> <ul style="list-style-type: none"> <li>- Stakeholder consultations, literature review;</li> <li>- Initial Gender Analysis conducted; Initial Impacts and risks identified;</li> <li>- Relevant government agencies, NGOs, CBOs, Women’s associations etc are identified and where possible, consulted</li> <li>- Final Gender Gap Analysis Report in English</li> </ul>	25
3	<b>Deliverable 2:</b>	20

	- Final draft of the Project Gender and Social Inclusion Strategy and Action Plan, including work plan	
4	<b>Deliverable 3:</b> - Preparation of the training programme and training undertaken for Project staff in implementation and reporting against the Gender and Social Inclusion Strategy and Action Plan	5
<b>Total # of Days</b>		<b>52</b>
5	<b>Deliverable 4:</b> - Validation mission to Federated States of Micronesia	15
6	<b>Deliverable 5:</b> - Final Gender and Social Inclusion Strategy and Action Plan	3
<b>Total # of Days</b>		<b>18</b>

### Qualifications & Competencies

Education:	2. University qualifications (Degree, MSc or PhD) with expertise in the areas of gender studies, social science, environmental studies, political science, Pacific studies, geography, anthropology or another relevant field.
Experience:	3. At least 7 years of professional experience in gender related works in environmental / public sector initiatives. 4. Demonstrated experience in designing / developing a gender strategy and action plan, and training plan. 5. Demonstrated experience in providing gender training to various target groups. 6. Demonstrated experience in undertaking similar assignments in the Federated States of Micronesia, in particular the outer islands. 7. Familiarity with gender analysis tools and methodologies in the specific area of intervention. 8. Knowledgeable about environmental issues, climate change impacts, water vulnerability challenges and resilience building opportunities particular to Pacific Small Island Developing States.
Competencies:	9. Culturally sensitive, friendly, and effective inter-personal and communication skills that are conducive to effective presentations and networking, and building trust required to complete tasks. 10. Strong data collection and analytical skills. 11. Strong skills in report writing and training provision. 12. Proactive in updating work progress and raising any challenges and proposing practical solutions when delays and/or change of plans occur.
Language Requirements:	13. Fluency in English (oral and written) is a requirement, with sound written and presentation skills using plain English.

### Evaluation criteria: (Technical 80%, Financial 20%)

Technical Evaluation Criteria	Obtainable Score
At least 7 years of professional experience in gender work related to environmental issues, climate change impacts, water vulnerability challenges and resilience	30%

building opportunities particular to Pacific Small Island Developing States with specific knowledge of the Federated States of Micronesia context.	
Demonstrated experience in conducting assessments and designing / developing a gender strategy and action plan, and training plan to various target groups with specific experience in meeting the Adaptation Fund requirements.	20%
Demonstrated experience in undertaking gender related work in the Federated States of Micronesia, with particular experience and knowledge of the outer islands.	10%
Demonstrated culturally sensitive, friendly, and effective inter-personal and communication skills that are conducive to effective presentations and networking, and building trust required to complete tasks.	10%
Demonstrated experience in conducting consultations, reviews and assessments via remote / virtual means with demonstrated effective results.	10%
<b>Total (Technical)</b>	<b>80%</b>

## Reporting Relationships

The consultant will report primarily to the SPREP Project Task Manager.

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)