

REQUEST FOR TENDERS

File: AP_3/28/4
Date: 23 July, 2018
To: Interested suppliers
Contact: Tagaloa Cooper-Halo – Director, Climate Change Resilience

**Subject: Request for tenders: Green Climate Fund Readiness Project:
Knowledge Management Consultant, Republic of the Marshall
Islands**

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. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced consultants who can offer their services as a Green Climate Fund (GCF) Readiness Project Knowledge Management Consultant, to be based in the Republic of the Marshall Islands (RMI), and will be required to support the development and ongoing use of a fit for purpose data management system and information portal to support the NDA to document, monitor, maintain and update Green Climate Fund data for streamlined access and reporting, which is a key outcome of the overall the *Republic of Marshall Islands NDA Strengthening and GCF engagement Readiness Project* (the Project), as set out in the Terms of Reference (ToR) at Annex A.
- 2.2. The successful applicant will need to apply their excellent knowledge and data management and coordination skills to ensure timely and effective delivery of key project activities, in accordance with the Grant Agreement between SPREP and the

GCF, and to ensure the relevant objectives of the Project are met, in alignment with the priorities of Office of Environmental Policy and Planning Coordination (OEPPC).

- 2.3 The successful applicant will need to provide technical advice and input, under the direction of the Readiness Project Coordinator, including by drawing on research and analytical skills, excellent communication skills and experience working with a range of stakeholders, as well as knowledge of the Green Climate Fund and climate finance readiness issues.
- 2.4 The Knowledge Management Consultant will be required to support the delivering of key project activities in accordance with the Terms of Reference for the consultancy (Annex A), including the delivery of a
- Climate Change Data/Information and User Needs Stocktake Report for RMI.
 - National Climate Change Portal including Training Manual on how to use the Portal and process/scheduling of maintenance and updates
 - Package of In-country portal training and support

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
- i. Meet the Evaluation Criteria.
 - ii. Supply three references as part of their tender application.
 - iii. The consultant will be required to reside in Majuro. The successful applicant will be required to cover the costs of relocation as may be required. The Republic of the Marshall Islands and work from the OEPPC offices in Majuro for an initial period of 12 months with possibility of extension.
 - iv. The consultant must possess or be able to obtain relevant work permits and approvals in order to be able to lawfully work as a consultant in RMI.
 - v. Submit a complete submission as directed in Section 4.
 - vi. Complete the tender application form provided.
 - vii. The consultant must also be able to attend, at their own cost, an informal interview by the Director of OEPPC at the OEPPC Offices in Majuro prior to any awarding of contract. Interviews may be undertaken remotely (e.g. via teleconference) upon negotiation.
 - viii. The consultant must be willing to undertake some international travel, as may be required to effectively deliver Project activities, and the assignment.
 - ix. Must be willing to work in accordance and in cooperation with SPREP to ensure that, relevant SPREP financial management, procurement and other policies are followed in the delivery of the Project
 - x. The successful applicant must be willing to accept the payment conditions as follows:
 - Payment of services rendered will be at a rate of up to USD 2,000 per month for a maximum of 22 months.

- Payment will be made from SPREP to the consultant on a quarterly basis subject to any reporting and other requirements to be set out in the Services Agreement between SPREP and the consultant.
- 3.2 The successful applicant will be provided with a Laptop, adequate office space and amenities in accordance with OEPPC standard provisions for the duration of the assignment.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate the interested supplier's ability to carry out the required work in support of successful delivery of the Project as described in Annex A. This will require that the interested supplier satisfies the Conditions stated above and is capable of meeting the Specifications and timeframes, and that supporting examples to address the Evaluation Criteria are also provided.
- 4.2. Tender documentation must include:
- i. A cover letter stating that the tenderer meets the conditions in section 3 and that the tenderer has the ability and resources to complete the consultancy within the stated timeframes and budget inclusive of all fees, expenses and costs. Please note that all expenses related to Project activities (including travel and work will be met by the Project budget)
 - ii. A comprehensive Curriculum Vitae with contact details of at least three professional referees and samples of past work with a clear explanation of what aspects were coordinated by the applicant and what aspects were done directly by the applicant.
 - iii. The proposal must remain valid for 90 days from date of submission.
- 4.4 Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to Maraea Pogi on maraeap@sprep.org and copy Vitolina Samu on vitolas@sprep.org before 01 August 2018. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 03 August 2018.

6. Evaluation criteria

- 6.1. SPREP will select a preferred supplier on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tenderer satisfies the following criteria.

- i. (20%) Bachelor degree or equivalent in a relevant field including for example information technology, communications.
 - ii. (25%) Demonstrated at least 4 years' experience in supporting the development of high quality and fit for purpose data and knowledge management systems and products, as well as experience in developing training materials and providing user training and support.
 - iii. (10%) Familiarity with climate change policy and priorities for the Marshall Islands, and climate finance, including the Green Climate Fund.
 - iv. (10%) Experience working with and coordinating a range of stakeholders including across national and local government, NGO's and the private sector including facilitation of consultation and workshops will be considered favourably.
 - v. (15%) Excellent communication skills, including the ability to prepare high quality written reports and other documents. Fluency in English is a must and fluency in Marshallese will also be considered an advantage.
 - vi. (10%) Demonstrated project management experience, research and analytical skills.
 - vii. (10%) Demonstrated understanding of the Project, including the role and expectations of the Knowledge Management Consultant.
- 6.2 Persons of all nationalities are able to apply (subject to relevant Conditions) and suitably qualified and experienced Marshallese nationals are encouraged to apply.

7. Deadline

- 7.1. **The due date for submission of the tender is: 13 August 2018, 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: **Green Climate Fund Readiness Project: Knowledge Management Consultant, Republic of the Marshall Islands**' to one of the following methods:

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

Email: tenders@sprep.org

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

RMI KNOWLEDGE MANAGEMENT CONSULTANT

Background

The GCF Readiness Programme is a funding programme to enhance country ownership and access to the Green Climate Fund. The Programme provides, amongst other things, resources for strengthening the institutional capacities of National Designated Authority (NDA)s, developing the necessary strategic frameworks, country programme and pipeline, and support direct access to efficiently engage with the Fund.

Under the new SPREP Strategic Plan 2017-2026 SPREP has been mandated by its Members to support Pacific Island Members access and manage climate finance, and enhance direct access. A key strategy in achieving this is to support the strengthening of institutions and country planning process and build the climate finance 'readiness' of the country. SPREP is delivering on this commitment by serving as a Delivery Partner for countries to access GCF Readiness resources, and has worked with the Republic of Marshall Islands Office of Environmental Policy and Planning Coordination (OEPPC) to develop the approved Project *Republic of Marshall Islands NDA Strengthening and GCF engagement Readiness Project*.

SPREP will provide overall oversight and management of the project. Day-to-day and technical delivery of the project will rest with a small project consultancy team to be based in RMI working closely with the Director of OEPPC and other stakeholders.

Requirement

SPREP as the Delivery Partner for the Project requires the services of a skilled and experienced Knowledge Management Consultant to support the development and ongoing use of a fit for purpose data management system and information portal to support the NDA to document, monitor, maintain and update Green Climate Fund data for streamlined access and reporting (as defined in the approved Project Document which can be shared upon request). The system will be delivered by third-party technical consultants, to be procured under the terms of the project and will require the delivery of a

- Climate Change Data/Information and User Needs Stocktake Report for RMI.
- National Climate Change Portal including Training Manual on how to use the Portal and process/scheduling of maintenance and updates
- In-country NDA and staff training on the Portal via OEPPC workshop and Training Outcome report from the portal training for the NDA office/project team (report should contain training materials, list of who has been trained and participant evaluations).

The Knowledge Management Consultant will help coordinate the delivery of the above project deliverables and also:

- Be trained by the trainer, for provision of ongoing local support for use of the portal.
- Play a key role in terms of research provision and management of project related information. This may include the sourcing of (existing) baseline; technical; stakeholder information for input into country programming and project design processes.
- Be responsible for ensuring all information and knowledge generated by the Readiness project is integrated into the data management portal.

The Knowledge Management Consultant will work as part of a team, under the immediate direction of the Readiness Support Coordinator, and in doing so provide the following types of general support:

- Support coordination of timely and effective delivery of activities to be delivered by other consultancies and service delivery partners (as planned for in the in the Project document, and managed).
- Support the design and development of specified ToRs for the engagement of third party consultancy services to support delivery of project activities.
- Support the Project Manager in the preparation and lodgement of relevant Project reports and planning documents including Project annual work plan; quarterly and annual progress reports.
- Work closely and take direction and advice from the Readiness Project Manager, and the Director of OEPPC in the design and delivery of all project activities

Working Arrangements:

- The Knowledge Management Consultant will form part of the Readiness Project Team which includes the GCF Readiness Support Coordinator and Readiness Project Support Officer that will be based in the OEPPC offices in Majuro, RMI.
 - The Knowledge management Consultant will be guided by and work closely with the Readiness Project Coordinator, to ensure coordinated project delivery.
 - The consultant will be provided with a laptop and other necessary office equipment and facilities to support delivery of the project.
 - The consultant will be expected to reside in Majuro for the duration of the contract. There will be no living / relocation or other allowances to be paid under the terms of this consultancy.
 - The consultant may be required to undertake some regional / international travel, subject to approval by SPREP. SPREP travel policy and allowances will apply.
 - The consultant will work closely with the Director of OEPPC to ensure project activities are aligned and meet country priorities
 - The consultant will be accountable to the Director of Climate Change Resilience Programme on behalf of SPREP
 - The consultant will be paid on a quarterly basis via electronic bank transfer
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