

REQUEST FOR TENDERS

RFT: 2021/047
File: AP_3/29
Date: 21 June, 2021
To: Interested suppliers
From: Semi Qamese – PACRES M&E Officer

Subject: Request for Tenders: Consultancy to mainstream climate change and disaster resilience in the Commerce Sector, Tourism Sector and Internal Affairs in Kiribati.

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 would like to call for tenders from a suitably qualified local consultant or an international consultant with a local counterpart to mainstream climate change and disaster resilience in the Commerce Sector, Tourism Sector and Internal Affairs in Kiribati.
- 2.2. The Terms of Reference and the specific statement of work for 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://www.sprep.org/attachments/Publications/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
 - i. Must be currently based in Kiribati and legally entitled to work in Kiribati for the duration of the contract;
 - ii. Fluency in Gilbertese is highly desirable;

- iii. Provide three references relevant to this tender submission, including the most recent work completed;
- iv. Provide examples of related past work outputs;
- 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 or your Technical Proposal. Failure to do this will result in the application **not** being considered);*
- vi. Sign the **Conflict of Interest** form; and

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should outline the interested supplier's complete proposal and include:
 - a. The CVs of proposed personnel highlighting related experience relevant to the tender.
 - b. A Technical Proposal which describes the interested tenderer's approach, including timelines to achieve the tasks described in the Terms of Reference.
 - c. A Financial Proposal which breaks down costs for all components of the proposed approach.
 - d. A Completed Tender Application Form and Conflict of Interest form.
- 4.3. 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 procurement@sprep.org before 30 June 2021. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 02 July 2021.

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.
 1. Qualifications and expertise (50%):
 - a. bachelor's degree in statistics, economics, social sciences, public policy or any other field relevant to Monitoring and Evaluation.
 - b. at least minimum of 5 years of combined experience in drafting monitoring and evaluation frameworks with sound knowledge and understanding of monitoring and evaluation systems and frameworks.
 - c. proven track record of working and engaging with a range of stakeholders across sectors in the Pacific producing high-quality results and outputs with minimal supervision.
 - d. knowledge of Kiribati's national development plan, adaptation plan, climate change and disaster related policies, strategies, institutions, and regulations.
 - e. excellent oral and written communications skills and articulation to communicate complex issues.

2. Detailed technical proposal (30%) to include:
 - a. recommended approach to deliver scope of work in the attached terms of reference;
 - b. key sources/data to inform the assignment and relevant stakeholders; and
 - c. detailed work plan clearly outlining milestones and delivery timelines.
3. Detailed financial proposal (budget) (20%).
 - a. the Financial Proposal to be priced based on a work plan. The proposal should be for the fees component only associated with undertaking this work; and
 - b. any consultations and workshops, local travel and any other costs associated with the development of the framework must be identified but not included in the cost of the tender proposal.

7. Deadline

- 7.1. **The due date for submission of the tender is: 12 July 2021 midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all tenders clearly marked '**RFT 2021/047: Consultancy to mainstream climate change and disaster resilience in the Commerce Sector, Tourism Sector and Internal Affairs in Kiribati**' to one of the following methods:

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.

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

Mainstreaming climate change and disaster resilience in the Commerce Sector, Tourism Sector and Internal Affairs in Kiribati.

Background and Rationale

Kiribati is participating in the Intra-ACP GCCA+ Pacific Adaptation to Climate Change and Resilience Building (PACRES)¹, which is being implemented jointly by the Secretariat of the Pacific Regional Environment Programme (SPREP), the Pacific Islands Forum (PIFS), the Pacific Community (SPC) and the University of the South Pacific (USP) through to mid-2023.

One of the PACRES activities is to mainstream climate change and disaster resilience including gender, disability and human rights aspects across national sustainable development, sector and community-based strategies, policies and legislative frameworks.

To ensure the achievement of national sustainable development goals to adaptively manage climate and disaster risks, it is vital to strengthen institutions and human resource capacity in various sectors to monitor and evaluate performance in a changing climate. The Framework for Resilient Development in the Pacific (FRDP)² focuses on resilient development as essential to reporting towards climate change mitigation and adaptation under the Paris Agreement, the Sendai Framework for Disaster Risk Reduction and the overarching United Nations Sustainable Development Goals.

The Kiribati Joint Implementation Plan for Climate Change and Disaster Risk Management (KJIP) 2019-2028 supports the implementation of a holistic approach on climate action and aims to enhance coordination and access to financial and technical support to accelerate the implementation of actions on climate adaptation and disaster risk reduction.³ The KJIP has 12 strategies and 432 performance indicators and is aligned to the FRDP. A tracking system has been developed to determine the KJIP implementation progress and is currently being used to compile the KJIPs implementation report.

Water security, coastal protection and the transition to greener-cleaner energy are top priorities of Kiribati in terms of climate change actions. As they are top priorities they are well

¹ The €12.18 million PACRES is funded primarily by the European Union (€12 million) with targeted support from Monaco and the Swiss Confederation.

² http://tep-a.org/wp-content/uploads/2017/05/FRDP_2016_finalResilient_Dev_pacific.pdf

³ KJIP, page 9



supported by the Government of Kiribati and development partners with many projects completed, underway or in the pipeline.

Less attention has been given to other sectors that contribute to overall resilience, including:

- Commerce;
- Tourism; and
- Internal Affairs.

KJIP Strategy 3 “Strengthening and greening the private sector, including small to medium-sized enterprises” focuses on the commerce and tourism sectors. Building the resilience of the outer islands is more cross-cutting and includes actions identified under a number of KJIP Strategies.

SPREP is seeking the services of a suitably qualified local consultant or an international consultant with a local counterpart to align M & E for the 3 sectors (Commerce, Tourism and Internal Affairs) to the KJIP and the KJIP M&E framework and system, which will create a more coherent approach to coordinate M&E and reporting processes at these sector levels. The new sector specific M&E framework will also include reporting climate and disaster management related targets, strategies, actions and indicators that currently exist in the Kiribati 20-year Vision (KV20) and the Kiribati Climate Change Policy (KCCP). There is also a requirement to develop a strategy to gather existing climate related datasets over the years in different islands and by various groups (government, NGOs, private sector and partners) applicable to the selected sectors.

Scope of work

Working under the direction of SPREP, the Office of Te Beretitenti and in consultation with the Kiribati National Expert Group (KNEG) and the specific sectors involved, the consultant will:

1. conduct a desktop review of any existing policies, plans or strategies relevant to the Commerce sector, Tourism sector and Internal Affairs;
2. based on the outcome of the desktop review, and working closely with relevant Ministries and key sector stakeholders:
 - develop sector-specific M&E frameworks to align the indicators specified in policies, work plans or strategies, of relevant Ministries to the KJIP and FRDP M & E Framework and Strategy for the mainstreaming of climate change and disaster resilience into the following areas:



- commerce and the private sector;
 - tourism; and
 - Island Strategic Plans and Island Council level strategies.
3. Finalise the sector-specific M&E framework in consultations with relevant Ministries, sector groups and other stakeholders; and
 4. Develop a strategy to gather existing climate-related datasets over the years in different islands and by various groups (government, NGOs, private sector and partners) applicable to the selected sectors.

Potential suppliers are invited to submit proposals. 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/spreporganisationalvalues-code-of-conduct.pdf.

Project Oversight and Reporting.

The successful tenderer will work closely with SPREP, the Office of Te Beretitenti and relevant ministries to implement the selected activities. This will include, but not be limited to:

- facilitating inception, planning and implementation meetings and national stakeholder consultations/workshops;
- monthly progress reports to be provided to SPREP and the Office of Te Beretitenti; and
- project closure report.

Project Schedule

Activities must be completed by October 2022. Expected project activity is detailed in Table 1 below. The tender response should detail how and when these steps will be delivered by submitting a Technical Proposal.

No.	Activity
1	Notification of successful consultant
2	Contract signed and workplan agreed
3	Commencement meeting via virtual means with the successful contractor, SPREP, the Office of Te Beretitenti and relevant ministries.

4	Conduct a desktop review of existing policies, plans or strategies relevant to the sectors
5	Develop sector specific M&E framework to align the indicators specified in policies, work plans or strategies, of relevant Ministries for the mainstreaming of climate change and disaster resilience
6	Develop a strategy to gather existing climate-related datasets over the years in different islands and by various groups (government, NGOs, private sector and partners) applicable to the selected sectors
7	Monthly progress reports provided to SPREP and the Office of Te Beretitenti (OB)
8	Facilitate national stakeholder workshop to develop and finalise the draft sector specific M&E framework and the draft strategy (timing of consultations TBC)
9	Submission of final drafts to SPREP and the Office of Te Beretitenti (OB)
10	Project closure report

Budget

A Financial Proposal is to be submitted, based on a work plan. The proposal should include the **fees component only**. Consultations and workshops, local travel and any other costs associated with the development of the framework must be identified and costed but not included in the cost of the tender proposal.

Expertise and qualifications

The consultant is expected to have the following qualifications and expertise:

- i. Bachelor's degree in statistics, economics, social sciences, public policy, or any other field relevant to Monitoring and Evaluation.
- ii. At least minimum of 5 years of combined experience in drafting monitoring and evaluation frameworks with sound knowledge and understanding of monitoring and evaluation systems and frameworks.
- iii. Proven track record of working and engaging with a range of stakeholders across sectors and in the Pacific producing high-quality results and outputs with minimal supervision.
- iv. Knowledge of Kiribati's national development plan, adaptation plan, climate change and disaster related policies, strategies, institutions, and regulations.



- v. Excellent oral and written communications skills and articulation to communicate complex issues.