

# REQUEST FOR TENDERS

RFT: 2022/066  
File: SPREP 2/44 (NAP) and AP\_3/28/9 (Readiness II)  
Date: 5 December, 2022  
To: Interested consultants  
From: SPREP Nauru Readiness II and National Adaptation Planning Team  
(Filomena Nelson, Fred Patison and Rupeni Mario)

**Subject: Request for tenders (RFT)**

- A. Republic of Nauru National Adaptation Planning – Phase One
  - (i) Project Manager
  - (ii) Project Finance and Administration Assistant
  
- B. Nauru Readiness II – Strengthening National Designated Authorities (NDA) capacities and direct access entity (DAE)
  - (iii) Readiness Coordinator

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## 1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization 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 projects, *Republic of Nauru National Adaptation Planning – Phase One* and the *Nauru Readiness II - Strengthening NDA capacities and DAE access* is funded by the Green Climate Fund (GCF), Grant Numbers: NRU-RS-002 and NRU-RS-003, respectively with the Secretariat of the Pacific Environment Programme (SPREP) as the delivery partner and an accredited entity to the GCF.
- 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 individual Local Consultants to undertake the role of
  - 2.1.1 Project Manager, Terms of Reference as Annex A
  - 2.1.2 Project Finance and Administration Assistant, Terms of Reference as Annex B
  - 2.1.3 Readiness Coordinator, Terms of Reference as Annex C

- 2.2. Tenderers will need to provide a comprehensive proposal as outlined in the attached Terms of Reference (Annex A, Annex B and Annex C)
- 2.3. The information provided are:
  - 2.3.1 Annex A: Terms of Reference for the Project Manager
  - 2.3.2 Annex B: Terms of Reference for the Project Finance and Administration Assistant
  - 2.3.3 Annex C: Terms of Reference for the Readiness Coordinator
  - 2.3.4 Annex D: SPREP Service Agreement template
- 2.3. The successful consultants 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](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 Nauru and have legal status to work in Nauru.
  - 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)*

*Additional information can be attached 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.



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- 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 additional information, 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. Please note that the official currency in Nauru is the AUD.
- 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 Bid must remain valid for 90 days from date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of tender.



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## 5. Tender Clarification

- 5.1 Any clarification questions from applicants must be submitted by email to [procurement@sprep.org](mailto:procurement@sprep.org) before 09 January 2023. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 11 January 2023.
- 5.2 The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
- 5.3 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.
- 5.4 Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- 5.5 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 for each of the mentioned consultancies 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 (Republic of Nauru National Adaptation Planning – Phase One):

- i. A Degree or equivalent in climate change, environmental science, project management or other related field with minimum of 3 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.

*and/or*

A Diploma or equivalent in climate change, environmental science, project management or other related field with 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.

(25%)

- ii. Proven experience in project management and coordination with the Government of Nauru, private sector, NGOs, and other development agencies nationally and internationally. (25%)
- iii. Good knowledge and understanding of climate change impacts and issues in Nauru and the Pacific (10%)
- iv. Proven track record in stakeholder engagement and consultation with government agencies, development agencies, NGOs, private sector, and the community (10%)
- v. Experience in preparing reports, meeting minutes, and undertaking research and data collection and managing information (10%)

Project Finance and Administration Assistant (Republic of Nauru National Adaptation Planning – Phase One):

- i. A university degree or diploma in accounting, economics or environmental management (10%)
- ii. At least two years of relevant work experience preferably in business administration and / or finance in government institutions, NGOs, private sector and / or development agencies on similar assignments (10%)
- iii. Demonstrated experience in business administration, financial management, project financial reporting, budget monitoring, development of workplans and budgets, logistical support and coordination with the Government of Nauru, NGOs, private sector and international development agencies. (10%)
- iv. Experience and / or understanding of the Government of Nauru financial system, processes and policies and donor funds requirements. (20%)
- v. Good knowledge and understanding of climate change impacts and issues in Nauru and the Pacific. (10%)
- vi. Experience in record keeping and filing, asset management, preparing reports, meeting minutes and managing information including acquittal of expenditures. (20%)

Readiness Coordinator (Nauru Readiness II – Strengthening NDA capacities and DAE access):

- i. A Degree or equivalent in climate change, environmental science, project management or other related field with minimum of 3 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.  
and/or  
A Diploma or equivalent in climate change, environmental science, project management or other related field with 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. (25%)

- ii. Proven experience in project management and coordination with the Government of Nauru, private sector, NGOs, and other development agencies nationally and internationally. (25%)
- iii. Good knowledge and understanding of climate change impacts and issues in Nauru and the Pacific (10%)
- iv. Proven track record in stakeholder engagement and consultation with government agencies, development agencies, NGOs, private sector, and the community (10%)
- v. Experience in preparing reports, meeting minutes, and undertaking research and data collection and managing information (10%)

## 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 Nauru). Each Bidder is to provide the financial proposal in the following format.

| Financial proposal                                     | USD |
|--|-----|
| *Professional fees (inclusive of all applicable taxes) |     |
| Miscellaneous costs (provide examples/details)         |     |
| Total  |     |

\* the ToR specifies 300 working days plus 60 working days for closure, thus a total of 360 working days. Please also provide a rounded daily rate in USD.

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: 20 January 2023, 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 2022/066: Republic of Nauru National Adaptation Planning – Phase One; and Nauru Readiness II – Strengthening NDA capacities and DAE access.

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.

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>



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**Annex A**

**Terms of Reference**

**Project Manager**

for the

**Republic of Nauru National Adaptation Planning – Phase One**

**Green Climate Fund**

**Grant Number NRU-RS-002**

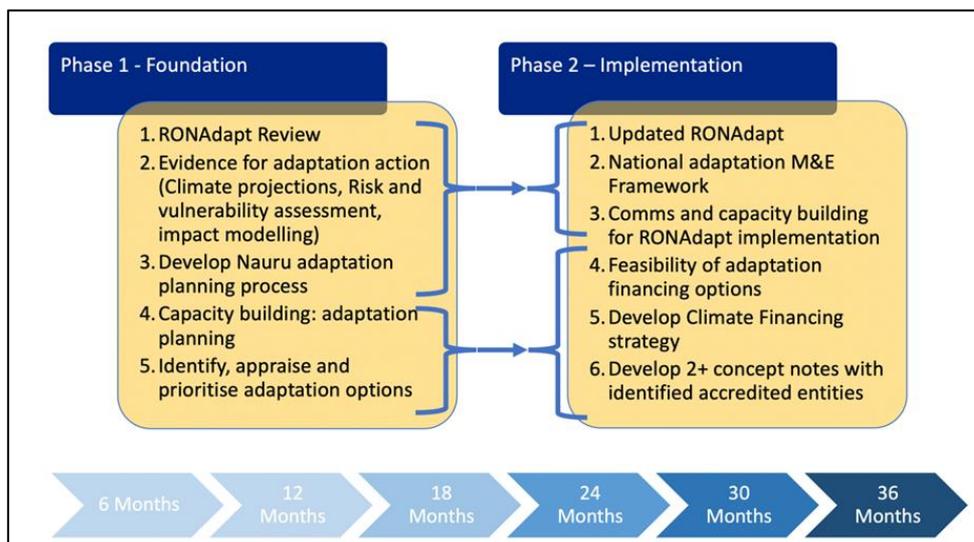
**(December 2022)**

## 1. INTRODUCTION

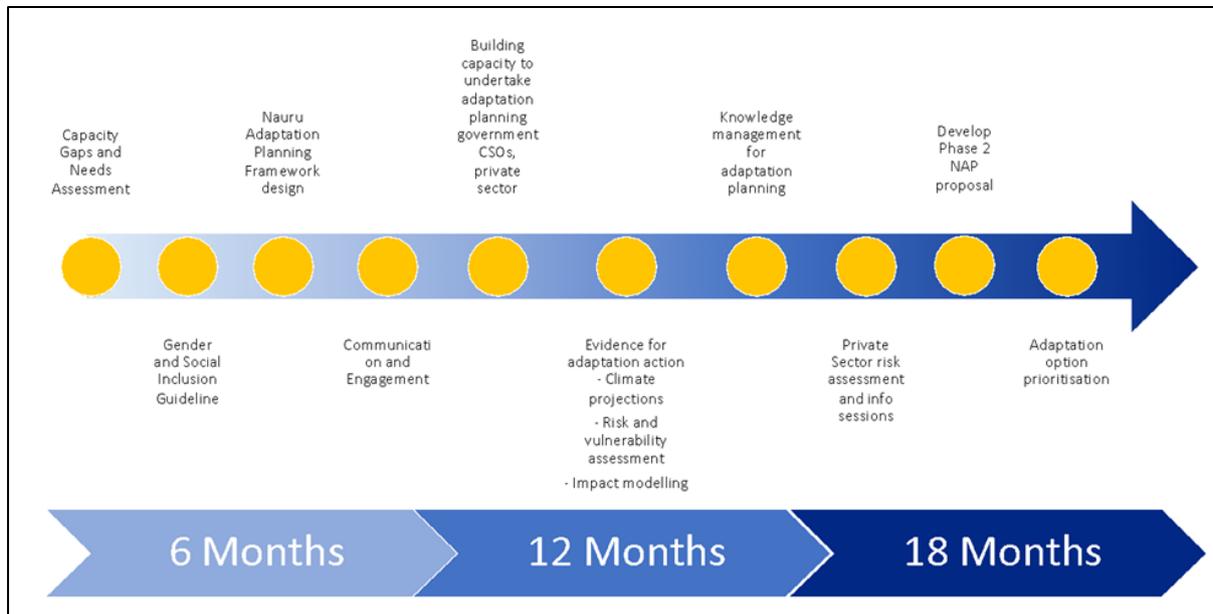
The Republic of Nauru is one of the smallest independent, democratic countries in the world, both by physical size and population. Nauru is a 21km<sup>2</sup> island located in the Western Pacific Ocean, 50km south of the equator. The island is divided into two plateaus, with the vast majority of the population (approximately 10,000 people) residing on the lower plateau, close to the coast. The higher plateau, known as 'topside', is severely degraded due to the intensive phosphate mining that has dominated the island for the last century. Concentration of a large proportion of the population on lower plateau has increased land pressures and disputes, and people are exposed to coastal inundation due to storm surges.

The proposed approach for adaptation planning in Nauru is over two phases, Figure 1. The activities in Phase One will lay the foundations for effective long-term adaptation planning and develop the inputs for the updated Republic of Nauru Framework for Climate Change Adaptation and Disaster Risk Reduction (RONAdapt), including an enhanced evidence base and a prioritized list of adaptation options. Phase Two will build on the outputs of Phase One through the development of the updated RONAdapt and provide for the implementation of the plans and strategies identified in Phase One.

**Figure 1.** Key activities under the proposed phases for Republic of Nauru's adaptation planning process. Arrows indicate linkages between activities



The Republic of Nauru National Adaptation Planning project begins by identifying the gaps and needs for capacity strengthening. From there the strategies and plans are developed including the Gender and Social Inclusion Guideline, the Communication and Engagement Strategy and the National Adaptation Planning Framework. Then the evidence base is developed, including specific assessments for the private sector. Finally, the identification of adaptation options for inclusion in the updated RONAdapt will be undertaken involving all stakeholders. Figure 2 provides an overview of the key outputs of Phase one, including elements that will feed in to the updated RONAdapt during Phase two.



**Figure 2.** Sequencing and flow of the main activities over the course of Phase One

The Project Team primarily consists of the following:

- i. Project Manager (full time and based in Nauru)
- ii. Project Finance and Administration Assistant (full time and based in Nauru)
- iii. Specialists /Experts (international and local consultants)
- iv. Adaptation Adviser and Project Development & Implementation Officer, SPREP-based in Apia, Samoa.

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 is a local consultant and will be heading up the Nauru-based NAP Project Management Unit (PMU) and will be primarily responsible for ensuring the project delivers the results and outcomes specified in the project document and that the project is being delivered in a manner that ensures compliance with the terms and conditions of the project execution agreement between the Government of Nauru and SPREP. The Project Manager will be stationed at the Nauru Climate Change Adaptation Unit. 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 organizations, and research institutions is essential.

## 2. FUNCTIONS

The Project Manager will be responsible for the day-to-day management of the project, coordination of inputs from government departments, SOEs, NGOs, private sector, district and communities into the planning and delivery of activities of the project, and coordination of short-term consultants the project will engage.

The specific functions are:

- a. Coordinate with consultants, national institutions, and communities to ensure smooth and appropriate execution of project activities.
- b. Prepare /finalise the project implementation plan aligned to the approved project logical framework and budget.
- c. Convene the project inception workshop.
- d. Liaise with the relevant government ministries / departments, national and international research institutes, NGOs, and other relevant institutions to involve their staff in the project activities, and to gather and disseminate information relevant to the project.
- e. Promote and establish links with related national and regional projects, and other international programmes that are implemented in Nauru.
- f. Prepare periodic progress reports on project implementation.
- g. Organize national consultation meetings, workshops and trainings according to the project implementation plan.
- h. Review all materials /deliverables generated during the project timeframe.
- i. Work with SPREP to ensure the publication and dissemination of the reports identified as project outputs.
- j. Coordinate negotiations on co-operation with Government and financing institutions to identify and mobilise financial resources for the follow-up activities.
- k. Liaison with SPREP on project management and implementation, monitoring the progress of the project, tracking of activities in accordance with the agreed timelines for delivery of outputs,

## 3. QUALIFICATIONS AND EXPERIENCES

- i. A Degree or equivalent in climate change, environmental science, project management or other related field with minimum of 3 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.  
*and/or*  
A Diploma or equivalent in climate change, environmental science, project management or other related field with 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.
- ii. Proven experience in project management and coordination with the Government of Nauru, private sector, NGOs, and other development agencies nationally and internationally.
- iii. Good knowledge and understanding of climate change impacts and issues in Nauru and the Pacific
- iv. Proven track record in stakeholder engagement and consultation with government agencies, development agencies, NGOs, private sector, and the community.

- v. Experience in preparing reports, meeting minutes, and undertaking research and data collection and managing information.

#### **4. COMPETENCIES**

- i. *Professionalism:* Have the gravitas and credibility to engage with Government officials, private sector, and civil society audiences; Ability to apply judgement in the context of assignments given, plan own work and manage conflicting priorities. Ability to develop a strategy and plan using various methods in a logical and coherent manner.
- ii. *Leadership:* Establishes and maintains relationships with a broad range of people to understand needs and gain support; Able to drive and motivate people to achieve goals; anticipates and resolves conflicts by pursuing mutually agreeable solutions.
- iii. *Communication:* Speaks and writes clearly and effectively; exhibits interest in consultative approaches; demonstrates openness in sharing information and keeping people informed.
- iv. *Teamwork:* Works collaboratively with colleagues to achieve goals.
- v. *Research, Planning and Organizing:* Ability to undertake research and develops clear goals that are consistent with agreed strategies; identifies priority actions and assignments; adjusts priorities as required; allocated appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary.

#### **5. SCHEDULE OF THE ASSIGNMENT**

The project, *Republic of Nauru National Adaptation Planning – Phase One*, activities will be implemented over 300 working days timeframe plus 60 working days closure phase, effective from signing of the service agreement. The duration of the assignment is scheduled over this timeframe with the commencement date (i.e., signing of the Service Agreement, Annex D) through to the project completion and closure.

#### **6. PAYMENT SCHEDULE**

The Project Manager shall be paid in accordance with the Government of Nauru 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 D) 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.

#### **7. REPORTING ARRANGEMENTS**

The Project Manager will report directly to the Secretary of DCNR through the Director of the Climate Action Unit and to SPREP's NAP Team.



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**Annex B**

**Terms of Reference**

**Project Finance and Administration Assistant**

**for the**

**Republic of Nauru National Adaptation Planning – Phase One**

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

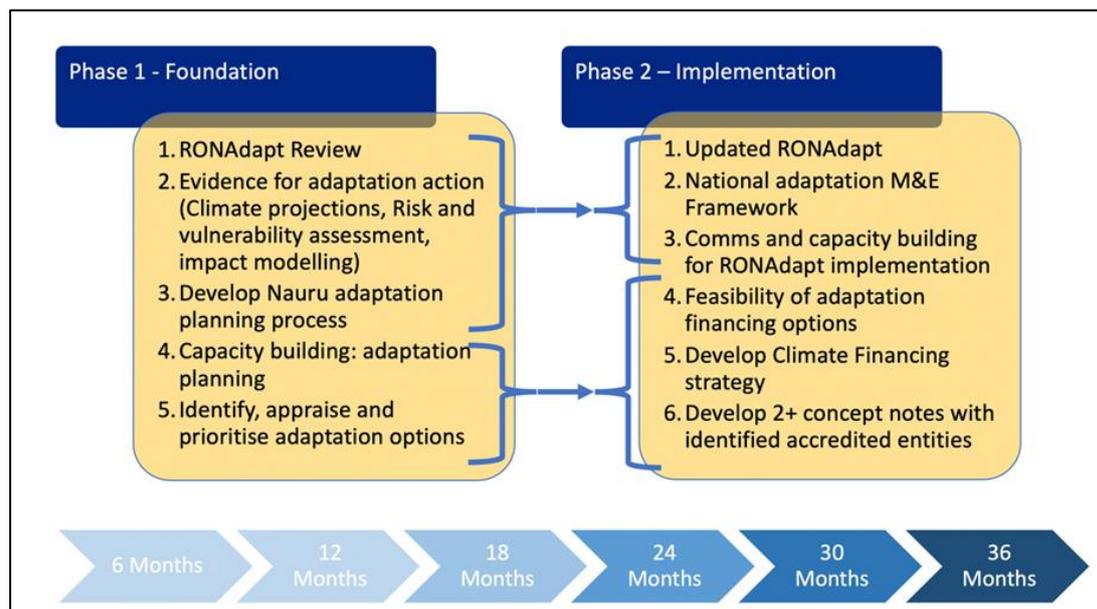
**(December 2022)**

## 1. INTRODUCTION

The Republic of Nauru is one of the smallest independent, democratic countries in the world, both by physical size and population. Nauru is a 21km<sup>2</sup> island located in the Western Pacific Ocean, 50km south of the equator. The island is divided into two plateaus, with the vast majority of the population (approximately 10,000 people) residing on the lower plateau, close to the coast. The higher plateau, known as 'topside', is severely degraded due to the intensive phosphate mining that has dominated the island for the last century. Concentration of a large proportion of the population on lower plateau has increased land pressures and disputes, and people are exposed to coastal inundation due to storm surges.

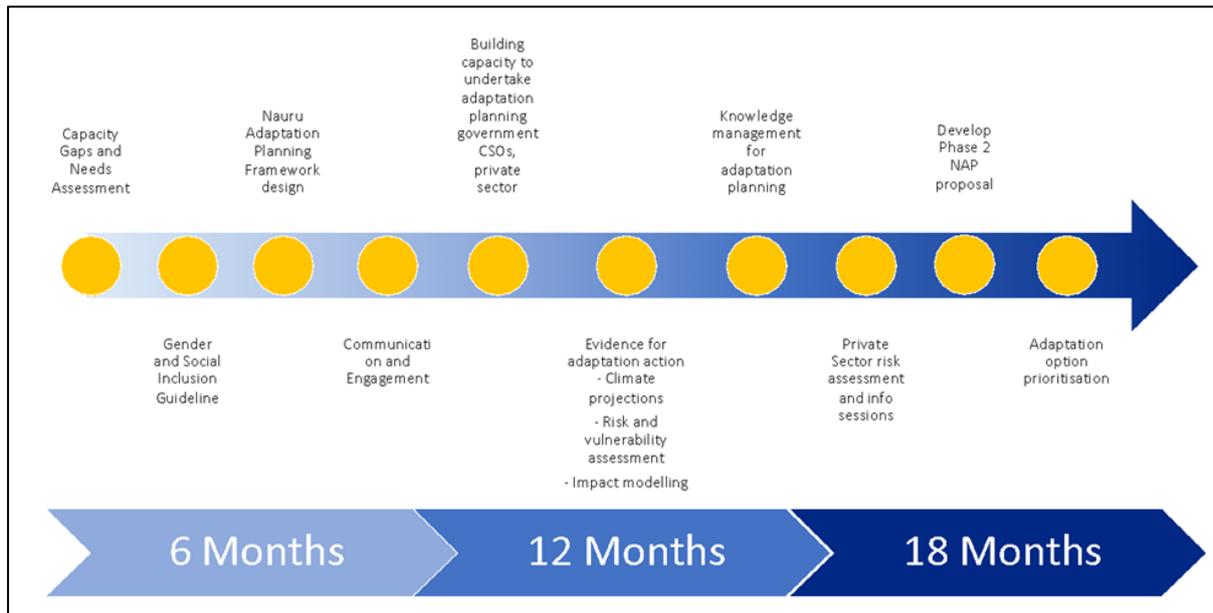
The proposed approach for adaptation planning in Nauru is over two phases, Figure 1. The activities in Phase One will lay the foundations for effective long-term adaptation planning and develop the inputs for the updated Republic of Nauru Framework for Climate Change Adaptation and Disaster Risk Reduction (RONAdapt), including an enhanced evidence base and a prioritized list of adaptation options. Phase Two will build on the outputs of Phase One through the development of the updated RONAdapt and provide for the implementation of the plans and strategies identified in Phase One.

**Figure 1.** Key activities under the proposed phases for Republic of Nauru's adaptation planning process. Arrows indicate linkages between activities



The Republic of Nauru National Adaptation Planning project begins by identifying the gaps and needs for capacity strengthening. From there the strategies and plans are developed including the Gender and Social Inclusion Guideline, the Communication and Engagement Strategy and the National Adaptation Planning Framework. Then the evidence base is developed, including specific assessments for the private sector. Finally, the identification of adaptation options for inclusion in the updated RONAdpat will be undertaken involving all stakeholders. Figure 2 provides an overview

of the key outputs of Phase one, including elements that will feed in to the updated RONAdapt during Phase two.



**Figure 2.** Sequencing and flow of the main activities over the course of Phase One

The Project Team primarily consists of the following:

- i. Project Manager (full time and based in Nauru)
- ii. Project Finance and Administration Assistant (full time and based in Nauru)
- iii. Specialists /Experts (international and local consultants)
- iv. Adaptation Adviser and Project Development & Implementation Officer, SPREP-based in Apia, Samoa.

This term of reference outlines the functions, required skill sets and experience and seeks to engage an individual as the Project Finance and Administrative Assistant (PFAA). The Project Finance and Administrative Assistant will be contracted by SPREP to support the Project Manager. The PFAA is a local consultant and will be based at Nauru NAP Project Coordination Unit (PCU). The PFAA will be stationed at the Nauru Climate Change Adaptation Unit.

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 organizations, 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 and 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. Perform other project-related duties as requested by the Project Manager

## 3. QUALIFICATIONS AND EXPERIENCE

- i. A degree and / or a diploma in business administration and / or financial management
- ii. At least three years of relevant work experience preferably in business administration and / or finance in government institutions, NGOs, private sector and / or development agencies on similar assignments
- iii. Demonstrated experience in business administration, financial management, project financial reporting, budget monitoring, development of workplans and budgets, logistical support and coordination with the Government of Nauru, NGOs, private sector and international development agencies.
- iv. Experience and / or understanding of the Government of Nauru financial system, processes and policies and donor funds requirements.
- v. Good knowledge and understanding of climate change impacts and issues in Nauru and the Pacific.
- vi. Experience in record keeping and filing, asset management, preparing reports, meeting minutes and managing information.

## 5. COMPETENCIES

- vi. *Professionalism*: Have the gravitas and credibility to engage with Government officials, private sector, and civil society audiences; Ability to apply judgement in the context of assignments given, plan own work and manage conflicting priorities. Ability to develop a strategy and plan using various methods in a logical and coherent manner.
- vii. *Leadership*: Establishes and maintains relationships with a broad range of people to understand needs and gain support; Able to drive and motivate people to achieve goals; anticipates and resolves conflicts by pursuing mutually agreeable solutions.

- viii. *Communication:* Speaks and writes clearly and effectively; exhibits interest in consultative approaches; demonstrates openness in sharing information and keeping people informed.
- ix. *Teamwork:* Works collaboratively with colleagues to achieve goals.
- x. *Research, Planning and Organizing:* Ability to undertake research and develops clear goals that are consistent with agreed strategies; identifies priority actions and assignments; adjusts priorities as required; allocated appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary.

## **5. SCHEDULE OF THE ASSIGNMENT**

The project, Republic of Nauru National Adaptation Planning – Phase One, activities will be implemented over 300 working days timeframe plus 60 working days closure phase, effective from signing of the Service Agreement. The duration of the assignment is scheduled over this timeframe with the commencement date (i.e., signing of the Service Agreement, Annex D) through to the project completion and closure.

## **6. PAYMENT SCHEDULE**

The Project Finance an 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 D) 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.

## **7. REPORTING ARRANGEMENTS**

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



**SPREP**

Secretariat of the Pacific Regional  
Environment Programme

**Annex C**

**Terms of Reference**

**Readiness Coordinator**

for the

**Nauru Readiness II – Strengthening NDA capacities and DAE access**

**Green Climate Fund**

**Grant Number NRU-RS-003**

**(December 2022)**

## 1. INTRODUCTION

The Republic of Nauru is one of the smallest independent, democratic countries in the world, both by physical size and population. Nauru is a 21km<sup>2</sup> island located in the Western Pacific Ocean, 50km south of the equator. The island is divided into two plateaus, with the vast majority of the population (approximately 10,000 people) residing on the lower plateau, close to the coast. The higher plateau, known as 'topside', is severely degraded due to the intensive phosphate mining that has dominated the island for the last century. Concentration of a large proportion of the population on lower plateau has increased land pressures and disputes, and people are exposed to coastal inundation due to storm surges.

SPREP is the delivery partner for the Nauru Readiness II – Strengthening NDA capacities and DAE access. Nauru Readiness II is a follow up to the first readiness and to broadly address several gaps on human resources capacity, institutional processes and strengthening access to climate finance. The key components of the project to address these gaps include;

*Strengthen human resource capacity constraints and limitations* – to be addressed through the procurement of services: (i) a Readiness Coordinator to be stationed at the NDA office within the Department of Climate Change and National Resilience to coordinate activities and implement NDA processes and; (ii) international consultants (professional services /firm) to work with the Readiness Coordinator, NDA Office, GCF Steering Committee, private sector and other stakeholders to assist in building capacity, knowledge and skills through the development and implementation of activities. Targeted training programmes will be implemented to support personnel in building their knowledge and skills to deliver upon their roles effectively. The training programme and intensive support is expected to assist in overcoming long-standing issues with lack and loss of skilled and knowledgeable staff.

*Support institutional capacity gaps* – the project will improve upon the coordination mechanisms, policies and procedures aligned to the climate financing function through ensuring greater clarity on the processes articulating the coordination and responsibilities of government departments in Nauru's climate projects across the project cycle. The activity targeting this barrier will (Output 1.1.1) assist in developing clear operating procedures outlining the required functions, processes, and guidelines for each stage of the project cycle. Nauru's GCF Steering Committee has been established however templates and guidance and practice are needed to ensure they can effectively fulfil their role.

*Improve Climate Finance Access* – the development of a readiness strategy to support the NDA and sectors map and prepare readiness proposals for the GCF and expedite implementation of the Country Programme. This will include mapping of capacity needs for the NDA and Sectors to deliver their climate change policies and strategies and take into account any other readiness type support provided by other agencies. This project will support Nauru respond and implement comments of Finance Management and Capacity Assessment (FMCA) and develop a direct access entity (DAE) strategy to strengthen climate finance access.

As the Delivery Partner, SPREP will be responsible for implementation of the readiness support and will carry out all fiduciary and financial management, procurement of goods and services, monitoring and reporting activities under this proposal in compliance with SPREP's policies and procedures and with the Bilateral Grant Agreement to be signed with GCF or its fiduciary agent.

This TOR is to seek a Nauru-based full time consultant, Readiness Coordinator, to coordinate and lead the implementation of the project, *Nauru Readiness II – Strengthening NDA capacities and DAE access*. He /She will be contracted by SPREP on a service agreement for 18 months and will be working as part of a broader Nauru Readiness and NAP Team.

## **2. FUNCTIONS**

The Readiness Coordinator will be responsible for ensuring coordinated delivery of project activities in line with the approved project document and in close collaboration and consultation with the SPREP Readiness Team, Nauru NAP Team and the Nauru NDA. The Readiness Coordinator will be responsible for the day-to-day management of the project, coordination of inputs from government departments, SOEs, NGOs, private sector, related projects, district and communities into the planning and delivery of activities of the project, and coordination of short-term consultants the project will engage.

The specific functions are:

- a. Coordinate with consultants, national institutions, and communities to ensure smooth and appropriate execution of project activities.
- b. Prepare /finalise the project implementation plan aligned to the approved project logical framework and budget.
- c. Convene the project inception workshop.
- d. Liaise with the relevant government ministries / departments, national and international research institutes, NGOs, and other relevant institutions to involve their staff in the project activities, and to gather and disseminate information relevant to the project.
- e. Promote and establish links with related national and regional projects, and other international programmes that are implemented in Nauru.
- f. Prepare periodic progress reports on project implementation.
- g. Organize national consultation meetings, workshops and trainings according to the project implementation plan.
- h. Review all materials /deliverables generated during the project timeframe.
- i. Work with SPREP to ensure the publication and dissemination of the reports identified as project outputs.
- j. Coordinate negotiations on co-operation with Government and financing institutions to identify and mobilise financial resources for the follow-up activities.
- k. Liaison with SPREP on project management and implementation, monitoring the progress of the project, tracking of activities in accordance with the agreed timelines for delivery of outputs.

## **3. QUALIFICATIONS AND EXPERIENCES**

- i. A Degree or equivalent in climate change, environmental science, project management or other related field with minimum of 3 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.

*and/or*



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A Diploma or equivalent in climate change, environmental science, project management or other related field with 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.

- ii. Proven experience in project management and coordination with the Government of Nauru, private sector, NGOs, and other development agencies nationally and internationally.
- iii. Good knowledge and understanding of climate change impacts and issues in Nauru and the Pacific.
- iv. Proven track record in stakeholder engagement and consultation with government agencies, development agencies, NGOs, private sector, and the community.
- v. Experience in preparing reports, meeting minutes, and undertaking research and data collection and managing information.
- vi. 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.

#### 4. COMPETENCIES

- i. *Professionalism*: Have the gravitas and credibility to engage with Government officials, private sector, and civil society audiences; Ability to apply judgement in the context of assignments given, plan own work and manage conflicting priorities. Ability to develop a strategy and plan using various methods in a logical and coherent manner.
- ii. *Leadership*: Establishes and maintains relationships with a broad range of people to understand needs and gain support; Able to drive and motivate people to achieve goals; anticipates and resolves conflicts by pursuing mutually agreeable solutions.
- iii. *Communication*: Speaks and writes clearly and effectively; exhibits interest in consultative approaches; demonstrates openness in sharing information and keeping people informed.
- iv. *Teamwork*: Works collaboratively with colleagues to achieve goals.
- v. *Research, Planning and Organizing*: Ability to undertake research and develops clear goals that are consistent with agreed strategies; identifies priority actions and assignments; adjusts priorities as required; allocated appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary.

#### 5. SCHEDULE OF THE ASSIGNMENT

The project, *Nauru Readiness II – Strengthening NDA capacities and DAE access*, activities will be implemented over 300 working days timeframe plus 60 working days closure phase, effective from signature of the Service Agreement with SPREP. The duration of the assignment is scheduled over this timeframe with the commencement date (i.e., signing of the Service Agreement, Annex D) through to the project completion and closure.

## **6. PAYMENT SCHEDULE**

The Readiness Coordinator shall be paid in accordance with the Government of Nauru 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 D) 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.

## **7. REPORTING ARRANGEMENTS**

The Readiness Coordinator will report directly to the Nauru NDA Office and to SPREP's Readiness Team.