



## REQUEST FOR TENDERS

File: AP\_3/29  
Date: 6 April, 2020  
To: Interested Consultants  
From: Martin Sharp – PACRES Project Manager

Subject: Request for tenders: Tonga Climate Change Portal Young Professionals  
(Service-Based Consultancy) READVERTISEMENT

### 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](http://www.sprep.org).

### 2. Specifications: statement of requirement

- 2.1. SPREP is seeking to engage two (2) young professionals (Service-Based Consultancy) to support maintenance of Tonga's Climate Change Portal for a period of 18 months commencing as soon as practicable. One position will be dedicated solely to communications and knowledge management. The other position may be required to devote 50% of their time to maintenance and support for the portal.
- 2.2. The Terms of Reference (ToR) and the specific statement of work for the consultancy are set out in Annex A.

### 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
  - 1) Demonstrate they are legally entitled to work in Tonga.
  - 2) Must submit details of qualifications

### 4. Submission guidelines

- 4.1. Tender documentation should demonstrate the interested suppliers satisfy the conditions stated above and are capable of meeting the requirements as stipulated in the ToR. Documentation must also include supporting examples to address the evaluation criteria.



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- 4.2. Tender documentation should comprise the interested suppliers' complete proposal, comprising:
- CV to demonstrate they have the requisite skills and experience to carry this contract successfully;
  - Three referees including most recent work relevant to this position;
  - Completed **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 do this will result in the application **not** being considered).*
- 4.3 Prospective suppliers must commit to an agreed amount of time per month to this consultancy and be willing to set aside extra time if needed for particular tasks.
- 4.4 Tenderers must insist on an acknowledgement of receipt of tenders.
- 4.5 The proposal must remain valid for 90 days from date of submission.

### 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 Martin Sharp on [martins@sprep.org](mailto:martins@sprep.org) before 20 April 2020. A summary of all questions received with an associated response will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 22 April 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 the tenderer satisfies the following criteria:
- a) A qualification from a recognised tertiary institution in communications, information and knowledge management or ICT, or a related field (50%);
  - b) Excellent computer skills and ability to provide basic ICT maintenance and support for the portal is a highly desirable requirement for at least one of the positions (20%); and
  - c) Excellent communication skills and can demonstrate they are fluent in both English and Tongan. (10%)
  - d) Demonstrated research, analytical and reporting skills as well as good understanding and appreciation of environmental ethics, values and priorities (10%); and
  - e) Demonstrated ability to show initiative, multi-task and meet deadlines with minimal supervision including strong self-motivation and commitment (10%)



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### 7. Deadline

- 7.1. **The due date for submission of the tender is: 28 April 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: Tonga Climate Change Portal Young Professionals (Service-Based Consultancy) READVERTISEMENT' 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 tender's 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>**



## TERMS OF REFERENCE

### TONGA CLIMATE CHANGE PORTAL YOUNG PROFESSIONALS (SERVICE-BASED CONSULTANCY)

#### Background and Rationale

The €12 million EU funded Intra-ACP GCCA+ Pacific Adaptation to Climate Change and Resilience Building (PACRES) aims to scale up regional and national climate change portals to increase access to and reach of climate change and disaster resilience information. This includes contributing to ongoing maintenance and support of these regional and national knowledge management portals, which are critical to their long-term sustainability.

Tonga's climate change portal is hosted by the Ministry of Meteorology, Energy, Information, Disaster Management, Environment, Climate Change and Communication (MEIDECC). The portal was established under Tonga's Joint National Action Plan (JNAP) 1 for information, knowledge management and sharing. JNAP 2 identifies strengthening the portal for information management and sharing as an activity (Activity 2.2.1) under Sub-objective 2.2. JNAP 2 also notes: "The portal needs strengthening and inclusion of all relevant information and knowledge from government ministries, the private sector and NGOs and communities."

#### Services Required

SPREP is seeking the services of two young professionals to be appointed on a full-time service consulting basis to support Tonga's climate change portal and the Communication & Information Division under Tonga's Department of Climate Change (DCC).

#### Scope of Consultancy

The young professionals will, under supervision by the Head of the Communication & Information Division:

1. Assist in the development of climate change and disaster resilience information and knowledge management products to enhance community awareness;
2. Manage the uploading and updating of information and knowledge management products on the climate change portal;
3. Research and make recommendations on consolidation of climate change, disaster management, resilience building and other information and data sets held by government ministries and agencies, the private sector, NGOs and communities in Tonga; and
4. Engage with SPREP to identify good practice and lessons learned in sharing information on the impacts of climate change and ensure relevant information from Tonga is also available on the Pacific Climate Change Portal.

At least one of young professionals will have the skills and experience to provide basic support to maintain the portal and the DCC's database management system (training will be provided in specific areas on a case by case and as needed basis). Support may include but is not limited to;



1. Reviewing the existing climate change portal ([www.climatechange.gov.to](http://www.climatechange.gov.to)) and developing a secure, attractive and user-friendly interface for the portal;
2. Assisting with the DCC's database management and establishing links to existing data management systems at the Statistics Department and relevant NGOs;
3. Assisting the JNAP Secretariat with the management of the JNAP 2 M&E database; and
4. Performing any other task relevant to their overall duties as required by the Head of the Communication & Information Division and the Director for Climate Change.

### **Requirements**

- a) A qualification from a recognised tertiary institution in communications, information and knowledge management or ICT, or a related field;
- b) Excellent computer skills and ability to provide basic ICT maintenance and support for the portal is a highly desirable requirement for at least one of the positions;
- c) Excellent communication skills and can demonstrate they are fluent in both English and Tongan;
- d) Demonstrated research, analytical and reporting skills as well as good understanding and appreciation of environmental ethics, values and priorities; and
- e) Demonstrated ability to show initiative, multi-task and meet deadlines with minimal supervision including strong self-motivation and commitment.

### **Remuneration**

Remuneration will be paid monthly at a rate equivalent to TOP\$1,500, subject to submission of a monthly report to the PACRES Project Manager and Director, Climate Change, reporting against agreed work plans.

The Consultant will be responsible for payment of applicable taxes, superannuation, and relevant insurance cover such as medical, travel and professional liability.

### **Work arrangements**

The successful applicants will:

- work to the standard Government hours (8:30am – 4:30pm) and holidays;
- be based in the Department of Climate Change's office;
- report on a day-to-day basis to the Head of the Communication and Information Division and the Director of Climate Change; and
- submit monthly reports to the PACRES Project Manager and Director, Climate Change reporting against agreed work plans.

### **Duration of the Consultancy**

This service consultancy will run for 18 months, commencing as soon as practicable.