

## REQUEST FOR TENDERS

RFT: 2021/026  
File: AP\_3/28/6  
Date: 1 April, 2021  
To: Interested suppliers  
From: Fred Siho Patison, Climate Change Finance Readiness Advisor

**Subject: Request for tenders: Green Climate Fund (GCF) Readiness 1, Solomon Islands**  
(i) Readiness Coordinator  
(ii) Finance and Administration Assistant

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

### 2. Specifications: statement of requirement

- 2.1. SPREP is a Delivery Partner for the GCF Solomon Islands Readiness 1 through the Solomon Islands Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM).
- 2.2. SPREP would like to call for tenders from qualified and experienced service providers who can offer their services as set out in the Terms of Reference (ToR) in Annex A – GCF Readiness 1, Solomon Islands Readiness Coordinator, and Annex B – GCF Readiness 1, Solomon Islands Finance and Administration Assistant.
- 2.2. The successful applicants will be engaged as full-time individual consultants (up to a maximum of 22 months period): GCF Readiness 1 Solomon Islands Readiness Coordinator and GCF Readiness 1 Solomon Islands Finance and Administration Assistant.
- 2.3 The successful applicants will need to provide project management and coordination to ensure timely and effective delivery of the GCF Solomon Islands Readiness 1 project in



accordance with the Grant Agreement between SPREP and the GCF, and to ensure the objectives of the project are met, in alignment with the priorities of MECDM.

- 2.4 The successful applicants will work with the SPREP (Delivery Partner) Readiness Team and the MECDM Project Management Coordination Unit (PMCU) to deliver the overall work plan and in accordance with the Terms of Reference in Annexes A and B
- 2.5 The successful consultant(s) 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)

### 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested service providers must meet the following conditions:
  - i. Meet the Evaluation Criteria.
  - ii. Supply contact details of three referees as part of the tender application, including most recent work relevant to this position
  - iii. Must be Solomon Islands nationals and legally entitled to work. Successful candidate will be required to register as individual consultant and provide a business license before signing a contract with SPREP.
  - iv. Submit a complete submission as directed in Section 4.
  - v. Complete the **tender application form provided**– (note you are required to complete all areas in full as requested, particularly the statements to demonstrate you meet the selection criteria. **DO NOT** refer us to your CV or Technical proposal. Failure to do so will result in the application **NOT** being considered)
  - vi. Sign the **conflict of interest form provided**.
  - vii. Must be willing to undertake some international travel, as may be required to effectively deliver the assignment as detailed in Annexes A and B. These travels will be covered by the project in accordance with SPREP travel policy.
  - viii. 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 assignment.
  - ix. Must be willing to accept the payment conditions as follows:
    - Payment of services rendered will be as per payment schedule below:
      - ✓ First payment upon signing of service contract with SPREP and submission of a work plan for the first six months or year based on the project budget and implementation plan
      - ✓ Remaining payments will be paid monthly subject to SPREP approval of a monthly progress report and invoice.
    - Payment will be made from SPREP to the GCF Readiness 1, Solomon Islands Readiness Coordinator, and the GCF Readiness 1, Solomon Islands Finance and Administration Assistant as outlined in the Services Agreement between SPREP and the successful applicants.
  - x. The successful applicant(s) are responsible for the payment of applicable taxes.
  - xi. The successful applicant(s) are responsible for all insurance cover such as medical, travel and professional liability.

- 3.2 Adequate office space and amenities in accordance with the Solomon Islands Government standard provisions for the duration of the assignment will be provided. The GCF Readiness 1, Solomon Islands Readiness Coordinator, and GCF Readiness 1, Solomon Islands Finance and Administration Assistant must comply with Solomon Islands Laws.

#### **4. Submission guidelines**

- 4.1. Tender documentation should demonstrate the interested bidder's ability to carry out the required work in support of successful delivery of the ToRs as described in Annexes A and B. This will require that the interested bidders to satisfy the Conditions stated above and capable of meeting the deliverables 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 which position the bid is for (Readiness Coordinator or Finance and Administration Assistant), 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.
  - ii. In the cover letter include budget inclusive of all fees (and applicable taxes) which should cover expenses such as housing allowances, insurance, and costs for duration of the consultancy.
  - iii. 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.
  - iv. The proposal must remain valid for 90 days from date of submission.
- 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](mailto:procurement@sprep.org) before 12 April 2021. 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 the 14 April 2021.

#### **6. Evaluation criteria**

- 6.1. SPREP will select the preferred bidder(s) based on SPREP's evaluation of the extent to which the documentation demonstrates that the tenderers offer the best value for money, and that the tenderers satisfy the following criteria:
- 6.2 Readiness Coordinator:

- i. (15%) A post graduate diploma or a bachelor's degree in environment and climate change or governance and development field or business administration and finance with over 6 years' experience or equivalent or higher in a relevant field as per the TOR in Annex A.
- ii. (15%) Over 6 years of demonstrated work experience outlined in Annexes A.
- iii. (15%) Excellent oral and written communication skills, including the ability to prepare high quality written reports and other documents.
- iv. (15%) Demonstrated familiarity with climate change and government policy and priorities for the Solomon Islands, institutional strengthening and capacity development and climate finance, including the GCF, other donors and development agencies.
- v. (15%) Experience in project management 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.
- vi. (10%) Demonstrated understanding of the assignment, including the role and expectations of the positions as outlined in Annex A.
- vii. (30%) Detailed Financial proposal inclusive of all fees (and applicable taxes) which should cover expenses such as housing allowances, insurance, and costs for duration of the consultancy.

### 6.3 Finance and Administration Assistant:

- i. (15%) Bachelor's degree or a diploma in business administration, finance, or environment management with over 4 years of work experience or equivalent or higher in a relevant field as per the TOR in Annex B.
- ii. (15%) Over 4 years of demonstrated work experience as outlined in Annexes B.
- iii. (15%) Excellent oral and written communication skills, including the ability to prepare high quality written reports and other documents.
- iv. (15%) Demonstrated familiarity with Solomon Islands, the Pacific region and with small island developing states.
- v. (15%) Experience working with project finance, managements, project procurement requirements, business administration and project administration.
- vi. (10%) Demonstrated understanding of the assignment, including the role and expectations of the positions as outlined in Annexes B.
- vii. (30%) Detailed Financial proposal inclusive of all fees (and applicable taxes) which should cover expenses such as housing allowances, insurance, and costs for duration of the consultancy.

## 7. Deadline

- 7.1. The due date for submission of the tender is 22 April 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 2021/026: **Green Climate Fund Readiness 1, Solomon Islands**; position applying for **(Readiness Coordinator OR Finance and Administration Assistant)** 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

### Solomon Island GCF Readiness Coordinator

#### Assignment Information

<b>Assignment Title:</b>	Solomon Island GCF Readiness Coordinator
<b>Project:</b>	Green Climate Fund (GCF) Readiness 1, Solomon Islands
<b>Post Level:</b>	Level Super Scale 2 (SS2) on the Solomon Island Government Salary Scale
<b>Contract Type:</b>	Individual Contractor on full time engagement for the duration of the project (22 months)
<b>Duty Station:</b>	Honiara, Solomon Islands
<b>Expected Place of Travel:</b>	Solomon Islands and International travel
<b>Contract Duration:</b>	22 Months

#### Project Background and Description

Solomon Islands, as a small island developing state and a least developed country is very vulnerable to the adverse effects of climate change. According to the 2016 World Risk Index Report, Solomon Islands is among the top four countries globally in terms of its vulnerability to disaster risks, which are further exacerbated by climate change. This is even though Solomon Islands greenhouse gas emissions is negligible. Regardless, Solomon Islands is committed to contributing to the global effort to reduce greenhouse gas (GHG) emissions and increase the resilience of its communities to the impacts of climate change by implementing prioritized and coherent programmes.

A national climate finance assessment completed in 2017 by the Pacific Islands Forum Secretariat (PIFS) showed that Solomon Islands has accessed about USD 112 million of climate finance from a wide range of sources over the past 7 years, mostly from bilateral sources. The assessment also identified key gaps in climate change response due to limited capacity and a lack of technical expertise to effectively meet the requirements of different funding sources. Although the GCF NDA (Ministry of Environment, Climate Change, Disaster Management and Meteorology – MECDM) has been established, the NDA Office is currently under-resourced and overwhelmed with other competing responsibilities and priorities.

The GCF Solomon Islands Readiness 1 will build the capacity of the NDA through additional personnel (GCF Readiness 1 Solomon Islands Readiness Coordinator and, GCF Readiness 1 Solomon Islands Finance and Administration Assistant), develop the GCF Country Programme, strengthen national programming processes through a stakeholders' engagement framework and letter of no objection procedure, develop a Direct Access Entity (DAE) accreditation action plan, and provide resources to develop project concept notes and a PPF request for financing. These will ensure that the NDA fulfils



its expected functions and roles and leads an effective coordination mechanism to better engage with the GCF.

#### **Scope of Work:**

SPREP as the Delivery Partner for the GCF Solomon Islands Readiness 1 project requires the services of a skilled and experienced Readiness Coordinator to manage and coordinate the delivery of the project. 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 and the MECDM Programme Management and Coordination Unit (PMCU).

The Readiness Coordinator will lead a two-person team and be responsible for coordinating a range of technical and stakeholder input to ensure effective delivery of the project. Responsibilities will include:

- Coordination and technical support for the delivery of all project activities (and associated deliverables) including:
  - Convening of the GCF Solomon Islands Readiness 1 Steering committee on a quarterly basis.
  - Facilitating the training needs analysis (TNA) to strengthen the NDA Office.
  - Facilitating the organisation of training for NDA staff and members of the National Climate Change Working Group (NCCWG).
  - Development, publication, and dissemination of awareness materials about the GCF and project.
  - Facilitating the development of a No Objection procedure and NDA GCF Handbook.
  - Convening of stakeholder consultations and workshops as scheduled.
  - Drafting of a policy paper on the GCF-Solomon Islands bilateral agreement.
  - Facilitate, coordinate, and strengthen the coordination between the MECDM, MoFT and MDPAC.
  - Strengthening the operations of the climate change database for MECDM.
  - Supporting the development of a stakeholder engagement plan, country programme, institutional gap analysis of MoFT, and draft project concept notes.
- Develop TORs and managed short-term consultancies engaged to provide specific deliverables as outlined in the Readiness 1 project logical framework.
- Coordination of timely and effective delivery of activities to be delivered by other consultancies and service delivery partners (as planned for in the Project document).
- Development of specified TORs for the engagement of third-party consultancy services to support delivery of specific project activities.
- Preparation and lodgement of relevant Project reports and planning documents including Project annual work plan; quarterly and annual progress reports.



- Coordination of all relevant financial transactions and expenditure requests, to be authorised and processed by SPREP.
- Leading the planning and delivery of various consultation meetings and workshops, drawing on third party facilitation support.
- Work closely and take direction and advice from the Head of PMCU in the design and delivery of all project activities.

Consult regularly and report to the SPREP Climate Finance Readiness Advisor and the designated PCU officer on the implementation plan on a regular basis to inform of project progress, risk, and other issues., the Consultant will have the full support of the Programme Management and Coordination Unit (PCMU) within NDA the Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM).

### **Lead and deliver on the project outcomes and outputs;**

The Readiness coordinator is expected to ensure that all the outcomes and outputs of the project are delivered on time and in full. Specific deliverables and timelines are outlined in the approved GCF Solomon Islands Readiness 1 logical framework. These timelines may change as a result of stakeholder review during the inception and implementation planning workshop for the project. The followings are broad outcomes and outputs<sup>1</sup>;

#### ***Outcome 1: Country capacity strengthened***

- GCF Steering Committee established and quarterly meetings convened.
- No objection Letter process and procedure established and implemented
- Bilateral agreements between the country and the GCF executed
- Monitoring, oversight and streamlining of climate finance

#### ***Outcome 2: Stakeholders engaged in consultative processes***

- Stakeholders engaged in consultative processes
- Country programmes developed
- Annual participatory review of GCF portfolio in the country organized
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#### ***Outcome 3: Direct Access Realized***

- Candidate entities identified and nominated for accreditation

#### ***Outcome 4: Finance accessed***

- Structured dialogue between the NDA /AEs and the Secretariat organized
- GCF Country programme mobilized with project concept notes and proposals

#### ***Outcome 5: Private Sector Mobilized***

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<sup>1</sup> Copy of the log frame can be provided on request.





- Enabling environment for crowding in private sector investments at national, regional, and international levels exists.

#### **Institutional Arrangement:**

The Readiness Coordinator will be a full time consultant position and will be working under the supervision of the SPREP Climate Finance Readiness Advisor and designated SPREP PCU officer in collaboration with the Programme Management and Coordination Unit (PMCU) within NDA the Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM).

#### **Duty Station:**

Honiara, Solomon Island based within the Ministry of Environment, Climate Change, Disaster Management and Meteorology. Travel within Solomon Islands to the outer islands with international travel if required subject to the situation under the COVID-19 pandemic.

#### **Qualifications & Competencies:**

<p><b>Qualification and Experience:</b></p>	<ol style="list-style-type: none"> <li>1. At least a post graduate diploma or a degree in environment and climate change or governance and development field or business administration and finance with over 6 years of work experience.</li> <li>2. At least 6 years of relevant experience preferably in environment and climate change, governance and development, project management, institutional capacity development, and finance in government institutions, NGOs and / or development agencies on similar assignments.</li> <li>3. Proven experience in project management and coordination with the Solomon Islands Government, private sector, NGOs, and other development agencies nationally and internationally.</li> <li>4. Experience and understanding of climate change finance, governance, institutional strengthening, financial management, donor and private sector finance and the Solomon Island Government financial system.</li> <li>5. Good knowledge and understanding of climate change impacts, development and governance, capacity development and broader environmental issues in Solomon Islands and the Pacific.</li> <li>6. Proven track record in stakeholder engagement and consultation with government agencies, development agencies, NGOs, private sector, and the community.</li> </ol>
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	<p>7. Experience in preparing reports, meeting minutes, and undertaking research and data collection and managing information.</p> <p>8. Demonstrated culturally sensitive, friendly, and effective interpersonal and communication skills that are conducive to effective presentations and networking, and building trust required to complete tasks.</p>
<p><b>Competencies:</b></p>	<ol style="list-style-type: none"> <li>1. <b>Professionalism:</b> 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.</li> <li>1. <b>Leadership:</b> 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.</li> <li>2. <b>Communication:</b> Speaks and writes clearly and effectively; exhibits interest in consultative approaches; demonstrates openness in sharing information and keeping people informed.</li> <li>3. <b>Teamwork:</b> Works collaboratively with colleagues to achieve goals.</li> <li>4. <b>Research, Planning and Organizing:</b> 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.</li> </ol>
<p>Language Requirements:</p>	<p>Fluency in English (oral and written) is a requirement, with sound written and presentation skills. Also, able to communicate in Solomon Islands pidjin.</p>

**ANNEX B: TERMS OF REFERENCE**
**Solomon Islands GCF Readiness Project Finance and Administration Assistant**
**Assignment Information**

<b>Assignment Title:</b>	Solomon Islands GCF Readiness Project Finance and Administration Assistant
<b>Project:</b>	Green Climate Fund (GCF) Readiness 1, Solomon Islands
<b>Post Level:</b>	Level 9/10 on the Solomon Island Government Salary Scale
<b>Contract Type:</b>	Individual Contractor on full time engagement for the duration of the project (22 months)
<b>Duty Station:</b>	Honiara, Solomon Islands
<b>Expected Place of Travel:</b>	Solomon Islands and International travel
<b>Contract Duration:</b>	22 Months

**Project Background and Description**

Solomon Islands, as a small island developing state and a least developed country is very vulnerable to the adverse effects of climate change. According to the 2016 World Risk Index Report, Solomon Islands is among the top four countries globally in terms of its vulnerability to disaster risks, which are further exacerbated by climate change. This is even though Solomon Islands greenhouse gas emissions is negligible. Regardless, Solomon Islands is committed to contributing to the global effort to reduce greenhouse gas (GHG) emissions and increase the resilience of its communities to the impacts of climate change by implementing prioritized and coherent programmes.

A national climate finance assessment completed in 2017 by the Pacific Islands Forum Secretariat (PIFS) showed that Solomon Islands has accessed about USD 112 million of climate finance from a wide range of sources over the past 7 years, mostly from bilateral sources. The assessment also identified key gaps in climate change response due to limited capacity and a lack of technical expertise to effectively meet the requirements of different funding sources. Although the GCF NDA (Ministry of Environment, Climate Change, Disaster Management and Meteorology – MECDM) has been established, the NDA Office is currently under-resourced and overwhelmed with other competing responsibilities and priorities.

The GCF Solomon Islands Readiness 1 will build the capacity of the NDA through additional personnel (GCF Readiness 1 Solomon Islands Readiness Coordinator and, GCF Readiness 1 Solomon Islands Finance and Administration Assistant), develop the GCF Country Programme, strengthen national



programming processes through a stakeholders' engagement framework and letter of no objection procedure, develop a Direct Access Entity (DAE) accreditation action plan, and provide resources to develop project concept notes and a PPF request for financing. These will ensure that the NDA fulfils its expected functions and roles and leads an effective coordination mechanism to better engage with the GCF.

### Scope of Service

SPREP as the Delivery Partner for the GCF Solomon Islands Readiness 1 project requires the services of a skilled and experienced Finance and Administration Assistant to support the Readiness Coordinator, PMCU and the delivery partner, SPREP to deliver the project. The Finance and Administration Assistant will:

- Provide support to the Readiness coordinator to monitor the project budget and ensure it is implemented according the project implementation and procurement plan.
- Support the delivery partner in the procurement of local services such as for workshops, office supplies and catering.
- Support the Readiness Coordinator and the Delivery Partner on financial reporting, financial documentation, and audit facilitation.
- Provide logistical, administrative and secretariat support such as to organise and arrange all local travel, logistics for all project meetings, maintain project files, prepare meeting notes, and assist in organising project steering committee meetings
- Coordination of all relevant financial transactions and expenditure requests, to be authorised and processed by the delivery partner.
- Consult regularly and report to the designated SPREP focal point on a regular basis to report and update on project progress, risk, and other issues.
- Undertake any other tasks required by SPREP, the Readiness coordinator or the SI NDA for effective implementation of the project.

### Institutional Arrangement:

The Finance and Administration Assistant will be working under the supervision of the Readiness Coordinator for SI GCF Readiness 1 Project.

### Qualifications & Competencies:

<b>Qualification and Experience:</b>	<ol style="list-style-type: none"> <li>1. A degree or diploma in business administration, finance, or environment management with over 4 years of work experience.</li> <li>2. At least over 4 years of relevant experience preferably in project finance and administration, capacity development work in government institution, NGOs and / or development agencies on similar assignments.</li> </ol>
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	<ol style="list-style-type: none"> <li>3. Proven experience in business administration, project assistance, reporting, monitoring, and maintaining budgets, work plan, project management and coordination with the Government, private sector, NGOs, and other development agencies nationally and internationally.</li> <li>4. Experience and understanding of climate change and environmental issues, business and financial management for development agencies, NGOs, and the Solomon Island Government financial system.</li> <li>5. Some experience in stakeholder engagement and consultation with government agencies, development agencies, private sector, and the community.</li> <li>6. Demonstrated culturally sensitive, friendly, and effective interpersonal and communication skills that are conducive to effective presentations and networking, and building trust required to complete tasks.</li> </ol>
Competencies:	<ol style="list-style-type: none"> <li>3. <b>Professionalism:</b> Ability to work independently and formulate work plans and reports in a logical and coherent manner. 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.</li> <li>5. <b>Leadership:</b> Assist the coordinator establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions.</li> <li>6. <b>Communication:</b> Speaks and writes clearly and effectively; exhibits interest in consultative approaches; demonstrates openness in sharing information and keeping people informed.</li> <li>7. <b>Teamwork:</b> Works collaboratively with colleagues to achieve goals.</li> <li>8. <b>Planning and Organizing:</b> 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.</li> </ol>
Language Requirements:	Fluency in English (oral and written) is a requirement, with sound written and presentation skills. Also, able to communicate in Solomon Islands pidjin.



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