



REQUEST FOR TENDERS

RFT: 2022/039
File: AP_3/36
Date: 13 June, 2022
To: Interested Firm /Consortium of Consultants
From: Rupeni Mario, Project Coordination Unit

Subject: Request for Tender (RFT): Study to inform the development of a Solomon Islands Climate Change Adaptation Project

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

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced Firm /Consortium of Consultants to undertake the activities outlined in the Terms of Reference (Annex A).
- 2.2. Tenderers will need to provide a comprehensive proposal to carry out the activities outlined in the attached Terms of Reference (Annex A).
- 2.3. The information provided are:
 - 2.3.1 Annex A: Terms of Reference (ToR) for a Study to inform the development of a Solomon Islands Climate Change Adaptation Project.
 - 2.3.2 Annex B: SPREP Service Contract template.
- 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/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 Firm /Consortium of Consultants must meet the following conditions:
- i. Provide a comprehensive proposal (Technical and Financial) responding to the requirements in the attached terms of reference (Annex A) and as outlined in Section 4 below.
 - ii. Provide three referees relevant to this tender submission, including the most recent work completed.
 - iii. Submit a detailed Curriculum Vitae of the members detailing qualification and previous relevant experience.
 - iv. 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)*
- 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.
- 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(s) satisfies the conditions stated above and in the Terms of Reference (Annex A) 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 the Technical and Financial proposals 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 (Annex A), i.e., 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 the Solomon Islands is the SBD (Solomon Islands Dollar).
- 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 Proposal must remain valid for 90 days from date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of tender.

5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 29 June 2022. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 01 July 2022.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
- c. 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.
- d. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- e. 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 the preferred Firm /Consortium of Consultants 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.
- 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.

Technical Score – 80%

- (i) Proposed methodology to undertake the study. (15%)
- (ii) A plan to undertake the study including an outline of the specific deliverables (as in the Terms of Reference, Annex A) and timelines. (15%)
- (iii) Outline of team members' experience in conducting feasibility studies or assessments in accordance with donor requirements. (25%)
- (iv) Team composition including roles and experience in meeting at a minimum the qualifications outlined in the Terms of Reference, Annex A. (25%)

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).

The following formula shall be used to calculate the financial score for ONLY the proposals with a weighted score of 70% or more in the technical score.

$$\text{Financial Score} = a \times \frac{b}{c}$$

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: 12 July 2022, 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 2022/039: Study to inform the development of a Solomon Islands Climate Change Adaptation Project'.

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.

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>



SPREP

Secretariat of the Pacific Regional
Environment Programme

ANNEX A

Terms of Reference

Consultancy

for a

**Study to inform the development of a Solomon Islands Climate
Change Adaptation Project**

(June 2022)

1. BACKGROUND

The Secretariat of the Pacific Regional Environment Programme (SPREP) has been requested by the Government of the Solomon Islands to develop a climate change adaptation project suitable for financing under the Adaptation Fund.

The Solomon Islands have prioritised a multi-sector project targeting low lying atolls, islands and highly vulnerable coastal communities on Malaita and Temotu Provinces. The adaptation interventions are expected to address sea level rise and coastal inundation whilst building the adaptive capacity of the affected communities and enabling environment at national, provincial and community level.

Climate Change Context

The Solomon Islands is expected to experience the following climate changes:

- Surface air temperature and sea-surface temperature are projected to continue to increase (very high confidence).
- Annual and seasonal mean rainfall is projected to increase (high confidence).
- The intensity and frequency of days of extreme heat are projected to increase (very high confidence).
- The intensity and frequency of days of extreme rainfall are projected to increase (high confidence).
- The incidence of drought is projected to decrease (moderate confidence).
- Tropical cyclone numbers are projected to decline in the south-west Pacific Ocean basin (0–40°S, 130°E–170°E) (moderate confidence).
- Ocean acidification is projected to continue (very high confidence).
- Mean sea-level rise is projected to continue (very high confidence).

Current Responses

The Solomon Islands has undertaken the following responses to climate change since becoming a signatory to the UN Framework Convention on Climate Change in 1994:

- Signatory to the UN Framework Convention on Climate Change (1994)
- Initial National Communication to the UNFCCC (2000)
- Pacific Adaptation to Climate Change (2006)
- National Adaptation Programmes of Action (2008)
- National Disaster Risk Management Plan (2009)
- Pacific Climate Change Science Programme (2011)
- Adaptation Fund – Enhancing resilience of communities in Solomon Islands to the adverse effects of climate change in agriculture and food security (2011-2016)
- EU/GCCA+ - Solomon Islands Climate Change Assistance Programme (2011-2014)
- National Climate Change Policy (2012-2017)
- Roviana Climate Change Resilience Plan (2013-2017)
- Terminal Evaluation Strongem Waka lo Community fo Kaikai (SWoCK): Resilience in Agriculture and Food Security in the Solomon Islands (2016)
- Second National Communication to the UNFCCC (2017)
- EU - Pacific Adaptation to Climate Change and Resilience Building (2019)
- WHO - Health and Climate Change (2020)
- World Bank – Climate Risk Country Profile (2021)
- Nationally Determined Contribution (2021)

The main objectives are to:

- (i) determine the national priorities for climate change responses in the targeted provinces;
- (ii) document the objectives and scope of the project (including a logical framework and theory of change);
- (iii) conduct extensive consultation with government agencies involved, sectors and project affected people (including identification of potential risks and barriers to effective implementation);
- (iv) outline the necessary activities to achieve the project objectives and improve the resilience of the project beneficiaries (including the responsibilities for each activity and a proposed timeframe);
- (v) prepare a detailed project costing (including potential government and other potential partners' contributions) and demonstrate the economic costs and benefits of the proposed project; and
- (vi) outline the proposed executing entities and arrangements.

2. PURPOSE OF THIS TERMS OF REFERENCE

Identify and develop a concept note on an adaptation project for the Malaita and Temotu Provinces.

3. SCOPE OF WORK

The Consultant(s) are expected to conduct the following scope of work.

3.1 National and provincial priorities for climate change responses

- a. Review of policies, project documentations and other relevant related activities including those from the list of response actions provided above and consolidate information on current national priorities for climate change adaptation, particularly for the Malaita and Temotu Provinces.
- b. Validate these priorities through consultations with key Government entities, sectors and targeted provincial and community representatives, the National Designated Authority (NDA) for the Green Climate Fund, focal points for the Adaptation Fund and Global Environment Facility, development partners, and on-going and planned climate change initiatives to reach consensus on climate change priorities and specific locations /sites¹ to be included in the proposed project to the Adaptation Funding.
- c. Collate all necessary data and information such as demography, climate change impact evidence, historical vulnerability and hazard assessments, proposed direct beneficiaries, etc at the specific locations/sites where the proposed project will target its interventions.

3.2 Objectives and scope of the proposed project

From the results of 3.1 (a) and (b) above and in line with the Adaptation Fund requirements,

- a. Develop a problem tree and an objectives tree in consultation with the Solomon Islands Ministry of Environment, Climate Change, Disaster Management and Meteorology and SPREP; and
- b. Prepare the draft project objective and scope, including a logical framework and theory of change.

¹ Please note that the selection of specific locations/sites where project interventions will target need an outline of reasons /justifications.

3.3 Activities needed to achieve the project objectives and improve the resilience of the project beneficiaries

Using the logical framework and theory of change (from 3.2, above),

- a. Identify the project components and specific activities to achieve the intended objectives, project impacts, and improved resilience of the project beneficiaries.
- b. Conduct an assessment of the proposed project activities on gender, equity, disability, and social inclusion (GEDSI) and prepare a GEDSI plan as well as ensuring that GEDSI responses are fully integrated in the project components and activities.
- c. The project design should include the specific responsibilities for each activity and a proposed timeframe. Also ensure that the proposed components /specific activities are within the mandate(s) of the preferred funding agency; and
- d. Identify and propose executing arrangements for the project noting that SPREP will be the accredited entity /implementing entity.

3.4 Detailed project costing and budgets

For each component and activity estimate the cost of implementation, including potential government contributions, and other potential co-financing.

3.5 Financial and Economic Assessment

Assess the economic and financial efficiency and viability of the proposed project by ensuring that financial and human resources are allocated efficiently and that the project will bring long term, sustainable benefits to the participating provinces. The assessment will include:

- a. Analysis of the provincial and national economic context – analyse the development context, relevant sector policies and strategies and how the proposed project fits into this context. Also, analyse the potential evolution of the national and provincial economy and the likely impact on the proposed project and government budget position, etc.;
- b. Description of how the proposed project will contribute to addressing the economic and social development needs of the participating provinces and the affected population;
- c. Identification of the rationale for public financing (e.g., Adaptation Fund) involvement through grant, government co-financing and where practicable private sector participation;
- d. Identification of the most efficient and effective development and technological options available for addressing the identified problem;
- e. Estimation of the economic cost-benefit ratio associated with the proposed project and for each project component;
- f. Assessment of the project sustainability, how the proposed project can catalyse impact beyond a one-off investment, potential for replication and scaling up in other parts of the Solomon Islands, and expected co-benefits (e.g., economic, social, environmental and gender empowerment); and
- g. Assessment of the ability of key partners to operate and maintain the project assets /equipment and long-term management and financing plan including an operations and maintenance (O&M) plan, if applicable.

3.6 Consolidated Report

Work with SPREP (as the proposed accredited entity) and the Solomon Islands Ministry of Environment, Climate Change, Disaster Management and Meteorology (as the primary national focal point) to:

- a. Identify potential risks and barriers to effective implementation and execution;
- b. Validate the proposed components and activities, and the implementation and executing arrangements; and
- c. Provide a draft concept note that will be submitted to the Adaptation Fund.

4. EXPECTED DELIVERABLES

The selected consultants will be expected to deliver the following outputs:

- 4.1 Inception report detailing the following:
 - i. A comprehensive description of the understanding of the ToR and indicating any major inconsistency or deficiency in the ToR and proposed amendments;
 - ii. An updated detailed methodology for the study;
 - iii. A complete work plan for the entire study period. The firm/consultant(s) shall develop and submit a detailed schedule for the assignment and distribute the days accordingly among the different tasks
 - iv. Draft template containing the Table of Contents for the Consolidated Report
 - v. List of relevant documents and data /information (collated to inform scope of work 3.1) with a summary of their respective contents
- 4.2 A document (project framework report) with details on the proposed project objectives, project scope, problem tree, objectives tree, assessment of the proposed project activities on gender, equity, disability, and social inclusion (GEDSI) and a GEDSI plan, theory of change, logical framework, project components and activities, and costings and budget estimates.
- 4.3 Financial and Economic Assessment Report
- 4.4 Consultations Report with all discussions and results of meetings with key stakeholders and project affected people, including potential risks and barriers to effective implementation.
- 4.5 A consolidated report as outlined in the scope of work 3.6.

5. COMPOSITION AND QUALIFICATIONS

The Firm/Consultants are to provide the full composition of their Team outlining the relevant experience and roles to deliver against these terms of reference. At a minimum, the Team must comprise the specialists as outlined below.

5.1 Composition

The consultants will consist of specialists in: gender, equity, disability, and social inclusion (GEDSI), economic and financial analysis, climate change adaptation, local counterpart(s), and a Team Leader.

5.2 Qualifications, expertise, skillsets and experience

- Team Leader to have a Masters in Climate Change, Finance, Economics, International Development / Relations, Environmental Science or related discipline.
- Team Leader to have a minimum of 10 years proven experience related to climate change adaptation, climate finance and development of national plans and strategies and knowledge of international climate funding mechanisms.
- Team Leader to have a proven track record in stakeholder engagement and consultation with international and regional agencies, development banks and nationally with government agencies, development agencies, private sector, and the community.
- Other Specialists/Experts to have minimum of five (5) years' experience and demonstrated in-depth knowledge in conducting assessments on gender, equity, disability, and social inclusion, economic and financial analysis, climate change adaptation, and project development.
- Local counterparts to have a minimum of 3 years work experience.
- Local counterparts to have excellent oral communication skills in Solomon Island pidgin.
- All Team members must display cultural, gender, religion, race, nationality and age sensitivity and adaptability.
- All Team members to have excellent oral and written communication skills in English and a good capacity in preparing technical reports.

6. SCHEDULE OF THE ASSIGNMENT

The schedule of the assignment is over a period of 4 months from the commencement date (i.e., signing of the Agreement). A total of 65 working days has been allocated to deliver against this terms of reference. The consultants shall develop and submit a detailed schedule for the assignment and distribute the days accordingly among the different activities as part of the Inception Report.

7. PAYMENT SCHEDULE

The consultants shall be paid as per the following proposed schedule. This will be outlined and agreed to within the Services Agreement.

Deliverables	Description – reference Section 4 of this ToR	Payment (%)
Inception report	Expected Deliverable 4.1	25
Project framework report	Expected Deliverable 4.2	30
Financial and Economic Assessment Report	Expected Deliverable 4.3	15
Stakeholder consultations Report	Expected Deliverable 4.4	10
Consolidated Report	Expected Deliverable 4.5	20

The Services Agreement template outlining terms and conditions is attached for information and reference (Annex B).

8. REPORTING ARRANGEMENTS

The consultants will execute the scope of this terms of reference in close collaboration with the SPREP Project Coordination Unit (PCU). All deliverables are to be provided to the SPREP PCU.