



SPREP

Secretariat of the Pacific Regional
Environment Programme

REQUEST FOR TENDERS

RFT: 2022/064
File: AP_3/29
Date: 26 October, 2022
To: Interested consultants
From: Semi Qamese – Acting Project Manager PACRES

Subject: Request for tenders (RFT): Consultancy to develop a Strategy and a Standard Operating Procedure for the Climate Change Directorate of the Republic of Marshall Islands (Service-Based Consultancy)

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
 - We value the Environment
 - We value our People
 - We value high quality and targeted Service Delivery
 - We value Integrity
- 1.3. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services to develop a Strategy and a Standard Operating Procedure for the Climate Change Directorate of the Republic of Marshall Islands (Service-Based Consultancy).
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: https://www.sprep.org/attachments/Publications/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

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- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
- i. Must be currently based in RMI and legally entitled to work **or** if international consultant based outside of RMI **must** identify a local counterpart to help collate information at country level;
 - ii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 - iii. Provide three referees relevant to this tender submission, including the most recent work completed;
 - iv. Provide examples of past related work outputs;
 - v. Complete the **tender application form** provided (*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 proposal you may attach these separately; and
 - vi. Provide a copy of valid business registration/license.
- 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 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 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.



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- d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
 - e) **Financial Proposal** – complete the form provided with a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
- 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 07 November 2022. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 09 November 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

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- 6.1. SPREP will select a preferred consultant 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 tender satisfies the following criteria:

I. Technical Score – 80%

Criteria	Detail	Weighting
Experience	A minimum 5 years' experience developing or reviewing climate change or similar policies and proven ability to conduct complex legislative and policy analysis with the ability to deliver within agreed timeframe	20
	Demonstrated experience of having successfully worked in the areas of climate change and disaster risk management with government, non-government stakeholders and communities in RMI or the Pacific Region	20
	Demonstrated effective stakeholder engagements including facilitating workshops and meetings to capture and validate stakeholder views and skills. Excellent command of spoken and written English and fluency of Marshallese will be an advantage.	20
Technical Proposal / Methodology	a. recommended approach to deliver scope of work in the attached terms of reference; b. key sources/data to inform the assignment and relevant stakeholders; and c. detailed work plan clearly outlining milestones and delivery timelines.	20

II. Financial Score 20%

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

- 6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria.

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: **16 November 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 2022/064: **Consultancy to develop a Strategy and a Standard Operating Procedure for the Climate Change Directorate of the Republic of Marshall Islands (Service-Based Consultancy)**

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/awards 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>

Annex A: Terms of Reference

Consultancy to develop a Strategy and a Standard Operating Procedure for the Climate Change Directorate: Republic of Marshall Islands

Background and Rationale

The €12 million European Union funded Intra-ACP¹ GCCA+ Pacific Adaptation to Climate Change and Resilience Building (PACRES) aims to ensure better regional and national adaptation and mitigation responses to climate change challenges facing Pacific ACP countries. It is being implemented collaboratively by the Secretariat of the Pacific Regional Environment Programme (SPREP), the Pacific Islands Forum Secretariat (PIFS), the Pacific Community (SPC) and the University of the South Pacific (USP).

PACRES is providing support for Pacific ACP countries to review and/or develop climate change strategies and policies. To that end, SPREP is supporting the Republic of the Marshall Islands (RMI) with the development of a Strategy and Standard Operating Procedures (SOP) for the Climate Change Directorate.

RMI's Ministry of Environment Act, 2018 established the Climate Change Directorate, with functions including *Reporting on Mitigation & Adaptation* and *Climate Proofing*. The Act further calls for greater collaboration with other Ministries and entities in addressing climate change issues at sectoral and thematic levels.

RMI has ongoing obligations to report under the UNFCCC and the Paris Agreement and RMI's leadership in climate change issues internationally and regionally continues to be widely recognised and respected. Other activities include revision of the Ministry of Environment 2018 Act, development of RMI's National Climate Change Policy (NCCP), National Adaptation Plan (NAP), the revised RMI Nationally Determined Contribution to the Paris Agreement (2019), Energy Roadmap and ongoing work on resilience and disaster risk management.

At the sectoral level, there is considerable interest in climate change, as it affects human rights, health, agriculture, agroforestry, marine resources and fisheries, transportation, and infrastructure.

With the current revision of the Environment Act, there is also a need to develop comprehensive strategies and standard operating procedures for the Climate Change Directorate that addresses the issues and activities described above in the context of up-to-date climate change science and climate projections information for the country.

¹ African, Caribbean and Pacific Group of States.

To that end, SPREP is seeking the services of a suitably qualified consultant to develop a Strategy and Standard Operating Procedures (SOP) for the Climate Change Directorate.

Scope of Work

Develop a Strategy and Standard Operating Procedures for the Climate Change Directorate, RMI by **31 March 2023**.

The consultant will:

- 1) Collate, review and identify gaps that may exist in all climate change related legislation (laws and regulations), policies, strategies, plans and agreements at a local, national and international level that directly relate to the development of a Strategy and Standard Operating Procedures (SOP) for the Climate Change Directorate. These must be filed, sorted and stored electronically and made available on RMI's National Environment Portal;
- 2) Draft outlines of a Strategy and SOPs drawing on outcomes of the review and gap analysis under (1) above;
- 3) Facilitate national stakeholder consultations to present the results from 1 above and review the skeleton drafts;
- 4) Draft the 2 documents based on feedback from the national stakeholder consultations;
- 5) Participate in further national stakeholder consultations to review the draft Strategy and SOPs;
- 6) Provide final draft documents to RMI's Climate Change Directorate and SPREP for review; and
- 7) Finalize the draft documents based on feedback from RMI's Climate Change Directorate and SPREP.

Technical Proposal

Interested tenderers must develop a methodology and workplan describing how they will deliver against the scope of work described above. Given ongoing travel restrictions due to COVID-19 the consultant will either:

- a. be based in RMI where they will be able to participate in stakeholder consultations to develop the Strategy and SOPs; or
- b. if internationally based outside of RMI, the consultant **must** identify a local counterpart to help collate information at country level; and must provide a workplan and methodology explaining how stakeholder views and requirements will be captured, recorded and validated remotely, such as through virtual consultations, surveys or questionnaires.



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Project Schedule

The activities are to be completed by **31 March 2023**. Expected project activity is detailed in Table 1 below. The tender response should detail how and when these steps will be delivered by submitting a Technical Proposal.

Table 1 Project schedule

	Activity
1	Notification of successful consultant.
2	Contract signed.
3	Commencement meeting via Skype or telephone between successful consultant, PACRES Project Management Unit (PMU) and RMI's Climate Change Directorate.
4	Approval of work plan and methodology.
5	Collate, review and identify gaps that may exist in all climate change related legislation (laws and regulations), policies, strategies, plans and agreements at a local, national and international level that directly relate to the development of a Strategy and Standard Operating Procedures (SOPs) for the Climate Change Directorate. These must be filed, sorted and stored electronically and made available on RMI's National Environment Portal.
6	Draft outlines of the Strategy and SOPs drawing on outcomes of the review and gap analysis under (5) above.
7	Facilitate national stakeholder consultations to present the results from 1 above and review the skeleton drafts.
8	Draft the 2 documents based on feedback from the national stakeholder consultations.
9	Participate in further national stakeholder consultations to review the draft Strategy and SOPs.
10	Provide final draft documents to RMI's Climate Change Directorate and SPREP for review.
11	Finalize the draft documents based on feedback from RMI's Climate Change Directorate and SPREP.



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Budget

The Financial Proposal to be priced based on a work plan on where, when and how the technical assistance will be conducted. The proposal should be for the **fees component only** associated with undertaking the work outlined above. Any requirements outside of the fee's component (e.g. local travel and workshops associated costs etc.) should be mentioned in the proposal but not costed at this stage.

Expertise

Tenderers must have:

- a. A minimum 5 years' experience developing or reviewing climate change or similar policies and proven ability to conduct complex legislative and policy analysis with the ability to deliver within agreed timeframe;
- b. Demonstrated experience of having successfully worked in the areas of climate change and disaster risk management with government, non-government stakeholders and communities in RMI or the Pacific Region;
- c. Demonstrated effective stakeholder engagements including facilitating workshops and meetings to capture and validate stakeholder views and skills; and
- d. Excellent command of spoken and written English and fluency of Marshallese will be an advantage.

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/sprep-organisational-values-code-of-conduct.pdf Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.

Duration

This consultancy will commence as soon as practicable and must be completed before **31 March 2023**.