



REQUEST FOR TENDERS

File: AP 4/12/18
Date: 24 March, 2020
To: Interested suppliers
From: Paul Anderson – Inform Project Manager

Subject: Request for tenders: Tonga Inform Project Consultant

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.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced consultants that will work with the Department of Environment under the Ministry of Meteorology, Energy, Information, Disaster Management, Environment, Communications and Climate Change (MEIDECC) to build on the work funded through the Inform project.
- 2.2. The successful applicant will need to provide the details of works required as referred to in the attached Terms of Reference from the 13 April 2020 to 30th September 2021.
- 2.3. The Terms of Reference and the specific statement of work for the consultancy are set out in Table 1.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
 - i. Must be a Tongan resident eligible to work in Tonga.
 - ii. Must speak fluent Tongan
 - iii. Submit details of qualification and previous relevant experience in reviewing policies in the Pacific region or equivalent developing countries;
 - iv. Submissions should include a work plan, schedule of activities and financial proposal. Please note all costs, including taxes, facilities, insurance, and travel and associated costs, should be included in the financial proposal. Submitted proposals will be evaluated based on best value for money.
 - v. Submit a CV to demonstrate the consultant has the relevant experience, skills and qualifications to carry out this contract successfully.
 - vi. Provide at least three referees as part of their tender application;
 - vii. Provide examples of related past work outputs; and
 - viii. 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 or your Technical Proposal. Failure to do this will result in the application not being considered).

4. Submission guidelines

- 4.1. Tender documentation should demonstrate the interested consultant satisfies the conditions stated above and can meet the required specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should comprise the interested supplier's complete proposal, comprising:
 - (a) The CV of the proposed personnel highlighting experience relevant to the tender;
 - (b) A Technical Proposal which contains the details to achieve the tasks outlined in the Terms of Reference ; and
 - (c) A 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 and any other costs related to carrying out the work. Any requirements outside of the fees component (e.g. travel specifications) should be mentioned and costed in the proposal.
- 4.3 Tender submission must be in United State Dollars (USD).
- 4.4 The Proposal must remain valid for 90 days from date of submission.
- 4.5 Interested consultants must insist on an acknowledgement of receipt of tenders/proposals/bids. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria. Describe any additional minimum content and format requirements.
- 4.2. Tender documentation should outline the interested supplier's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.
- 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 Maraea Pogi on maraeap@sprep.org and copy paula@sprep.org before 06 April 2020. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 08 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 offers the best value for money, and that the tenderer satisfies the following criteria:



SPREP

Secretariat of the Pacific Regional
Environment Programme



10th Pacific Islands Conference

NATURE CONSERVATION AND PROTECTED AREAS

Nature Conservation Action for a Resilient Pacific

Noumea, New Caledonia

19-24 April 2020

- i. Has a minimum 5 years' experience working in the environment sector and has a Bsc or Master degree in Environment Management, Master in Business Administration or other related degrees (25%);
- ii. Demonstrated experience working in Tonga, the Pacific region or other developing countries and must be eligible to work in Tonga and be able to speak Tongan (15%);
- iii. Demonstrated high-level of skills in reviewing and writing policy documents and ability to deliver within the timeframe (20%);
- iv. Detailed technical proposal/workplan and methodology (20%); and
- v. Detailed financial proposal (20%).

7. Deadline

- 7.1. **The due date for submission of the tender is: 17 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 Inform Project Consultant**

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.

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 INFORM PROJECT CONSULTANT**

1. Background

The UNEP-GEF funded Inform project has supported Tonga with the development of the Tonga Environment Data Portal, and the State of Environment report (SoE) and National Environment Strategy (NEMS). While these are major successes much work remains, particularly in the promotion and use of the SoE and NEMS and the environmental indicators, as well as in mainstreaming use of the data portal in the Department of Environment, Ministry of Meteorology, Energy, Information, Disaster Management, Environment, Communications and Climate Change (MEIDECC). The development of data workflows and verification as well as building capacity of the Department of Environment and partners in the use of the EDP and other project outputs was also identified as a major need. In 2020, the Department of Environment requested in-country assistance from the Inform project for the above tasks and other actions. Ultimately, this in-country assistance is intended to provide sustainability for the tools and processes introduced through the Inform project.

2. Scope of work

The consultant will work with the Department of Environment to build on the work funded through the Inform project. The specific consultancy tasks and deliverables are outlined in Table 1.

Table 1. Key tasks and deliverables

| Task | Deliverables | Timing¹ | Metric |
|---|---|--|--|
| Apply SoE indicators | <ul style="list-style-type: none"> SoE indicators are entered into Indicator Reporting Tool (IRT) and mapped to national, regional and international reporting obligations Use in at least one national reporting process (NSDP, VNR etc) | <p>IRT populated by September 2020 (Tranch 2)</p> <p>Indicator reuse by 30th September 2021 (Tranch 4)</p> | <p>All SOE indicators added to IRT.</p> <p>Reporting obligations mapped in IRT.</p> <p>Provide copy of report where IRT used.</p> |
| Capacity building within the Department of Environment and key partners | <ul style="list-style-type: none"> Capacity in portal use developed within Biodiversity coordinating group workshop Map portal data workflow for the Department of Environment Capacity and awareness of IRT strengthened within the Department of Environment through in-house workshop Respond to ongoing data portal request from the Department of Environment and stakeholders | <p>Biodiversity coordinating group workshop by 30th September 2020 (Tranch 2)</p> <p>Portal data workflow mapped by 30th September 2020 (Tranch 2)</p> <p>IRT workshop by 31st March 2021 (Tranch 3)</p> <p>Environment staff workshop by 31st March 2021 (Tranch 3)</p> <p>Ongoing response to requests for assistance to 30th September 2021 (Tranch 4)</p> | <p>Workshop reports, sign in sheets, increase in visits and uploaded datasets, increase in Department of Environment staff logins and datasets, all new datasets with appropriate metadata, log requests for assistance, use of the IRT in national reporting, data stories on portals on the outputs of these trainings</p> |



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|---|---|---|---|
| Strengthen Biodiversity coordinating group on enhanced data sharing and use | <ul style="list-style-type: none"> Standard Operating Procedure (SOP) developed for Biodiversity coordinating group | <p>Biodiversity coordinating group SOP completed by 30th March 2020 (Tranch 3)</p> <p>Meetings hosted as required until September 2021 (Tranch 4)</p> | SOP submitted, working group meeting report, action items |
| Communication and outreach on the SoE and NEMS | <ul style="list-style-type: none"> Assist with launch of SoE and associated activities during Tonga's Environment Week Assist with two or more media releases based on SoE/NEMS and reuse of indicators Promotion internally at MEIDECC National events coordination, presentation, documentation | <p>SoE launch and activities in May 2020 (Tranch 2)</p> <p>1st media release by 30th September 2020 (Tranch 2)</p> <p>2nd media release by 31st March 2021 (Tranch 3)</p> <p>MEIDECC meetings National planning workshop etc.</p> | Photos from SoE launch, Media releases scanned for Newspaper and submitted, workshop/meeting presentations submitted. |
| Sustainability plan | <ul style="list-style-type: none"> Develop sustainability plan for Inform project outputs in Tonga in line with regional sustainability plan | By September 2021 (Tranch 4) | Copy of Tonga sustainability plan |

¹Tranch 1 will be paid on signing of contract

3. Timeline

The consultant will work full time at the Department of Environment, Nuku'alofa over the 18-month period 13 April 2020 – 30th September 2021.

4. Reporting arrangements

The consultancy will be funded through the Inform project at SPREP. The consultant will be directly accountable to the Director of Environment, MEIDECC. The consultant will liaise with the SPREP Inform Project Team for technical advice and guidance.

The consultant will be based full-time at the Department of Environment, Nuku'alofa. Office space is provided, consultant is expected to use their own laptop and bandwidth for use at the Department of Environment.

5. Qualification

Bachelor's degree in environmental management or related field, minimum 5 years experience working in the environment sector, and must speak fluent Tongan. Must be a Tongan resident eligible to work in Tonga.