



REQUEST FOR TENDER

File: AP_3/29
Date: 11 September, 2020
To: Interested Consultants
From: Martin Sharp – PACRES Project Manager

Subject: **Request for tenders: Tuvalu Climate Change Portal Adviser (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 is seeking the services of a suitably qualified consultant to provide support for Tuvalu's climate change portal.
- 2.2. The Terms of Reference 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:
 - i. Must reside in Tuvalu and be proficient in written and spoken Tuvalu and English
 - ii. be able to demonstrate that they are legally entitled to work in Tuvalu.
 - iii. Complete **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 supplier satisfies the conditions stated above and is capable of meeting the requirements as stipulated in the ToR. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should comprise the interested supplier's complete proposal, comprising:
 - CV to demonstrate that 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 or your Technical Proposal. Failure to do this will result in the application **not** being considered).*
- 4.3 This will be a full-time position working to standard Government hours (8:00am – 4:00pm) and holidays
- 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. Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to Maraea S. Pogi on maraeap@sprep.org and copy Martin Sharp on martins@sprep.org before 23 September 2020. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 25 September 2020.

6. Evaluation criteria

- 6.1. SPREP will short-list applicants on the basis of SPREP's evaluation of the extent to which the documentation demonstrates the consultant offers the best value for money, and that the tenderer satisfies the following criteria:
 - a) A qualification from a recognised tertiary institution in climate change, environmental management, information and knowledge management, ICT or a related field; (15%)
 - b) Relevant experience in research, data analysis and information management, project support and on-line data management as well as demonstrated ability and experience in the development of relationships with national counterparts; (20%)
 - c) Excellent skills in computing particularly in relation to data management systems and processes, information systems and databases and appreciation of policies, systems and processes; (20%)
 - d) Excellent communication skills with high command of spoken and written Tuvalu and English; (15%)



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- e) Familiarity with climate change and development issues facing the people of Tuvalu; (15%)
and
- f) Ability to provide ICT maintenance and support for the portal (15%).

7. Deadline

- 7.1. **The due date for submission of the tender is: 02 October 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: **Request for tenders: Tuvalu Climate Change Portal Adviser (service-based consultancy)** to one of the following methods:

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 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>



ANNEX A - TERMS OF REFERENCE

Tuvalu climate change portal adviser (service-based consultancy)

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 by the Secretariat of the Pacific Regional Environment Programme (SPREP), the Pacific Islands Forum Secretariat, the Pacific Community and the University of the South Pacific.

PACRES is supporting 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 regional and national knowledge management portals, which are critical to their long-term sustainability.

Tuvalu's Climate Change Department has a requirement to support and maintain its National Climate Change Portal. To that end SPREP is seeking the services of an adviser to be appointed on a full-time service consulting basis for 18 months to support and maintain Tuvalu's National Climate Change Portal.

Scope of Consultancy

The adviser will, under supervision by the Director of Climate Change and other senior Department staff:

1. Manage the uploading and updating of information and knowledge management products on the climate change portal;
2. Assist with portal management and ongoing maintenance;
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 Tuvalu;
4. Assist in the development of climate change and disaster resilience information and knowledge management products to enhance community awareness; and
5. Engage with SPREP to identify good practice and lessons learned in sharing information on the impacts of climate change.

Requirements

To be considered for the position, applicants should have:

¹ African, Caribbean and Pacific Group of States.



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- c) Excellent skills in computing particularly in relation to data management systems and processes, information systems and databases and appreciation of policies, systems and processes; (20%)
- d) Excellent communication skills with high command of spoken and written Tuvalu and English; (15%)
- e) Familiarity with climate change and development issues facing the people of Tuvalu; (15%) and
- f) Ability to provide ICT maintenance and support for the portal (15%).

Remuneration

Remuneration will be paid monthly at an annual equivalent to L5 of the Government of Tuvalu Salary Structure for 2020, subject to submission of a monthly report to the PACRES Project Manager through the Director, Climate Change Department, reporting against agreed work plans.

Work arrangements

The successful applicants will:

- work to the standard Government hours (8:00am – 4:00pm) and holidays
- be based in the Climate Change Department's office;
- report on a day-to-day basis to the Director of Climate Change or other senior Departmental staff; and
- submit monthly reports to the PACRES Project Manager through the Director, Climate Change Department reporting against agreed work plans.
- 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

Duration of the Consultancy

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