



# SPREP

Secretariat of the Pacific Regional  
Environment Programme



10th Pacific Islands Conference

## NATURE CONSERVATION AND PROTECTED AREAS

*Nature Conservation Action for a Resilient Pacific*

## REQUEST FOR TENDER

File: AP\_3/29  
Date: 11 August, 2020  
To: Interested Consultants  
From: Martin Sharp – PACRES Project Manager

**Subject: Request for tenders: Mainstreaming climate change policy and advocacy in Niue (Service-Based Consultancy)**

### 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](http://www.sprep.org) or [www.sprep.org/thetreds](http://www.sprep.org/thetreds)

### 2. Specifications: statement of requirement

- 2.1. SPREP is seeking to recruit a suitably qualified consultant (Service-Based Consultancy) to provide consulting services to strengthen institutional arrangements for mainstreaming climate change policy and advocacy in Niue for a period of 18 months..
- 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 be able to demonstrate that he/she is legally entitled to work in Niue

### 4. Submission guidelines



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- 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. Prospect supplier must commit to an agreed amount of time per month to this consultancy and be willing to set aside extra time if needed for particular tasks.
- 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](mailto:maraeap@sprep.org) and copy Martin Sharp on [martins@sprep.org](mailto:martins@sprep.org) before 24 August 2020. 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 26 August 2020.

### 6. Evaluation criteria

- 6.1. SPREP will select a preferred supplier on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that 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 a field related to environmental management, natural resources management, water resources management and/or climate change (20%)
  - b) have relevant experience in policy development or implementation in climate change adaptation or mitigation or a related field; (20%)
  - c) have excellent communication, workshop facilitation and stakeholder engagement skills;(30%) and
  - d) demonstrate a sound knowledge of climate change policies and processes at the global, regional and national levels as they relate to Niue's development planning (30%).



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### 7. Deadline

- 7.1. **The due date for submission of the tender is: 01 September 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: Mainstreaming climate change policy and advocacy in Niue (Service-Based Consultancy)**' 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 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**

### **STRENGTHENING INSTITUTIONAL ARRANGEMENTS FOR MAINSTREAMING CLIMATE CHANGE POLICY AND ADVOCACY IN NIUE (SERVICE-BASED CONSULTANCY)**

#### **Background and rationale**

The €12 million European Union funded Intra-ACP<sup>1</sup> GCCA+ Pacific Adaptation to Climate Change and Resilience Building (PACRES) aims to mainstream climate change and disaster resilience across national sustainable development, sector and community-based strategies, policies and legislative frameworks.

In Niue, the Department of Environment (DoE) within the Ministry of Natural Resources is responsible for climate change policy, but there is a requirement to strengthen institutional arrangements for mainstreaming climate change and advocacy. Elsewhere in Niue, the National Disaster Management Office has well established arrangements for emergency management and disaster response, while the Project Management and Coordination Unit is responsible for project coordination across government.

The need for institutional capacity to mainstream climate change policy is made all the more urgent as Niue begins work to develop its National Adaptation Plan (NAP). Additional capacity now will help prepare Niue for its NAP implementation once that funding becomes available.

#### **Services required**

To that end SPREP is seeking to engage a suitably qualified individual to provide consulting services to strengthen institutional arrangements for mainstreaming climate change policy and advocacy in Niue.

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](https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf)

#### **Scope of consultancy**

The tasks to be undertaken by the consultant during this activity will include:

1. A desktop analysis and consolidation of existing plans, policies or strategies relevant to mainstreaming climate change in Niue. This will include a short report and gap analysis and collation of all existing plans in a way that is easily accessible to stakeholders (within 6 weeks of commencing);
2. Developing an M & E framework for the activity in consultation with the PACRES M & E Officer and Director DoE, using the current state identified in the gap analysis as the baseline (within two months of commencing);
3. Developing a strategy to advocate mainstreaming of climate change planning (both adaptation and mitigation) across government and the community (within 3 months of commencing). This will include monthly milestones for implementing the strategy;

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<sup>1</sup> Africa, Caribbean and Pacific Group of States.



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4. Monthly reports on implementation of the activity;
5. Arranging and facilitating a two-day mainstreaming workshop;
6. Production of a workshop report;
7. Ongoing engagement and advocacy based on the strategy developed under (3) above;
8. Arranging and facilitating a follow-up mainstreaming workshop after 15 months, to assess level of uptake of mainstreaming across stakeholders;
9. Production of a workshop report;
10. Lessons learned (prior to activity closure);
11. Developing climate change mainstreaming advocacy and communication materials.  
Note PACRES will fund any advocacy materials which may need to be printed locally in Niue; and
12. Activity closure report.

### Requirements

The consultant will:

- demonstrate they are able to work in Niue;
- a qualification from a recognised tertiary institution in a field related to environmental management, natural resources management, water resources management and/or climate change (20%)
- have relevant experience in policy development or implementation in climate change adaptation or mitigation or a related field; (20%)
- have excellent communication, workshop facilitation and stakeholder engagement skills;(30%) and
- demonstrate a sound knowledge of climate change policies and processes at the global, regional and national levels as they relate to Niue's development planning (30%).

### Remuneration

Remuneration will be NZD 2,500 per month subject to submission of a monthly report to the PACRES Project Manager at SPREP through the Director DoE, reporting on milestones and deliverables against the agreed activity workplan (Scope of Consultancy above).

The Consultant will be responsible for payment of any applicable taxes, superannuation and relevant insurance coverage such as medical, travel and professional liability.

### Work arrangements

The consultant will:

- work under the direction of the Director DoE;
- be based in the DoE Office; and
- submit monthly progress reports through the Director DoE to the PACRES Project Manager at SPREP.

### Duration of the consultancy

The consultancy will be for 18 months commencing as soon as practicable.