

REQUEST FOR TENDERS

RFT: 2025-PCCC-001
File: AP_3/34/9
Date: 12 May, 2025
To: Interested consultants
From: 'Ofa Kaisamy

Subject: Request for tenders (RFT): Short-term Consultancy to undertake the Final Review of the Strengthening the Services of Pacific Climate Change Centre (PCCC) Project

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 undertake the final review of the Strengthening the Services of the PCCC project funded by the Government of Australia through the Department of Foreign Affairs and Trade (DFAT).
- 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://library.sprep.org/sites/default/files/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.
- 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 consultants must meet the following conditions:
 - i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 - ii. Provide three referees relevant to this tender submission, including the most recent work completed;



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- iii. 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.*
Provide examples of past related work outputs
For the Technical and Financial proposals you may attach these separately.
 - iv. Must meet local registration requirements where the consultant is based.
- 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.*
Provide examples of past related work outputs
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** which contains the details to achieve the tasks outlined in the Terms of Reference.
 - e) **Financial Proposal** – provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
 - f) Where relevant provide:
 - i. Business registration/license (For Entities/ Individual consultant's as per relevant national legislations)
 - ii. Tax Identification Number (TIN) Letter (If applicable for Individual consultant's as per relevant national legislations)



- 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 28 May 2025. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 30 May 2025.
- 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 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:
- 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.

I. Technical Score – 80%

Criteria	Detail	Weighting
Qualifications and Experience	i. At least a Master's degree with 7 years' professional experience or Bachelor's Degree with 10 years' professional experience in Monitoring and Evaluation, Project or Programme Management, Global development and Donor Partner Relations, Climate Change, Gender, Disability and Social Inclusion (GEDSI)	10%
	ii. Demonstrated experience in conducting Investment or Project Designs, Mid-Term Reviews and End of Project Evaluations for donor agencies and governments, including knowledge and experience in evaluation report writing in accordance with donor evaluation requirements and funding agreement criteria.	15%
Technical Experience	iii. Sound understanding and knowledge of strategic planning, standard management tools and techniques to schedule, plan, review and measure performance,	15%
	iv. M&E system and design, reporting and communication, adaptive and project management.	
Technical Skills	v. Excellent research, data collection and analytical skills including desk research, interviewing skills, and stakeholder facilitation methodologies.	15%
Technical Proposal / Methodology	vi. Provided detailed summary on the proposed methodology, execution, approach and timeline	25%

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

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: 06 June 2025, 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 2025-PCCC-001: Short-Term Consultancy to undertake the Final Review for the Strengthening of the services of the Pacific Climate Change Centre 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/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 Pacific Climate Change Centre (PCCC)

TERMS OF REFERENCES (ToR)

Short-Term Consultancy to undertake the Final Review for the Strengthening of the Services of the Pacific Climate Change Centre Project

Introduction:

The Mid-Term and End of Project Review is a mandatory requirement under the grant agreement between the Government of Australia (represented by the Department of Foreign Affairs and Trade) and SPREP (represented by the Pacific Climate Change Centre) for the Project on “Strengthening the Services of the Pacific Climate Change Centre” and provide an independent evaluation of PCCC delivery and impact through a consultative mid and end term analysis which informs the future strategic direction of the partnership and engagements between the PCCC and DFAT.

This is the Terms of Reference (ToRs) to undertake the Mid-Term and End of Project Review for the above-mentioned Project which started on 9th June 2022 and is in its third year of implementation. This ToR sets out the expectations for this review.

Background:

Following establishment in 2019, the PCCC hosted under SPREP is now operational a becoming a globally respected Centre of Excellence providing practical information, support, and training to address the adaptation and mitigation priorities of Pacific communities. It is underpinned by strong partnerships with Pacific Governments, applied research institutions, donors, civil society, and the private sector.

The Government of Australia through the Department of Foreign Affairs and Trade provided AUD 5 million over 4 years (2022-2026) under the Strengthening the Services of the PCCC project to support and accelerate the growth and prominence of the PCCC as a Centre of Excellence, with strong buy-in and ownership from the Pacific and encourage the engagement of other development partners in the PCCC. The objective of the Project is for the PCCC to effectively deliver towards its vision of globally Centre of Excellence which is highly valued by Pacific Islands and Territories. Further, the DFAT investment is supporting the PCCC to implement a range of activities aligned with the following 4 investment outcomes which corresponds with the Centre’s Key Services.

1. **Knowledge Brokerage:** Strengthened access to climate and disaster knowledge, including translation and synthesising of information, to inform decision-making and drive climate action.
2. **Applied Research:** Strengthened research on climate change research priorities which contribute to practical outcomes for the Pacific.
3. **Capacity Building:** Strengthened capacity of climate change policy makers, practitioners, private sector and communities to develop, communicate and apply climate knowledge through training and learning.
4. **Innovation:** Strengthened innovation in approaches, including through partnerships, to building resilience to climate change.

Objectives of the Consultancy

The overall objectives of the Final Review are to:



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- Take stock of the PCCC progress and achievements towards the overall Outcomes and Objectives of the project,
- Identify opportunities for improvement and lessons learnt and set out recommendations on next steps for PCCC in pursuit of its Vision.
- Review implementation progress towards the gender equality and social inclusion objectives of the investment.

Approach and Methodology

- The MTR/EPR report must provide evidence-based information that is credible, reliable, and useful.
- The consultant is expected to review all relevant sources of information including documents prepared during the preparation phase (i.e. PCCC Strategy and Business Plan, the Project Document, Project Monitoring Evaluation Research and Learning (MERL), project reports including six-monthly reports, project financial reports, and any other materials that are considered useful for the evidence-based review.
- The MTR team is expected to follow a collaborative and participatory approach and to ensure close engagement with the staff of the Pacific Climate Change Centre, Project Team, SPREP Senior Leadership team, Government counterparts (SPREP Focal Points etc), partners, private sector, academic institutions, the direct beneficiaries, and relevant stakeholders.
- Engagement of stakeholders is vital to a successful review. Stakeholder involvement should include interviews who have project responsibilities, including but not limited to PCCC.

Scope of Work

The scope of work for the consultant will include but not limited to:

- a. Review how the project addresses country priorities. Review ownership of the project. Was the project concept in line with the PCCC priorities and plans?
- b. Assess and evaluate progress made towards the project outcomes and outputs outlined in the results framework based using the review questions.
- c. Review and determine if the project's intended outcomes and outputs remain relevant and effective considering changing circumstances over the implementation period.
- d. Evaluate the impact of the PCCC achievements and engagements based on consultation, questionnaires or case studies examples from key partners and stakeholders.
- e. Review all relevant project documents, including the project agreement, six-monthly reports, annual audited financial statements, and other relevant materials.
- f. Identify obstacles or limitations both internal and external that have hindered the project's success and timely delivery of outcomes and outputs.
- g. Evaluate the efficiency and effectiveness of resource allocation (financial, human, and technical assistance).
- h. Engage with key stakeholders such as member countries, private sector and communities, development partners and other CROP agencies to gather perspectives on the level of engagement and collaboration with PCCC.

- i. Provide detailed recommendations based on evaluation for improving project implementation, resource allocation, and overall performance.
- j. Review and evaluate implementation progress towards the gender equality and social inclusion objectives of the investment.

Timeline

The duration of the consultancy is expected to be 25 working days over a period of 3 months with the following steps and level of delivery suggested:

Approach	Deliverable	Timeframe
1. <u>Contract Signing and Work Plan</u> <ul style="list-style-type: none"> • Agree and sign contract. • Preparation and Initial Consultation with Program staff • 	Detailed workplan that includes consultant tasks allocation.	5 days
2. <u>Conduct Desk Review, stakeholder consultation and submit Inception Report</u> <ul style="list-style-type: none"> • Review of all relevant organisational documents • Conduct consultation with stakeholders including PCCC Staff, DFAT and other key partners • Submit inception report detailing the review methodologies and initial findings from desk review and stakeholder consultation. 	Inception Report detailing review methodologies and initial feedback from desk review and stakeholder consultation	5 days
3. <u>Draft Final Review document</u> <ul style="list-style-type: none"> • Analyse feedback from consultations with key stakeholders • Analyse and evaluate performance and progress towards outcomes and outputs in MERL based on annual workplans, 6-monthly progress reports, financial reports. • Identify and discuss challenges, lessons learned 	Draft Final Review report	10 days
4. <u>Final Review Report</u> <ul style="list-style-type: none"> • Incorporate feedback from PCCC, SPREP Leadership Group, DFAT and other key partners into the final draft 	Finalised Review Report	5 Days
Total estimated time of consultancy		25 Days



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Key Deliverables

The key deliverables include:

- a. Detailed Work Plan outlining task allocation
- b. Inception Report summarising methodologies and findings from desk review and stakeholder consultation.
- c. Draft MTR Report providing summary of consultation with stakeholders, evaluation of performance towards achieving outcomes and outputs in the MERL, lessons learned and recommendations for improvement.
- d. Final MTR Report incorporating changes and feedback from PCCC, DFAT, SPREP leadership and key stakeholders.

Note: All deliverables shall be submitted softcopy in editable format.

Working Arrangements and Reporting

The Consultant can work remotely but is expected to have at least one in-country mission to conduct face-to-face focus groups and key stakeholder interviews for 5 days, which should be costed as part of the financial proposal.

The Consultant will report to the Manager of the Pacific Climate Change Centre. It is also expected that the Consultant will work closely with the PCCC Senior Project Officer and team for the coordination and execution of activities.

Payments

The Consultant will be paid professional fees as compensation for his/her technical and professional expertise and time invested in the delivery of the expected outputs.

Qualifications and Experience

The Individual Consultant must have:

- a) At least a Master's degree with 7 years' professional experience or Bachelor's Degree with 10 years' professional experience, in Monitoring and Evaluation, Project Management (planning, designing, implementation and monitoring), Development Studies, Global and Donor Partner Relations, Climate Change, Gender, Disability and Social Inclusion.
- b) Demonstrated experience in conducting Investment or Project Designs, Mid-Term Reviews and End of Project Evaluations for donor agencies and governments, including knowledge and experience in evaluation report writing in accordance with donor evaluation requirements and funding agreement criteria.
- c) Sound understanding and knowledge of project monitoring and evaluation, strategic planning, standard management tools and techniques to plan, implement, monitor and measure performance.
- d) Excellent research and analytical skills including desk research, interviewing skills, and stakeholder facilitation methodologies.
- e) Must have sound knowledge and understanding of data collection and analysis, M&E system and design, reporting and communication, adaptive and project management.