



SPREP
Secretariat of the Pacific Regional
Environment Programme

PO Box 240, Apia, Samoa
E: sprep@sprep.org
T: +685 21929
F: +685 20231
W: www.sprep.org



The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.

REQUEST FOR TENDERS

File: AP 4/8/1
Date: 6 April, 2016
To: Interested suppliers
Contact: Meapelo Maiai: meapelom@sprep.org

Subject: Request for tenders: MSP Financial Consultant

1. Background

- 1.1. 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 Samoan nationals and/ or residents who are qualified and experienced accountants and finance specialists that can offer their services to provide support to the GEF Medium Size Project to enhance capacity to develop Global and Regional Environmental Projects in the Pacific.
- 2.2. The Terms of Reference for this consultancy assignment is attached.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
 1. Must be a national and/or resident of Samoa.
 2. Submit a curriculum vitae outlining details of previous relevant experience and qualifications; and
 3. Provide referees as part of their tender application.

4. Submission guidelines

- 4.1. 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 meapelom@sprep.org and copy maraeap@sprep.org before 13th April 2016. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 15th April 2016.

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 tenderer offers the best value for money, and that the tenderer satisfies the following criteria:
 1. Holds a graduate degree in finance, management and administration.
 2. At least 5 years experience in managing project budgets and reporting;
 3. Demonstrated experience in managing projects for the GEF, SPREP and UNDP;
 4. Flexibility to work either part-time or full-time till the 31st December 2016;
 5. Value for money - Daily rate consultancy fee, inclusive of local taxes (i.e NPF, ACC)

7. Deadline

- 7.1. The due date for submission of the tender is: **20th April 2016 (midnight local time)**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all tenders clearly marked '**TENDER: MSP Financial Consultant**' to one of the following methods:

mail:

SPREP

Attention: Procurement Officer
PO Box 240
Apia, SAMOA

Email: tenders@sprep.org

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.



SPREP

Secretariat of the Pacific Regional
Environment Programme

PO Box 240, Apia, Samoa

E: sprep@sprep.org

T: +685 21929

F: +685 20231

W: www.sprep.org

The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.



Terms of References

The following Terms of Reference outlines the general responsibilities to be carried out by the financial consultant contracted under the GEF/UNDP/ SPREP medium size project to enhance global and regional capacity to develop environmental projects in the Pacific.

Background

This project is borne out of the necessity to expedite access of Pacific Island Countries to MEA funding, in particular from the GEF. 14 Pacific Island Countries eligible for GEF funding are members of the SPREP Governing Council Meeting who instructed its secretariat to seek GEF accreditation in 2011. Since then, SPREP has submitted its Stage I and Stage II applications in the hope of proceeding to the final Stage III. However, with the support of the GEF Governing Council, SPREP was invited to submit its request for medium size project of USD 1 million to assist with its own capacity building initiatives to upgrade and match the GEF minimum accredited standards.

This medium size project is designed in partnership between the GEF secretariat and SPREP working with the UN Development Programme (UNDP) on a normal GEF project that would involve SPREP and include capacity building designed in a way that would prepare SPREP to become a GEF Agency in GEF-6.

Project Goal and Objectives

The goal of this project is **“To enable SPREP to support 14 Pacific Island Countries to more effectively achieve global environmental benefits by strengthening their key institutional and individual capacities”**. To this end, the project will focus on enhancing 4 key areas: fiduciary capacity; environmental and social safeguard policy; gender mainstreaming policy and guidelines; and information, communication and technology.

The goal of this project is **to strengthen SPREP's capacity to assist Pacific Island Countries' implementation of the three Rio Conventions**. To this end, the project will focus on enhancing 4 key areas: internal control framework, environmental and social safeguard policy, and a gender mainstreaming policy and guidelines, information and communication technology and systems.

Project Strategy

The project's strategy is to take a partnership approach between SPREP and UNDP to this exercise by focusing on a set of key outputs required to be implemented in-order for SPREP to meet the GEF's minimum accredited standards. In this way, SPREP will be guided and benefited from UNDP's experience

as a seasoned GEF IA, especially in the designing of desired capacity that SPREP should build to meet GEF minimum accredited standards.

The delivery of outputs depends heavily on the outsourced work of consultants who will be recruited to implement activities to upgrade SPREP's capacity to carry out GEF fiduciary functions expected from a GEF Project Agency. Additionally, consultants will work to put in place environmental and social safeguard and gender mainstreaming policies along with their procedures and tools for the effective and efficient administration of these new policies.

Project Outcomes and Components

1. At the end of the project, activities will have resulted in a set of improved capacities within SPREP to meet GEF minimum accreditation standards. This project will have strengthened and helped institutionalize commitments required to meet SPREP's application II for accreditation. Indirectly, it will also help Pacific Island Countries efforts to meet their obligations under the Rio Conventions in the long run.
2. This project will be implemented in four linked components:
 1. Enhancing Internal Control Frameworks to meet GEF Minimum Fiduciary Standards;
 2. Develop Environmental and Social Safeguard Policy;
 3. Develop Gender Mainstreaming Policy and Guideline; and
 4. Strengthening Information, Communication and Technology Systems.

Financial Consultant

The financial consultant will be responsible to the MSP Project Coordinator and will be located in the Project Management Unit in the Division of Environmental Monitoring and Governance of SPREP.

1. Financial Consultant

The Finance consultant will work together in a team environment to deliver the key outputs of this project. The consultant will be recruited to carry out the following duties and responsibilities:

I. Project Financial Management

- a) Assist with the development of a detailed annual and quarterly work plan and budget, assist with project oversight and implementation.
- b) Prepare financial and accounting advise on the MSP budget for reporting to the project board, SPREP management, and the United Nations Development Programme (UNDP) Multi-Country Office (MCO) Samoa through the project management unit.
- c) Facilitate payments for the project through the SPREP finance division.
- d) Advise the Project Coordinator regularly on financial status of the project and ensure funding availability for all the project activities.
- e) Review and perform donor/projects reconciliations together with SPREP finance division.

II. Project Reporting

- a) Prepare quarterly and annual financial statements, and supporting documentations for projects and programmes, to be consistent with UNDP and SPREP's procedural and reporting requirements;
- b) Provide 'ad hoc' management and financial information and reports, as and when required internally by the Project Management Unit.

- c) Compile quarterly performance output reports against budgets and analyze and interpret data in order to provide financial management information to the Project Coordinator for decision making.
- d) Assist with the preparation of the project's issues and risks logs for the Project Coordinator.

III. Project Monitoring and Evaluation

- a) Carry out monitoring and evaluation for the project and ensure key issues are highlighted to the Project Coordinator on a timely basis.

IV. Administrative Support

- a) Ensure all relevant records are updated, accurate, maintained and safeguarded;
- b) Attend to all project administrative requirements including procurement and staff project issues.

The local financial consultant will have a graduate degree in finance, management and administration. Preferably, this person should have demonstrable experience working in projects funded by the GEF and implemented by UNDP.