



# REQUEST FOR TENDERS

RFT: 2024/034  
File: AP\_3/42  
Date: 26 August, 2024  
To: Interested consultants  
From: Filomena Nelson, Climate Change Adaptation Adviser

**Subject: Request for tenders (RFT): NZ MFAT funded Loss and Damage Capacity and Capability Project – National Coordinator – Cook Islands**

## 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](http://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 functions set out in the Terms of Reference for the role of national coordinator in Cook Islands
- 2.2. The Terms of Reference for the national coordinator is 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;
  - 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) **Honor 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 the tasks set out in the ToRs 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](mailto:procurement@sprep.org) before 11 September 2024. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 13 September 2024.
- 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%**

<b>Experience</b>	(1) A degree or equivalent in climate change, environmental science, project management and other related field with minimum of 3 years of proven experience related to climate change, adaptation, loss and damage, development of national plans and strategies	20%
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	And/or Diploma or equivalent in these areas but with a minimum of five years of proven experience.	
	(2) Proven experience in project management and coordination with the Cook Island Government, private sector, Civil Society Organisations, Faith-Based Organisations, and other relevant development agencies.	15%
	(3) Good knowledge and understanding of climate change impacts and loss and damage issues in the Cook Islands and the Pacific.	20%
	(4) Proven track record in stakeholder engagement and consultations with government agencies, development agencies, NGOs, private sector and the communities.	15%
<b>Technical Proposal / Methodology</b>	(5) Submitted technical proposal – demonstration of how applicant successfully carries out the activities listed under the scope of the consultancy.	10%

## 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: 24 September 2024, midnight (Apia, Samoa local time).**

PO Box 240, Apia, Samoa T +685 21929 F +685 20231 [sprep@sprep.org](mailto:sprep@sprep.org) [www.sprep.org](http://www.sprep.org)

A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.



- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked 'RFT 2024/034: Loss and Damage Capacity and Capability (LDCC) Project: National Coordinator - Cook Islands'

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 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>**



**SPREP**  
Secretariat of the Pacific Regional  
Environment Programme

## **Annex A: Terms of Reference**

**National Coordinator**

For the

**Loss and Damage Capacity and Capability (LDCC) Project: Cook Islands**

**New Zealand MFAT**

**(August 2024)**



## 1. INTRODUCTION

The Loss and Damage Capacity and Capability (LDCC) Project aims to enhance countries' readiness to address loss and damage and access climate finance.

In the Loss and Damage (L&D) space there are significant gaps in technology, technical capacity and data availability to effectively tackle L&D challenges. There is a lack of both qualitative and quantitative data, and where data is available it is often not easily accessible or organised in terms of L&D. There is also limited published re-search specific to the Pacific on L&D. This gap hinders our understanding of past, current and future losses and damages under different climate scenarios. Recognising the urgency, the project aims to bolster the region's capacity to collect, analyse, and disseminate L&D data effectively, thereby informing future investment decisions.

While there is recognition of the importance of dialogue on L&D, there is currently insufficient consultation and awareness-raising at both the national and community levels. This hampers the development of relevant policies and institutional arrangements to address L&D effectively. Also, collaborative efforts among countries are needed to share experiences and ensure a regional perspective in discussions on funding are crucial for addressing evolving L&D needs. Thus, this project presents an opportunity to build the capacity and capability of the Pacific region.

The project has a regional and national component. The regional component will be solely undertaken by SPREP. It will include activities such as a regional Loss and Damage Dialogue, Youth Dialogue, building the regional L&D evidence base, deepening GEDSI and Youth considerations and communications activities.

The National Component includes the Cook Islands as a participating country. In addition to the Cook Islands the other Pacific Island Countries involved in the National level component are Tonga, FSM, Solomon Islands and the territory of Tokelau.

The national component gives the countries the chance to deepen their understanding of, and advance efforts on, L&D issues. This involves enhancing the evidence base, conducting national dialogues, and strengthening capacity and institutional support. It also entails the integration of L&D considerations into existing policies, plans and projects related to climate change and disaster risk reduction.

For the Cook Islands, the identified priorities include:

- Strengthening the evidence base for L&D action
- Improving understanding of what L&D means to communities
- Investment ready projects concepts and small-scale pilot activities
- Engagement with the climate risk and vulnerability assessment process

Further, other Cook Island specific activities include.

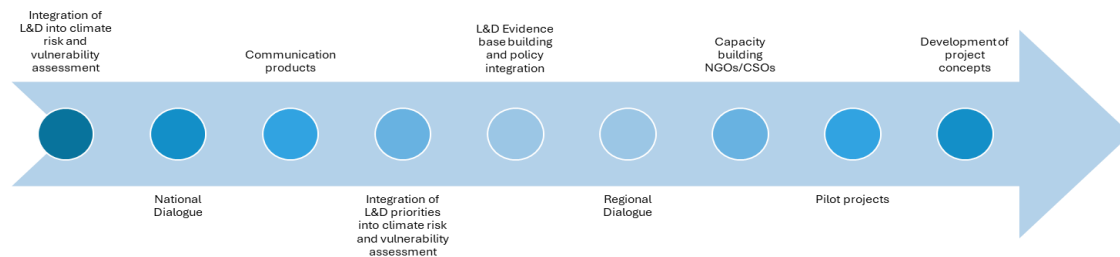
- National Dialogue
- Enhancing the national L&D evidence base and information review



- Integration of L&D into the Cook Islands climate risk and vulnerability assessment process
- Building the capacity of local NGOs/CSOs
- Communication products
- Development of project concepts
- L&D pilot projects

Importantly Gender Equity, Disability and Social Inclusion (GEDSI) and Youth is a key priority of the LDCC project and will be a required continual focus throughout all activities. GESDI training will be devised and provided to all Project Co-ordinators.

## Timeline



As the Delivery Partner, SPREP will be responsible for implementation of the LDCC project and will carry out all fiduciary and financial management, procurement of goods and services, monitoring and reporting activities under this project in compliance with SPREP's policies and procedures and with the Ministry of Foreign Affairs New Zealand.

This TOR is to seek a Cook Island-based full time National Coordinator, to coordinate and lead the *Loss and Damage Capacity and Capability (LDCC) project*. The coordinator will be contracted by SPREP. The Project Co-ordinator will report to Government of the Cook Islands through the Department of Climate Change. Further the Project Co-ordinator will work closely with the SPREP Climate Change Resilience Programme, through the Climate Change Adaptation Advisor and Loss and Damage Officer (LDCC project).

## 2. FUNCTIONS

The National Coordinator will be responsible for the day-to-day management of the project, co-ordination of inputs from government departments, SOEs, NGOs, private



sector, local governments and communities into the planning and delivery of activities of the project, and coordination of short-term consultants the project will engage.

The specific functions are:

1. Organise the national dialogue on loss and damage according to the project implementation plan.
2. Organise national Loss and Damage capacity building programmes for NGOs according to the project implementation plan.
3. Oversee and coordinate the creation of communication products from national dialogues and other project activities, ensuring the timely, accurate and efficient distribution of communication products.
4. Coordinate, monitor and report on any pilot programmes implemented under the LDCC project.
5. Liaise with the relevant government ministries / departments, national and international research institutes, NGOs, and other relevant institutions to involve their staff in the project activities, and to gather and disseminate information relevant to the project.
6. Coordinate with consultants, national institutions, and communities to ensure smooth and appropriate execution of project activities.
7. Review all materials/deliverables generated during the project timeline.
8. Ensure Gender Equality Disability and Social Inclusions (GEDSI) considerations and goals are met and honoured throughout the project in line with the guidelines of the project.
9. Ensure Youth considerations and goals are met and honoured throughout the project in line with the guidelines of the project.
10. Prepare periodic progress reports on project implementation.
11. Liaise with SPREP through the Loss and Damage Officer on project management and implementation, monitoring the progress of the project, tracking of activities in accordance with the agreed timelines for delivery of outputs.
12. Work with SPREP's Loss and Damage Officer to ensure publication and dissemination of the reports identified as project outputs.

### **3. QUALIFICATIONS AND EXPERIENCES**

- a. A degree or equivalent in climate change, environmental science, project management or other related field with minimum of 3 years proven experience related to climate change, adaptation, loss and damage, development of national plans and strategies.

And/or

- a. A diploma or equivalent in climate change, environmental science, project management or other related field with minimum of 5 years proven experience related to climate change, adaptation, loss and damage, development of national plans and strategies.



- ii. Proven experience in project management and coordination with the Government of the Cook Islands, private sector, CSOs, FBOs, and other development agencies nationally and internationally
- iii. Good knowledge and understanding of climate change impacts and loss and damage issues in the Cook Islands and the Pacific.
- iv. Proven track record in stakeholder engagement and consultation with government agencies, development agencies, NGOs, private sector, and the community.

#### **4. COMPETENCIES**

- i. *Professionalism*: Able to engage with Government officials, private sector, FBOs, NGO and CSO audiences.
- ii. *Leadership*: Establishes and maintains relationships with a broad range of people to understand needs and gain support. Fosters positive work relations and ensures team members are empowered to achieve their goals.
- i. *Communication*: Written and spoken English communication is clear and effective. Demonstrates openness in sharing information and keeping people informed.
- ii. *Inclusivity*: Takes an inclusive and respectful approach to leadership and management. Takes a zero-tolerance approach to discrimination and harassment in all aspects of the project. Will actively engage in GEDSI issues throughout the project.
- iii. *Teamwork*: Works collaboratively and respectfully with colleagues to achieve goals. Actively puts in effort to engage all team members.
- iv. *Research, Planning, Adaptability and Organising*: Ability to undertake research and develops clear goals that are consistent with agreed strategies; identified priority actions and assignments. Able to manage time and resources.

#### **5. SCHEDULE OF THE ASSIGNMENT**

The *Loss and Damage Capacity and Capability (LDCC) Project*, activities will be implemented over a period of 24 months.