



# REQUEST FOR TENDERS

RFT: PCCC-2024-004  
File: AP\_3/34/2  
Date: 20 June, 2024  
To: Interested consultants  
From: Ofa Kaisamy, Manager, Pacific Climate Change Centre

**Subject: Request for tenders (RFT): The Pacific Climate Change Centre (PCCC) Climate Finance and Project Design Experts 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](http://www.sprep.org).

## 2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants, consultancy firm or consortium of experts who can offer their services to the Pacific Climate Change Centre (PCCC) to deliver the following tasks;

### **Background**

With funding support from the Department of Foreign Affairs and Trade (DFAT), the PCCC is seeking a qualified consultancy firm or consortium of experts to;

1. Undertake a study on the Pacific climate finance landscape seeking ideas on innovative climate finance solutions and explore options to establish an innovative climate investment hub to deliver on the PCCC functions and partnership frameworks.
2. Prepare three full proposals on project ideas that are aligned to the key functions of the PCCC core functions and the partnership frameworks. The intention was to use this proposal to drive some of the key priority areas of work of the PCCC towards a programmatic approach and long-term investment.

This consultancy therefore focuses on;

- Understanding the climate finance landscape in the Pacific with a focus drawing on lessons from existing climate finance initiatives in Pacific Island Countries and Territories (PICTs).



- Formulate options to establish an innovative climate investment hub to deliver the PCCC core functions through the partnership frameworks.
  - Formulate eligibility criteria and guidelines for the different elements of the hub.
  - The development of three full proposals on the followings;
    - Traditional knowledge-based solutions to climate change
    - Support the PCCC role to coordinate Intergovernmental Panel on Climate Change (IPCC) and climate change science
    - Capacity building for knowledge brokerage targeting the private sector, women, youths, disability and vulnerable groups
- 2.2. The Terms of Reference for 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;
  - 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 (Annex A) 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 complete 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](mailto:procurement@sprep.org) before 8 July 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 10 July 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%

Mai Criteria	Scoring Criteria	Weight Scores (%)
Qualifications and Experience	1. Composition of the team including their role and experience (noting the minimum requirements of the team as outlined in <b>Section 6 of TOR</b> ). Including CVs of the consulting team.	10
	2. Experience in Pacific and SIDS, Pacific regional and national experts and experience in climate financial products, innovative finance, banking, financial services and project development.	10
	3. Familiarity and expertise in climate change issues and building climate resilience and developed and designed climate related projects to bilateral donors such as MFAT, DFAT, multilateral banks and multilateral funding mechanisms and agencies	20
Technical Proposal / Methodology	i. Technical proposed on the approach, methodology and relevant experts as required in the TOR to undertake the activities outlined in the terms of reference, including timelines to complete the deliverables. ii. Outline how each of the deliverables will be achieved including the stakeholders to be consulted and engaged. iii. Provide specific milestones for each of the deliverables including expected deliverables with timeframes.	20
	iv. In the technical proposal include examples of project development and design experience and the best approach to engage with bilateral donors and to the climate funding	20



	mechanism such as the GCF, GEF, Adaptation funds and innovative climate finance mechanisms.	
<b>Total</b>		80

## II. Financial Score – 20%

Financial proposal to outline all costs associated with the undertaking of the package of works including professional fees (should be costed at a daily rate per team member), international travel and other relate costs)

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: 19 July 2024, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked '**PCCC-2024-004: The Pacific Climate Change Centre (PCCC) Climate Finance and Project Design Experts Consultancy**

Mail: SPREP



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

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/award 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

### PCCC Climate Finance and Project Design Experts

June 2024

#### 1.0 Background

##### 1.1 The Pacific Climate Change Centre

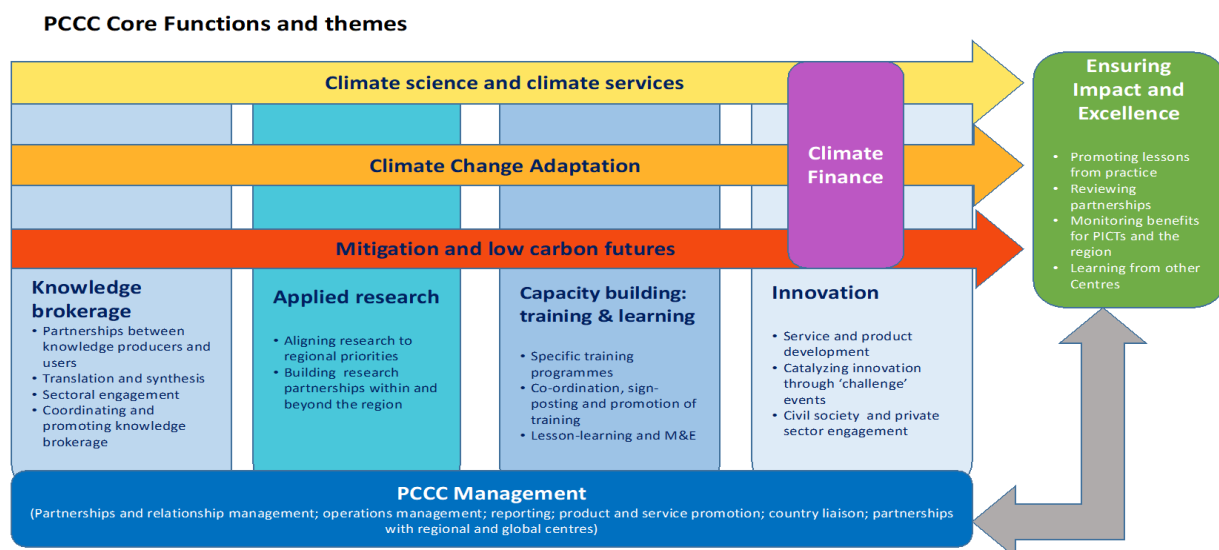
The Pacific Climate Change Centre (PCCC) is recently established as the Centre of Excellence that supports training, research, innovation and knowledge brokerage for cross-cutting climate change issues in the region. The PCCC is a shared regional asset belonging to the people of the Pacific with the support of development partners committed to the resilient development of Pacific Island countries and territories. It is hosted and supported by SPREP at its campus in Apia, Samoa.

The vision of the PCCC:

*The Pacific Climate Change Centre (PCCC) is a globally respected centre of excellence. It is highly valued by Pacific Island countries and territories as it provides practical support and training to address their adaptation and mitigation priorities. It is underpinned by strong partnerships with Pacific Governments, applied research institutions, donors and the private sector. These collaborations have led to innovative products which are increasing resilience in the Pacific.*

The PCCC vision is underpinned by four cross-cutting themes, **climate science and climate services**, **climate change adaptation**, **mitigation and low carbon futures**, and **climate finance**. These cross-cutting themes are fully realised within the context of the key functions of the centre which are *knowledge brokerage*, *applied research*, *capacity building* and *innovation*. The operationalisation of the centre is guided by the **PCCC Strategy and Business Plan 2020** and the revised **Monitoring Evaluation, Reflection and Learning Framework (MERL) 2023**.

The PCCC key functions and themes are summarised below;

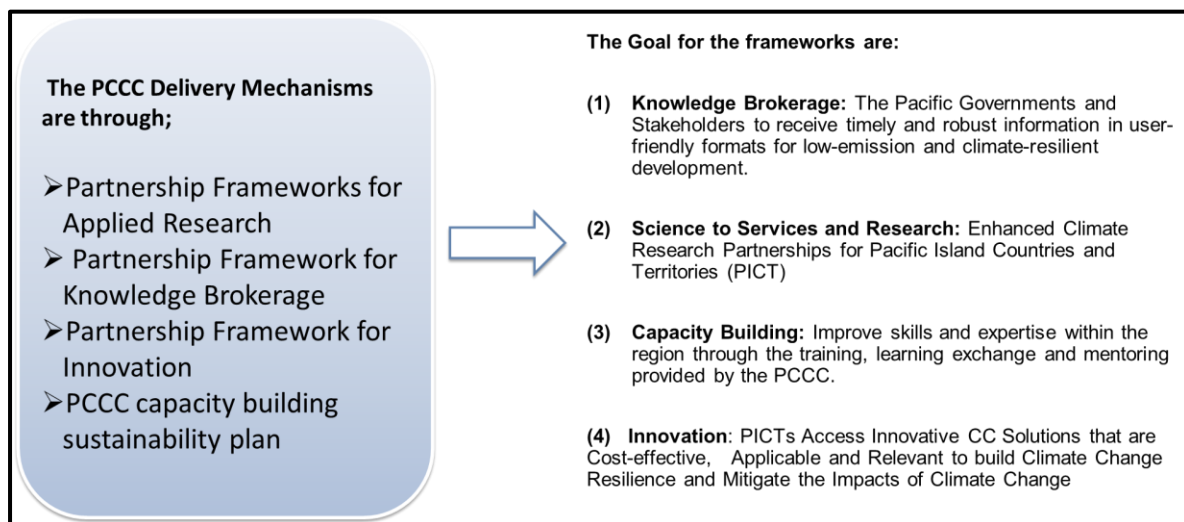


##### 1.2 PCCC Sustainability through Partnership Frameworks

The revised PCCC MERL includes key outcomes related to the long-term sustainability of centre through the development three partnership frameworks and a capacity building sustainability plan. These frameworks have been developed with key objective statements for each function as follows;

- **Knowledge Brokerage:** The Pacific Governments and Stakeholders to receive timely and robust information in user-friendly formats for low-emission and climate-resilient development.
- **Science to Services and Research:** Enhanced Climate Research Partnerships for Pacific Island Countries and Territories (PICT)
- **Capacity Building:** Improve skills and expertise within the region through the training provided by the PCCC.
- **Innovation:** PICTs Access Innovative CC Solutions that are Cost-effective, Applicable and Relevant to build Climate Change Resilience and Mitigate the Impacts of Climate Change.

The frameworks are developed to align to Regional and National Priorities as well as the PCCC Governance and the Strategy and Business Plan. The frameworks and sustainability plan were endorsed by the SPREP 31st Meeting of Officials in September 2023. Each framework has a process for the incubation of the Partnership initiatives, engagement process, monitoring and evaluation and learning. The partnerships frameworks are expected to be the delivery mechanism for each of the key functions of the PCCC.



Despite the growing interest in the work of the PCCC, one of the major challenges is the lack of long-term support and sustainable financing in place to secure the work of the Centre. For many years the needs for a programmatic approach has often been referred to as the key to unlocking investment on climate change. The PCCC is therefore looking to securing long-term investments through the partnership frameworks to enable it to make predictable long-term commitments to deliver on its goal and support PICTs respond to the adverse effects of climate change.



With funding support from the Department of Foreign Affairs and Trade (DFAT), the PCCC is seeking a qualified consultancy firm or consortium of experts to;

1. Undertake a study on the Pacific climate finance landscape seeking ideas on innovative climate finance solutions and make the business case to establish innovative climate investment hub to strengthen the PCCC key functions and partnership frameworks.
2. Prepare three full proposals on project ideas that are aligned to the key functions of the PCCC and the partnership frameworks. The intention was to use this proposal to drive some the key priority areas of work of the PCCC towards a programmatic approach and long-term investment.

This consultancy therefore focuses on;

- Understanding the climate finance initiatives in the Pacific with a focus drawing on lessons and opportunities.
- Formulate recommended options to establish the innovative climate investment hub to deliver the PCCC four key functions and partnership frameworks.
- The three full proposals will focus on the followings;
  - Traditional knowledge-based (adaptation and mitigation) solutions to climate change
  - Support the PCCC role to coordinate IPCC and climate change science in the Pacific
  - Capacity building for knowledge brokerage and targeted support for the private sector, women, youths, and vulnerable groups.

## 2.0 Consultancy Objectives and Outputs

The objectives and outputs are as follows;

Objective	Output/Deliverables
1. Undertake an assessment and study on alternative and innovative climate finance options for PICTs to inform the business case for an innovative climate investment hub to deliver the PCCC key functions and partnership frameworks.	<ul style="list-style-type: none"> <li>▪ Report on the climate finance initiatives in the Pacific focusing alternative and innovative climate finance options for PICTs.</li> <li>▪ The business case to establish the innovative climate investment hub to deliver the PCCC key functions through the partnership frameworks.</li> <li>▪ Formulate eligibility criteria and guideline for the different elements /components of the hub based on the concept note to be provided by PCCC.</li> <li>▪ Formulate the TOR for a review committee for the hub.</li> </ul>

	<ul style="list-style-type: none"> <li>▪ The PCCC will share copy of the concept for the hub with winning bidder.</li> </ul>
2. Formulate a proposal on traditional knowledge and practice to adapt to and mitigate the impacts of climate change in collaboration with universities and Research Institution targeting the adaptation fund regional window focusing on two countries.	<ul style="list-style-type: none"> <li>▪ A proposal on traditional knowledge and practice to adapt to and mitigate the impacts of climate change in collaboration with at least two countries and national universities and research institution targeting the adaptation fund (AF).</li> </ul>
3. Formulate a proposal on strengthening the coordination capacity and capability of the PCCC to strengthen the engagement of PICTs Governments, research institutions and Pacific-based researchers in the IPCC processes.	<ul style="list-style-type: none"> <li>▪ A regional proposal on strengthening the coordination capacity and capability of the PCCC to support PICTs Governments, research institutions and researchers in the IPCC</li> </ul>
4. Formulate a proposal on capacity building for knowledge brokerage in the Pacific with targeted support for the private sector, women, youths, and vulnerable groups	<ul style="list-style-type: none"> <li>▪ A proposal on capacity building for knowledge brokerage in the Pacific with targeted support for the private sector, women, youths, and vulnerable groups.</li> </ul>

### 3.0 Scope of Work

The Consultancy Firm /Consortium will work closely with the PCCC to deliver the objectives within the following scope of work;

- a) Formulate strategic approach and methodology on how to undertake the assignment and fulfill the objectives of the consultancy.
- b) In a technical proposal provide the scope and outline for the proposals being formulated and provide related rationale for the approach taken.
- c) Include in the technical proposal clear schedule and timeframe on the approach and methodology for the expected duration of each of the assignment.
- d) Provide a financial proposal and workplan on the costs for each of the key tasks and related details.
- e) Include in the technical proposal a plan to socialise the draft proposals with donors for both multi-lateral and bilateral discussions.

#### **3.1 Undertake an assessment and study on alternative and innovative climate finance options for PICTs to inform the establishment of an innovative climate investment hub within the PCCC.**

The consultancy team is expected to;

- Undertake a baseline desktop review of key climate financing mechanisms in PICTs.



- Provide an update summary of the current climate finance landscape and key financing mechanisms.
- Clearly identify key sources of funding including the nature of the climate finance such as grants, contingent grants, concessional loans, equity, guarantees and results-based finance.
- Include in the assessment the debt burden on PICTs due to climate finance related investments.
- Assess some of the climate finance mechanism that PICTs access and could be replicated such as blue bonds and other innovative finance solutions.
- Assess the effectiveness of some of the national trust funds related to climate change or disaster risks already functioning and document the lessons learned by countries operating the funds (At least 3 PICTs)
- Provide a summary on some of the related potential sources of climate finance from philanthropy and foundations that have been and could be accessed PICTs.
- Assess and document lessons and issues related to access multilateral funding mechanisms on climate change.
- Assess and document lessons and issues related to key bilateral donors in the PICTs.
- Assess and document lessons from financial products and investment from financial institutions available to the private sector on climate change.
- Assess and provide recommendations to inform the establishment of the business case for an innovative climate investment hub to strengthen the PCCC four key functions and deliver its partnership frameworks.
- Explore options for investment in non-traditional areas of funding such as relocation, climate justices and loss and damage.
- Provide recommendation on climate finance access options for the private sector through market-based and grant based investments.
- Provide recommendations on innovative climate finance options and sources for the investment hub including endowments, interests, market-based and credit facility options, service fees and grants etc.
- Study and assess existing modalities from multilateral development funds such as the Global Environment Facility (GEF) small grants and Adaptation Fund innovation fund and related small grants to help inform the proposed facility.
- The proposed innovative climate investment hub should be flexible to support to both public, civil society and private sector
- The proposed innovative investment hub could potentially have linkages to financial institutions products and services.
- Identify some of the climate finance related products and services the investment hub could provide.
- Make recommendations on the potential governance arrangements and institutional arrangements of the innovative investment hub.
- Develop and formulate eligibility criteria and guidelines based on the draft concept of the hub to be provided by the PCCC.
- The proposed investment hub should be designed to provide long-term, predictable and sustainable financing to deliver the key functions of the PCCC.
- The established of the facility will consider a phased approach starting initially as small-grant and performance- based grants facility.
- Socialise and discuss the concept and consult with donors, multilateral development banks and financial institutions in the region.



- Work with the PCCC to present the concept at the PCCC donor dialogue in 2025.
- Submit the business case and recommendations for the establishment of the innovative climate investment hub.

### **3.2 Formulate a proposal on traditional knowledge and practice to adapt to and mitigate the impacts of climate change for the Pacific**

The consulting team is expected to;

- Work with the PCCC team to formulate the scope of proposal targeting the adaptation fund (AF) and working with at least two countries.
- The development of the proposal will also include comprehensive consultation with the national climate change focal points and the respective department of culture as appropriate.
- The proposal will include initial assessments and research to understand the traditional knowledge and practice to adapt to and mitigate the impacts of climate change landscape for each of the countries and focus areas.
- The proposal will build on initial activities by PCCC on Traditional Knowledge (TK)
- The proposal will include consideration to access and benefit sharing (ABS) aspects on TK and strengthening local and national institutions to support TK.
- Given the limited extent knowledge and approach on TK, it is expected that the proposal will be focused to take a research approach and pilots/demonstrations to TK and practice.
- Include a full desktop review of published materials, reports, policies, regulations and documents on TK in each of the country.
- For each country the proposal will focus on TK solution(s) to climate change.
- The development of the proposal will draw from lessons from the SPREP TK project under the Climate and Ocean Support for the Pacific (COSPPac) Project and the Climate Information Services for Resilient Development in Vanuatu project (known locally by its Bislama acronym, VanKIRAP).
- The focus of proposal could be sector-based, or site-specific based depending on the approach each country consider appropriate.
- The proposal will include establishing TK research hubs based within institutions as appropriate in each country to strengthen further research and documentation.
- The proposal is expected to include TK science to services and implementation of TK and practice by demonstration where possible.
- The proposal will include actual demonstration activities for Member countries
- The development of the proposal will include organising a regional conference on climate change and traditional knowledge in collaboration with other regional agencies to inform the proposal contents.
- Submit the draft proposal for joint review by the PCCC and respective institutions and country climate change focal points.
- Submit the final proposal.

### **3.3 Formulate a proposal on strengthening the coordination capacity and capability of the PCCC to support PICTs Governments, research institutions and researcher to participate and contribute to and inform the IPCC process.**



The consulting team is expected to;

- Work with PCCC to formulate a methodology and approach for the development of the proposal.
- The proposal will use the PCCC research partnership framework as the basis for collaboration between different climate change (CC) research institutions and stakeholders in the region through the implementation of the research roadmap.
- The proposal will be informed by the key climate science document such as the Pacific Islands Meteorological Strategy, the Pacific Roadmap for Strengthened Climate Services and the Pacific Climate Science Research Strategy.
- Proposal will focus on IPCC coordination role of the PCCC and the implementation of the Pacific Change Research Frameworks.
- The proposal will build to scale out and replicate the work undertaken by the Pacific-Australia Climate Change Science and Adaptation Planning Program (PACCSAP) and Next Generation report through the Commonwealth Scientific and Industrial Research Organisation (CSIRO) with more localised sub-national scaled vulnerability assessments. This will include NAP processes supported by GCF readiness.
- The proposal will include supporting national level approach and methodologies to climate vulnerability assessment and NAPs.
- Include support for national research institutions and entities to lead climate change vulnerability assessments to inform national policy and project design and development.
- The proposal is expected to include strengthening the role of National Meteorological offices as the focal points for the IPCC and regional coordination led by the PCCC.
- The proposal to include activities with national climate change office and focal points to strengthen assessment methodologies on the impacts of climate change on different sectors, human settlements and local environments.
- The proposal to outline a programmatic approach in supporting PICTs to be able to use climate change science to services that contribute to climate resilience and mitigation.
- Proposal will include activities that support IPCC participation such as in writeshops and support to publish peer reviewed articles from PICTs.
- The proposal will also include capacity requirements for the PCCC to deliver on its IPCC coordination role
- Submit the draft proposal for review by the PCCC
- Submit the final proposal.

#### **3.4 Formulate a CC capacity development for knowledge brokerage proposal focusing on the private sector, women, youths and the most vulnerable in the Pacific**

The consultant is expected to;

- Work with PCCC to formulate key components and contents of the proposal.
- The proposal will look at entry points for engagement with vulnerable groups, including the private sector where relevant, in the context of climate change and knowledge brokerage.
- Undertake a baseline assessment for the target countries to understand the key climate change issues affecting women, youths and people with special needs – this to form the basis of the proposal.



- The proposal will utilise the Knowledge Brokerage (KB) partnership framework to engage the key government ministries/departments, non-government, private sector and community groups engaged with women, youths and other vulnerable groups
- The proposal to consider CC capacity development for knowledge brokerage activities within existing mechanisms in targeted countries and establish networks of community practice.
- The proposal to outline activities towards supporting target groups with direct support and incentives that will contribute towards climate resilience.
- The proposal will include national, sub-national and community-based interventions both at policy, institutional capacity development and implementation.
- The proposal will include the transition of APCAN into the PCCC Climate Knowledge Brokers Community of Practice (CoP) and leveraging on related KB work already being undertaken.
- Submit the draft proposal for review by the PCCC
- Submit the final proposal.

#### **4.0 Deliverables**

1. Inception report outlining the understanding of the scope of works and methodology and workplan on how the consultancy will be undertaken.
2. Report on the climate finance landscape in the Pacific including alternative and innovative climate finance options for PICTs.
3. The business case and recommended options to establish the innovative climate investment hub aligned to the concept note provided by the PCCC.
4. Formulate the innovative climate investment hub eligibility criteria and guidelines for the different elements of the hub based on the concept note provided by the PCCC.
5. A pacific regional proposal on the traditional knowledge and practice to adapt to and mitigate the impacts of climate change using the AF template for multi-country regional projects and ready for submission through SPREP as accredited entity.
6. A pacific regional proposal on strengthening the coordination capacity and capability of the PCCC to support PICTs Governments, research institutions and researcher participate and contribute to and inform the IPCC process.
7. A pacific regional proposal on capacity development and knowledge brokerage on climate change focusing on, women, youths and those with special needs.
8. Regional and national workshop/meetings consultation reports where relevant.
9. End of consultancy report

#### **5.0 Methodology**

The Consultancy Firm / Consortium should propose a preliminary methodology to be used to undertake each of the work packages in their proposal. This will be expected to be updated as part of the Inception Report (Deliverable #1) and reflect consultations with the PCCC and SPREP.

#### **6.0 Composition and Qualifications of the Consulting Team**



The Consultancy Firm / Consortium will need to provide the full composition of their team outlining experience and roles within the proposal. Note: the team composition as submitted in the proposal is not subject to change. The team must be composed of both international, with experience in Pacific and SIDS, Pacific regional and national experts where relevant. At a minimum, the team must comprise those specialists as outlined below.

The team must consist of the following expertise and demonstrate the following qualifications, expertise and skillset;

### **Expert I: Team Leader – International Finance and Climate Change Expert**

- Master's in finance and economics, project design and implementation, climate finance, business, and economics, international development / relations, climate finance related discipline.
- At least 10 years' experience with financial Institutions, climate related project design and management and banking and funding mechanisms related to climate change and donor engagement.
- Minimum of 7 years' experience with developing financial products and service for financial institutions and funding agencies.
- Experience working with a cross-section of stakeholders including senior government officials in SIDS and LDCs, financial institutions, multilateral banks, donor governments and organisations as well as regional organisations.
- Demonstrated experience and knowledge on project development and design for development partners and the Green Climate Fund, and other donors such as the Adaptation Fund, development banks and other multilateral development agencies.
- Proven track record in stakeholder engagement and consultation with international and regional agencies, development banks and nationally with government agencies, development agencies, private sector, and the community.
- Experience in establishing funding mechanisms and related financial products and services.
- Have some background in banking and multilateral funding agencies and institutes.
- Its preferable that the team leader demonstrate and understanding and experience working in the Pacific and SIDS.
- Culturally demonstrated sensitivity, friendly, and effective inter-personal and communication skills that are conducive to effective presentations and networking, and building trust required to complete tasks.

### **Expert II: Climate Change Project Development Specialist**

- Degree with 10 years of work experience or a post-graduate with over 5 years for experience in the field of project development, finance, climate change and environment.
- Experience in climate change project development and design, management, and implementation
- Demonstrate and provide examples of project development and design.
- Experience in running successful training workshops and working in close partnership with all stakeholders involved.



- Proven experience within the Pacific Island region and private sector, financial institutions, and other development agencies nationally and internationally such as the ADB and World Bank.
- Demonstrate some level of experience and knowledge with multilateral funding agencies such as the GEF, GCF and related Climate Finance Institutions.
- Experience and understanding of climate change issues and related policy development
- Good knowledge and understanding of climate change impacts, broader environmental issues the Pacific
- Proven track record in stakeholder engagement and consultation with government agencies, development agencies, private sector, and the community.
- Experience in preparing reports, meeting minutes, and undertaking research and data collection and managing information.
- Culturally demonstrated sensitivity, friendly, and effective inter-personal and communication skills that are conducive to effective presentations and networking, and building trust required to complete tasks.

### **Expert III: Knowledge Brokerage and Stakeholder Engagement Expert**

- A Degree with over 8 years' experience in (science) communication, Journalism and or Climate change or a related environment discipline.
- At least eight years of work experience in the field of (science) communication, climate change knowledge brokerage, and capacity building
- Have undertaken capacity building and training for vulnerable groups, preferably in the field of climate change
- Understand the capacity building needs of women, youths and vulnerable groups in the context of climate change, with strong preference for understanding in the Pacific context.
- Familiar with Gender Equality, Disability and Social Inclusion (GEDSI) related issues and policies in the Pacific Islands region.
- Demonstrated work experience on knowledge brokerage and working with different stakeholders in the Pacific, to support decision-making and action on climate change.
- Understand and have experience working with GEDSI and youths.
- Experience in project development and design supporting capacity development for women, youths and vulnerable groups.
- Experience working in international development would be an advantage.
- Demonstrated communication, networking, and negotiation skills.
- Good knowledge of and strong interest in climate change issues.
- Excellent creative and journalistic writing skills, and creative approaches to science communications, decision-making and action.
- Has the ability to conceptualize and develop visual media products to support knowledge brokerage.
- Demonstrated culturally sensitive, friendly, and effective inter-personal and communication skills that are conducive to effective presentations and networking, and building trust required to complete tasks.
- Preference will be given to a Pacific Islander, wherever possible.





#### **Expert IV: Climate Change Science and IPCC Related Expert**

- Degree with 10 years of work experience as scientist and research on climate change.
- Involved the IPCC process and contributing author will be an advantage
- Published peer reviewed papers on climate change in general
- Demonstrate familiarity with the IPCC assessment reports and related scientific papers
- Familiar with the pacific region in the space of climate science and meteorology
- Familiar with climate change science and related climate change impacts in PICTs
- Worked and collaborated in climate change or environmental science space.
- Has relevant working experience in climate science research with reputable academic institutions.
- Have undertaken research activities on climate change science and response to its impacts.
- Experience in project development, management and implementation in the Pacific.
- Demonstrated culturally sensitive, friendly, and effective inter-personal and communication skills that are conducive to effective presentations and networking, and building trust required to complete tasks.

#### **Expert V: Climate Change and Traditional Knowledge Expert**

- A Degree in with 5 years' experience in anthropology and climate change, environment, traditional knowledge and/or related field.
- At least over 3 years of work experience in climate change and traditional knowledge
- Familiar and understand the climate change and development context of Pacific and related climate policies and project implementation.
- Experience in project development, management and implementation on traditional knowledge or climate change.
- Have a good understanding on issues related to access and benefits sharing related to traditional knowledge.
- Published or unpublished reports or documents on climate change science and traditional knowledge.
- Experience in running successful training workshops and working in close partnership with all stakeholders.
- Proven experience with public, NGOs and private sector and community
- Experience in preparing reports, meeting minutes, and undertaking research and data collection and managing information.
- Demonstrated culturally sensitive, friendly, and effective inter-personal and communication skills that are conducive to effective presentations and networking, and building trust required to complete tasks.

### **7.0 Key Requirements for Submission**

Tenders will be assessed against the submission of a full proposal to include:



1. Composition of the team including their role and experience (noting the minimum requirements of the team as outlined in Section 6).
2. CVs of the consulting team.
3. Technical proposed on the approach and methodology to undertake the activities.
4. Financial proposal to outline all costs associated with the undertaking of the package of works including professional fees and all travel costs for the consultancy including at least 3 travel to meet PCCC team in Apia.

### **8.0 Schedule of the Assignment**

- The schedule of the assignment is for a period of 10 months from the commencement date (i.e., signing of the Service Agreement). A total of 120 working days has been allocated across the activities outlined in these terms of reference. The Consultancy Firm / Consortium shall develop and submit a detailed schedule for the assignment and distribute the days accordingly among the different tasks as part of the technical proposal.
- Will included at least 3 travels visit to the PCCC team in Apia and Samoa during as-assignment with a final visit to finalize and present on the innovative climate investment hub.

### **9.0 Budget**

The consultants are expected to include a financial proposal that should be inclusive of travel to the respective countries and fees. It will include at least 3 travels visit to the PCCC team in Apia and Samoa during as-assignment with a final visit to finalize and present on the innovative climate investment hub. Costs related to workshops will be discussed separately with the PCCC team.

### **10.0 Payment Schedule**

The Consultancy Firm / Consortium shall be paid upon completion of deliverables which will be outlined and agreed to within the Services Agreement.

### **11.0 Reporting Arrangements**

The PCCC Manager supported by the Climate Finance Readiness Advisor will have the overall management and coordination role of the works package. The Consultancy Firm / Consortium will be required to liaise with the respective country's climate change focal points and PCCC partners to be discussed at the beginning of the contract.