



REQUEST FOR TENDERS

RFT: PCCC-2024-003
File: AP_3/34/2
Date: 16 May, 2024
To: Interested consultants
From: Ofa Kaisamy, Manager, Pacific Climate Change Centre

Subject: Request for tenders (RFT): Pacific Climate Change Centre (PCCC) Consultancy to Design and Develop PCCC Innovation Virtual Lounge and Support the Pacific Climate Change Innovation Exhibition 2024

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, consultancy firm or consortium of experts who can offer their services to the Pacific Climate Change Centre (PCCC) to deliver the following tasks;

Background

The PCCC hosted its first Pacific Climate Change Innovation Exhibition from October 4-6, 2022, aimed at showcasing successful innovation solutions and programs that address local needs and priorities, articulating frameworks for partnership to support joint initiatives, and enhancing innovation awareness among Pacific Island Countries (PICs) in formulating climate resilience initiatives, programs, and activities.

For 2024, the PCCC will convene the second Pacific climate change innovation exhibition focusing on the following key themes;

- Islands and Coastal Ecosystems
- Climate Change and Health
- Climate Smart Agriculture
- Food Security



- Renewable Energy
- Water Security
- Climate Change and Tourism
- Innovative Climate Finance

The exhibition aims to spotlight both hard and soft innovative solutions to climate change, organising the event in partnership with national climate change focal points, universities, and the private sector to create physical climate innovation hubs to link in for each country for the duration of the event.

The PCCC Innovation Lounge will serve as the main virtual platform from which the exhibition is hosted and launched, highlighting the importance of collaborative efforts in addressing climate change challenges in the Pacific region. The PCCC Innovation Lounge is to be designed as a dynamic platform with different components and will host the Pacific Climate Change Innovation Exhibition, focusing on fostering a collaborative environment for stakeholders to engage with innovative climate resilience solutions.

There are two key assignments for this consultancy;

Assignment A: Design and Develop the PCCC Innovation Virtual Lounge

The objectives of the PCCC Innovation Lounge consultancy are outlined as follows:

1. **Develop the innovation lounge as a standalone platform designed as per concept in Annex A of this TOR.**
2. **Be the virtual platform** - to host the Pacific Climate Change Innovation Exhibition to be organised in September 2024
3. **The platform will Foster Collaboration** - Create a dynamic platform for stakeholders from various sectors, including innovators, investors, policymakers, and community representatives, to come together, share insights, and forge partnerships.
4. **Host and Promote Innovative Solutions** - Highlight and showcase innovative, sustainable solutions and technologies that address the unique environmental challenges faced by Pacific Island communities, aiming to inspire scalable projects and initiatives.
5. **Facilitate Knowledge Exchange** - Serve as a hub for the exchange of ideas, best practices, and success stories, encouraging learning and adaptation of effective climate resilience strategies across the region.
6. **Connect Innovators, Practitioners and Stakeholders** - Provide a unique opportunity for innovators to connect directly with potential investors, policymakers, and partners, thereby accelerating the adoption and implementation of climate resilience solutions.
7. **7. Make recommendation for long-term platform or landing page sustainability including an App for decision makers** with supporting technical requirements, software, and hardware. Included associated costs and technical support to maintain the PCCC innovation lounge operations and content updating and management and development of an app.

Assignment B: Support the Pacific Innovation Exhibition 2024



The Pacific Climate Change Innovation Exhibition for 2024 is designed to build upon the successes and learnings of the first exhibition held in 2022. The second exhibition objectives included;

1. **Showcase Successful Innovation Solutions and Programs** - Highlight and promote innovative solutions, technologies, and programs that effectively address the local needs and priorities of Pacific Island communities in the face of climate change. This includes both hard and soft innovative solutions across key thematic areas.
2. **Articulate a Framework for Partnership** - Develop and strengthen partnerships among stakeholders, including national climate change focal points, universities, the private sector, and international partners. This framework aims to support joint initiatives that enhance climate change resilience and foster innovation across the region.
3. **Enhance Innovation Awareness** – Support increased awareness and understanding of innovation in climate change resilience among Pacific Island Countries (PICs). This involves formulating initiatives, programs, and activities that leverage innovative approaches to tackle climate challenges for the PCCC.
4. **Focus on Key Themes** - The exhibition will concentrate on several critical areas, including Islands and Coastal Ecosystems, Climate Change and Health, Climate Smart Agriculture and Food Security, Renewable Energy, Water Security, Climate Change and Tourism, and Innovative Climate Finance. These themes represent the multifaceted approach needed to address climate change effectively in the Pacific region.
5. **Support the Establishment of National and Sub-National Innovation Hubs** - Work with SPREP member countries and other partners to create physical and virtual innovation hubs. These hubs aim to expand the reach of the exhibition's solutions to the community level wherever possible, ensuring that national level stakeholders are fully engaged.

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 they are 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 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) for home country.
 - ii. Tax Identification Number (TIN) Letter (If applicable for Individual consultant's as per relevant national legislations) for home country.
- 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 29 May 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 31 May 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%

Criteria	Scoring Criteria	Weighting Scores (%)
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Qualifications and Experience	1. Composition of the team including their expertise, qualification and experience (noting the minimum requirements of the team as outlined in Section 6 of TOR). Including CVs of the consulting team.	20
	2. Experience in Pacific and SIDS region in organizing virtual/online events including planning and managing such virtual events.	10
	3. Provide at least 3 examples of recent experience in climate change related or similar content management and experience in climate change advocacy and communications.	10
Technical Proposal / Methodology	4. 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.	30
	5. In the technical proposal clearly demonstrate technical capacity to develop the PCCC innovation virtual platform that is user-friendly and with long-term sustainability elements clearly inbuilt.	10
Total		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: 14 June 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 '**RFT: PCCC-2024-003: PCCC Consultancy to Design and Develop PCCC Innovation Virtual Lounge and Support the Pacific Climate Change Innovation Exhibition 2024**'

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/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.



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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 Consultancy to Design and Develop PCCC Innovation Virtual Lounge and Support the Pacific Climate Change Innovation Exhibition 2024

April 2024

1.0 Background

The Pacific Climate Change Centre (PCCC) has established itself as a pivotal entity in driving innovation, applied research, knowledge brokerage, and capacity building in response to the climate change challenges faced by Pacific Island countries. Endorsed by the SPREP 31st Meeting of Officials in September 2023, the PCCC's strategy and business plan are designed to support long-term sustainability and effective service delivery to member countries. With a vision underpinned by cross-cutting themes such as climate science and services, adaptation and mitigation strategies, and climate finance, the PCCC aims to harness the power of innovation in creating workable, practical, and cost-effective solutions that are relevant to the needs of the Pacific region.

The multi-faceted impacts of climate change on Pacific Island nations call for complex adaptive and mitigation systems. This includes the design of new social, technical, scientific, financial, policy partnerships, and business models to sustain socio-economic growth while tackling climate vulnerabilities. The PCCC's innovation function focuses on turning ideas into solutions, applying novel and useful ideas, and ensuring relevance to the region's needs.

The PCCC hosted its first Pacific Climate Change Innovation Exhibition from October 4-6, 2022, aimed at showcasing successful innovation solutions and programs that address local needs and priorities, articulating frameworks for partnership to support joint initiatives, and enhancing innovation awareness among Pacific Island Countries (PICs) in formulating climate resilience initiatives, programs, and activities.

For 2024, the PCCC will convene the second Pacific climate change innovation exhibition focusing on the following key themes;

- Islands and Coastal Ecosystems
- Climate Change and Health
- Climate Smart Agriculture
- Food Security
- Renewable Energy
- Water Security
- Climate Change and Tourism
- Innovative Climate Finance

The exhibition aims to spotlight both hard and soft innovative solutions to climate change, organising the event in partnership with national climate change focal points, universities, and the private sector to create physical climate innovation hubs to link in for each country for the duration of the event. The PCCC Innovation Lounge will serve as the main virtual platform from which the exhibition is hosted and launched, highlighting the importance of collaborative efforts in addressing climate change challenges in the Pacific region. The PCCC Innovation Lounge is to be designed as a dynamic



platform with different components and will host the Pacific Climate Change Innovation Exhibition, focusing on fostering a collaborative environment for stakeholders to engage with innovative climate resilience solutions. We have attached as Annex to this TOR the concept for the PCCC innovation lounge.

It serves as a catalyst for connecting innovators, investors, policymakers, and community representatives, aiming to facilitate meaningful exchanges and partnerships. The initiative underscores the importance of localised, sustainable innovations in addressing the unique challenges faced by Pacific Island communities due to climate change. By highlighting successful models and emerging technologies, the PCCC Innovation Lounge seeks to inspire scalable solutions and support the region's journey towards greater environmental resilience and sustainability.

2.0 Objectives

Assignment A: Design and Develop the PCCC Innovation Virtual Lounge

The objectives of the PCCC Innovation Lounge consultancy are outlined as follows:

1. **Refer Annex 1 concept** - Pacific Climate Innovation Exhibition and PCCC Innovation Lounge 2024 as guide for the assignment.
2. **Be the virtual platform** - to host the Pacific Climate Change Innovation Exhibition to be organised in September 2024
3. **The platform will Foster Collaboration** - Create a dynamic platform for stakeholders from various sectors, including innovators, investors, policymakers, and community representatives, to come together, share insights, and forge partnerships.
4. **Host and Promote Innovative Solutions** - Highlight and showcase innovative, sustainable solutions and technologies that address the unique environmental challenges faced by Pacific Island communities, aiming to inspire scalable projects and initiatives.
5. **Facilitate Knowledge Exchange** - Serve as a hub for the exchange of ideas, best practices, and success stories, encouraging learning and adaptation of effective climate resilience strategies across the region.
6. **Connect Innovators, Practitioners and Stakeholders** - Provide a unique opportunity for innovators to connect directly with potential investors, policymakers, and partners, thereby accelerating the adoption and implementation of climate resilience solutions.
7. **Make recommendation for long-term platform or landing page sustainability including an App for decision makers** with technical support, software, and hardware. Included associated costs and technical support to maintain the PCCC innovation lounge operations and content updating and management and development of an app.

Assignment B: Support the Pacific Innovation Exhibition 2024

The Pacific Climate Change Innovation Exhibition for 2024 is designed to build upon the successes and learnings of the first exhibition held in 2022. The second exhibition objectives include;



1. **Refer Annex 1 concept** - Pacific Climate Innovation Exhibition and PCCC Innovation Lounge 2024 as guide for the assignment.
2. **Showcase Successful Innovation Solutions and Programs** - Highlight and promote innovative solutions, technologies, and programs that effectively address the local needs and priorities of Pacific Island communities in the face of climate change. This includes both hard and soft innovative solutions across key thematic areas.
3. **Articulate a Framework for Partnership** - Develop and strengthen partnerships among stakeholders, including national climate change focal points, universities, the private sector, and international partners. This framework aims to support joint initiatives that enhance climate change resilience and foster innovation across the region.
4. **Enhance Innovation Awareness** – Support increased awareness and understanding of innovation in climate change resilience among Pacific Island Countries (PICs). This involves formulating initiatives, programs, and activities that leverage innovative approaches to tackle climate challenges for the PCCC.
5. **Focus on Key Themes** - The exhibition will concentrate on several critical areas, including Islands and Coastal Ecosystems, Climate Change and Health, Climate Smart Agriculture and Food Security, Renewable Energy, Water Security, Climate Change and Tourism, and Innovative Climate Finance. These themes represent the multifaceted approach needed to address climate change effectively in the Pacific region.
6. **Support the Establishment of National and Sub-National Innovation Hubs** - Work with SPREP member countries and other partners to create physical and virtual innovation hubs. These hubs aim to expand the reach of the exhibition's solutions to the community level wherever possible, ensuring that national level stakeholders are fully engaged.

The 2024 Pacific Climate Change Innovation Exhibition intends to foster a collaborative environment that promotes innovative solutions to climate challenges, enhances regional partnerships, and strengthens the resilience of Pacific Island communities against the impacts of climate change.

3.0 Scope of Work

Assignment A: Design and Develop the PCCC Innovation Virtual Lounge

The scope of works for the Innovation Lounge includes:

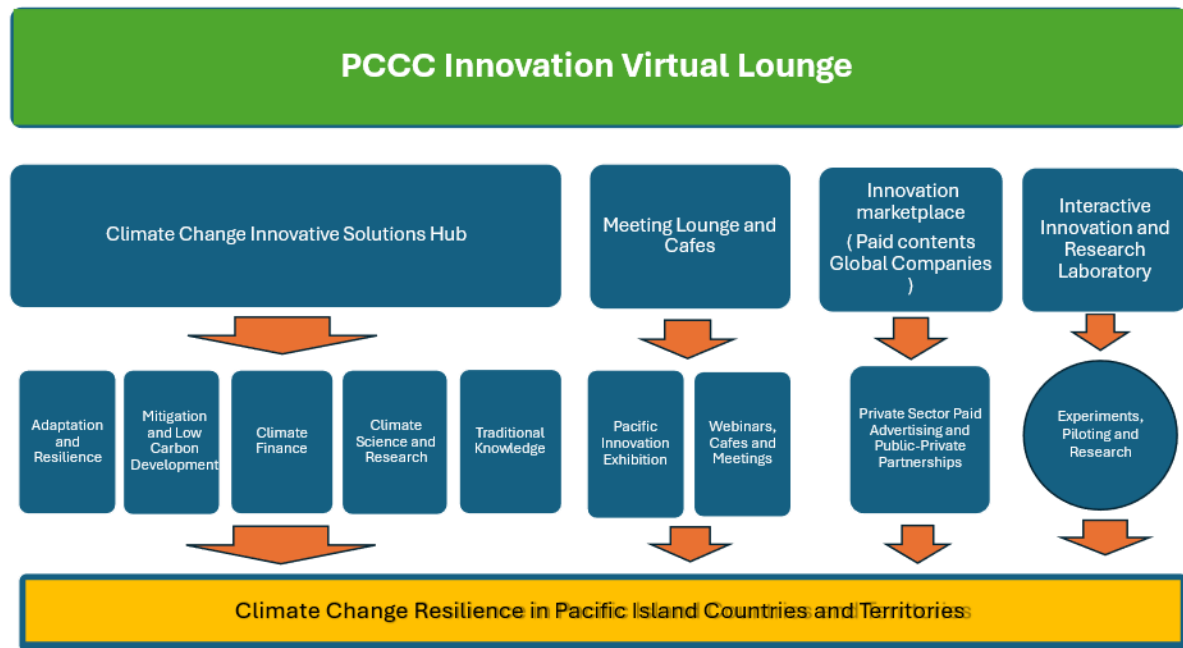
1. **Design and develop the PCCC Virtual Innovation Lounge as an online platform with the following features;**
 - Virtual meetings rooms and cafes that will host meetings, webinars, conferences, and the upcoming Pacific Climate Change Innovation Exhibition



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- Virtual space organised according to key themes of the PCCC which are Adaptation and Resilience, Mitigation and low carbon development, climate finance and climate science, research, and technology
 - The virtual platform will have video, chat, and discussion features.
 - The virtual platform will be organised to have a user-friendly interactive feature for knowledge and information sharing linked to emails/websites.
 - There will be subscriptions features and fees that the private entities can subscribe to market innovative solutions to stakeholders in the Pacific.
 - Include online and security software related features required for the different elements of the lounge
2. **PCCC Virtual Innovation Lounge Development and Management:** Take charge of developing and maintaining the PCCC Innovation lounge to be used for both the exhibition and the innovation lounge) as the primary virtual platform for the exhibition. This includes ensuring the platform is user-friendly, supports year-round access to innovation showcases, and facilitates connections between solution providers and potential users. Work will be complete to assess the software and tools required to create the most impactful and user friendly experience possible.
 3. **The consultant will undertake a comprehensive Stakeholder Engagement** – this will identify and engage key stakeholders including innovators, investors, policymakers, and stakeholders including private sector to participate in the PCCC Innovation Lounge design.
 4. **The consultant will use findings from the climate change innovation stocktake to curate Content and Exhibits** – Based on the results of the JICA supported consultancy work named “Undertake a Climate Change Innovation Solutions Stocktake Assessment” (hereinafter as the “Stock assessment work”), select and organise innovative solutions, technologies, and success stories that demonstrate impactful climate resilience efforts suitable for Pacific Island contexts.
 5. **Include in the platform promotion and outreach features:** Develop and implement a comprehensive marketing and outreach strategy to attract targeted attendees and ensure wide visibility of the innovative solutions showcased.
 6. **Include evaluation and monitoring features** - Establish mechanisms for evaluating the effectiveness of the Innovation Lounge in fostering collaboration, innovation, and the scaling of climate resilience solutions, including feedback collection and impact assessment.
 7. **Physical lounge recommendations** - Provide recommendations on the key features and requirements for the physical lounge located at the PCCC, Apia, Samoa.
 8. The structure and key features of the PCCC innovation lounge is expected to be as follows;



Assignment B: Host the Pacific Climate Change Innovation Exhibition 2024

The scope of our work focus on delivering a comprehensive, engaging, and impactful exhibition under a collaboration with the Stock assessment work. The Consultant must collaborate closely with the assigned consultant for the Stock assessment work. The key tasks include;

- 1. Pacific Climate Change Innovation Exhibition Strategic Planning and Coordination:** Develop a detailed project plan outlining the timelines, key activities, and stakeholder roles for the successful execution of the Pacific climate change innovation exhibition. This includes coordinating with PCCC, national climate change focal points, universities, the private sector, and other partners to ensure a collaborative approach.
- 2. Content Creation and Event Organization:** Develop a content strategy and manage the creation of all exhibition materials, including marketing collateral, speaker sessions, and thematic agendas. Organise live and on-demand webinars, manage exhibition areas, and ensure the event's smooth operation through detailed planning and execution.
- 3. Engagement and Support Services:** Implement strategies for engaging users and speakers, including onboarding, training, and technical support. Manage interpretation services as needed, facilitate peer-to-peer communication, and enhance user experience through platform gamification. Ensure archived content is well-organised and accessible.
- 4. National Innovation Hubs Coordination:** Collaborate with national climate change focal points and other stakeholders to establish and support national and sub-national innovation hubs. These hubs aim to localise the exhibition's impact, making innovative solutions accessible at the community level and ensuring engagement from national-level stakeholders.

4.0 Key Deliverables

The key deliverables for the consultancy will include;

1. Inception report outlining the methodology and approach to be taken to undertake the task included a clear work plan and timeframes.
2. The innovation lounge virtual layout structure, design, plan and framework and key components and requirements. This will include all the features mentioned in the scope of work and additional ones that are necessary.
3. Formulate the Pacific Climate Change Innovation Exhibition Implementation Plan.
4. Phase 1 of the Innovation lounge platform completed with features to host the Pacific Climate Change Innovation Exhibition operational.
5. Presentation of materials of the innovative climate change solutions to showcase at the Pacific Climate Change Innovation Exhibition derived from the stock-take assessment led by the JICA PCCC project.
6. Formulate the Pacific Climate Change Innovation Exhibition Marketing and Communication Materials and Outreach Plan.
7. Phase 2 of the Innovation lounge platform completed with features to host the Pacific Climate Change Innovation Exhibition operational.
8. Completed Innovation lounge platform available and accessible online and formulate a user-friendly guide for the platform including recommendations for the development of an app.
9. Provide training to PCCC staff to manage and operate the PCCC innovation virtual lounge.
10. Deliver the Pacific Climate Change Innovation Exhibition and the Complete and Evaluation Report
11. Support launching of the PCCC innovation virtual lounge.
12. End of Assignment Report

5.0 Timeframe

The assignment will be for a period 120 days over 6 months.

6.0 Consultant Experience & Skills

Below is a detailed list of the desired qualifications and competencies for the consultancy.

Expertise and Specialists	Work Experience and Knowledge:
1. Information Technology Programmer and System Specialist/Software engineer	<ul style="list-style-type: none"> ✓ Knowledge and expertise computer science and information technology system management - with over with Proficiency in digital tools and platforms, including content management systems, social media, and virtual event platforms; ✓ At least 5 years' experience as in information technology and systems engineer for internet and cloud based networks and/or virtual space and platforms: Experience in managing online communities or networks focused fields like climate change, sustainability, or related sectors, including engagement strategies and content moderation;

	<ul style="list-style-type: none"> ✓ At least 5 years of work experience in digital and virtual platform development and management: Proven track record in developing, designing, and managing digital platforms, including websites and mobile applications, preferably with a focus on environmental or climate change disciplines.
2. Virtual Content Management Specialist	<ul style="list-style-type: none"> ✓ At least 5 years' experience in online/virtual content programming, creation, and curation: Experience in creating engaging, informative content tailored to a variety of audiences, as well as curating content for exhibitions or online platforms. Skills in creating compelling, informative content tailored to diverse audiences, including written articles, video content, and interactive online materials.
3. Virtual/Online Events Planning and Management Specialist	<ul style="list-style-type: none"> ✓ At least 5 years of experience in virtual event management: Demonstrated ability to plan, organise, and execute virtual events, workshops, and webinars, particularly in the Pacific region or similar contexts. Proven track record in organising and managing online events, including webinars, workshops, and conferences, with a focus on interactive and engaging formats; ✓ Some of experience running events in the Pacific: Demonstrated ability to plan, organise, and execute physical and virtual events in the Pacific region, with an understanding of logistical challenges and cultural sensitivities. Broad experience in the Pacific, including knowledge of the region's environmental, social, and economic challenges, and experience working directly with Pacific Island communities and stakeholders; ✓ Technical meeting and session management: Expertise in technically managing sessions during events, including handling online platforms, troubleshooting technical issues, and ensuring smooth delivery of presentations and discussions.
4. Private Sector Marketing and Stakeholder Engagement Expert	<ul style="list-style-type: none"> ✓ Marketing Material Development: Experience in designing and producing marketing materials that effectively communicate the event's value proposition, attract participants, and engage stakeholders across various media platforms; ✓ Stakeholder Engagement skills: Strong communication and negotiation skills, with the ability to engage effectively with a diverse range of stakeholders, from local communities to international donors.

Common Skills and Attributes:

- **Innovative Approach and Thinking:** Ability to think creatively and innovatively, with a focus on identifying and promoting sustainable solutions to climate change challenges.
- **Project Management Skills:** Strong organisational skills, with the ability to manage multiple tasks and projects simultaneously under tight deadlines.



- **Cultural Sensitivity:** Understanding of and sensitivity to the diverse cultures and traditions within the Pacific region, ensuring respectful and effective communication.
- **Language Skills:** Proficiency in English is essential, and knowledge of local Pacific languages is highly desirable.

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. Portfolio of the and provide example of successful experience in climate change related or similar content management and experience in climate change advocacy and communications.
4. Technical proposed on the approach and methodology to undertake the activities.
5. 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 6 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 assignment with one visit to support the PCCC for the Pacific climate change innovation exhibition event in September/October 2024.

9.0 Budget

The consultants are expected to include a financial proposal that should be inclusive of travel costs and fees. It will include at least 3 travels visit to the PCCC team in Apia, Samoa during assignment with a final visit to be on site for the innovation exhibition event in October/November 2024.



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 Adviser will have the overall management and coordination role of the works package.

12.0 Collaborative Arrangements with JICA PCCC Innovation Project

This assignment will be undertaken in collaboration with the **JICA PCCC Project on Innovative Solutions for Pacific Climate Change Resilience**. The project is undertaking a stock-take assessment on innovative solutions for climate resilience in the Pacific.

Annex 1: Pacific Climate Innovation Exhibition and PCCC Innovation Lounge 2024

Pacific Climate Innovation Exhibition and PCCC Innovation Lounge 2024

1.0 Introduction

The SPREP 31st Meeting of Officials in September 2023 endorsed the implementation of the PCCC three partnership frameworks on innovation, applied research and knowledge brokerage and the capacity building sustainability plan. These frameworks enable the PCCC to deliver on its Monitoring Evaluation Reflection and Learning (MERL) and its Strategy and Business Plan which includes key outcomes related to the long-term sustainability of the center to effectively deliver its key services to member countries.

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 PCCC business plan defined the innovation function of the PCCC as a creativity of *thinking of something new, workable, practical, cost-effective and making it happen* and focuses on;

- **Turning ideas into solutions;**
- **The application of ideas that are novel and useful for our region;**
- **Being relevant to the needs of our people.**

The multi-faceted impacts and nature of climate change with increasing vulnerabilities of Pacific Island countries requires a complex adaptive and mitigation systems and solution and requires the design of new social, technical, scientific, financial, policy, partnerships, and business models. The PCCC innovation function is meant to draw on the power of “innovation”. Innovation helps scope for new approaches and changes, creates new opportunities, and fosters competitive advantage to sustain socio-economic growth. The solutions can take many shapes: from processes to using different innovative technology, to diversifying the energy matrix, to tapping into new sources of collaborative financing, or encouraging community engagement for need driven solutions.

2.0 Pacific Climate Innovation Exhibition

The PCCC hosted the first Pacific Virtual Innovation Exhibition on 4-6 October 2022. The event was aimed at;

- Showcasing **successful innovation solutions** and programs in climate change that address local needs and priorities.
- Articulating a **framework for partnership** between the stakeholders to support joint initiatives related to climate change resilience and innovation; and
- Supporting the enhancement of **innovation awareness** among PICs in formulating initiatives, programmes and activities in climate change resilience.

Pacific Innovation Exhibition 2024 – Focus Areas

The PCCC will again convene another exhibition in 2024 and will seek a consultant firm to support the PCCC. The innovation exhibition for 2024 will be targeted to focus on the following key themes;

- Islands and Coastal Ecosystems
- Climate Change and Health
- Climate Smart Agriculture and Food Security.
- Renewable Energy.
- Water Security
- Climate change and Tourism
- Innovative climate finance

Pacific Climate Change Innovation Exhibition Slogan:

“Investing in Fit for Purpose Innovative Climate Solutions for the Pacific”

The innovation exhibition for 2024 will focus on both hard and soft innovative solutions to respond to climate change. As such, the PCCC will engage a firm to undertake a study on the innovative climate related solutions focusing on the 3 key themes. Innovative climate change solutions, technologies, financing schemes, policies and actions can help respond to the rising challenge of climate change in the Pacific region.

The PCCC Innovation Exhibition for 2024 will be organised in partnership with national climate change focal points and key partners, universities and the private sector through physical climate hosting innovations hubs for each country. As a starting point for the support, climate innovation hubs will be established in collaboration with the APCA countries and other PCCC partners in the region.

The Pacific innovation lounge will be the main virtual platform from which the exhibition will be hosted and launched during the innovation exhibition at the PCCC.

3.0 PCCC Innovation Lounge

The PCCC innovation lounge will be both a physical and virtual platform.

1. **Physical lounge at the PCCC building** – the physical lounge to be installed at the PCCC is basically a booth with a lounge setting and will be the engine room from for the virtual online lounge. It will be equipped with latest communication technology that will enable the PCCC host any event and connect globally.
2. **Virtual lounge online platform** - The virtual platform will be a year-round accessible, network for the purpose of continuing to highlight climate change innovation, connect potential users of this innovation with the suppliers and to act as the go-to platform for the Pacific region. It will be designed as such that countries can actually host national, sub-national virtual events using the innovation lounge.



The PCCC innovation lounge will;

- Be the hub for creation of content calendar, speaker sourcing and agenda planning
- Host and sustain ongoing functionality for live and on-demand webinars, exhibition areas and themed days
- Convene users and speakers interface onboarding and training with the use of created training materials
- Keep the platform up to date with PCCC events, news etc.
- Run interpretation during sessions where needed
- Run user support lines and support peer-to-peer communication, meetings and platform gamification
- Keep archived content on-demand, organised and up to date
- Create content packs for PCCC marketing uses, or (if required) perform marketing on behalf of the PCCC
- Use to facilitate training sessions periodically directly from the platform
- Host country virtual innovation hubs.

National Innovation Hubs

In order to ensure that national level stakeholders are fully engaged in the innovation exhibition events. National innovation hubs will be established with SPREP members countries at national and sub-national levels to expand the reach of the event and bring to solutions to community levels where possible.

The PCCC will work with national climate change focal points, APCAN contacts in at least 6 countries and other partners in countries to establish national and sub-national innovation hubs.

PCCC-JICA Innovation Project

The Project for Innovative Solutions for Pacific Climate Change Resilience will be officially launched in the March 2024 to promote the development and implementation of innovative climate change solutions for the Pacific region. The project has three key outcomes;

- The PCCC's functions to promote innovative climate change solutions for the Pacific region are clarified.
- The PCCC's training programs to promote innovative climate change solutions for the Pacific region, targeting the public and private sectors, are strengthened.
- The PCCC's facilitation capacity to foster public-private partnerships to promote innovative climate change solutions for the Pacific region is enhanced.

PCCC Innovation Lounge Framework

