



REQUEST FOR TENDERS

RFT: 2024/018_ReAd
File: AP_2/41
Date: 17 July, 2024
To: Interested consultants
From: Mathilde Kraft, Kiwa Project Development Coordinator

Subject: Request for tenders (RFT): Consultancy services to redevelop community awareness material on Nature-based Solutions for Climate Change Adaptation in the Pacific, READVERTISEMENT

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
 - We value the Environment
 - We value our People
 - We value high quality and targeted Service Delivery
 - We value Integrity
- 1.3. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services to develop community awareness material on Nature-based Solutions for Climate Change Adaptation.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: <https://library.sprep.org/sites/default/files/sprep-organisational-values-code-of-conduct.pdf>. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.4. SPREP Standard Contract Terms and Conditions are non-negotiable

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
 - i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 - ii. Provide three referees relevant to this tender submission, including the most recent work completed;



- 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 consultant is based
- 3.2 Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **conflict of interest form** provided.
- 3.3 **Tenderer is deemed ineligible due to association with exclusion criteria, including** bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.
- 3.4 Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall into any of the exclusion situations cited in 3.3 above and where applicable, that they have taken adequate measures to remedy the situation.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and in the Terms of Reference and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should be submitted in English and outline the interested consultant's complete proposal:
- a) **SPREP Tender Application form and conflict of interest form.** (*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered*).
Provide examples of past related work outputs
For the Technical and Financial proposals you may attach these separately.
 - b) **Honour form and Declaration of Integrity**
 - c) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
 - d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
 - e) **Financial Proposal** – provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
 - f) Where relevant provide:
 - i. Business registration/license (For Entities/ Individual consultant's as per relevant national legislations)
 - ii. Tax Identification Number (TIN) Letter (If applicable for Individual consultant's as per relevant national legislations)



- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. Tenderers/bidders shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award; SPREP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 4.5. The tenderer/bidder might be requested to provide additional information relating to their submitted proposal, if the Tender Evaluation Committee requests further information for the purposes of tender evaluation. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6. The submitted tender proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential tenderer/bidder can provide services for.
- 4.7. The Proposal must remain valid for 90 days from date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of tender.

5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 29 July 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 31 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%

Criteria	Detail	Weighting
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Experience	A bachelor's degree or diploma in communications, graphic design, education, climate change, environment, community engagement, or related field.	10
	At least 5-year experience in successfully developing, including designing and creating appropriate and effective sustainability and environment communications and learning strategies and products, for communities in Pacific Island contexts.	15
	Provide at least 3 examples of related work, including most recent experience in Nature-based Solutions for Climate Change Adaptation or similar content management and experience in climate change advocacy and communications.	25
Technical Proposal / Methodology	Technical proposed on the approach and methodology to undertake the activities outlined in the terms of reference, including timelines to complete the deliverables.	30

II. Financial Score – 20%

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = a \times \frac{b}{c}$$

Where:

- a = maximum number of points allocated for the Financial Score
- b = Lowest bid amount
- c = Total bidding amount of the proposal

7. Variation or Termination of the Request for Tender

- 7.1 a. SPREP may amend, suspend or terminate the RFT process at any time.
- b. In the event that SPREP amends the RFT or the conditions of tender, it will inform potential Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>).
- c. Tenderers are responsible to regularly check the SPREP website Tenders page for any updates and downloading the relevant RFT documentation and addendum for the RFT if it is interested in providing a Tender Response.
- d. If SPREP determines that none of the Tenders submitted represents value for money, that it is otherwise in the public interest or SPREP's interest to do so, SPREP may terminate this RFT process at any time. In such cases SPREP will cancel the tender, issue a cancellation notice and inform unsuccessful bidders accordingly.

8. Deadline

- 8.1. **The due date for submission of the tender is: 07 August 2024, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.



SPREP
Secretariat of the Pacific Regional
Environment Programme

- 8.3 Please send all tenders clearly marked 'RFT 2024/018: **Consultancy services to redevelop community awareness material on Nature-based Solutions for Climate Change Adaptation in the Pacific, READVERTISEMENT.**'

Mail: SPREP
Attention: Procurement Officer
PO Box 240
Apia, SAMOA
Email: tenders@sprep.org (MOST PREFERRED OPTION)
Fax: 685 20231
Person: Submit by hand in the tenders' box at SPREP reception,
Vailima, Samoa.

Note: Submissions made to the incorrect portal will not be considered by SPREP. If SPREP is made aware of the error in submission prior to the deadline, the applicant will be advised to resubmit their application to the correct portal. However, if SPREP is not made aware of the error in submission until after the deadline, then the application is considered late and will be returned unopened to the sender.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

SPREP reserves the right to enter into negotiation with respect to one or more proposals prior to the award of a contract, split an award/awards and to consider localised award/awards between any proposers in any combination, as it may deem appropriate without prior written acceptance of the proposers.

A binding contract is in effect, once signed by both SPREP and the successful tenderer. Any contractual discussion/work carried out/goods supplied prior to a contract being signed does not constitute a binding contract.

For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website <http://www.sprep.org/accountability/complaints>

Annex A: Terms of Reference

Consultancy services to redevelop community awareness material on Nature-based Solutions for Climate Change Adaptation in the Pacific

Background

1. Officially started in March, 2020, the “Kiwa Initiative – Nature-based Solutions for climate resilience” is the first programme ever to gather five donors (France, the European Union, Canada, Australia and New Zealand) and regional/national partners around a common objective : to enhance access to funding for rights-based gender-sensitive and socially-inclusive climate change adaptation through Nature-based Solutions (NbS) for Pacific Island Countries and Territories (PICTs)¹, including local, national and regional authorities as well as civil society organisations. Taking action to protect biodiversity (conservation/restoration) and developing NbS to anticipate, reduce vulnerabilities and strengthen adaptive capacities of Pacific Island Countries and Territories in the face of climate change are the core governing principles of the Initiative.
2. The Kiwa Initiative is designed to increase the capacities of PICTs to access climate funding mechanisms and to protect, restore, and enhance biodiversity in order to adapt to climate change impacts and to strengthen the resilience of their socio-ecological systems. The main activities within the scope of the Initiative can be summarised into three main components: regional projects (grants for projects including at least two eligible countries or territories managed by AFD), local projects (for very small, small or medium-sized grants, managed by IUCN), and a technical assistance programme.
3. As part of the regional technical assistance they provide to the implementation of the Kiwa Initiative, SPC and SPREP are delivering a joint capacity-building programme to help PICTs stakeholders upscale the implementation of quality Nature-based Solutions for climate change adaptation (CCA). This programme builds on lessons learned from related programmes and initiative currently or recently implemented in the region and the priorities identified by PICTs stakeholders, captured in a capacity needs assessment conducted from October 2022 to June 2023, accessible at the following link: [Kiwa Initiative Capacity Needs Assessment for Implementing Nature-based Solutions for Climate Change Adaptation \(sprep.org\)](https://www.sprep.org/kiwa-initiative-capacity-needs-assessment). The report highlighted among others the need for more awareness raising among high-level decision-makers around NbS for CCA mainstreaming into policies, strategies and planning and implementation of NbS-related policies, and among local community members contextualising the terminology and criteria around NbS with local examples.
4. Specifically, the assessment has identified the “Learning about climate change the Pacific way” series as an effective awareness tool already available in the region and recommended its redevelopment to support locally relevant community awareness activities on NbS for CCA. “Learning about climate change the Pacific way” is a picture-based education resource for students, teachers and facilitators developed by SPC and GIZ under the ‘Coping with climate change in the Pacific Island Region’ (CCCPIR) programme (2009-2019) with partners in Fiji, Kiribati, Samoa, Tonga, Vanuatu and Tuvalu, and most recently through SPREP for Niue. The visual guide has 16 pictures showing changing climate and

¹ The 19 PICTs eligible to the Kiwa Initiative are: Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Kiribati, Republic of Marshall Islands, New Caledonia, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Timor-Leste, Tokelau, Tonga, Tuvalu, Vanuatu, and Wallis and Futuna.



mitigation and adaptation options in Pacific Island settings, and can be used in any language. It is accompanied by teacher guides (EN & FR), with descriptions of each picture and suggestions on how to use it. Background information and hands-on teaching activities are also provided.

5. Based on this recommendation, SPREP and SPC, as part of their joint capacity development programme, would like to build on this existing material to provide NbS practitioners, and particularly Kiwa project partners and facilitators working with Pacific Island communities on NbS projects, with community awareness material applicable in any Pacific Island context, linking the NbS concept to local practices and knowledge systems.

Objectives and scope of work

6. SPREP would like to call for tenders from qualified and experienced consultants to support the mainstreaming of NbS for CCA implementation in the region by redeveloping community awareness material based on the Learning about Climate Change the Pacific Way series. This involves the update of the regional-level, common illustrated pages of the visual guide, adaptation of the teachers' guide to tailor them for facilitators of community awareness on NbS for CCA, and the production of a video tutorial on how to use these resources.
7. The target audience for the visual guide is the community members from local villages in all Kiwa PICTs. The target audience for the facilitator's guide are representatives from CSOs and local governments, education and social workers engaged in NbS-related projects in the Pacific Islands region looking to raise awareness around NbS for CCA.
8. The specific objectives are to:
 - Focussing on the common illustrated pages, update the bilingual visual guide in EN & FR by:
 - updating regional climate information, incorporating latest IPCC and regional reports.
 - bringing Ecosystem-based Adaptation (EbA) and Nature-based Solutions to climate change adaptation key sectors into focus, including but not limited to agriculture, community-based fisheries management, invasive alien species, freshwater NbS/watershed management, coastal resilience.
 - strengthening messages around Local, Indigenous and Traditional Knowledge (LITK) as well as Gender Equity, Disability and Social Inclusion (GEDSI) principles and Human Rights.
 - Adapting the guide to be regionally relevant, encompassing both high island and atoll settings, with images suitable for any Pacific Island country or territory and representatives of the diversity of cultures and peoples across the region.
 - Update the associated teacher's guides into a common, regional-level facilitator's guide (EN and FR versions) by:
 - reviewing and adapting the guides for Pacific teacher's developed under the Learning about Climate Change the Pacific Way into a single facilitators and community learning and awareness activities.
 - tailoring content for trainers and facilitators, including community learning and inclusive facilitation techniques. The end users will be international and local conservation and environment NGO country staff, local government officers and social workers working with communities



- including descriptions for each picture, guidance on usage, background information, and practical teaching activities and techniques that can be adapted to local contexts and knowledge systems.
- Adding where relevant concrete examples from across the region, with attention to balance between subregions and contexts.
- Where applicable, update curriculum links and incorporate NbS for CCA and EbA approaches resources.
- Develop a tutorial video (max 45') for facilitators that:
 - Presents the visual guide and facilitator's guide content and how to use the resources;
 - Introduces key learning techniques (peer-to-peer, discovery) to appropriately and effectively raise awareness and contextualise NbS concepts with Pacific Islands communities;
 - Is engaging and interactive, with a mix of face-screen featuring Pacific voices, video footage and animated presentations.
 - Isolate 3' capsules from tutorial footage for easier dissemination of key messages on social media (max 5).

9. The Consultant is expected to undertake the following tasks:

Inception Meeting

- Organise an inception meeting with Kiwa partners at the outset of the project to finalise timelines and present initial scoping findings and recommendations for visual guide and trainer's guide update, and the proposed approach for visual guide.

Task 1 Visual Guide Update

- Conduct initial scoping to assess existing content, identify gaps, areas for improvement, and integration of changes.
- Engage in consultations with Kiwa regional projects to identify specific projects' needs and key messages on suggested NbS sectors, including but not limited to agriculture, community-based fisheries management, invasive alien species, freshwater NbS/watershed management and coastal resilience.
- Develop a draft storyboard for the revised visual guide highlighting main changes and any additional image to develop.
- Facilitate an online workshop with Kiwa partners to gather feedback and finalise storyboard.
- Develop visual guide prototype by redesigning existing illustrated pages (16 pages) and developing new illustrated pages (max 4 pages), following Kiwa Initiative visual guidelines and style.
- Revise draft by integrating feedback from SPREP and Kiwa partners (at least two review iterations).
- Prepare the French translation of the final visual guide.
- Design publication layout and prepare for web dissemination and print for both English and French versions.

Task 2 Development of Pacific Island NbS for CCA community facilitator's guide

- Conduct initial scoping to assess existing content of Pacific teachers' guides, identify gaps, areas for improvement.
- Based on recommendations from scoping, develop an NbS for CCA facilitator's guide draft.

- Revise the draft by integrating feedback from SPREP and Kiwa partners (at least two review iterations).
- Prepare French translation of trainers' guide.
- Design final publication layout and prepare for web dissemination and print for both English and French versions.

Task 3 Development of facilitators' Video tutorial

- Develop the draft script (EN).
 - Develop the draft storyboard and prepare script FR.
 - Based on approved scripts and storyboards, produce a 45-minute video tutorial in EN and FR (voiceover and subtitles to be organised by Consultant)
 - Prepare 3-minute capsules on key messages (max 5).
10. Particular attention should be paid to the accessibility and inclusivity of all material developed, especially with regards to Gender Equity, Disability and Social Inclusion. Any reference or use of LITK must be done in an appropriate and culturally sensitive manner with Free, Prior and Informed consent from the relevant community, with the utmost respect and protection of all intellectual property and cultural rights.
11. All material developed should follow SPREP and Kiwa Communications guidelines, including Kiwa Communication Handbook and Graphic Charter.
12. All working files, including source files and video rushes, are to be submitted to SPREP at the end of the contract.

Project deliverables and timeline

13. The expected outputs are as follows:

Task #1 – 1 pdf document: A3, landscape, around 20pp, print + web version (total 2 files)

Task #2 – 1 pdf document: A4, portrait, around 80pp, print + web version, EN & FR (total 4 files)

Task #3 – 1 video: 16:9, HD and low resolution for social media, 45 min max, voiceover EN with EN subtitles & voiceover FR with FR subtitles, including max 5 3' capsules (low resolution).

14. All activities should be completed by February 2025, according to the following indicative schedule for deliverables:

Table 1 Indicative project timeline

Tasks	W1	W2	W3	W4	W5	W6	W7	W8	W9	W10	W11	W12	W13	W14	W15	W16
#1 – Visual Guide				Stbrd		V1 EN	(feedback)		V2 EN			V3 EN + V1 FR		VF EN & FR		
#2 – Trainers' Guide				Draft		V1 EN			V2 EN			V3 EN + V1 FR	V2 FR	VF EN		



					out-line													& FR			
#3 – Trainers' Video guide								Draft Script (EN)													VF EN & FR

Table 2 Deliverables

Deliverable/Milestone	Performance Standard	Due date (from inception meeting)
D1 Inception meeting report	Report including minutes of the meeting, updated timeline and approach for visual guide storyboard including initial scoping information.	+1 week
D2 Approved storyboard of visual guide	Report from storyboard workshop and approved storyboard highlighting proposed changes and updates to existing and additional pictures.	+ 4 weeks
D3 V1 EN visual and trainer's guide	Draft visual guide (V1 EN content and layout) and draft content for trainer's guide (EN)	+6 weeks
D4 Draft script video guide	Draft script trainers' video guide (EN)	+ 8 weeks
D5 Scripts and storyboard of virtual trainer's guide	Approved scripts (EN & FR) and storyboard for video.	+ 12 weeks
D6 French translation	Draft visual guide and trainer's guide FR based on approved EN content	+12 weeks
D7 Final visual guide and trainer's guide (EN & FR)	Final visual guide and trainers' guide (EN and FR) for online publication and print.	+ 14 weeks
D8 Virtual trainer's guide (EN & FR)	Final video and capsules of trainer's guide (EN & FR)	+ 16 weeks

Working arrangements

15. The consultant(s) will report to the Kiwa project development Coordinator at SPREP. The consultant will be responsible for scheduling meetings with SPREP, taking minutes, and distributing these for comment prior to finalising.
16. The implementation of all activities in a coherent manner is the responsibility of the consultant(s), under the supervision and coordination of SPREP and SPC Kiwa Initiative project team. Regular meetings should be planned with them and with possible participation of AFD/the Kiwa Secretariat and IUCN as members of the Kiwa Technical Task Force (TTF).
17. The mission is expected to be conducted from the consultant's home office. No travels are foreseen.

Budget

18. The indicative budget for this assignment is EUR 30,000.