

REQUEST FOR TENDERS

RFT: ClimSA_2024_009
File: AP_3/35
Date: 30 September 2024
To: Interested consultants/firms
From: Terry Atalifo, Regional Climate Centre Coordinator

Subject: Request for Tenders (RFT): Measure the Socio-Economic Value, Impact and Benefits of the Climate Services in the Pacific Region, including Samoa and Fiji.

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 firms/consultants who can offer their services to Measure the Socio-Economic Value, Impact and Benefits of the Climate Services in the Pacific Region, including Samoa and Fiji, as set out in the Terms of Reference.
- 2.2. The Terms of Reference is set out in Annex A.
- 2.3. The successful Tenderer 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 firms/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 firm/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 Tenderer satisfies the conditions stated above and in the Terms of Reference and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should be submitted in English and outline the interested consultant's complete proposal:
 - a) **SPREP Tender Application form and conflict of interest form.** *(Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered). Provide examples of past related work outputs*
For the Technical and Financial proposals you may attach these separately.
 - b) **Honor form**
 - c) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
 - d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
 - e) **Financial Proposal** – provide a detailed outline of the costs involved in successfully delivering the tasks set out in the ToRs submitted in United States Dollars (USD) and inclusive of all associated taxes.
 - f) Where relevant provide:
 - i. **Business registration/license** (For Entities/ Individual consultant's as per relevant national legislations)
 - ii. **Tax Identification Number (TIN) Letter** (If applicable for Individual consultant's as per relevant national legislations)
- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.

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

5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 16 October 2024. A summary of all questions received completely with an associated response posted on the SPREP website www.sprep.org/tender by 18 October 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%

Qualification	Minimum qualifications of a master's degree in social science, Economics, Agricultural Economics or related its equivalent. A PhD will be an added advantage	10%
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Experience	At least 10 years of work experience in conducting social economic impact assessments with National and Regional Meteorological and Hydrological products and services	20%
Technical Experience	Experience in conducting socio-economic assessments in the climate services in the Pacific will be an added advantage.	15%
Technical Skills	Excellent research and stakeholder engagement skills to facilitate consultation workshops. Candidates should demonstrate that their performance driven through independent or collaborative efforts with excellent coordinating and communication skills.	15%
Technical Proposal / Methodology	Provided detailed summary on the proposed methodology, execution approach and timeline.	20%

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: **31 October 2024, midnight (Apia, Sa-**

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

moa local time).

- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked **'RFT ClimSA_2024_009: Measure the Socio-Economic Value, Impact and Benefits of the Climate Services in the Pacific Region, including Samoa and Fiji.**

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

Measure the Socio-Economic Value, Impact and Benefits of the Climate Services in the Pacific Region, including Samoa and Fiji

Project – Climate Services and Related Application

(ClimSA)

(September 2024)

1. BACKGROUND

Funded by the European Union, the Intra-ACP Climate Services and Related Applications (ClimSA) project aims to support the climate information services value chain with technical and financial assistance, infrastructure, and capacity building. This will ultimately result in improved access and use of climate information and enable and encourage the generation and use of climate services and applications for decision-making at all levels in the Pacific region. For the Pacific, this Action is timely and necessary since climate variability and change are already having and will continue to have severe impacts on national economies and key socio-economic sectors in the absence of this type of large scale, resilience intervention.

The climate in the Pacific region is highly variable and is prone to climate extremes such as droughts, floods, tropical cyclones and many others. With our changing climate, these extreme events are projected to increase in frequency and intensity leading to more stresses and economic losses. Such impacts range from damage to infrastructure, crop loss and failure, reduced water quantity and quality, reduced access to energy services, to name a few. All our island economies are very vulnerable to weather and climate extreme events. Similarly, these small economies depend heavily on the opportunities that weather and climate bring about. This highlights the importance of early warning information for early action to reduce risks, losses and optimize opportunities.

National Meteorological and Hydrological (NMHS) agencies in the Pacific region have the mandate and have been providing weather, climate, ocean and hydrological products and services to Pacific communities over many decades. Such service has reduced the number of casualties during weather and climate extreme events over the years, but the economic losses remain significantly high. The service provided by NMHSs' continues to expand over the years, to cover weather and climate sensitive sectors such as Agriculture, Water, Energy, Health and Disaster Risk Reduction. For example, Fiji Meteorological Service provides a climate outlook for hydro-electricity generation, Vanuatu Meteorology & Geo-Hazards department provides an Agro-Met bulletin for agriculture including fisheries and tourism.

Other NMHS in the region are providing products and services in a similar manner. However, limited work has been done to assess the economic value including the social benefits and impacts of climate services to sectors and communities in the region. For this reason, part of the Pacific ClimSA activities is to hire an expert to assess the impact of climate services including the socio-economic valuation of tailored climate information for Disaster Risk Reduction (DRR) and Agriculture sectors in Samoa and Fiji.

2. OBJECTIVE

The Secretariat of the Pacific Environment Programme (SPREP) via the ClimSA project is seeking to engage a consultant to:

- Develop a tailor-made methodology to assess the socio-economic value, impacts and benefits of climate services including tailored climate information in the Pacific region.
- Use the methodology developed in 1 above to determine the socio-economic value of climate services in the region including the socio-economic value of tailored climate information for DRR (Early Action Rainfall Watch) and Energy (Afulilo Dam Outlook) in Samoa and Agriculture (Sugar Outlook) in Fiji.
- Determine the social benefits and impacts of tailored climate information and services for Samoa and Fiji.
- Communicate the findings of the assessment to NMHSs' in the region and publish it as well.

3. METHODOLOGY

The methodology to be employed includes:

1. Review relevant literature on socio-economic impacts of climate services in the Pacific region.

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2. Develop a tailor-made methodology to assess the socio-economic value, impacts and benefits of climate services in the region for future use.
3. Use the methodology developed in 1 above to determine the economic value of climate services in the region including the socio-economic value of tailored climate information for DRR (Early Action Rainfall Watch) and Energy (Afulilo Dam Outlook) in Samoa and Agriculture (Sugar Outlook) in Fiji.
4. Determine the social benefits and impacts of tailored climate information and services for Samoa and Fiji.
5. Develop communication materials of the findings for publication and dissemination to NMHSs' in the region.

4. DELIVERABLES

The consultant is expected to produce the following deliverables:

1. Report on the literature review on socio-economic impacts of climate services in the Pacific region.
2. Socio-economic value, impact and benefit methodology for climate services in the Pacific region developed.
3. Socio-economic value, impacts and benefit assessment report for climate services in the region including tailored climate services in Samoa (Energy & DRR) and Fiji (Agriculture).
4. Communication materials developed for publication.

5. QUALIFICATIONS AND REQUIREMENTS

- Minimum qualifications of a master's degree in social science, Economics, Agricultural Economics or related its equivalent. A PhD will be an added advantage.
- At least 10 years of work experience in conducting social economic impact assessments with National and Regional Meteorological and Hydrological products and services.
- Excellent research and stakeholder engagement skills to facilitate consultation workshops.
- Experience in conducting socio-economic assessments in the climate services is an added advantage.
- Candidates should demonstrate that their performance is driven through independent or collaborative efforts with excellent coordinating and communication skills.

6. WORK ARRANGEMENT

The consultant will work remotely and be supervised by the ClimSA Regional Climate Centre (RCC) Coordinator. The consultant will be required to engage with RCC-N Node Leads and Co-leads, members of the PICS panel and western Pacific Island NMHSs. In addition, if the consultant is required to conduct regional travel, the project will fund and organise the travel.

7. CHARACTERISTICS OF THE CONSULTANCY

- Type of Consultancy: Individual or firm.
- Contract Duration: 65 days over 5 months.
- Place of Work: Home based with travel.
- Means of Payment: The consultant will be paid on the approval of deliverables.