



# REQUEST FOR TENDERS

RFT: 2024/016  
File: SPREP\_2/44  
Date: 6 June, 2024  
To: Interested consultant(s)/company/firm  
From: Fred Patison (CCR) and Christina Taua (SPPR)

**Subject: Request for tenders (RFT) for Strengthening SPREP's Capacity as a Direct Access Entity** – *Undertake a private sector assessment for engagement in climate change mitigation and adaptation with Pacific Small Island Developing States (SIDS) and Conduct an in-depth study of insurance/parametric insurance scheme /product or other options and development of a micro-finance mechanism in partnership with a financial institution in the Solomon Islands,*  
**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 is an accredited entity to the Adaptation Fund and the Green Climate Fund.
- 1.3. 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
- 1.4. 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 consultant(s)/company/firm who can offer their services to deliver against the Scope of Work in the enclosed Terms of Reference.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful consultant(s)/company/firm 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. The Service Agreement template is provided in Annex B.



### 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultant(s)/company/firm 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 the CVs. 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(s)/company/firm 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 the CVs. 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.



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- 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 17 June 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 19 June 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(s)/company/firm 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
<b>Qualifications and Experience</b>	<p>It is preferred that the team is composed of both international, Pacific regional and national-based experts.</p> <p>Composition of the team including their role and experience, at a minimum the team must comprise of: Team Leader – climate Finance and Project development Expert; Private Sector Expert, Micro Finance and Financial Expert; and National Expert(s) in the targeted climate-sensitive sectors and or climate finance as outlined in <b>Section 6.0 of the TOR</b>.</p> <p>Please include CVs of the consultancy team including the national-based experts.</p>	30
<b>Technical Proposal / Methodology</b>	<ul style="list-style-type: none"> <li>• Outline how each of the deliverables will be achieved including the stakeholders to be consulted and the engagement plan.</li> <li>• Provide specific milestones for each of the deliverables including timelines for SPREP and Solomon Islands NDA comments/inputs on draft documents.</li> <li>• As required, specify the personnel responsible for each deliverable including the estimated number of working days to be spent. This should be costed accordingly in the financial proposal.</li> <li>• Include a session to present all the deliverables to SPREP.</li> </ul>	50



## 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: 27 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 2024/016: *Undertake a private sector assessment for engagement in climate change mitigation and adaptation with Pacific Small Island Developing States (SIDS) and Conduct an in-depth study of insurance/parametric insurance scheme /product or other options and development of a micro-finance mechanism in partnership with a financial institution in the Solomon Islands*

Mail: SPREP

Attention: Procurement Officer

PO Box 240

Apia, SAMOA

Email: [tenders@sprep.org](mailto:tenders@sprep.org) (MOST PREFERRED OPTION)

Fax: 685 20231

Person: Submit by hand in the tenders' box at SPREP reception, Vailima, Samoa.

Note: Submissions made to the incorrect portal will not be considered by SPREP. If SPREP is made aware of the error in submission prior to the deadline, the applicant will be

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



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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 localized 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>**



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## **Annex A – Terms of Reference**

### **Strengthening SPREP's Capacity as a Direct Access Entity**

Undertake a private sector assessment for engagement in climate change mitigation and adaptation with Pacific Small Island Developing States (SIDS)

and

Conduct an in-depth study of insurance/parametric insurance scheme /product or other options and development of a micro-finance mechanism in partnership with a financial institution in the Solomon Islands

The Strengthening SPREP's Capacity as a Direct Access Entity is part of the GCF-funded *Supporting Regional Direct Access Entities to increase Pacific SIDS access to climate financing* project, commonly referred to as the SPREP Readiness.



## 1.0 INTRODUCTION

The Secretariat of the Pacific Regional Environment Programme (SPREP) is a regional entity and has the vision of ‘A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.’ SPREP is a Member of the Council of Regional Organisations of the Pacific (CROP) and works with its peer CROP agencies to serve the people and governments of the region. SPREP works with its 21 Pacific Island Members to provide technical advice and support capacity building for the region’s environmental and development priorities.

Through this mandate, SPREP supports action on climate change in the key areas of adaptation, mitigation, policy, and science including:

- assisting Pacific small island developing states (SIDS) to integrate climate change considerations into national planning and development processes;
- supporting and building capacity at the national and subnational levels through technical training on meteorological services, cost benefit analyses, vulnerability assessments and monitoring and evaluation; and
- providing support to coordinate integrated adaptation measures; and implementing mitigation activities.

Pacific SIDS seek the assistance and support from direct access entities (DAEs) to the Green Climate Fund (AF) such as SPREP for project proposals development including implementation. However, the capacity of the DAEs to enhance and/or strengthen this support, leading to an increase in access to Green Climate Fund (GCF) financing, is limited.

To address these capacity constraints, GCF funding has been approved through the *Supporting Regional Direct Access Entities to increase Pacific SIDS access to climate financing*, commonly referred to as the SPREP Readiness Project to enhance the technical, institutional, and operational capacity to better support the Pacific SIDS in meeting their climate ambitions. The SPREP Readiness project aims to:

- a. Strengthen the capacity of the Pacific Direct Access Entities to further support their constituency in accessing the Green Climate Fund;
- b. Improve engagement with the private sector in the Pacific through an increased understanding of the private sector in the region, and how the private sector can best be engaged with through climate mitigation and adaptation projects within each country and as a region as a whole;
- c. Increase the number of bankable projects submitted to, and approved by, the Green Climate Fund.



The assignment that is required under this Terms of Reference will contribute to the SPREP Readiness project outcomes 2.4 and 4.3, below:

- Outcome 2.4: Strategies for transforming and attracting private sector investment for low emissions and resilience are developed and used.
- Outcome 4.3: Quality project concept notes are developed and submitted targeting the SIDS and LDCs

The overall project is for 36 months (Feb 2023 – Feb 2026).

## **2.0 CONSULTANCY SPECIFIC OBJECTIVE**

The primary objectives of the assignment are:

- a) Outline opportunities for private sector engagement on climate change mitigation and adaptation.
- b) Profile the potential establishment of an insurance scheme or other options, aimed at assisting vulnerable and climate-sensitive professions in the Solomon Islands.
- c) Study the risk and resilience associated with assisting small scale private sector operators' averting loss due to climate change events and pandemics and propose a micro-finance mechanism for the Solomon Islands.
- d) Develop a project with a focus on small scale private sector operators in climate-sensitive sectors in the Solomon Islands for submission to the GCF.

## **3.0 SCOPE OF WORK**

The consultant firm / consortium will be required to work with SPREP, Pacific SIDS and other relevant stakeholders to deliver the services under this Terms of Reference which consist of:

3.1 Undertaking an analysis of the private sector in Pacific Islands and opportunities for engagement on climate change mitigation and adaptation. The analysis builds on initial similar activities conducted in the region such as by the Pacific Islands Forum Secretariat (PIFS) and other entities. The analysis to include:

- (a) Defining the private sector in the region and its landscape.
- (b) Describing the types of businesses the private sector does through climate sensitive sectors (such as agriculture, fisheries, tourism, forestry, infrastructure, real-estate, water and related service sectors and business) to contribute towards the economy and to development priorities.
- (c) Articulate the roles and opportunities for the private sector to engage with climate change mitigation and adaptation actions.



- (d) Mapping and describing gaps, weaknesses, and barriers, as well as strengths, capabilities, and opportunities for growth and development, particularly in the space of climate change mitigation and adaptation.
  - (e) Analysis and description of lessons learned that could inform the basis for building climate resilience through private sector engagement.
  - (f) Assessment of policy options and good practice examples that can help strengthen the involvement of the private sector to contribute to and benefit from climate change mitigation and adaptation.
  - (g) Recommend avenues and mechanisms to address gaps and weaknesses, and approaches to underpin the strengths and opportunities that are available for private sector involvement in climate change adaptation and mitigation.
- 3.2 Undertake an in-depth study in the Solomon Islands on the potential establishment of an insurance scheme or other options, aimed at assisting vulnerable and climate-sensitive professions. The study to include:
- (a) Research into “loss and damage” options for small scale private sector operators in climate-sensitive sectors (such as agriculture, fisheries, tourism, forestry, infrastructure, real-estate, water and related service sectors and business) through desk review and fieldwork.
  - (b) Analysis of existing loss and damage options and related insurance schemes/products for small scale private sector operators.
  - (c) Drawing on findings (where relevant) from the regional assessment (3.1 above), make recommendations on suitable stakeholders and partners to assist vulnerable and climate-sensitive professions.
  - (d) Develop /review insurance scheme/product and other options to support small scale private sector operators in climate-sensitive sectors (such as agriculture, fisheries, tourism, forestry, infrastructure, real-estate, water and related service sectors and business).
- 3.3 Undertake a study in the Solomon Islands on risk and resilience, assisting small scale private sector operators’ averse loss due to climate change events and pandemics; and develop a micro-finance mechanism in collaboration with micro-financial institutions for targeted interventions.
- (a) Analysis of climate change effects on small scale private sector operators and appropriate avenues to avert loss (either available or not).
  - (b) Conduct research through desk review and fieldwork on risk and resilience of small scale private sector operators averting loss due to climate change events and pandemics.
  - (c) Review of existing micro-financing schemes in the Solomon Islands and in similar contexts (including other options besides such schemes), as well as describing lessons learned and good practices.



- (d) Make recommendations on relevant stakeholders and partners with functions that can help implement the support mechanisms for the small scale private sector operators.
  - (e) Develop the micro-financing mechanism and propose how it will be operated in the Solomon Islands to support small scale private sector operators, and/or develop and recommend other suitable options (or a combination of approaches).
- 3.4 Use the above analysis and studies to develop a project Concept Note (CN) for the Solomon Islands.
- (a) Compile a problem tree and an objectives tree to outline the project idea in consultation with SPREP and relevant stakeholders in the Solomon Islands.
  - (b) Prepare and propose a draft project objective and scope, including a logical framework and theory of change.
  - (c) Prepare and propose project components and specific activities, budget estimate and possible timelines for implementation.
  - (d) The draft CN in GCF template format to outline a climate change rationale, proposed executing arrangements for the project with SPREP as the accredited entity (AE) /implementing entity (IE), and take into consideration of SPREP policies such as GEDSI, and Environmental and Social Safeguards (ESS).

## 4.0 DELIVERABLES

The following are the key deliverables:

- a) **Inception Report and Work Plan** that includes the methodology for the execution of the assignment. Where relevant the outline of the specific reports, strategies or plans should be included as part of the inception report.
- b) **Report** on the opportunities for Pacific SIDS private sector engagement in climate change mitigation and adaptation.
- c) **Report** on the study in the Solomon Islands on the potential establishment of an insurance scheme or other options, aimed at assisting vulnerable and climate-sensitive professions.
- d) **Report** on a study in the Solomon Islands on risk and resilience, assisting small scale private sector operators' averse loss due to climate change events and pandemics – the report to also include the establishment of a micro-finance mechanism.
- e) **Final draft project concept note** for the Solomon Islands considering the above findings/deliverables to be submitted to the GCF.



## 5.0 METHODOLOGY

### Approach

The consultancy firm / consortium will prepare a technical proposal for a preliminary methodology to be used to undertake the tasks. This will be expected to be updated as part of the Inception Report (Deliverable #1) and reflect consultations with SPREP. For this consultancy it is recommended that for the Solomon Islands component, a local consultancy firm/ or individual experts be included.

### Fees, Workshops and Travel

The consultancy firm will also submit a financial proposal which will include fees, to deliver on the TOR to achieve the deliverables. The financial proposal will include a workplan and schedule for the assignment. It should cover all costs (e.g., professional fees, communications (e.g., internet, phone calls etc.), including all travel costs to Solomon Islands and the number of expected missions, and miscellaneous costs for the successful completion of all the activities and associated deliverables under this terms of reference.

## 6.0 QUALIFICATIONS, EXPERIENCE & COMPOSITION OF CONSULTING TEAM

The Consultancy Firm / Consortium will need to provide the full composition of their team outlining experience and roles against the Scope of Work and Deliverables. The team composition as submitted in the proposal is not subject to change without approval from SPREP. It is preferred that the team is composed of both international, Pacific regional and national-based experts. At a minimum, the team must comprise the specialists outlined below.

The team must demonstrate the following qualifications, expertise, and skillset.

- Minimum of ten (10) years proven experience in climate finance, accounting, private sector, economics, business, and financial management.
- Experience in financial products, insurance, and micro-finance schemes.
- Knowledge and experience in the financial and banking sector and multilateral financial institutions.
- In-depth understanding and knowledge in climate finance and climate investment and risk products and services.
- Experience in the delivery, development and management of micro-finance schemes and parametric insurance products and services.
- Displays culture, gender, religion, race, nationality and age sensitivity and adaptability.
- Excellent oral and written communication skills in English and a good capacity in preparing technical reports.
- Excellent working knowledge of environmental management and climate change mitigation and adaptation in the Pacific and the work of SPREP or similar agencies.



### Expert I: Team Leader – Climate Finance and Project Development Expert

- Masters in climate change, finance, economics, international development /relations and business from a recognized post-secondary institution.
- At least 10 years' experience finance and private sector engagement and working with banks and financial institutions and government finance in the Pacific.
- Experience working with a cross-section of stakeholders including senior government officials in SIDS and LDCs, donor governments and organizations as well as regional organizations.
- Demonstrated experience and knowledge of 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.

### Expert II: Private Sector Expert

- Post Graduate Degree or a Degree from a recognized post-secondary institution in economics, accounting, finances, and business management.
- Over 5 years of work experience in private sector, business, and financial institutions
- Experience and understanding of the private sector landscape in the Pacific and economic conditions
- 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 the 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 in Solomon Islands and 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: Micro-finance and financial expert

- At least a post-graduate degree or a degree from a recognized post-secondary institution in finance, accounting, economics, and financial management.
- At least over 5 years of work experience finance, economics, private sector, and financial institutions. Familiar with insurance products related to climate and natural disaster risk and financing
- Experience in the development and management of micro-financial products and parametric insurance schemes
- Familiar and understand the climate change and development context of Pacific and related climate policies and projects being implemented.
- Experience and understand public, NGOs and private sector, financial institutions, and other development agencies.
- Demonstrate some level of experience and knowledge on climate finance and related fields.
- Experience and understanding of climate change finance, financial management, donor and private sector finance and the Pacific Government financial system.
- Good knowledge and understanding of climate change impacts, broader environmental issues in 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.

### Expert IV: National Expert(s) (can be a firm) in climate finance and or targeted climate-sensitive sectors

- At least a post-graduate degree or a degree from a recognized post-secondary institution in finance, accounting, economics, and financial management or in the targeted sectors such as agriculture, fisheries, tourism, etc.
- At least over 3 years of work experience finance, economics, private sector, and financial institutions familiar with insurance products related to climate and natural disaster risk and financing.
- Experience in the development and management of micro-financial products and parametric insurance schemes.
- Familiar and understand the climate change and development context of Pacific SIDS and related climate policies and projects being implemented.
- Experience and understand public, NGOs and private sector, financial institutions, and other development agencies.
- Knowledge and experience with multilateral and bilateral climate funds such as GCF, AF, GEF and other donors.



- Demonstrate some level of experience and knowledge on climate finance, climate-sensitive sectors and related fields.
- Experience and understanding of climate change finance, financial management, donor and private sector finance and the Solomon Island Government financial system.
- A national of Solomon Islands and/or Pacific Islander residing in Solomon Islands.
- Can be individual consultants or a firm with assigned experts for the assignment.

## 7.0 ASSESSMENT CRITERIA

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

- a) Composition of the team including their role and experience relevant to expertise required for the proposed tasks.
- b) Technical proposal for the approach and methodology to undertake the task.
- c) Familiarity and expertise in climate change issues and building climate resilience
- d) Have done similar work and assessment in the Pacific region, in particular on climate finance, private sector and micro-financing.
- e) Experience in private sector in the Pacific especially with banks and financial institutions
- f) Demonstrated experience in development and management of financial products, micro-finance, parametric insurance products and services.
- g) 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), communications, all travel costs and miscellaneous costs inclusive of all taxes).

## 8.0 SCHEDULE OF ASSIGNMENT

The assignment will be carried out for up to a maximum of **80 working days** over a period of **6 months** from the commencement date (i.e., signing of the Agreement). This should be included in the technical proposal and financial proposal.

The successful Consultant Firm / Consortium will report to the SPREP Climate Change Resilience Programme (CCR) and Project Coordination Unit (PCU) to carry out this work.

The workplan should consider a blend of working remotely, in the Solomon Islands and at SPREP Headquarters in Apia, Samoa to produce the required deliverables.

## **9.0 PAYMENT SCHEDULE**

The Consultant Firm / Consortium shall be paid upon completion of deliverables which will be outlined and agreed to within the Services Agreement. The following criteria need to be considered;

- a) Payment of services will be in accordance with the deliverables and applicants are encouraged to include a proposed payment schedule in their financial proposal.
- b) An agreed final payment schedule will be outlined in the Services Agreement between SPREP and the successful applicant(s).
- c) The successful applicant(s) are responsible for the payment of applicable taxes
- d) The successful applicant(s) are responsible for relevant insurance cover such as medical, travel and professional liability.

## **10.0 REPORTING ARRANGEMENTS**

The SPREP Climate Finance Readiness Adviser and the SPREP Strategic Project Planning Officer will have the overall management and coordination of the consultancy.