



REQUEST FOR TENDERS

RFT: PCCC_2024_005
File: AP_3/33
Date: 30 July, 2024
To: Interested Tenderers/experts/firms
From: Yvette Kerslake, PCCC Technical Adviser Science to Services

Subject: Request for tenders (RFT): Review of the Pacific Climate Change Research Roadmap (2017 - 2026)

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

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and in the Terms of Reference 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)
 - 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 07 August 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 09 August 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 |
|---------------|---|-----------|
| Qualification | Minimum qualification of master's degree in Climate science, Climate change, Meteorology, Environmental Science and/or other relevant field | 10% |

| | | |
|---------------------------------------|--|-----|
| Experience | At least 10 years of work experience in climate change with at least 5 years of experience in developing national or regional policy and plan documents relating to climate change and research and or other aspects of sustainable development | 15% |
| Technical Experience | Experience in international climate change and research consulting related to the development of climate change research. Familiar with climate change and research in the development world context, particular experience in the Pacific is desirable | 15% |
| Technical Skills | Demonstrated experience in applying participatory techniques to enhance multi-sectoral stakeholder engagement and consultation in the development of national or regional policy documents. Candidates should demonstrate their performance is driven through independent or collaborative efforts with excellent coordination and communication skills | 15% |
| Technical Proposal Methodology | Provided detail summary on the proposed methodology, execution, approach and timeline | 25% |

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: 14 August 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-2024-005: Review of the Pacific Climate Change Research Roadmap'

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

Review of the Pacific Climate Change Research Roadmap

Background

In 2019, the Progress in relation to development and delivery of Pacific climate change science and services at regional scale, covering the period from completion of PCCSP/PAC-CSAP (circa 2014) to completion of the post-PASCCSAP outreach (circa 2018), was reported at PMC-5 in Apia, Samoa.

This included specific reference to development of the new Pacific Climate Change Science and Services Research Roadmap (2018). This Roadmap was designed to provide strategic guidance to key regional stakeholders, including the Pacific Meteorological Council (PMC) and partner Pacific Island Country (PIC) National Meteorological and Hydrological Services (NMHSs), regional organisations, donors/development and technical expert delivery partners, for prioritisation and enhanced coordination of project development, implementation and service delivery.

The Roadmap was contextualised by the previous IPCC AR5 reporting process and designed to provide complementary strategic guidance for and/or otherwise aligned with the development and implementation of relevant climate change research (science and services) functions of the Pacific Climate Change Centre (PCCC), and functionality and future development of the Projections Node of the WMO RA-V Pacific Regional Climate Centre (PI-RCC) Network and the Regional Training Centre (RTC).

More recently, relevant Pacific projects/activities aligned with the stated scope and key priorities of the roadmap. These projects/activities have demonstrated tangible progress in the Pacific towards practical implementation of the roadmap. This has taken the form of best-practice projections science, case studies and guidance materials for partner countries, underpinning a clear, outcome-focussed impact pathway at regional, national and sub-national/sectoral level in the region. More specifically this capability has included a suite of new science-based climate change data, digital information services and knowledge products demonstrating practical applications of science-based services.

With these learnings from the last 5 years, and also in recognition of the need for alignment of the underpinning Pacific climate change science capability with more recent IPCC AR6 as well as the new AR7 assessment and reporting cycle, and new and emerging 'climate intelligence' gaps and needs. There is now a pressing requirement for the Roadmap to be reviewed and updated to ensure it remains strategically contextualised, focussed on key priorities for the Pacific, and otherwise fit-for-purpose for facilitating related program/project-based service delivery. Together with the development of an associated implementation plan.

The Pacific Climate Change Centre (PCCC) hosted at SPREP operates as a centre of Excellence providing practical information, support, and training to address the adaptation and mitigation priorities of Pacific communities. Applied Research is the second core pillar/function of the Pacific Climate Change Centre (PCCC). The PCCC in its efforts to fully realise the research function has developed a strategic Partnership Framework for Climate Change Research in the Pacific. The PCCC will play a key role in identifying practical aims with research



partners and countries such that they meet the medium- and long-term needs of Pacific communities. It is expected that research will be designed and delivered by PCCC research partners who will be based within the PCCC. The implementation of the framework will provide the mechanism for PCCC to revise the Pacific Climate Change Science and Services Research Roadmap.

Objectives

The Secretariat of the Pacific Environment Programme (SPREP) is now seeking a consultant to:

1. Evaluate the progress and achievements of the Pacific Climate Change Science to Services Research Roadmap (PCCSSRR).
2. Review and update the Pacific Climate Change Science to Services Research Roadmap to the Pacific climate change research roadmap for the next 10 years.
3. Develop an Implementation Plan including a Monitoring and Evaluation Framework.

Methodology

The methodology to be employed includes:

- 1) Conduct a desktop evaluation in consultation with relevant stakeholders with emphasis on:
 - a) The progress and achievements of the Pacific Climate Change Science to Services Research Roadmap (2017-2026) implementation, both at the regional (partners) and national level
 - b) Alignment of such progress and achievements against key strategic and associated policy drivers in the Pacific; and
 - c) New and emerging gaps and needs may be relevant to the next iteration of the Pacific climate change Research Roadmap
- 2) Perform a desktop review of the evaluation results and make recommendations on a way forward.
- 3) Analysis of the stakeholder survey results and recommendations on a way forward
- 3) Conduct consultation workshop(s) with relevant stakeholders during the review of the PCCSSRR
- 4) Stakeholder consultation will include regional projects and other nationally led climate change projects.
- 5) Consult with and draw clear linkages and/or alignment to interdependencies with new initiatives such as the Pacific Climate Change Centre (PCCC), Weather Ready Pacific (WRP) Program, Regional Training Centre (RTC), the Pacific Regional Climate Centre (PRCC-N), the Regional Instrument Centre (RIC), the review and update of the Pacific Climate Services Roadmap (PCCSSRR) and the Pacific Meteorological Council panels.
- 6) Update the PCCRR considering latest and emerging needs and priorities of the Pacific and align to global climate change research frameworks and other new and emerging regional strategic and policy drivers where appropriate.
- 7) Develop an Implementation Plan and a Monitoring and Evaluation (M&E) framework of the roadmap.



8) Engage in consultation with the PCCC advisory Board, Pacific Islands Education Training and Research PIETRs panel, PMC members and partners and other PMC expert/advisory panels, Pacific RCC-N members, National Meteorological & Hydrological Services, and other relevant stakeholders to ensure that these key stakeholders have their say on the draft roadmap, implementation plan and the Monitoring and Evaluation framework.

9) Finalise and present the updated roadmap, implementation plan and M&E framework to all key stakeholders.

Deliverables

The consultant is expected to produce the following deliverables:

1. The PCCSSRR Evaluation report and consultant work plan.
2. Deliver stakeholders consultation workshop with 14 NMHSs and other relevant stakeholders including key sectorial representatives and other relevant climate change and research institutions and associated (climate adaptation & mitigation, climate finance, science to services decision-makers in the Pacific to seek feedback and guidance on areas for update. PCCC via DFAT will fund this stakeholder's consultation workshop, the consultant will need to deliver this workshop.
3. Review and analysis of the survey
3. Stakeholder's Consultation Workshop Report.
4. Updated PCCSSRR
5. Development of an Implementation Plan including a monitoring and evaluation framework.
6. Development of a Reporting Template for PCCSSRR to PMC.
7. Final report and presentation during PMC-7 for endorsement.

Requirements

- Minimum qualifications of a master's degree in Climate Science, Climate Change, Meteorology, Environmental Science, or another relevant technical field.
- At least 10 years of work experience in climate services, with at least 5 years of experience in developing national or regional policy and plan documents relating to climate variability and change, disaster risk reduction or other relevant aspects of sustainable development.
- Experience in international climate change consulting related to the development of climate science to services, adaptation, mitigation and etc. Familiar with the application of climate change research in the developing world context, particular experience in the Pacific is desirable.
- Demonstrated experience in applying participatory techniques to enhance multi-sectoral stakeholder engagement and consultation in the development of national or regional policy documents.
- Candidates should demonstrate that their performance is driven through independent or collaborative efforts with excellent coordinating and communication skills.

Work Arrangements

The consultant will work remotely and be supervised by the Technical Adviser Science to Services. They will liaise with the Working Group for the PCCSSRR. The PCCC advisory board and the PIETR panel will be responsible for the review of the PCCSSRR and will approve reports and deliverables as satisfactory and submit to the PCCC manager through the Technical adviser for science to services for authorised payment. The PCCC advisory board and/or PIETR panel may request changes and/or additional information. Also, if the consultant is required to travel for consultation or deliver the stakeholder's consultation workshop, SPREP will facilitate the travel planning and payments for the consultant.

Characteristics of the Consultancy

Type of Consultancy

Contract Duration

Place of Work

Means of Payment

Individual or firm

30 days (about 4 and a half weeks) over 4 months.

Home based with travel (the travel arrangement and cost will be paid directly by SPREP)

The consultant will be paid on the approval of deliverables.

| Tasks | Key Deliverables & Milestones | Due Date (30 days over 4-months) |
|--|---|----------------------------------|
| Familiarization process and initial consultations | Endorse work plan | 2-days |
| Conduct a desktop evaluation of the progress and achievements of the PCCSSRR in consultation with stakeholders | Analysis report of the review of the PCCSSRR | 6 days |
| Review Analysis of the survey | Report on Analysis of the survey | 2 days |
| Conduct stakeholder consultation workshop with relevant stakeholders | Stakeholder consultation report | 5 days |
| Revise and update the PCCRR based on the latest priorities and needs. | Updated PCCRR | 6 days |
| Develop and implementation plan (IP), a Monitoring & Evaluation (M & E) Framework and reporting template | Implementation Plan & Monitoring and Evaluation Framework | 6 days |
| Presentation of the updated PCCRR Implementation plan and monitoring and evaluation framework to relevant stakeholders | Feedback from relevant stakeholders | 2 days |
| Finalise the PCCRS, IP and M & E framework and presentation | Final Presentation | 1 day |