



# REQUEST FOR TENDERS

RFT: PCCC-2024-006  
File: AP\_3/33  
Date: 31 July, 2024  
To: Interested consultants  
From: Ofa Kaisamy

**Subject: Request for tenders (RFT): Short-term Consultancy to Review and Refine the Pacific Climate Change Center Strategy and Business Plan**

## 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](http://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 review and refine the Pacific Climate Change Center Strategy and Business 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 including travel 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 14 August 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 16 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	At least a Master's degree with 7 years' professional experience or Bachelor's Degree with 10 years' professional experience	10%



<b>Experience</b>	At least 10 years of professional experience in organizational, project or any other management role requiring strategy formulation, implementation and achievement.	15%
<b>Technical Experience</b>	Demonstrate understanding and knowledge of strategic planning, standard management tools and techniques to schedule, plan, and measure performance.	15%
<b>Technical Skills</b>	Excellent research and analytical skills including desk research, interviewing skills, and stakeholder facilitation methodologies.	15%
<b>Technical Proposal / Methodology</b>	Provide a detail summary on the proposed methodology, execution, approach and timeline	25%

## II. Financial Score – 20%

Provide a detailed outline of the costs involved in successfully delivering this project including travel submitted in United States Dollars (USD) and inclusive of all associated taxes.

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: 23 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 PCCC-2024-006: Short term consultant to review and refine the Pacific Climate Change Centre Strategy and Business Plan'

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 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

### Terms of Reference

# SHORT-TERM CONSULTANCY TO REVIEW AND REFINE THE PACIFIC CLIMATE CHANGE CENTRE STRATEGY AND BUSINESS PLAN

## 1. INTRODUCTION

This is the Terms of Reference (ToRs) for the required technical support towards the review and refinement of the Strategy and Business Plan for the Pacific Climate Change Centre hosted by the Secretariat of the Pacific Regional Environment Programme (SPREP). The developed Strategy and Business Plan will provide strategic direction for the subsequent PCCC interventions during next 5 years' strategic plan period 2025-2030 towards achievement of PCCC aspirations in respect to its vision, mission and strategic objectives.

Additionally, the Strategy and Business Plan will serve as a tool for resource mobilization from a network of partners. The ToRs therefore provide information on the overall objectives of the consultancy, the general methodology, tools and approaches, the expected deliverables and the required qualification and experiences of consultants to facilitate the review and refinement of the 5 year's Strategy and Business Plan for the PCCC.

## 2. BACKGROUND

The Pacific Climate Change Centre (PCCC) is based in Samoa. Since its establishment in 2019 the Centre became operational in 2020. Hosted by the Secretariat of the Pacific Regional Environment Programme (SPREP), the PCCC is a partnership between the Governments of Japan and the Government of Samoa. Climate change practitioners from the Pacific put forward the idea of a regional climate change centre during the Pacific Climate Change Roundtable in Majuro, the Marshall Islands. In 2012, SPREP Secretariat proposed, and countries agreed, and the request was made to Japan through the Samoan Government to construct the PCCC at SPREP headquarters.



The PCCC was established to respond to Pacific needs on climate change and this goal will be realised through undertaking of knowledge generation, brokering and information sharing, technical support through science to services including coordination of research and policy advice, technical support for training and capacity building as well as bringing together people, ideas, and innovation to collectively build a resilience future for the Blue Pacific.

The PCCC fulfils its purpose by providing technical support, advice and expertise as input to national governments, private sector, civil society, and academic institutions to accelerate the implementation of the 2050 Strategy for a Blue Pacific Continent and the SPREP Strategic Plan 2017-2027. The PCCC interventions over the four years have been guided by its Strategy and Business Plan and its four key partnership frameworks for Knowledge Brokerage, Science to Services and Research, Capacity Building and Training and Innovation, with emphasis on strong leadership, engagement, sustainability, and monitoring and evaluation.

The current Strategy and Business Plan has been the description of the PCCC Goal, Objectives, and Outputs over the 5-year planning period (2019-2024). It describes, in broad terms, the strategic interventions, implementation strategies, schedule, modalities and requirements, budget as well as a framework for monitoring the outputs and impacts or outcomes of this Strategy and Business Plan. It is therefore against this backdrop that the PCCC is facilitating the process of reviewing and refining its Strategy and Business Plan.

### 3. Objectives of the Consultancy

The overall objective of this short-term consultancy is to review the Strategy and Business Plan and formulate a new plan, to ensure that the PCCC effectively and efficiently fulfills its mandated objectives stipulated by its four key frameworks and keep members of its network working towards the same long-term goals.

### 4. Scope of Work

The scope of work for the Consultant will include but not limited to:

- a) Familiarization with vision, mission and the strategic goals based on PCCC mandates, objectives, partnership frameworks and its four key functions.
- b) Undertake a situational analysis and stakeholder mapping of the PCCC network and partners including: its Strengths, Weaknesses, Opportunities and Threats (SWOT) as a platform for engagement towards effective, inclusive accountable institutions.

- c) Through a consultative process and application of appropriate tools of analysis, refine focus areas; the thrust areas, medium- and long-term priorities, strategic interventions and key result areas for the PCCC;
- d) Review the institutional capacity, organizational set-up, financial and administrative systems against the PCCC mandated objectives and the identified priorities, strategic interventions, and key result areas, and make necessary refinements, if any;
- e) Develop a 5-year Results Framework for the period 2025-2030;
- f) Hold meetings with PCCC, CCR and SPREP Senior Leadership Team staff to validate the revised PCCC Strategy and Business Plan;
- g) Propose monitoring, evaluation, reflection and learning (MERL) strategies and mechanisms to ensure the effective implementation of the Strategy and Business Plan;
- h) Finalize the PCCC Strategy and Business Plan and submit the refined Strategic Plan to the Manager of the PCCC which will be further facilitated to the PCCC Advisory Board, Senior Leadership Team and SPREP Meeting of Officials for endorsement.

## Timeline for the Consultancy

The scope and focus of the assignment is to provide technical, strategic and facilitation support to enable the review and refinement of the Strategy and Business Plan for the PCCC. The duration of the consultancy is expected to be 30 working days over a period of 3 months with the following steps and level of delivery suggested:

Approach	Deliverable	Level of Delivery /Timeframe
<p><b><u>Initial preparation and inception</u></b> Preparation and Initial Consultation with Program staff and its networks</p>	<p>Inception report outlining key deliverables and timelines. contextual analysis.</p>	<p>10 Days</p>
<p><b><u>Review, Assess and Analyze:</u></b> Review of relevant organizational documents (vision, mission statement, draft strategic plan, organization structure, frameworks etc.).</p>	<p>5 Focus Group Sessions with selected stakeholders</p>	<p>5 Days</p>



Participatory process of critical reflection, analysis and consultation (SWOT analysis). Consultations with Senior Leadership Team, PCCC, and SPREP staff members, partners, universities etc		
<b><u>Refine Strategic Plan</u></b> Analyse feedback from the different source documents and reviews Refine the strategic framework guided by the scope of work. Present the revised/refined strategic plan to PCCC Manager and program staff	Revised Strategy and Business Plan	10 Days
<b><u>Review and Finalisation</u></b> Review and finalize Strategy and Business Plan including the Results Frameworks etc, based on feedback from staff and key stakeholders	Finalised Strategy and Business Plan	5 Days
Total estimated time of consultancy		30 Days

## 5. Key Deliverables

The key deliverables include:

- a) Brief inception report based on initial consultations and the review of the Strategy and Business Plan
- b) A refined five-year Strategy and Business Plan, 2025 - 2030.
- c) 5 years Strategy and Business Plan Results Framework; and
- d) Progress reports on the process including stakeholder consultations and validation meetings with staff.

Notable: All deliverables shall be submitted softcopy in editable format.



## Working Arrangements and Reporting

The Consultant can work remotely but is expected to travel to country and conduct face-to-face focus groups and stakeholder interviews for 5 days. The Consultant will report to the Manager of the Pacific Climate Change Centre. It is also expected that the Consultant will also work closely with the PCCC team for the coordination and execution of activities.

## Payments

The Consultant will be paid professional fees as compensation for his/her technical/professional expertise and time invested in the delivery of the expected outputs.

## Qualification and Experience

The Individual Consultant must have:

- a) At least a Master's degree with 7 years' professional experience or Bachelor's Degree with 10 years' professional experience, in organizational, project or any other management role requiring strategy formulation, implementation and achievement.
- b) Sound understanding and knowledge of strategic planning, standard management tools and techniques to schedule, plan, and measure performance.
- c) Excellent research and analytical skills including desk research, interviewing skills, and stakeholder facilitation methodologies.



**SPREP**  
Secretariat of the Pacific Regional  
Environment Programme

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