

REQUEST FOR TENDERS

RFT: 2024/008
File: AP_6/1/13
Date: 29 February, 2024
To: Interested consultants
From: Susana Telakau, Solid Waste Management Adviser

Subject: Request for tenders (RFT): Consultant – Event Coordinator – 4th Clean Pacific Roundtable (CPRT)

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.
- 1.4. The Pacific Regional Waste and Pollution Management Strategy 2016-2025 (Cleaner Pacific 2025) highlighted the need to promote best practices through regional exchanges and national cooperation to achieve the strategic goals towards a cleaner Pacific environment. In order to initiate regional and national cooperation, a Clean Pacific Roundtable (CPRT) was identified as a major activity to be organised to enable the monitoring and progress reporting against the Cleaner Pacific 2025, facilitate networking and dialogue, explore additional resources and investment opportunities, and improve donor coordination.

The 2024 CPRT will provide a vehicle to disseminate outcomes, promote regional collaboration and resource complementarity, and expand networking opportunities to assist Pacific Island countries and territories in the delivery of safe and sustainable waste management practices and to prevent pollution-related issues that impact the health of the ocean and communities within the region.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services on a full or part-time basis to provide technical, administrative and coordination support to SPREP as the Secretariat of the 2024 Clean Pacific Roundtable Steering Committee and lead agency organising and preparing for the 4th Clean Pacific Roundtable in partnership with the Host Government, over the duration of 7 months with the duties and responsibilities outlined in the annexed Duties and Responsibilities. The duration of 7 months may be extended depending on funding.
- 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. Must be currently based in Guam and legally entitled to work.
 - ii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 - iii. Provide three referees relevant to this tender submission, including the most recent work completed;
 - iv. 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.
 - v. Must meet local registration requirements
- 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 complete 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 the 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 06 March 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 08 March 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
Experience	i. At least 5 years of relevant practical experience in project management, event management, coordination of activities, fundraising, monitoring, and reporting, preferably in the Pacific region	20%
	ii. Excellent communications skills with high command of spoken and written English including demonstrated experience with media, publications, communications, and networking with internal and external stakeholders.	20%
	iii. Demonstrated technical research, analytical, organisational and time management skills including strong management and leadership skills as well as good understanding and appreciation of environmental ethics, values, and priorities.	20%
	iv. Excellent computer skills including use of Microsoft Office suite and basic website design experience and skills.	10%
	v. Demonstrated ability to show initiative, multi-task and meet deadlines with minimal supervision including strong self-motivation and commitment	10%

II. Financial Score – 20%

Detailed Financial Proposal in USD dollars. Clearly identify amount for fees, expenses, and all other related costs

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: 15th March 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 2024/008: **Consultant – Event Coordinator 4th CPRT.**

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

Clean Pacific Roundtable Event Coordinator

Duties and Responsibilities

The position of **Clean Pacific Roundtable Event Coordinator (CPRT-EC)** addresses the following Key Result Areas:

1. Networking, partnerships, and collaboration
2. Fundraising, resourcing, and project management/support
3. Communications and capacity building

The requirements in the above Key Result Areas are broadly identified below.

Consultant is accountable for	Consultant is successful when
<p>1. Networking, partnerships, and collaboration</p> <ol style="list-style-type: none"> a) Liaise and work closely with partners associated with the Clean Pacific Roundtable (CPRT) including members of the Steering Committee, SPREP Internal Working Group and associated working groups, and the CPRT Coordinator based in the Host Country. b) Assist in facilitating the refinement of the agenda including gathering input on suitable presenters for the sessions. c) Assist in facilitating collaboration between the communication teams of the organising partners for the development of promotional materials in close collaboration with SPREP’s Communications and Outreach team. d) Facilitate collaboration with organisers of localised activities relevant to the CPRT as agreed by the Steering Committee. e) Overall coordination of activities with guidance from SPREP, Steering Committee, Internal Working Group, and co-hosts. 	<ul style="list-style-type: none"> • All relevant partners are well informed and engaged in activities in preparation, during and after the Roundtable. • Partners have ownership of the theme and agenda through consultation and invitation to provide input. • Communication activities and promotion of the CPRT are undertaken in a coordinated, efficient, and diplomatic/culturally sensitive manner that utilises the input and network of partner organisations’ communications teams. • Activities across the region are well coordinated with organisers. • CPRT activities are undertaken in a coordinated and efficient manner.
<p>2. Project management/support</p> <ol style="list-style-type: none"> a) Provide support in managing key activities in the preparation, during and after event phases. b) Use Monday.com as a project management coordination tool. c) Have regular face to face/virtual meetings, at least 3 days a week, with SPREP Internal Working Group. 	<ul style="list-style-type: none"> • CPRT activities are undertaken in a coordinated and efficient manner.

3. Communication and advocacy

- a) Work in close collaboration with the SPREP Internal Working Group, Communications and Outreach team to:
- update as needed and implement the Communications Strategy of the CPRT with partners.
 - develop branding and marketing materials.
 - facilitate communication between SPREP, the CPRT Working Group, the Agencies involved, and Host Country.
 - prepare an event report and Sustainability Plan for the next CPRT.

- All CPRT communication activities outlined in the Communications Strategy are completed and disseminated in a timely manner, noting this includes (but is not limited to) social media, events, media, publication development, online materials, promotional materials, fundraising and outreach.
- The CPRT webpage is established on the SPREP website and updated on a weekly basis at a minimum.
- Branding is developed and represents the theme and reflects the host country.
- Clear, efficient, and timely communication between all stakeholders of the Roundtable; in particular the Steering Committee, Internal Working Group and the Host Country.
- Event Report and Sustainability Plan is drafted with guidance from the Steering Committee.

Deliverables

The Event Coordinator will provide a monthly activity report according to the requirements of this consultancy.

Work Arrangements

The Event Coordinator will:

- Be based in Guam, on a full-time basis.
- Provide monthly reports to the SPREP Solid Waste Management Adviser as well as to the National CPRT Steering Committee and the Regional CPRT Steering Committee, reporting against agreed work plans.

Duration of the Consultancy

The consultancy will be for 7 months and may be extended subject to funding availability.

Work Complexity

Most challenging duties typically undertaken:

- Communicating across a culturally diverse range of partners from NGOs, governments, regional agencies, and across SPREP teams.
- Multi-tasking a range of activities in the lead-up and during the CPRT.

Functional Relationships & Related Skills

Key internal and/or external contacts	Nature of the contact most typical
<p>External</p> <ul style="list-style-type: none"> • SPREP member countries / focal points. • Government of the Host Country and the Provincial governments. • Regional partners such as JICA, EU, UON, PIPSO, PIFS, IUCN, and other members of the CPRT Steering Committee, and working groups. • Other development partners (donors), private sector. • Technical Working Group members. 	<ul style="list-style-type: none"> • Meetings and discussions. • Coordination and collaboration. • Communication.
<p>Internal</p> <ul style="list-style-type: none"> • WMPC Programme Team. • Internal Working Group. • Communications and Outreach Team. • Senior Leadership Team. • Other Technical Programmes. • SPREP Departments. 	<ul style="list-style-type: none"> • Presentation and reporting. • Training. • Communication. • Collaboration. • Management and development.

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.