

## REQUEST FOR TENDERS

RFT: 2024/004  
File: AP\_2/41  
Date: 20 February, 2024  
To: Interested consultants  
From: Mathilde Kraft, Kiwa Project Development Coordinator

**Subject: Request for tenders (RFT): Consultancy Services to support Kiribati in Nature-based Solutions implementation and policy mainstreaming.**

### 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 educational establishments and/or training providers (Consultant) who can offer their services Consultancy Services to support Kiribati in Nature-based Solutions implementation and policy mainstreaming.
- 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
- 3.3 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 the declaration of **honour and declaration of integrity forms** 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 and declaration of integrity forms**
  - 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](mailto: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](http://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
<b>Experience</b>	A master's degree in environment, climate change, or related field. - Or – A bachelor degree in Environment, climate change or related field with at least 10 years of relevant experience.	20
	At least 10-year experience in developing and implementing NbS and related ecosystem-based approaches projects in the Pacific Island region, preferably in an atoll setting.	20
	Fluency in English (oral and written) is a requirement, with sound written and presentation skills. Kiribatise is an asset.	10
<b>Technical Proposal / Methodology</b>	Proposed overall work plan with detailed timeline on how the engagement will be carried out, and ability to complete assignment within Timeframe specified in Terms of Reference.	30

**II. Financial Score – 20%**

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, ANNEX B Financial Proposal form provided.

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: 20 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 2024/004: Consultancy services to support Kiribati in Nature-based Solutions implementation and policy mainstreaming'

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**

### **Consultancy Services to support Kiribati in Nature-based Solutions implementation and policy mainstreaming**

#### **Background**

1. Officially started in March, 2020, the “Kiwa Initiative – Nature-based Solutions for climate resilience” is the first programme ever to gather five donors (France, the European Union, Canada, Australia and New Zealand) and regional/national partners around a common objective : to enhance access to funding for rights-based gender-sensitive and socially-inclusive climate change adaptation through nature-based solutions for Pacific Island Countries and Territories (PICTs), including local, national and regional authorities as well as civil society organisations. Taking action to protect biodiversity (conservation/restoration) and developing Nature-Based Solutions (NbS) to anticipate, reduce vulnerabilities and strengthen adaptive capacities of Pacific Island Countries and Territories in the face of climate change are the core governing principles of the Initiative.
2. The Kiwa Initiative is designed to increase the capacities of PICTs to access climate funding mechanisms and to protect, restore, and enhance biodiversity in order to adapt to climate change impacts and to strengthen the resilience of their socio-ecological systems. The main activities within the scope of the Initiative can be summarized into three main components: regional projects (grants for projects including at least two eligible countries or territories managed by AFD), local projects (for very small, small or medium-sized grants, managed by IUCN-ORO), and a technical assistance programme.
3. As part of the regional technical assistance they provide to the implementation of the Kiwa Initiative, SPC and SPREP have conducted a Capacity Needs Assessment for the implementation of NbS for climate change adaptation from October 2022 to June 2023. To inform this assessment, the Environment and Conservation Division (ECD) of the Ministry of Environment Lands and Agricultural Development (MELAD) organised a national consultation workshop to identify NbS capacity priorities for Kiribati in November 2022. This work was undertaken under Kiribati Integrated Environment Policy (KIEP) 2021 –2036 climate change thematic area and its linkages to the equally important environment thematic areas such as biodiversity, waste and pollution (see [Kiribati Environment Data Portal | Environmental Information for Decision Making \(sprep.org\)](#))
4. The report of this workshop was presented to the national Advisory Board. It highlighted the need to improve understanding of NbS potential for climate change adaptation in Kiribati and capacity of Kiribati MELAD as a first step to the development of NbS projects and access to relevant funding.

#### **Objectives and scope of work**

5. SPREP would like to call for tenders from qualified and experienced individual consultant who can offer their services to support Environment Conservation Division, Ministry of Environment, Land and Agriculture Development, Kiribati, in Nature-based Solutions implementation, legislative and policy mainstreamings in the framework of the climate change thematic area of the KIEP and its relevancy to the rest of the KIEP Thematic areas.

6. The objectives of this engagement are to:
  - Provide a rapid assessment of NbS potential (pre-feasibility study) for climate change adaptation in Kiribati.
  - Strengthen the national capacity of Kiribati MELAD - ECD for the identification, development, implementation and monitoring and evaluation of NbS projects at the national, island, and local (grassroots) level.
  - Support NbS mainstreaming into sectoral policies through the KIEP at the national and outer islands levels.
  - Develop a NbS project concept note to support KIEP 2021-2036 implementation.

#### Task 1 Understanding NbS for climate change adaptation in the contexts of Kiribati

7. Conduct a pre-feasibility study/scoping of NbS potential for climate change adaptation in Kiribati and identify priority areas for implementation of the KIEP. The study should include new data and build on experience in ecosystem-based adaptation projects and current relevant studies and projects in Kiribati. It should also identify local and traditional resilience knowledge and practices and/or applications.
8. Support MELAD - ECD in the organisation of a national-level workshop with Kiribati Integrated Oversight Committees (KIOC) for Biodiversity Conservation and Climate Change to:
  - Present the results from the pre-feasibility study and discuss national-level and island level priorities for NbS.
  - Present sectoral policy areas where NbS could be integrated, building on policy and appropriate legislatives? review.
  - Identify capacity gaps and strengthen capacity of Kiribati national stakeholders in NbS (NbS concept, HRBA-GEDSI, best practices etc.).
9. Enhance the outreach (communication, education, and public awareness) at the formal and informal levels as well as raise awareness on NbS linked to local and traditional resilience knowledge and practices and organise community consultations on identified priorities.
10. Develop a national report on NbS for climate change adaptation in Kiribati for presentation to the Kiribati National Expert Group (KNEG), as well as to the Development Coordinating Committee (DCC) to seek their feedback and advice and support, prior tabling the report to the Government of Kiribati Cabinet for final endorsement. The report will include:
  - Main findings from the pre-feasibility study
  - Priority NbS options identified through the national workshop and community consultations, including funding options
  - Identification and prioritization of potential improvements in the implementation of NbS based on identified gaps/problems/issues/lessons learnt.
  - Recommendations for NbS policy and legislative mainstreamings and further capacity development at the institutional, technical and human resources levels
  - Funding opportunities

#### Task 2 Strengthen capacity to develop, manage and monitor NbS for climate change adaptation in public policies and legislative reviews

11. Provide mentoring services to strengthen the capacities of MELAD - ECD, KIOC CC and Biodiversity Conservation National Executing Partners at the national and outer islands level in the management, implementation, monitoring, and evaluation of NbS projects. Areas covered will include but not be limited to:
- ecosystem sustainability management
  - community development process
  - financial management, work and process planning
  - cost–benefit and socioeconomic analysis
  - awareness of NbS standards/criteria,
  - monitoring and evaluation, including data and information collection and reporting to inform national reporting frameworks and processes (e.g. Kiribati State of the Environment - SOE)
  - environmental and social safeguards including effective integration of qualitative approaches for Gender Equity and Social Inclusion (GESI)
  - etc.
12. Support MELAD - ECD, KIOC CC and Biodiversity Conservation National Executing Partners in the identification of NbS mainstreaming opportunities.

### Task 3 Identification of NbS options/concept note development

13. Based on priority needs identified in national-level and community consultations, support MELAD - ECD in the development of an NbS project to implement the KIEP 2021-2036, for submission at Kiwa calls for projects or other relevant funding opportunities.

### Contract management

14. The consultant will organise:
- 14.1 at the beginning of the engagement, an online inception meeting with SPREP and MELAD-ECD to discuss work plan and timeframe.
  - 14.2 Upon completion of each task, a debriefing meeting with MELAD-ECD to present and discuss outcomes of the task.
  - 14.3 at the end of the engagement, an online restitution meeting with SPREP, MELAD-ECD and members to present the outcomes and findings of the engagement.

### Project deliverables and timeline

15. Project deliverables include:

**Table 1 Milestones / Deliverables**

Tasks	Milestones / Deliverables	Deadline	Indicative number of days
<b>Inception</b>	D1. Inception meeting report including agreed timeline for deliverables, stakeholders' analysis and detailed methodology and approach.	15 April 2024	1
<b>1. Understanding NbS for CCA pre-feasibility study</b>	D2. Draft pre-feasibility study of NbS potential for climate change adaptation in Kiribati	31 July 2024	10



	D3. Final pre-feasibility study of NbS potential for climate change adaptation in Kiribati	31 August 2024	2
	D4. National consultation workshop report, including identified national priorities and recommendations for additional capacity development and NbS policy integration across a range of policy sectors.	31 August 2024	5
	D5. Community consultations report, including documentation of FPIC processes	31 August 2024	5
	D6. Kiribati NbS for climate change adaptation national report	30 September 2024	5
<b>2. Mentoring</b>	D7. Capacity development report and recommendations for sustainability	31 October 2024	24
<b>3. NbS project proposal</b>	D8. Draft project concept note at Kiribati level	15 October 2024	5
	D9. Revised project concept note including feedback from SPREP and MELAD-ECD	15 November 2024	2
<b>Restitution</b>	D10. Final report summarising key consultancy activities and findings	15 November 2024	3
<b>Total</b>			<b>60</b>

16. The expected duration of the engagement is of 8 months. All activities should be completed by 30 November 2024.

**Table 2 Indicative timeline**

Tasks	April 2024	May 2024	Jun 2024	Jul 2024	Aug 2024	Sep 2024	Oct 2024	Nov 2024
Inception meeting								
Pre-feasibility study								
National consultations								
Community consultations								
Kiribati National NbS report								
Project concept note development								
MELAD mentoring								
Restitution meeting								

### Work arrangements

17. The mission is expected to be conducted by a senior individual consultant from his/her home office, with frequent missions in South-Tarawa, Kiribati. All missions to Kiribati undertaken by the consultant under this engagement will be planned and organised in consultation with MELAD-ECD to facilitate mission logistics. Consultant must ensure that she/he received all necessary medical vaccination/medical care before departing home.

18. The consultant will report to the Kiwa project development Coordinator at SPREP, in close coordination with MELAD-ECD. The consultant will be responsible for scheduling regular meetings with SPREP and MELAD-ECD, taking minutes, and distributing these for comment prior to finalizing.

19. The implementation of all activities in a coherent manner is the responsibility of the consultant, under the supervision and coordination of SPREP Kiwa Initiative project team and MELAD-ECD.

**Table 3 Requirements**

<b>Qualification and Requirements:</b>	A master's degree in environment, climate change, or related field. - Or – A bachelor degree in Environment, climate change or related field with at least 10 years of relevant experience.
<b>Knowledge/ Experience:</b>	At least 10-year experience in developing and implementing NbS and related ecosystem-based approaches projects in the Pacific Island region, preferably in an atoll setting.
<b>Language Requirements:</b>	Fluency in English (oral and written) is a requirement, with sound written and presentation skills. Kiribatise is an asset.

**Budget**

20. Financial offers should be in USD using the form included in Annex B and be inclusive of all costs (travels, workshops, consultations etc.) and applicable taxes.