

REQUEST FOR TENDERS

RFT: 2024/005
File: AP_3/34/1 and AP_2/44
Date: 23 February, 2024
To: Interested consultants
From: Ofa Kaisamy, Manager, Pacific Climate Change Centre

Subject: Request for tenders (RFT): Consultancy to Formulate the Pacific Islands Guide to Ecosystem and Socio-economic Resilience Analysis and Mapping (ESRAM)

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 consultants, consultancy firm or consortium of experts who can offer their services to the Pacific Climate Change Centre (PCCC).

Background

The Pacific Climate Change Center (PCCC) is established to be a centre of excellence and its innovation functions is to be fully realised in the four cross-cutting themes of climate science and climate services, climate change adaptation, mitigation and low carbon futures, and climate finance.

ESRAM has been identified as an innovative assessment tool for nature-based solutions to climate change by the PCCC. The methodology tested and implemented through the PEBACC project and PEBACC + provides a good basis to implement nature-based solution options. ***As such the PCCC is collaborating with the PEBACC+ project to formulate the Pacific Islands Guide to Ecosystem and Socio-economic Resilience Analysis and Mapping (ESRAM)***

With funding support from the Department of Foreign Affairs and Trade (DFAT) in collaboration with the PEBACC+, SPREP is seeking a qualified consultancy firm or consortium of experts to deliver the following;

1. The Strategic Approach and Methodology for the formulation of the Pacific Islands Guide to Ecosystem Resilience Analysis and Mapping (ESRAM).
 2. ESRAM review and analysis report for Fiji, Solomon Islands and Vanuatu and a regional ESRAM validation workshop report.
 3. Draft Pacific Islands Guide to Ecosystem Resilience Analysis and Mapping
 4. Final in published format Pacific Islands Guide to Ecosystem Resilience Analysis.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A provides more details on the assignment.
- 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
- 3.2. 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 (Annex A) 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 and travel to at least 3 PICs, Solomon Islands, Fiji and Vanuatu.
 - 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 13 March 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 15 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
Qualifications	<ul style="list-style-type: none"> • High level qualifications from a recognised tertiary institution in a field related to environmental management, ecological assessments, natural resources management, climate change adaptation, and water resources management. 	10
Experience	<ul style="list-style-type: none"> • Demonstrated experience in undertaking ecosystem based vulnerability and adaptation assessments and climate change adaptation related work in the Pacific region. • Strong track record in project management including work planning, field assessment, stakeholder consultations and oversight and reporting across diverse audiences in a multicultural and multi-disciplinary environment. • In-depth knowledge of and experience with undertaking natural resources and ecosystem service economic valuation and assessments. • Demonstrated record of having successfully worked with government and non-government stakeholders, sub-national governments, and communities in the Pacific. • In-depth knowledge of and experience in undertaking baseline biodiversity and/or ecological assessments. • An in-depth knowledge of ecosystem services and the assessment of the value of these services to communities and Knowledge and experience in mapping ecosystem services. • Knowledge of ecosystem assessment, particularly in terms of the ecosystem's resilience to environmental change and Knowledge of socio-ecological systems theory. 	30

	<ul style="list-style-type: none"> An in-depth knowledge of Ecosystem-based Adaptation to environmental stressors, including, but not restricted to, climate change. Fluent in English and able to produce high quality written documents. 	
Technical Proposal / Methodology	<ul style="list-style-type: none"> Outline how each of the deliverables will be achieved including the stakeholders to be consulted and the engagement plan. Provide specific milestones for each of the deliverables including timelines for PCCC-SPREP comments/inputs on draft documents. Include a session to present all the deliverables to PCCC-SPREP. 	40

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 and travel to at least 3 PICs, Solomon Islands, Fiji and Vanuatu.

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: 22 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 2024/005: Consultancy to Formulate the Pacific Islands Guide to Ecosystem and Socio-economic Resilience Analysis and Mapping (ESRAM)**

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/award 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

Pacific Islands Guide to Ecosystem and Socio-economic Resilience Analysis and Mapping (ESRAM) A Methodology to Determine Baselines Ecosystem-based Adaptation (EbA) and Resilience at National, Sub-national and Community Levels

February 2024

1.0 Background

1.1 ESRAM as an Innovative Assessment for Nature-based Solutions to Climate Change

The Pacific Climate Change Center (PCCC) is established to be a centre of excellence and its innovation functions is to be fully realised in the four cross-cutting themes of climate science and climate services, climate change adaptation, mitigation and low carbon futures, and climate finance.

ESRAM has been identified as an innovative assessment tool for nature-based solutions to climate change by the PCCC. The methodology tested and implemented through the PEBACC project and PEBACC + provides a good basis to implement nature-based solution options. As such the PCCC is collaborating with the PEBACC+ project to formulate the Pacific Islands Guide to Ecosystem and Socio-economic Resilience Analysis and Mapping (ESRAM)

The PCCC though SPREP now considers that development of more standardised guidelines will ensure consistency in the application of ESRAMs in the region – as long as the guidelines consider different biogeographical situations (e.g., high islands versus atolls), varying social-ecological contexts, and variations in levels of detail required at local, sub-national and national scales.

The guidelines will draw from the lessons learned and processes for ESRAM from the implementation of PEBACC and other projects in the Solomon Islands, Vanuatu and Fiji. The Pacific Ecosystem-based Adaptation to Climate Change (PEBACC) project implemented by SPREP from 2015 to 2021 in the Solomon Islands, Vanuatu and Fiji trialled as a systematic approach for identifying and prioritising EbA options based on analysis of social and ecological factors in the context of climate change and non-climate change threats. PEBACC has helped to prove the value of the EbA approach, and the ESRAM methodologies has been well received by national governments and communities as such the need for a guide for the Pacific.

1.2 The ESRAM Process in Summary

The ESRAM approach involved four stages: ecosystem and socio-economic resilience analysis and mapping assessments (ESRAMs), EbA options evaluation, development of EbA implementation plans for selected options, and actual implementation of selected EbA options as demonstration projects.

With strong participation from government and community stakeholders, the ESRAM studies included a number of iterative steps that were applied in the PEBACC countries. The process involved identifying and mapping ecosystems and their services according to their importance as contributors to community socio-economic and climate resilience and their current and future condition in

relation to climate and non-climate drivers of change. The process included economic valuations of ecosystem services. This aspect was key to building understanding of how different ecosystems link to support people's livelihoods and well-being. In 2018 the PEBACC Solomon Islands ESRAM assessment received the Australia and New Zealand Institute of Sustainable Management Asia-Pacific Award for Sustainability. The process that was applied in the PEBACC project is summarised below:



The ESRAMs formed the foundation from which a range of potential EbA management options were developed for further consideration in the next stage. EbA options typically involved a combination of sustainable management, conservation, ecosystem restoration in rural and urban areas, as well as addressing policy and governance issues and building institutional capacities at sub-national and

national levels. The complete PEBACC ESRAM reports can be found [here](#). There was some variation in approach to the implementation of ESRAMs in each of the participating countries as the current process is open to some interpretation in its application and as a then new process this was encouraged.

2.0 Consultancy Objective

To Formulate a Pacific Islands, Guide to Ecosystem and Socio-economic Resilience Analysis and Mapping (ESRAM).

3.0 Scope of Work

The consultant will be expected to work closely with the PCCC, the Kiwa Initiative officer based at SPREP and staff of the SPREP Island and Ocean Ecosystems and Climate Change Resilience Programmes to deliver the objective within the following scope of work:

- a) Formulate strategy approach and methodology for the development of the guide and submit it as part of their proposal. This is expected to include a comprehensive stakeholder consultation process for at least 10 of the 14 Pacific Island countries and territories.
- b) Include in the approach a clear schedule and timeframe on the approach and methodology for the expected duration of the assignment.
- c) Undertake a comprehensive review and analysis of the ESRAM methodology and approaches developed under PEBACC and other projects for Fiji, Solomon Islands and Vanuatu.
- d) Include in the review and analysis the rationale for ecosystem-based adaptation and nature-based solutions based on recent scientific literature and IPCC reports and publications.
- e) As part of the reviews and analysis consult with the lead authors or lead consultant involved in the ESRAMs for Fiji, Solomon Islands and Vanuatu.
- f) As part of the reviews and analysis consult with the implementing agencies including government departments involved in the ESRAMs for Fiji, Solomon Islands and Vanuatu.
- g) As part of the reviews and analysis consult with the representatives from communities and stakeholders for the demonstration sites where PEBACC was implemented for Fiji, Solomon Islands and Vanuatu.
- h) Submit to SPREP a review and analysis report on the ESRAM methodologies at national and sub-national levels for Fiji, Solomon Islands and Vanuatu that includes an assessment of how the methodology can be applied to the diversity of biogeographic island types and social-ecological contexts across the Pacific.
- i) Formulate a draft Pacific Islands Guide to Ecosystem and Socio-economic Resilience Analysis and Mapping for review by SPREP.
- j) Facilitate in collaboration with the PCCC, Kiwa initiative and relevant SPREP programmes a regional ESRAM validation workshop to finalise the Pacific Islands Guide to Ecosystem and Socio-economic Resilience Analysis and Mapping.
- k) Submit the final draft of the Pacific Islands Guide to Ecosystem and Socio-economic Resilience Analysis and Mapping for SPREP review.
- l) Submit a synthesised version of the final draft for SPREPs review.
- m) Submit the final the ready to publish version of Pacific Island Guide to Ecosystem Resilience Analysis and Mapping (ESRAM) to SPREP PCCC.

4.0 Deliverables

1. The Strategic Approach and Methodology for the formulation of the Pacific Islands Guide to Ecosystem Resilience Analysis and Mapping (ESRAM).
2. ESRAM review and analysis report for Fiji, Solomon Islands and Vanuatu and a regional ESRAM validation workshop report.
3. Draft Pacific Islands Guide to Ecosystem Resilience Analysis and Mapping
4. Final in published format Pacific Islands Guide to Ecosystem Resilience Analysis.

5.0 Qualifications and Experience

The consulting team is expected to have the following qualifications and expertise:

- High level qualifications from a recognised tertiary institution in a field related to environmental management, ecological assessments, natural resources management, climate change adaptation, and water resources management.
- Demonstrated experience in undertaking ecosystem based vulnerability and adaptation assessments and climate change adaptation related work in the Pacific region.
- Strong track record in project management including work planning, field assessment, stakeholder consultations and oversight and reporting across diverse audiences in a multi-cultural and multi-disciplinary environment.
- In-depth knowledge of and experience with undertaking natural resources and ecosystem service economic valuation and assessments.
- Demonstrated record of having successfully worked with government and non-government stakeholders, sub-national governments, and communities in the Pacific.
- In-depth knowledge of and experience in undertaking baseline biodiversity and/or ecological assessments.
- An in-depth knowledge of ecosystem services and the assessment of the value of these services to communities and Knowledge and experience in mapping ecosystem services.
- Knowledge of ecosystem assessment, particularly in terms of the ecosystem's resilience to environmental change and Knowledge of socio-ecological systems theory.
- An in-depth knowledge of Ecosystem-based Adaptation to environmental stressors, including, but not restricted to, climate change.

6.0 Schedule of the Assignment

The schedule of the assignment is for a period of **6** months (a total of 120 days) to deliver against all activities outlined in these terms of reference. The firm or consortium of consultants shall develop and submit a detailed schedule for the assignment and distribute the days accordingly among the different activities as part of the Inception Report.

7.0 Payment Schedule

The firm / consortium of consultants shall be paid upon completion of deliverables which will be outlined and agreed to within the Services Agreement. The following table provides the proposed schedule of payments, these will be agreed to and finalised in the Service Agreement.

Deliverables	Payment (%)
1. The Strategic Approach and Methodology for the formulation of the Pacific Islands Guide to Ecosystem Resilience Analysis and Mapping (ESRAM).	20%
2. ESRAM review and analysis report for Fiji, Solomon Islands and Vanuatu	30%
3. Draft Pacific Islands Guide to Ecosystem Resilience Analysis and Mapping	20%
4. Final in published format Pacific Islands Guide to Ecosystem Resilience Analysis.	30%

The Service Agreement template outlining the terms and conditions is attached for information and reference (Annex I).

8.0 Travel to Solomon Islands, Fiji and Vanuatu

The consultant is expected to undertake consultations in Solomon Islands, Fiji and Vanuatu as part of the review and consultation for the ESRAM process and formulation of the guidelines. This should be included in the financial proposals.

9.0 Reporting Arrangements

The firm or consortium of consultants will be formally reporting to the SPREP Task Manager, PCCC Manager and SPREP Climate Finance Readiness Adviser and are expected to submit all deliverables to the SPREP Task Managers for comments and approval for payments.