

REQUEST FOR TENDERS

RFT: GEFIS-2024-003 (previously advertised as PWP/GEF ISLANDS)
File: AP_6/5/9
Date: 12 March, 2024
To: Interested Consultants
From: GEF ISLANDS Acting Pacific Project Manager

Subject: Request for tenders: Project Officer (Service Based Consultancy) – to provide in-country management of the GEF ISLANDS Pacific Project at the Ministry of Environment, Lands, Agricultural Development (MELAD), Kiribati - READVERTISEMENT

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 is seeking to recruit a qualified and experienced Project Officer (Service-Based Consultancy) to assist with the development and implementation of the project activities agreed by the GEF ISLANDS Pacific Project (ISLANDS Pacific).
- 2.2. The project officer is expected to work on a full-time consultancy basis which will be subject to review, until February 2026 at the MELAD, Kiribati.
- 2.3. The Project Officer will liaise and consult extensively with the Director and relevant personnel of MELAD and ISLANDS Pacific, Project Management Unit (PMU), involved government ministries and departments, community representatives, Provincial Governments, contractors, NGOs and donors.
- 2.4. The Terms of Reference (ToR) and the specific statement of work for the consultancy are set out in Annex A.
- 2.5. 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.
- 2.6. SPREP Standard Contract Terms and Conditions are non-negotiable.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested applicants must meet the following criteria:
- i. Currently reside in Kiribati.
 - ii. Be able to demonstrate that he/she is legally entitled to work in Kiribati.
 - iii. Be willing and able to travel to project sites throughout Kiribati.
 - iv. Have an excellent command of spoken and written English and local language.
 - v. Record of having successfully worked with Government, civil society stakeholders and local communities in Kiribati and establishing effective networks of cooperation.
 - vi. Strong track record in project management including work planning, budgeting, organising, and managing partner input, reporting, monitoring, and evaluation.
 - vii. A relevant qualification from a recognised tertiary institution in a field related to environment and waste management and/or project management.
 - viii. At least 3 years' experience working in government agencies or non-governmental stakeholders.
 - ix. 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 applicant satisfies the conditions stated above and is capable of meeting the requirements as stipulated in the ToR. 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, comprising:
- 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).*
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) 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 Prospective consultants must commit to an agreed amount of time per month under this consultancy and be willing to set aside extra time if needed for particular tasks.
- 4.5 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.
- 4.6 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.
- 4.7 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.
- 4.8 Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.
- 4.9 Tenderers/Bidders proposal must remain valid for 90 days from date of submission.

5. Tender Clarification

- a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 27 March 2024. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 29 March 2024.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the 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 tenderer on the basis of SPREP’s evaluation of the extent to which the documentation demonstrates that the tenderer satisfies the following criteria.

Detail	Weighting
Qualification from a recognised tertiary institution in a field related to project management and/or environment management.	5%
At least 3 years project implementation experience on environmentally focused, and/or engineering/construction projects (preferably related to waste management).	5%
Strong track record in project management including work planning, field assessment, stakeholder consultations and oversight, communication, and reporting across diverse audiences in a multicultural and multi-disciplinary environment, monitoring, and evaluation. Demonstrated experience with a management tool/software an advantage.	20%
Demonstrated experience in capacity building	20%
Excellent command of spoken and written English and local language and knowledge of the Kiribati governmental processes and procedures will be an advantage.	10%
Submitted proposal – demonstration of how applicant successfully carries out the activities listed under the scope of the consultancy.	40%

7. Variation or Termination of the Request for Tender

- 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: 9 April 2024 (11:59pm, local Samoa time)**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3. Please send all tenders clearly marked ‘GEFIs_2024-003: Project Officer (Service Based Consultancy) – to provide in-country management of the ISLANDS Pacific project at the Ministry of Environment, Lands, Agricultural Development (MELAD), Kiribati to one of the following methods:

Mail: SPREP



Sustainable, transformative and resilient for a Blue Pacific

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

National Project Officer (Service Based Consultancy) – GEF ISLANDS Pacific Project

Background and Rationale

SPREP has received Global Environment Facility (GEF) funds from the United Nations Environment Programme (UNEP) to execute the GEF ISLANDS Pacific Project (ISLANDS Pacific). The project is part of GEF 7 cycle of funding aimed at supporting Pacific Island Countries (PICs) in meeting their obligations to various multilateral environmental agreements (MEAs) relating to chemicals and waste management. These MEAs include the Basel, Rotterdam, Stockholm, Minamata and Waigani Conventions.

Globally Small Island Developing States (SIDS) are progressing on import-dependent development pathways. The quantities and variety of products that are being imported (ranging from mercury containing thermometers to plastic packaging, from second hand electronic products to motor vehicles, from agricultural chemicals to industrial chemicals) is rapidly increasing. This is leading to the generation of a large variety of different types of hazardous and toxic wastes which SIDS do not have the installed capacity or required treatment facilities to address. There is an urgent need for SIDS to move to integrated waste management. Extensive studies conclude the costs of inaction in SIDS are significant in term of the economic costs of impacts to health, environment, tourism, and fisheries.

The Global Environment Facility (GEF) has recognised these challenges faced by SIDS and is supporting the Implementing Sustainable Low and Non-Chemical Development in Small Island Developing States (ISLANDS) Programme. The \$20 million ISLANDS Pacific project commenced in 2021 and will involve 14 SPREP members namely: Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Nauru, Niue, Palau, Papua New Guinea, Republic of Marshall Islands, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu. It will run for five years until 2026 with the objective of strengthening each Pacific Island country's ability to control the flow of chemicals, products, and materials into their territories and to unlock resources for the long-term management, including integrated management, of chemicals and waste.

Services Required

SPREP is seeking the services of a suitably qualified National Project Officer (NPO) to be appointed on a full-time service consulting basis to oversee the implementation of the ISLANDS Pacific Project and based at the Ministry of Environment, Lands, Agricultural Development (MELAD), Kiribati.

Scope of Consultancy

The NPO will provide technical support and on ground project scheduling oversight for the project, including engaging with the local stakeholders in the identified project sites, relevant national and sub-national government agencies and consultants or contractors delivering specific activities.

Specific responsibilities for the National Project Officer will include the following:

Data and Information

- Assist MELAD and relevant stakeholder(s) with collection of relevant data and information throughout the design, implementation, and monitoring of project activities. Data and information requirements may include:
 - o Designing data gathering methodology and developing templates.
 - o Assist with data gathering and compilation.
 - o Assist with completion of Monitoring and Evaluation and weekly/monthly reports.
- Assist with other data gathering activities.

Legislative / Documentation Support

- With support from the ISLANDS Pacific Project Management Unit (PMU) and project contractors, assist MELAD and relevant stakeholder(s) with legislative tasks such as:
 - o Coordinate stakeholder meetings to facilitate the legislative decision-making process and following-up with stakeholders as required to ensure legislative decision making / approvals keep to agreed timeframes.
 - o Provide support for documents such as Policies and Cabinet Submissions.
 - o Drafting contracts and agreements as required and facilitate obtaining relevant signatures.

On-the ground activity

- Assist/facilitate the decision-making process regarding design and procurement of facilities and equipment.
- Provide support to procurement activities such as liaising with suppliers, overseeing construction activities, data gathering, etc.

Communications and Education

- Assisting with delivery of communications activities as required for the successful implementation of project activities.
- Draft media releases and arrange television / radio interviews with relevant stakeholders as required.
- Assist with dissemination of publications produced by the ISLANDS Pacific PMU.
- Provide on-ground assistance to visiting, local or remote consultants.

Capacity Building

- Assist in planning and provide local support for coordination and attendance of meetings and training on specialist topics such as:
 - o Waigani/Basel Convention Transboundary procedures for stakeholders (recyclers, customs, competent authority, focal points).
 - o Other topics as advised or approved by the ISLANDS Pacific project.
- Coordinate and facilitate training sessions (with PMU resources and support) with relevant stakeholders on general topics such as:
 - o data gathering, M&E and reporting.
 - o designing and completing mini-waste audit and litter assessments.
 - o other topics as advised by the ISLANDS Pacific project.
- Provide assistance to counterparts at MELAD to enhance evidence-based decision-making.

General / Administrative

- Facilitate Working Committees as required for the design, implementation, and monitoring of project activities.
- Conduct administrative activities of the project including recording meeting minutes correspondence, filing and photographs.
- Regular submission of reports to ISLANDS Pacific PMU.

Remuneration

- This is a delivery-based consultancy position, and the professional time allocation and annual payment of work is set and is not subject to negotiation.
- The National Project Officer will be paid the equivalent prevailing government salary rate for this work – **USD 32,100** per annum.
- There will be an operational budget for agreed disbursements, including travel and per diem. Travel throughout the focal area will be required and will be paid for through the project's travel budget.
- Disbursements will be made monthly on receipt of activity report and approval from MELAD.
- The consultant will be expected to provide and cover the costs of their own mobile phone, laptop/computer equipment and associated software and stationery as part of the contract agreement.

Work arrangements

The National Project Officer will:

- Be based at MELAD on a full-time schedule to be discussed and agreed between the successful consultant, MELAD, and ISLANDS Pacific PMU.
- Engage in regular meetings with ISLANDS Pacific PMU.
- Submit monthly reports to ISLANDS Pacific PMU reporting against agreed workplans. Reporting will utilise the SPREP WMPC Project Management Tool (Monday.com), and written summary reports. Licence to utilise the project management tool will be provided to the successful consultant.
- Once monthly reports have been vetted by SPREP and the country focal point, payment will then be processed against submitted invoices.
- Provide his/her working equipment including computer and mobile phone.

Duration of the Consultancy

The service consultancy will commence as soon as practicable, till end of February of 2026.