



REQUEST FOR TENDERS

RFT: 2024/002_ICCE
File: AP_3/40
Date: 8 April, 2024
To: Interested consultants
From: International Climate Change Engagement Project Officer

Subject: Request for tenders (RFT)- Strengthening Pacific International Climate Change Engagement (SPICE)

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 who can offer their services for “**Strengthening Pacific International Climate Change Engagement (SPICE)**” as detailed in Annex A- Terms of Reference.
- 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
- 3.2 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 submitted in US Dollars (USD) inclusive of all associated fees, travel costs (as indicated in the Terms of Reference), and taxes. The budget for this activity is USD 460,000 for the duration of the contract (24 months).
 - 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 26 April 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 30 April 2024.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP International Climate Change Engagement Project 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	<ul style="list-style-type: none"> Extensive knowledge and experience in the United Nations Framework Convention on Climate Change and its implementation, rules, and procedures and requirements for Parties to meet their obligations, with demonstrated experience in the Pacific context Proven track record of working on climate change projects/activities in the Pacific Experience with working with one/or more of the Council of Regional Organisations of the Pacific (CROP) agencies A thorough understanding of the special needs of Pacific Small Island Developing States (PSIDS) 	50%
Qualifications	<ul style="list-style-type: none"> Must hold (at minimum) a Bachelor's Degree in Climate change (or a related field) from an internationally recognised institution. Post-graduate degrees and diplomas in climate change are preferred for the lead consultant. Must provide CVs for the consultant/consultancy team 	10%
Technical Proposal/ Methodology	<ul style="list-style-type: none"> Workplan A technical proposal on the approach and methodology to undertake the activities and which will include workplan and schedule. Outline how each of the deliverables will be achieved including the stakeholders to be consulted and engaged. Provide specific milestones for each of the deliverables including expected deliverables with timeframes. 	20%

II. Financial Score – 20%

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 May 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 '**2024/002_ICCE: Strengthening Pacific International Climate Change Engagement (SPICE)**'

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

Strengthening Pacific International Climate Change Engagement (SPICE)

1. INTRODUCTION

In the *Kainaki II Declaration for Urgent Climate Change Action Now*, Pacific Leaders recognised the implications of the climate change crisis facing our Pacific Island Nations. Pacific Leaders committed to work together, with a collective vision, to pursue bold climate change action, including in international climate change negotiations and through the United Nations Framework Convention on Climate Change (UNFCCC).

The Pacific has played an active and prominent role in securing ambitious outcomes in international climate change negotiations. While the Pacific are committed to pursuing bold climate change action through international climate change negotiations and the UNFCCC, several hurdles impact their ability to achieve effective outcomes.

Pacific Island Countries have smaller and less resourced civil services than those they are often seeking to influence. In order to be effective, the Pacific needs to be highly skilled with a toolkit of techniques and capabilities at their disposal. To be influential in international climate change negotiations, the Pacific also requires strong networks with which to share resources and amplify their voices.

The Secretariat of the Pacific Regional Environment Programme (SPREP) has established strong and trusted working relationships with partners in the region. SPREP works closely with all its Members, which consists of its twenty-one Pacific Island Member Countries and Territories and five Metropolitan Member Countries.

SPREP leads the One CROP in the Pacific which supports Pacific engagement in UNFCCC negotiations and international climate change meetings. The One CROP team consists of Pacific regional agencies namely: Forum Fisheries Agency (FFA), Pacific Community (SPC), Pacific Island Development Program (PIDP), Pacific Island Forum Secretariat (PIFS) and the University of the South Pacific (USP).

SPREP has received funding from the Government of Australia through the Department of Foreign Affairs and Trade (DFAT) to support the implementation of the project “Strengthening Pacific Leadership in International Climate Change Engagement”.

This project aims to respond to ongoing capacity building needs in the region for engagement in international climate change negotiations. This will enable the Pacific to deepen and strengthen their engagement in the UNFCCC process, to help secure priority outcomes for Pacific Small Island Developing States (PSIDS).

2. OBJECTIVE

The Pacific is provided with knowledge and information, skillsets, and tools to effectively engage and influence outcomes of international climate change meetings consistent with regional objectives and priorities.

3. SCOPE OF WORK

Strengthening Pacific leadership in international climate change negotiations focusses on the following specific areas:

1. Pacific are equipped for international climate change meetings through preparatory work and negotiations support.
2. Pacific can amplify their region's perspective at international climate change meetings through communications and advocacy support.
3. Pacific can progress loss and damage objectives at international climate change meetings through strategic engagement.

The Consultant will execute the following outputs and activities in support of and in collaboration with the Climate Change Resilience Programme of SPREP to achieve the objective of the project.

Output 1.1: Pacific are coordinated on negotiating objectives and approaches at international climate change meetings through preparatory and debrief workshops:

- Undertake research on relevant thematic priorities for negotiations at COP29, and COP30 including analysis of submissions by negotiating blocs, individual Party(s) and Non-Party Stakeholders, and literature relevant to these issues in preparation and presentations during Pre-COP meetings.
- Develop concept notes including agenda for two annual PSIDS pre-COP (for COP29 and 30) preparatory meetings.
- In collaboration with SPREP, plan and facilitate two annual PSIDS pre-COP (COP29 & 30) preparatory meetings.
- Assist SPREP and PSIDS negotiators in developing and presenting on relevant issues for each of the sessions of the pre-COP meetings.
- Develop two pre-COP (for COP29 and 30) meeting reports articulating thematic priorities and outlining participants and activities.
- Develop technical briefs on relevant PSIDS thematic priorities in collaboration with SPREP as requested, including input into other supporting products to assist PSIDS negotiators and Pacific Political Champions with their engagement at COP29 and COP30.
- Provide on-site support and technical advice at the COPs (29 & 30) including development of interventions, briefing papers, and talking points based on requests.
- Develop reports on the outcomes of COP29 and COP30 including an analysis of these outcomes.
- Develop concept notes, including agenda, for two annual PSIDS Post-COP analysis workshops (for COP29 and COP30).
- Assist SPREP in planning and facilitating the virtual PSIDS post-COP29 analysis workshop.
- Assist SPREP in planning and facilitating the in-person (in the Pacific) PSIDS post-COP30 analysis workshop.
- Develop the PSIDS Post COP29 and COP30 Analysis Workshop reports to include outcomes and implications on thematic priorities for subsequent Subsidiary Body for Scientific and Technological Advice (SBSTA) and Subsidiary Body for Implementation (SBI) Sessions as well as lessons learned from the previous COP.

Output 1.2: Pacific have the tools and capabilities to engage effectively at international climate change meetings through technical briefing and negotiation support.

- Undertake research, review, and analysis of literature upon request on key PSIDS thematic priorities to support preparations and presentations at virtual preparatory meetings for SBSTA and SBI sessions in 2025 and 2026 and in-depth thematic analysis sessions before pre-COP29 and pre-COP30.
- Develop concept notes, including agenda, for preparatory meetings for SBSTA and SBI sessions in 2025 and 2026 and in-depth thematic analysis sessions (approximately 16 sessions - 8 sessions per COP), before pre-COP29 and pre-COP30.
- Assist SPREP to plan and facilitate virtual sessions on PSIDS thematic priorities in preparation for SBSTA and SBI in 2025 and 2026, as well as in-depth thematic analysis sessions before Pre-COP29 & Pre-COP30 meetings.
- Provide inputs to submissions on relevant PSIDS thematic priorities that countries can submit as an individual Party or as a collective through the PSIDS Chair or as a collective through submission by the Alliance of Small Islands States (AOSIS).
- Develop the technical briefs for the SBSTA and SBI sessions in 2025 and 2026 as requested.
- Develop report on the outcomes of June 2025 and June 2026 SBSTA and SBI session.

Output 3.1: Pacific develop a common understanding of losses and damages through improved coordination and a regular regional dialogue.

- Plan and develop a concept note, including agenda, for a second Pacific Regional dialogue on Loss and Damage in 2025.

- Facilitate (in person in the Pacific) the Pacific Regional Loss and Damage Dialogue in 2025.
- Develop the dialogue report with clear articulation of recommendations and next steps.
- Provide support through SPREP in facilitating the involvement of Non-Party Stakeholders including developed country partners as session speakers and as participants.
- Support facilitation of PSIDS Loss and Damage informal working group quarterly meetings.

4. DELIVERABLES

Key deliverables which will be developed by the Consultant (with oversight and contribution from the CCR Team) are:

Output 1.1:

- Pre-COP29 and Pre-COP30 meeting reports, outlining participants and activities and articulating priorities from thematic areas; reports to include concept notes and agendas circulated ahead of the meetings.
- Technical briefs for PSIDS negotiators to support their preparations and engagement at COPs – 29 and 30.
- COP29 and COP30 outcomes report (analysis of outcomes/decisions) including support provided on site at COP29 and COP30.
- PSIDS Post-COP29 and Post-COP30 Analysis Meeting reports outlining participants and activities and articulating priorities from thematic areas; report to include concept notes and agendas.

Output 1.2:

- In-depth analysis session reports including concept notes and agendas and key issues identified in the preparation and presentation of the sessions.
- Technical briefs for PSIDS negotiators for SBSTA and SBI sessions in 2025 and 2026 in response to requests received.
- SBSTA and SBI 2025 and 2026 meeting reports articulating outcomes and conclusions of these sessions and identify critical areas and key issues for PSIDS to address in preparation for COP29 and COP30. The report will also include on-site support provided at the SB session.

Output 3.1:

- Second Regional Dialogue on Loss and Damage Report to be held in 2025, articulating key issues and recommendations/next steps from the Dialogue outcomes.

5. COMPOSITION AND QUALIFICATIONS

The Consultant/s are required to provide the full composition of their team outlining experience and roles within the scope of this Terms of Reference.

6. SCHEDULE OF THE ASSIGNMENT

The assignment is for a period of 24 months (1 July 2024-30 June 2026) with all deliverables to be completed by 30 of June 2026. The consultant/s 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. PAYMENT SCHEDULE

Payments will be paid in accordance with the schedule set out below. Note that the consultant's budget should indicate associated fees, taxes, and travel expenses (as indicated in the under the outputs). The budget for this activity is USD 460,000 for the duration of the contract (24 months).

Deliverables	Description	Payment (%)
Signing the contract	Signing of contract	15
COP29: • In-depth analysis session reports	• In-depth analysis session reports including concept notes and agendas and key issues identified in the preparation and presentation of the sessions.	7



<p>COP29:</p> <ul style="list-style-type: none"> • PSIDS Pre-COP29 meeting report • Technical briefs on thematic priorities 	<ul style="list-style-type: none"> • Pre-COP29 meeting report, outlining participants and activities and articulating priorities from thematic areas; reports to include concept notes and agendas circulated ahead of the meetings. • Technical briefs for PSIDS negotiators to support their preparations and engagement at COP29. 	7
<p>COP29:</p> <ul style="list-style-type: none"> • COP29 outcomes report 	<ul style="list-style-type: none"> • COP29 outcomes report (analysis of outcomes/decisions) including support provided on site at COP29. 	7
<p>COP29:</p> <ul style="list-style-type: none"> • Post-COP29 Analysis Meeting 	<ul style="list-style-type: none"> • PSIDS Post-COP29 Analysis Meeting report outlining participants and activities and articulating priorities from thematic areas; report to include concept notes and agendas. 	7
<p>SBSTA and SBI:</p> <ul style="list-style-type: none"> • Technical briefs for SBSTA & SBI 2025 • SBSTA & SBI 2025 meeting report 	<ul style="list-style-type: none"> • Technical briefs and meeting reports as outlined under deliverables for Output 1.2 	7
<p>Loss and Damage:</p> <ul style="list-style-type: none"> • Regional Dialogue on Loss and Damage Report 2025 	<ul style="list-style-type: none"> • Second Regional Dialogue on Loss and Damage Report to be held in 2025, articulating key issues and recommendations/next steps from the Dialogue outcomes. 	7
<p>COP30:</p> <ul style="list-style-type: none"> • In-depth analysis session reports 	<ul style="list-style-type: none"> • In-depth analysis session reports including concept notes and agendas and key issues identified in the preparation and presentation of the sessions. 	7
<p>COP30:</p> <ul style="list-style-type: none"> • PSIDS Pre-COP29 meeting report • Technical briefs on thematic priorities 	<ul style="list-style-type: none"> • Pre-COP30 meeting report, outlining participants and activities and articulating priorities from thematic areas; reports to include concept notes and agendas circulated ahead of the meetings. • Technical briefs for PSIDS negotiators to support their preparations and engagement at COP30. 	7
<p>COP30:</p> <ul style="list-style-type: none"> • COP29 outcomes report 	<ul style="list-style-type: none"> • COP30 outcomes report (analysis of outcomes/decisions) including support provided on site at COP30. 	7
<p>COP30:</p> <ul style="list-style-type: none"> • Post-COP30 Analysis Meeting 	<ul style="list-style-type: none"> • PSIDS Post-COP29 Analysis Meeting report outlining participants and activities and articulating priorities from thematic areas; report to include concept notes and agendas. 	7
<p>SBSTA and SBI:</p> <ul style="list-style-type: none"> • Technical briefs for SBSTA & SBI 2026 • SBSTA & SBI 2026 meeting report 	<ul style="list-style-type: none"> • Technical briefs and meeting reports as outlined under deliverables for Output 1.2 	7
<p>Final report</p>	<ul style="list-style-type: none"> • The final report to include the work undertaken, deliverables, overall impact of the support, key learnings/recommendations for future engagement. 	8

8. REPORTING ARRANGEMENTS



SPREP
Secretariat of the Pacific Regional
Environment Programme

The Consultants will formally report to the Climate Change Adviser and International Climate Change Engagement (ICCE) team from the Climate Change Resilience Programme (CCR) of SPREP and are expected to submit all deliverables to the Climate Change Adviser for comments and approval.

The Consultant/s are expected to work directly with the CCR team with technical guidance from the Climate Change Adviser and the ICCE team. The ICCE team will coordinate comments and inputs to finalise deliverables from SPREP and One CROP mechanism prior to approval of all deliverables by the Climate Change Adviser.