

## REQUEST FOR TENDERS

RFT: 2024/053  
File: AP\_2/44  
Date: 28 November 2024  
To: Interested Service Providers  
From: Loraini Sivo, Project Manager PEBACC+

**Subject: Guadalcanal Province, Solomon Islands - Climate Change Support Officer, 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](http://www.sprep.org).

### 2. Specifications: statement of requirement

2.1. SPREP wishes to call for tenders from qualified and experienced individual to support Guadalcanal Provinces and Climate Change Division of the Ministry of Environment, Climate Change, Disaster Management & Meteorology, Solomon Islands and to work with partners to oversee the range of Ecosystem Based Adaptation solutions that will be implemented by the project in Guadalcanal Province.

The CC support officer will be contracted on a consultancy basis to deliver climate change assessment and Ecosystem-based Adaptation (EbA) and Nature-based Solutions (NbS) activities in the demonstration sites and support the institutionalising of EbA and NbS at the provincial and local government levels. More specifically work will focus on Guadalcanal Province as a pilot demonstration province to institutionalise the EbA and NbS approaches.

The CC support officer will be expected to conduct the following as detailed in the Terms of Reference:

- a) Stakeholder engagement and coordination
- b) Policy advocacy and networking
- c) Capacity building and training
- d) Knowledge management and documentation
- e) Monitoring and evaluation
- f) Resource mobilisation and fundraising

- 2.2. The Terms of Reference of the consultancy are set out in Annex A.

- 2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: <https://library.sprep.org/sites/default/files/sprep-organisational-values-code-of-conduct.pdf>. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.4. SPREP Standard Contract Terms and Conditions are non-negotiable.

### 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
- i. Must be currently based in Honiara, Solomon Islands and legally entitled to work in Solomon Islands.
  - ii. Submit a Curriculum vitae (preferably 1 or 2 page) of mobilised expert detailing qualification and experience
  - iii. Share references to previous relevant experience as per the scope of work (preferentially by providing links to specific webpages);
  - iv. Provide three referees relevant to this tender submission, including the most recent work completed:
  - v. 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.
  - vi. Must meet local registration requirements where consultant is based
- 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 re-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** (preferably 1-2 pages) of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
- d) **Technical Proposal** (max 3 pages, focused on specific added-value of the tenderer against selection criteria below) which contains the details to achieve the tasks out-lined in the Terms of Reference. Any expectation from the Tenderer or limitation of the service offered must be clarified in this Technical Proposal.
- e) **Financial Proposal** – Breakdown cost for the services to render as per deliverables outlined in Annex A The cost must be inclusive of all foreseen expenses.
- f) Where relevant provide:
- Business registration/license (For Entities/ Individual consultant's as per relevant national legislations)
  - Tax Identification Number (TIN) Letter (If applicable for Individual consultants 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 16 December 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 18 December 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 contractor 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	Details	Weighting
Qualifications and Experience	i. A degree in climate change, environment, or a related field	10
	i. Three years' experience in climate change, ecosystem based adaptation and community development in EbA/NbS or related field in the Solomon Islands ii. Good understanding on sustainable development, climate change in the Solomon Islands iii. Experience in capacity building, monitoring and evaluation and resource mobilisation	20
	i. Strong facilitation skills to engage participants in interactive learning activities and foster knowledge sharing and participation. ii. Ability to communicate complex technical concepts in a clear and accessible manner. iii. Experience working with rural communities, particularly in the context of climate change, community development projects, or environmental conservation initiatives. iv. Capacity to work collaboratively with diverse stakeholders, including community leaders, government agencies, NGOs, and other partners involved in the project	40
Technical Proposal	v. A detailed workplan / scope of works and proposed timeline to achieve deliverables listed in the TOR	10

### 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: 15 January 2025 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 2024/053 - Guadalcanal Province, Solomon Islands - Climate Change Support Officer, READVERTSEMENT.

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

### Guadalcanal Province - Climate Change Support Officer

<b>Duty Station</b>	Honiara
Type of Assignment	Consultancy
Level of Engagement	National
Languages Required:	English and Solomon Island Pidgin
Expected Start Date	As soon as contract is signed
Contract Duration	10 months (February 2025 – December 2025)
Supervisor:	<b>PEBACC+ Solomon Islands Project Coordinator</b>

#### **Project Background and Rationale**

The Secretariat of the Pacific Regional Environment Programme (SPREP) is implementing the Pacific Ecosystem-based Adaptation to Climate Change Plus (PEBACC+) project. It is a sub-regional project designed to explore and promote the uptake of ecosystem-based management approaches in planning for climate change adaptation in the Pacific Island Region. The 4-year project is an initiative supported by Kiwa with funds from France, the European Union, Canada, New Zealand, and Australia. It is implemented by SPREP in collaboration with the Governments of Fiji, Vanuatu and Solomon Islands, New Caledonia and Wallis and Futuna and in partnership with conservation and community development NGOs.

The project is aimed to address the current challenges of climate change adaptation through the implementation of nature-based solutions (NbS) in the Pacific and in so doing, the project seeks to strengthen the resilience of ecosystems, economies and people to the impacts of climate change, how human activities are impacting on ecosystems and ensuring that interventions are targeted at addressing the root causes while at the same time investing in restoration activities.

In the Solomon Islands, Thehe project is supporting the continuous implementation of activities carried forward from the former PEBACC and PACRES projects in Barana Nature and Heritage Park Guadalcanal Province and in the Honiara Botanical Garden, Honiara with and to South Malaita in Malaita Province. These activities include forest rehabilitation and support to agroforestry interventions in Barana Park, landscaping of the Honiara Botanical Garden and capacity development for its staff, conducting a province-wide ESRAM assessment and implementation of EbA options at Maramasike Passage in Malaita.

#### **Services required**

The service of a climate change (CC) support officer for PEBACC+ in the Solomon Islands is required to support Guadalcanal Provinces and Climate Change Division of the Ministry of Environment, Climate Change, Disaster Management & Meteorology and to work with partners to oversee the range of Ecosystem Based Adaptation solutions that will be implemented by the project in Guadalcanal Province.

#### **Scope of consultancy**

The CC support officer will deliver climate change assessment and EbA and NbS activities in the demonstration sites and support the institutionalising of EbA and NbS at the provincial and local government levels. More specifically work will focus on Guadalcanal Province as a pilot demonstration province to institutionalise the EbA and NbS approaches.

The following are specific tasks and responsibilities of the climate change officer:

- **Stakeholder Engagement and Coordination:**
  - Facilitate regular meetings and workshops with relevant stakeholders including government agencies, NGOs, community groups, and private sector entities to ensure alignment and collaboration in the implementation of PEBACC+ EbA and NbS activities.
  - Foster partnerships with local communities, indigenous groups, and traditional knowledge holders to integrate traditional ecological knowledge into EbA and NbS approaches.
  - Provide oversight on implementation of NbS mainstreaming at the Guadalcanal Provincial level, and at the same time support the Barana Community Nature and Heritage Park EbA and NbS work.
  - Support the Barana Community Nature and Heritage Park Management Committee, Guadalcanal Provincial Office, and Climate Change Division in planning and implementation of EbA options at site levels.
  - Work with the Solomon Island PEBACC+ coordinator to ensure sharing of lessons learnt across the project sites between Guadalcanal and Malaita Province.
  
- **Policy Advocacy and Networking:**
  - Advocate for the integration of EbA and NbS approaches into national and provincial policies, plans, and strategies related to climate change adaptation and biodiversity conservation.
  - support the mainstreaming of NbS and EbA policy for local and provincial governments
  - Represent SPREP in relevant national networks, conferences, and events to share best practices, lessons learned, and innovative approaches in EbA and NbS.
  - Raise awareness of EbA and NbS concepts and options at the provincial and national levels.
  
- **Capacity Building and Training:**
  - build capacities of local governments and provincial governments on climate change and NbS and EbA issues and solutions
  
  - Develop and deliver training programs, workshops, and capacity-building initiatives for government officials, community leaders, and other relevant stakeholders on topics such as climate change adaptation, ecosystem-based approaches, and natural resource management.
  
  - Provide technical assistance and mentoring to local partners and stakeholders in the design and implementation of EbA and NbS projects.
  - Carry out vulnerability assessments for Guadalcanal Province in close liaison with the Climate Change Division of the Ministry of Environment, Climate Change, Disaster Management & Meteorology (MECDM) and Ministry of Provincial Government and Institutional Strengthening
  
- **Knowledge Management and Documentation:**
  - Document and disseminate best practices, case studies, and success stories from EbA and NbS interventions to inform decision-making processes and contribute to learning within the organisation and broader community.
  - Compile and maintain a repository of relevant resources, tools, and guidelines on climate change adaptation, EbA, and NbS for easy access by stakeholders.
  
- **Monitoring and Evaluation:**
  - Develop monitoring and evaluation frameworks to assess the effectiveness and impact of PEBACC+ EbA and NbS activities in addressing climate change vulnerabilities and enhancing resilience.



- Conduct regular monitoring visits to demonstration sites to collect data on project progress, challenges, and lessons learned.
- **Resource Mobilisation and Fundraising:**
  - Identify and pursue opportunities for securing additional funding and resources to support the scaling up and sustainability of EbA and NbS initiatives, including grant applications, partnership development, and donor engagement.
  - Prepare project proposals, concept notes, and fundraising materials to attract support from government agencies, development partners, and philanthropic organisations

#### Key deliverables:

- **Policy Advocacy and Networking:** Advocate for the integration of EbA and NbS approaches into national and provincial policies, plans, and strategies related to climate change adaptation and biodiversity conservation at national and provincial government level. Provide a brief report on EbA and NbS entry points to the provincial government level and how support can be rendered from the national climate change Division, Ministry of Environment, Climate Change, Disaster Management & Meteorology.
- **Stakeholder Engagement and Coordination:** Facilitate regular meetings and workshops with relevant stakeholders including government agencies, NGOs, community groups, and private sector entities to ensure alignment and collaboration in the implementation of PEBACC+ EbA and NbS activities. Foster partnerships with local communities, indigenous groups, and traditional knowledge holders to integrate traditional ecological knowledge into EbA and NbS approaches.
- **Support the PEBACC+ Solomon Islands Country Coordinator to implement the range of Ecosystem Based Adaptation (EbA) activities that will be carried out at the site level.**
- Support the Barana Community Nature and Heritage Park Management Committee, Guadalcanal Provincial Office, and Climate Change Division in planning and implementation of EbA activities at site levels.
- **Capacity Building and Training:** Develop and deliver at least 2 training programs, workshops, and capacity-building initiatives for government officials, community leaders, and other relevant stakeholders on topics such as climate change adaptation, ecosystem-based approaches, and natural resource management. Provide technical assistance and mentoring to local partners and stakeholders in the design and implementation of EbA and NbS projects. Carry out vulnerability assessments for Guadalcanal Province in close liaison with the Climate Change Division of the Ministry of Environment, Climate Change, Disaster Management & Meteorology (MECDM) and Ministry of Provincial Government and Institutional Strengthening
- **Monitoring and Evaluation:** Develop monitoring and evaluation frameworks to assess the effectiveness and impact of PEBACC+ EbA and NbS activities in addressing climate change vulnerabilities and enhancing resilience. Conduct regular monitoring visits to demonstration sites to collect data on project progress, challenges, and lessons learned.
- **Knowledge Management and Documentation:** Document and disseminate best practices, case studies, and success stories from PEBACC+ EbA and NbS interventions to inform decision-making processes and contribute to learning within the organisation and broader community. Compile and maintain a repository of relevant resources, tools, and guidelines on climate change adaptation, EbA, and NbS for easy access by stakeholders.
- **Resource Mobilisation and Fundraising:** Identify and pursue opportunities for securing additional funding and resources to support the scaling up and sustainability of EbA and NbS initiatives, including grant applications, partnership development, and donor engagement. Prepare project proposals, concept notes, and fundraising materials to attract support from government agencies, development partners, and philanthropic organisations.

#### Required Deliverables

No.	Deliverables	Tentative Timeline	Fee (%)
1	Inception report outlining the delivery of work within the 12 months allocated for this work.	February 2024	10%
2)	Progress report on the detailed deliverables identified: a) Policy advocacy and networking b) Stakeholders' engagement and coordination c) Support to Project Coordinator and Barana Communities d) Capacity Building and Training e) Monitoring and Evaluation f) Knowledge Management and Documentation g) Resource Mobilization and Fundraising	March 2025 April 2025 May 2025 June 2025 July 2025 August 2025 September 2025 October 2025	10% per month
3)	Final report highlighting takeaways, lessons learnt, perspectives	November 2025	10%
	<b>Total</b>		<b>100%</b>

#### Information on Working Arrangements

The CC support officer will be:

- Based at Guadalcanal Provincial Office, Honiara, Solomon Islands.
- In Liaison with the Solomon Islands Country Coordinator, submit required deliverables and reports to the PEBACC+ PMU reporting against agreed deliverables and outputs.
- He/She will be responsible for providing her/his own working equipment including a computer and mobile phone.
- Payments will be made upon submission of approved deliverables as per TOR.
- Reimbursement claims are acceptable and should be discussed with the in-country coordinator prior approval

#### Competencies:

##### Technical:

- Demonstrated understanding of Ecosystem Based Adaptation to Climate Change, Nature Based Solutions, natural resources, community development and has conducted similar work around Solomon Islands
- Demonstrated interest and/or involvement in sustainable development and climate change adaptation issues.
- Good understanding sustainable development, climate change in Solomon Islands
- Competencies /experiences in capacity building, Monitoring and Evaluation, and resource mobilisation/fundraising

##### Functional:

##### Communications

- Able to communicate effectively in writing to a varied and broad audience in a simple and concise manner.

### **Professionalism**

- Capable of working in a high- pressure environment with sharp and frequent deadlines, managing many tasks simultaneously.
- Excellent analytical and organizational skills.
- Exercises the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.

### **Teamwork**

- Works well in a team;
- Projects a positive image and is ready to take on a wide range of tasks;
- Focuses on results for the client;
- Welcomes constructive feedback.

### **Required Qualification/Experience**

#### **Qualifications:**

- A degree in climate change, environment, or a related field

#### **Experience:**

- Three years' experience in climate change, ecosystem based adaptation and community development in EbA/NbS or related field in the Solomon Islands
- Good understanding on sustainable development, climate change in the Solomon Islands
- Experience in capacity building, monitoring and evaluation and resource mobilisation
- Strong facilitation skills to engage participants in interactive learning activities and foster knowledge sharing and participation.
- Ability to communicate complex technical concepts in a clear and accessible manner.
- Experience working with rural communities, particularly in the context of climate change, community development projects, or environmental conservation initiatives.
- Capacity to work collaboratively with diverse stakeholders, including community leaders, government agencies, NGOs, and other partners involved in the project

#### **Language Requirements:**

- A good understanding of spoken English is essential and must also be able to write and speak well in Solomon Islands pidgin.

#### **Documentation to be submitted:**

- A detailed CV outlining qualifications and work achievements.
- Certificate of qualifications
- Certificate as a tax registered individual
- Breakdown cost for the services to render as per deliverables in the table above. The cost must be inclusive of all foreseen expenses.
- A signed declaration on exclusion criteria and selection criteria – form will be provided