



SPREP

Secretariat of the Pacific Regional
Environment Programme

REQUEST FOR TENDERS

RFT: 2022/059
File: AP_3/29
Date: 30 September, 2022
To: Interested consultants
From: Semi Qamese – A/Project Manager PACRES

Subject: Request for tenders (RFT): Consultant to Develop Climate Change Functionality on Federated States of Micronesia's INFORM Portal

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an inter-governmental 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 develop Climate Change Functionality on FSM's INFORM Portal and to be completed by 30 June 2023.
- 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://www.sprep.org/attachments/Publications/Corporate_Documents/spreporganisational-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 FSM and legally entitled to work.
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- ii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 - iii. Provide three referees relevant to this tender submission, including the most recent work completed;
 - iv. Provide examples of past related work outputs;
 - 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*).
For the Technical and Financial proposals you may attach these separately.
 - vi. Complete the Financial Proposal form which should outline the schedule of priced tasks in accordance with tasks outlined under the Terms of Reference's *Deliverables - Timeline* section; and
 - vii. Provide a copy of valid business registration/license.
- 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*).
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.

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- e) **Financial Proposal** – complete the form provided with a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
- 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 12 October 2022. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 14 October 2022.
- 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.

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I. Technical Score – 80%

Criteria	Detail	Weighting
Experience	A qualification from a recognized tertiary institution in climate change, environmental management, information and knowledge management, ICT or a related field.	10%
	Be a reputable individual or a group with at least 5 years of prior experience designing visual appealing and navigation friendly websites/portals and familiarity with climate change and development issues facing the people of FSM.	10%
	Ability to provide ICT maintenance and support for the portal, knowledge and understanding in web development or related fields and the capability in merging two websites/portals into one that will serve one purpose of online data repository.	10%
	Ensure a consistent visual language on the new site by introducing fixed styles in templates ensuring consistency in fonts, formatting, icons, images, layout techniques and standard page elements including header, footer, tabs, persistent navigation, contact us, email and print options should be updated as required.	10%
	Familiarity and relevant experience in using different Content Management Systems (CMS) especially DKAN-Drupal to develop data-base-driven websites/portal.	10%
	Demonstrate the ability to create an innovative and visually appealing design that is appropriate to the client and audiences.	10%
Technical Proposal / Methodology	a. recommended approach to deliver scope of work in the attached terms of reference; b. key sources/data to inform the assignment and relevant stakeholders; and c. detailed work plan clearly outlining milestones and delivery timelines.	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>).

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- 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: 21 October 2022, 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 2022/059: **Consultant to Develop Climate Change Functionality on FSM's INFORM Portal**

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

Development of climate change functionality on FSM's INFORM Portal

1. Background and Rationale

The €12 million European Union funded Intra-ACP¹ GCCA+ Pacific Adaptation to Climate Change and Resilience Building (PACRES) aims to ensure better regional and national adaptation and mitigation responses to climate change challenges facing Pacific ACP countries. It is being implemented by the Secretariat of the Pacific Regional Environment Programme (SPREP), the Pacific Islands Forum Secretariat, the Pacific Community and the University of the South Pacific.

PACRES is supporting regional and national climate change portals to increase access to and reach of climate change and disaster resilience information. This includes contributing to ongoing maintenance and support of regional and national knowledge management portals, which are critical to their long-term sustainability.

The Climate Change portal developed under the Pacific iCLIM² project is now hosted by the Department of Transportation, Communications and Infrastructure. The Weather Services portal is funded through National Oceanic and Atmospheric Administration (NOAA.). The INFORM³ portal is currently being used for a variety of purposes:

- It enables state government agencies to upload and exchange information with the national government;
- It hosts project information for the Adaptation Fund project and it is proposed, for the National Adaptation Plan project;
- It hosts project information for the Ridge to Reef project.

Climate change information on the INFORM portal is tagged and appears on the climate change portal. There is a requirement by the Department of Environment, Climate Change and Emergency Management to access and make available more information and data relevant to climate change and disaster planning and response. Hosting and supporting two portals with similar information and data sets and similar user groups is expensive and duplicative.

- Opportunity to give users access to a greater range of information and data required for climate change and disaster planning and response.

¹ African, Caribbean and Pacific Group of States.

² The Pacific iCLIM project is a collaboration between the Secretariat of the Pacific Regional Environment Programme (SPREP) and Griffith University. The project is supported by funding from the Australian Government's Department of Foreign Affairs and Trade.

³ The Inform project is the unified response for the need of data-driven decision making in the Pacific thanks to the strategic partnership between Pacific Island Countries, the Secretariat of the Pacific Regional Environment Programme (SPREP) and the UN-Environment Programme to increase the availability of environmental data. The portal can be accessed via this link <https://fsm-data.sprep.org/>.



- Opportunity to collect additional spatial and non-spatial data sets and information required for climate change and disaster planning and response, and make accessible online.
- Scope to consolidate the existing climate change portal into the INFORM portal by developing a climate change functionality, thus generating savings in portal hosting and support and enhancing user experience through a single portal for climate change and disaster resilience information.
- Provide more training on navigating the portal;
- Train the state focal points and the portal's data users in utilizing, uploading, and updating data sets and information on the INFORM portal;
- Awareness campaign and materials of the climate change functionality on the portal;
- Upgrade the content management to (Drupal 9) since Drupal 7 end of life will be approaching near;
- Sustainability for the portal after PACRES.

2. Scope of Consultancy

The consultant will be under supervision by the Assistant Secretary of Climate Change and other senior Department staff:

1. Review and give input on the recommendations provided by the preliminary report titled **Pacific Climate Change Portal (PCCP) and Climate Change Portal Starter-pack (CCPS)** to ensure the consolidation of climate change, disaster management, resilience building and other information and datasets held by government ministries and agencies, the private sector, NGOs and communities in the FSM;
2. Consolidate the existing climate change portal into the INFORM portal and manage the uploading and updating of information and knowledge management products required for climate change and disaster planning and response;
3. Assist with portal management and ongoing maintenance;
4. Assist in the development of climate change and disaster resilience information and knowledge management products to enhance community awareness;
5. Provide training on the climate change functionality on the INFORM portal; and
6. Engage with SPREP to identify good practice and lessons learned in sharing information on the impacts of climate change.

3. Project Schedule

The activities are to be completed by **30 June 2023**. Expected project activity is detailed in Table 1 below. The tender response should detail how and when these steps will be delivered by submitting a Technical Proposal.

Table 1 Project schedule

No.	Activity
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1	Notification of successful consultant
2	Contract signed
3	Commencement meeting via Skype or telephone between successful consultant, PACRES Project Management Unit and FSM
4	Approval of work plan and methodology
5	<i>Development of climate change functionality on FSM's Inform Portal</i>
6	Collate and review all relevant national legislation (laws and regulations), policies, strategies, plans and agreements at a local, national and international level that directly relate to FSM NCCP and Inform Portal. These must be filed, sorted and stored electronically for easy access and retrieval
7	Draft a development plan for the functionalities of the climate change portion on the environmental data portal
8	Participate in national stakeholder consultations and workshops to share and review the draft of the development plan
9	Draft the development plan based on feedback from the national stakeholder consultations.
10	Provide a final draft of the development plan to FSM Climate Change Coordinator and SPREP for review and feedback
11	Finalize the revised development plan based on feedback from FSM's Climate Change Coordinator and the SPREP Inform project's Systems Developer and Analyst
12	Develop the final plan based on the revised feedbacks
13	Circulate the final development plan to FSM's Climate Change Coordinator, SPREP, 1-CROP M&E Networks and local counterparts in FSM for review
14	Finalize the development plan based on feedback received
15	Submission of finalized development plan

4. Budget

The Financial Proposal to be priced based on a work plan on where, when and how the technical assistance will be conducted. The proposal should be for the **fees component only** associated with undertaking the work outlined above. Any requirements outside of the fees com-



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ponent (e.g. local travel, workshops etc.) should be mentioned in the proposal but not costed at this stage.

5. Qualification and Expertise

To be considered for the position, applicants should have:

- a) A qualification from a recognized tertiary institution in climate change, environmental management, information and knowledge management, ICT or a related field;
- b) Be a reputable individual or a group with at least 5 years of prior experience designing visual appealing and navigation friendly websites/portals and familiarity with climate change and development issues facing the people of FSM;
- c) Ability to provide ICT maintenance and support for the portal and knowledge and understanding in web development or related fields and the capability in merging two websites/portals into one that will serve one purpose of online data repository;
- d) Ensure a consistent visual language on the new site by introducing fixed styles in templates ensuring consistency in fonts, formatting, icons, images, layout techniques and standard page elements including header, footer, tabs, persistent navigation, contact us, email and print options should be updated as required;
- e) Familiarity and relevant experience in using different Content Management Systems (CMS) especially DKAN-Drupal to develop database-driven websites/portal; and
- f) Demonstrate the ability to create an innovative and visually appealing design that is appropriate to the client and audiences.