



SPREP
Secretariat of the Pacific Regional
Environment Programme

PO Box 240, Apia, Samoa
E: sprep@sprep.org
T: +685 21929
F: +685 20231
W: www.sprep.org



The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.

REQUEST FOR TENDERS

File: AP 3/1/3
Date: 20 March 2013
To: Interested suppliers
Contact: Makelesi Gonelevu, KMO
Subject: **Request for tenders – Development of New Country Profiles and Revision of existing Country Profiles for Pacific Climate Change Portal**

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 (PICTs) to protect and improve their environment and ensure sustainable development.
- 1.2. For more information, see: www.sprep.org.

2. Specification: statement of requirement

- 2.1. SPREP and partner agencies are developing the Pacific Climate Change Portal (www.pacificclimatechange.net) and calling for tenders from qualified and experienced persons who can offer their services to develop country climate change profiles for the following countries and territories: American Samoa, Cook Islands, FSM, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Mariana Islands, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu, Wallis and Futuna. Familiarity with climate change issues in the Pacific would be an advantage.
- 2.2. The successful applicant will be required to
 - 2.2.1. Identify, review and select relevant technical information and resources to populate country profiles according to a country profile content template;
 - 2.2.2. Finalise the country profile content template;
 - 2.2.3. Work with relevant technical persons to summarise technical information in an easy to understand language and user-friendly presentation; and
 - 2.2.4. Identify where content information is not readily available.
- 2.3. The successful applicant will also review country content currently on the portal and collate a list of publications that are not already on the portal specifically: climate change/DRM focal points, national reports, academic studies related to climate change in the country, reports by international and regional agencies of relevance, links, videos, projects that could contribute to country content on the portal.
- 2.4. The successful applicant will be required to liaise with relevant technical persons in GIZ, PACCSAP, SPC, PIFS and USP and in-country representatives in finalising the

- country profile content and its presentation on the website. Particular attention should be given to utilizing existing reports and profiles that may have been developed, for example on renewable energy potential (SPC), climate change financing (PIFS) and climate change science and impacts (PACCSAP).
- 2.5. The successful applicant is required to send a draft of country climate change profiles forty-five (45) working days after signing of contract. Draft is to be reviewed by Climate Change Division of SPREP and incountry editors for ten (10) days and returned to the consultant for finalization in five (5) working days.
 - 2.6. Terms of Reference can be viewed in Annex 1 of this document.

3. Conditions: information for applicants

To be considered for this tender, interested persons must meet the following conditions:
Submit full tender as per 4.1 below.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and is capable of meeting the specifications and timeframes, and provide supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should outline the interested supplier's complete proposal: curricula vitae and contact details of two (2) referees, two (2) sample of recent work done, timeframes and costs.

5. Evaluation criteria

- 5.1. SPREP will select a preferred supplier on the basis of SPREP's evaluation of the extent to which their tender documentation demonstrates that they offer the best value for money, and that they satisfy the following criteria.
- 5.2. Demonstrated experience in compiling, editing, communicating technical information in written and visual form.
- 5.3. Familiarity with climate change adaptation.
- 5.4. Awareness of linguistic / language challenges in the Pacific region.

6. Deadline

- 6.1. The due date for submission of the tender is : 4.00pm, 1st April 2013.
- 6.2. Late submissions will be returned unopened to the sender.
- 6.3. Please send all tenders clearly marked 'TENDER: **Development of Country Profiles for Pacific Climate Change Portal**' to:

mail: SPREP
Attention: Makelesi Gonelevu (KMO)
PO Box 240
Apia, SAMOA

Or by email:

Email: sprep@sprep.org.
Fax: 685 20231

For more information please contact makelesig@sprep.org.



Annex 1: Terms of Reference for Development of New Country Profiles and Revision of existing Country Profiles for Pacific Climate Change Portal.

The successful supplier will work with the Knowledge Management Officer, GIZ Climate Change Advisor and Climate Change Coordination Advisor based at SPREP.

The consultant will be required to conduct research, summarise and provide narrative of the climate change information to be referred to as country profiles for SPREP member countries and territories: American Samoa, Cook Islands, FSM, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Northern Mariana Islands, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu, Wallis and Futuna.

The layout of each country profile will be finalized between SPREP and the Consultant in the first Meeting.

Supporting Activities additional to those mentioned in Section 2 of the ToRs include:

- Identify, review and select relevant technical information and resources to populate country profiles according to a country profile content template;
- Finalise the country profile content template;
- Work with relevant technical persons to summarise technical information in an easy to understand language and user-friendly presentation;
- Identify where content information is not readily available;
- Collate information relating to the implementation of PIFACC themes adaptation, governance, climate information, education, mitigation, as well as provide an overview and map (refer to list below). Particular attention should be given to utilizing existing reports and profiles that may have been developed, for example on renewable energy potential (SPC), climate change financing (PIFS) and climate change science and impacts (PACCSAP). Verify this information with portal climate change editors in country and SPREP portal team. Key features will fall into categories: climate change and impacts relevant to each country; country adaptation priorities; resources; etc
- Collate and present a list of publications that are not already on the portal specifically: climate change/DRM focal points, national reports, academic studies related to climate change in the country, reports by international and regional agencies of relevance, links, videos, projects that could contribute to country content on the portal. Verify this information with portal climate change editors in country and SPREP portal team;
- Liaise with relevant technical persons in GIZ, PACCSAP, SPC, PIFS and USP and in-country representatives in finalising the country profile content and its presentation on the website. Particular attention should be given to utilizing existing reports and profiles that may have been developed, for example on renewable energy potential (SPC), climate change financing (PIFS) and climate change science and impacts (PACCSAP).

Sources of information:

- 1) Pacific Climate Change Portal – www.pacificclimatechange.net ;
- 2) Global Climate Change Alliance country profiles - <http://www.spc.int/en/our-work/climate-change/gcca.html> ;
- 3) United Nations Framework Convention on Climate Change - www.unfccc.int ;
- 4) Country environment websites - <http://www.pacificclimatechange.net/index.php/eresources/links/291-pacific-department-of-environment-websites> ;
- 5) Adaptation Learning Mechanism – www.adaptationlearning.net ;
- 6) Pacific Adaptation to Climate Change webpage - <http://www.sprep.org/Pacific-Adaptation-to-Climate-Change/about-pacc> ;
- 7) Pacific Islands Greenhouse Gas Abatement through Renewable Energy Project webpage - <http://www.sprep.org/Pacific-Islands-Greenhouse-Gas-Abatement-through-Renewable-Energy-Project/about-piggarep> ;
- 8) Pacific Disaster Net – www.pacificdisaster.net ;
- 9) PEIN Virtual Library - <http://www.sprep.org/virtual-library> ;
- 10) PCCSP Country Profiles - <http://www.pacificclimatechange.net/index.php/eresources/documents?task=showCategory&catid=89>
- 11) Others (PACCSAP profiles).

Specific outputs:

Country profiles are to be submitted in the form of Word documents. Each country profile is to be in a separate Word document. They are to have the following sections:

- Country Overview
 - Introduction
 - Geographical location
 - Government
 - Sector Plans and Policy, JNAPS, NAPAs, NAMAs, etc
- Institutional Arrangements in response to climate change
 - Administration
 - Financial
- National climate change Priorities
- Ongoing Challenges or Gaps
- Map showing EEZ
- Adaptation
- Governance
- Climate information
- Education
- Mitigation
- List of publications
- Climate change/DRM focal points
- Links
- YouTube Videos
- Projects

Submission requirements:

The consultant is required to send a draft of country climate change profiles forty five (45) working days after signing of contract. Draft is to be reviewed by Climate Change Division of SPREP and incountry editors for ten (10) days and returned to the consultant for finalization in five (5) working days. A final document must be submitted no more than 60 working days after signing of contract.