



SPREP

Secretariat of the Pacific Regional
Environment Programme

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

REQUEST FOR TENDERS

File: AP 3/1/1
Date: 30 July 2014
To: Interested suppliers
Contact: Diane McFadzien (dianem@sprep.org)

Subject: Request for tenders – Adaptation Fund Training Workshop - Facilitator

1. Background

- 1.1. 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. For more information, see: www.sprep.org.

2. Specification: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced proposal development trainers who can offer their services to provide facilitation services for a training workshop, to help train representatives from Pacific Island Countries to develop proposals for the Kyoto Protocol Adaptation Fund.
- 2.2. The four day workshop would be held in Apia, Samoa, the week of September 16th
- 2.3. The successful applicant will need to act as the lead facilitator and trainer for the above mentioned workshop, and their specific tasks would be to:
 - Work with the SPREP Climate Change Adaptation Advisor (CCAA) and other team members, to develop the four day workshop agenda, in a way that meets the above objectives.
 - Provide lead facilitation for the four day workshop which meets the above objectives.

- Design and deliver presentations and practical exercises that teach country participants how to develop funding proposals that would meet all requirements of the of the Adaptation Fund Project Cycle , including Results Based Management Frameworks, social and environmental responsibility, budgeting, sustainability, knowledge management and monitoring and evaluation requirements.
- Present on lessons learned and tips on good proposal development and implementation, including specific examples from previously developed Adaptation Fund projects.
- Walk participants through the various resources available on the Adaptation Fund Secretariat website.
- Provide SPREP with a final manual, post workshop, which outlines the above steps and requirements that countries would need to meet (including check lists, tips, examples, and information on where further information can be obtained from).
- Provide input into an information package that should go to all participants ahead of the workshop, including the agenda and any instructions for participants to come to the workshop with
- Provide input into the final workshop report, to ensure that the workshop presentations, discussions, all exercises and their results are adequately captured (SPREP will take the lead on drafting the workshop report).

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions: Meet all the evaluation criteria, as per 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. Examples of agenda's from previous proposal development workshops, or previous Adaptation Fund proposals developed should also be submitted.
- 4.3. Tender documentation should outline the interested supplier's complete proposal: methods, personnel (and their skill sets / curricula vitae), 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. Expertise in workshop facilitation, and in particular of running training courses related to project proposal development for climate change adaptation in the Pacific.

- 5.3. Demonstrated experience in developing proposals specifically related to climate change adaptation for the Pacific, and ideally, for the KP Adaptation Fund.
- 5.4. Familiarity with / comprehensive understanding of the Kyoto Protocol Adaptation fund, and all elements of its project cycle.
- 5.5. Excellent communication, writing and presentation skills (in English) and any knowledge of other Pacific languages would be an advantage.

6. Deadline

- 6.1. The due date for submission of the tender is: Friday August 15th, by 5pm Samoa time.
- 6.2. Late submissions will be returned unopened to the sender.
- 6.3. Please send all tenders clearly marked 'TENDER: Adaptation Fund Training Workshop to:

mail: SPREP
Attention: Diane McFadzien
PO Box 240
Apia, SAMOA
Email: dianem@sprep.org
Fax: 685 20231

Person: Submit by hand in the tender box at SPREP reception, Vailima, Samoa.

