



MINISTRY OF HUMAN RESOURCES, CULTURE, TOURISM & DEVELOPMENT
BUREAU OF HUMAN RESOURCES
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REQUEST FOR PROPOSAL

Date of Issue: January 31, 2025

RFP No.: PCS-2025-14

SOLICITATION INFORMATION AND SELECTION SCHEDULE

Solicitation (RFP) Number: PCS-2025-14

Solicitation Title: to provide the Office of Climate Change with multiple services and positions:

- Digital Products Professional Services
- Climate Finance Expert – International Consultant
- GEDSI and Climate Change Specialist
- Research on Traditional Knowledge and Climate Change Adaptation/Disaster Risk Reduction

Date of Issue: January 31, 2025

MANDATORY REQUIREMENTS AND DATES

Inquiries Due Date: February 14, 2025 (Friday) 4:00 pm Palau Time
Answers/ Response: February 21, 2025 (Friday) 11:00 am Palau Time
Expression of Interest: February 26, 2025 (Wednesday) 4:00 pm Palau Time
Proposal Due Date and Time: March 3, 2025 (Monday) 4:00 pm Palau Time
RFP Opening Date: March 4, 2025 (Tuesday) 10:00 am Palau Time
Anticipated Contract Award: By April 3, 2025

Terralyn R. Nabeyama
Director/Procurement Officer

SECTION A – RFP INFORMATION

I. RFP Purpose, Type, Process

- a. Purpose. The Bureau of Human Resources of the Government of Palau is soliciting proposals from interested qualified individual, business agencies or institutions **to provide the Office of Climate Change with multiple services and positions:**
 - **Digital Products Professional Services**
 - **Climate Finance Expert – International Consultant**
 - **GEDSI and Climate Change Specialist**
 - **Research on Traditional Knowledge and Climate Change Adaptation/Disaster Risk Reduction**
- b. Interested vendors may obtain copies of specifications by contacting the Bureau of Human Resources Procurement website <http://palaugov.pw/rfp-bids/> or calling 680-767-2415/1126.
- c. Type of RFP. This is a *competitive negotiated contract where evaluation is based on various criteria.*
- d. Funding. This project will be fully funded *by the U.S. Federal Grant known as the **National Adaptation Plan***. Offers or proposals may also be rejected, and no contract may be awarded by the Procurement Officer pursuant to the Republic of Palau Procurement law.
- e. Inspection. Offeror acknowledges that the submission of a proposal provides the Republic of Palau the right to inspect at reasonable time the part of the plant or place of business of a contractor or subcontractor which is related to the performance of any contract awarded by the government. Failure to allow inspection may result in the rejection of the proposal/offer.
- f. Business Laws and Taxes. A successful contractor must comply with local business laws and shall be subject to applicable Republic of Palau taxes and fees. In order to be awarded a contract, **a vendor shall provide proof of applicable ROP Business License (Applicable Business License)** as well as be in good standing with the Bureau of Revenue and Taxation.
- g. Potential finalist interviews/demonstrations: If necessary, the Procurement Officer will notify vendors for additional information and/or discussions. However, it is required that **proposals shall be inclusive of any and all information** needed for the ROP to make a determination on the best proposal.
- h. Award. It is anticipated that a vendor will be awarded within 30 days of the Bid opening unless otherwise approved by the Procurement Officer.

II. Preparation/Submission of Proposal

- a. Intention to Bid. In order for your business to be considered for this RFP, you **MUST** submit a written Expression of Interest (EOI) to the Procurement Officer by **February 26, 2025** by emailing hr@palaugov.org or providing a written EOI to the Bureau of Human Resources Office located at the 3rd Floor Executive Building in Ngerulmud, Melekeok. The email or letter shall include Business or organization Name, Point of Contact or Authorized Representative, phone number, email address, and statement of your interest to bid.
- b. Vendors are invited to participate in the competitive selection process for the Services outlined in this RFP. Responding parties shall review their Proposal submissions to ensure the following requirements are met.
- c. Required Submittal Details and Quantities. ***Proposals must be submitted in electronic format (in a USB/thumb drive) of the finalized proposal, one (1 original printed proposal and three (3) hard copies). Proposals must be enclosed in an envelope and addressed to the above address with the RFP No. indicated on the envelope.*** In addition to the hard copies of the proposal, one complete and exact copy of the entire proposal on CD-ROM or Flash Drive in Microsoft Office or Microsoft Office compatible format or PDF format shall also be submitted. The electronic copy must be a mirror image of the hard copy. Proposals must be received by the Bureau of Human Resources Office in Capitol by **4:00pm (Palau Time) on March 3, 2025**, which is the closing date of this RFP. Proposals received before the issuance date and after the closing date of this RFP will not be considered.
- d. Proposal Format. Please comply with the following format:
 - i. Section 1 – Provide the Company Information – Name and contact information of authorized representative, copy of Business License, other information relevant to the service.
 - ii. Section 2 – Description services, schedules, etc.
 - iii. Section 3 – Total Cost of Proposal.
- e. Responsibility of Bidders and Offerors:

Awards shall be made only to responsible bidders or offerors who:

 - a. Have adequate financial resources to perform the contract or the ability to obtain the finances;
 - b. Be able to comply with required delivery or performance schedule;
 - c. Have the necessary organization, experience, and skills required to perform the contract or have ability to obtain them;

- d. Have the necessary production, construction, and technical equipment facilities or the ability to obtain them; and
- e. Be qualified and eligible to receive the award under applicable laws and rules.

If you meet or can meet the above criteria, ensure to:

- i. examine the entire RFP,
 - ii. seek clarification of any item or requirement that may not be clear,
 - iii. check all responses for accuracy before submitting a Proposal and,
 - iv. submit the entire Proposal by the Proposal Due Date and Time.
- f. Cost of Proposal Preparation. The ROP does not reimburse the cost of developing, presenting or providing any response to this solicitation. Proposals submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner. The Vendor is responsible for all costs incurred in responding to this RFP. All materials and documents submitted in response to this RFP become the property of the ROP and will not be returned.

III. Inquiries

- a. All Inquiries and Clarification shall be received by email hr@palaugov.org no later than 4 pm (Palau Time) **February 14, 2025**.
- b. Answers/Responses to Inquiries shall be available online at <http://palaugov.pw/rfp-bids/>- COB on **February 21, 2025**.

IV. RFP Timeline:

Bidding Period	January 31, 2025 – March 3, 2025
Inquiries/Clarification Due	February 14, 2025 (4pm Palau Time)
Answers Responses will be Posted After	February 21, 2025 (11am Palau Time)
Expression of Interest	February 26, 2025 (4pm Palau Time)
RFP Closing Date	March 3, 2025 (4pm Palau Time)
RFP Opening Date	March 4, 2025
Anticipated Contract Award	April 3, 2025

V. Scope of Work

The Office of Climate Change is soliciting bid proposals from interested businesses, qualified individuals, agencies, or institutions to provide the Office of Climate Change with the following services and positions:

- Digital Products Professional Services 6
- Climate Finance Expert 14
- GEDSI and Climate Change Specialist 18
- Traditional Knowledge and Climate Change Adaptation/Disaster Risk Reduction 26

Any interest businesses, qualified individuals, agencies, or institutions may provide their bid proposal for one or more, or all of the above services.

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Terms of Reference: **GEDSI and Climate Change Specialist** (GCF Readiness & Preparatory Support) hosted within the Office of Climate Change, Office of the President, Palau

Location	Palau, or remote with potential travels to Palau (subject to planning)
Type of Contract	Individual Contract
Starting Date	As soon as possible
Duration of contract	Ending December 2026. Deliverable-based.
Language	English (required); Palauan (desirable)
Supervisor	NAP Policy Officer

1. Project Title & Background

The GEDSI and Climate Change Specialist will support the Office of Climate Change in the process of developing and implementing the National Adaptation Plan, ensuring that all adaptation actions are also advancing gender equality and human rights, and strengthening adaptive capacity of women and other marginalized groups through resilient livelihoods. The consultant will be responsible for implementing the tasks detailed in the duties, expected outputs, and deliverables sections below, and is answerable to project implementation and reporting requirements for the project duration to the NAP Policy Officer with whom is housed in the Office of Climate Change.

The key objectives of the GEDSI and Climate Change Specialist (hereon as Specialist) are to integrate and mainstream Gender Equality, Disabilities and Social Inclusion (GEDSI) strategies into policy and communications, as well as adaptation efforts with stakeholders in Palau. Gender equality, rights of people with disabilities and social inclusion are seen as not only a fundamental aspect of human rights and social justice, but also a precondition to build climate resilience and improve the development process by putting social concerns at the forefront of interventions.

The ideal candidate should be highly motivated, enthusiastic, and adept at working both independently and collaboratively within a team. They should have strong experience in communication and coordination, with the ability to engage and facilitate discussions across diverse groups, including government representatives, local communities, the private sector, academia, scientific and technical fields, as well as non-governmental and international organizations.

2. Scope of Work

The GEDSI and Climate Change Specialist will carry out the following:

- Conduct effective collaboration with key sectors and support the Policy Officer by:
 - Providing Gender Equality, Disabilities and Social Inclusion (GEDSI) support to NAP formulation process
 - Providing GEDSI inputs to concept note development
 - Preparing GEDSI and climate change report
 - Developing sector-specific climate change and GEDSI mainstreaming products for 3 priority sectors. To consider: education, tourism and biodiversity/conservation/natural resources
 - Developing instructional materials for GEDSI mainstreaming for the 3 priority sectors.
 - Providing mentoring support to OCC and OPM on GEDSI and Climate Change issues
- Provides any additional assistance and technical advice as may be required by the National Climate Change Coordinator & Focal Point to the UNFCCC of the Office of Climate Change.

3. Work Plan and Deliverables

(Q6) April - June 2025	
1	<p>Activity 3.2.1e.: Conduct GEDSI and climate change analysis for Palau: Currently there is no analysis of gendered impacts of climate change for Palau. This activity will support the work of a GEDSI specialist to conduct an analysis and develop a report. The report will be disseminated through OCC, OPM, and the National Climate Change Coordination Committee (NC4). This report will be conducted early on in the project so that it can inform other activities, including the sector-specific GEDSI mainstreaming materials in 3.1.2g and the development of the concept notes in output 3.4.1.</p> <p>Deliverables: GEDSI and climate change baseline analysis report for Palau</p> <p>Reports to: PM and Policy Officer</p>
2	<p>Activity 3.1.1b.: Sectoral Working Groups to Identify Actions and Locations for PCCP Implementation</p> <p>The ten sectoral working groups (NCCWG) that led the vulnerability assessments for the Palau Climate Change Policy (Updated PCCP 2025) will receive technical support to identify specific adaptation actions and priority locations. This process will include a review of best practices from other small island developing states (SIDS) and feed into activity 3.1.1e for the NAP document.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Long lists of adaptation options aligned with PCCP priorities • Map of project implementation sites

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Will work on this deliverable in collaboration with:

- PS1: The firm will assist the sectoral groups to map priority locations for adaptation interventions and technical assistance with identifying long-list options to address the general vulnerabilities in the PCCP.
- Policy Officer: Provides policy guidance and technical advice to ensure the alignment of the NAP, PCCP, government's priorities and supports sectoral working groups.

(Q7) July - September 2025

3 Activity 3.1.1c.: Prioritize actions using MCA and CBA: Sectoral working groups will establish criteria and weighting, focusing on gender-sensitive adaptation, National Determined Contributions (NDC) commitments, and actions that support Sustainable Development Goals (SDGs) and the Sendai Framework.

Multi-Criteria Analysis (MCA) will shortlist actions, followed by a cost-benefit analysis (CBA) to evaluate costs.

The CBA results will inform the NAP financing plan in Activity 3.1.1e.

Deliverables:

- Sectoral shortlists of adaptation actions and implementation timelines.

Will work on this deliverable in collaboration with:

- PS1: The firm will provide technical support for applying MCA to pare down the long list, and subsequently will apply cost-benefit analysis CBA to further prioritize and to develop general cost estimates for the NAP's financing plan.
- Policy Officer: Provides policy guidance and technical advice to ensure the alignment of the NAP, PCCP, government's priorities and supports sectoral working groups.

4 Activity 3.1.1d. Develop a MERL plan for sectoral priority actions: Sectoral working groups will receive technical support to create monitoring, evaluation, reporting, and learning (MERL) frameworks with SMART indicators and targets, aligned with the PCCP's overall M&E framework. Indicators will include gender- and demographically-disaggregated data where applicable, and connect to existing MERL frameworks for related national and subnational strategies.

Deliverables:

- Priority sector MERL plans.

Will work on this deliverable in collaboration with:

- PS1: The firm will develop MERL plans for the selected sectoral priority actions, all of which will be incorporated into Palau's first NAP.

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	<ul style="list-style-type: none"> • Policy Officer: Provides policy guidance and technical advice to ensure the alignment of the NAP, PCCP, government’s priorities and supports sectoral working groups.
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(Q6) April - June 2025

5	<p>Activity 3.1.2g. Develop guidance materials and develop self-guided training modules to mainstream GEDSI considerations into priority sector adaptation processes: For this activity, a GEDSI specialist will be engaged to develop sector-specific guidelines and principles for incorporating GEDSI considerations into the priority sectors(*) mainstreaming efforts. In addition, the specialist will develop a self-guided training module for sector staff. These materials will include general introductory information (what is GEDSI, why is GEDSI important for climate change adaptation, etc.), along with sector-specific material for each of the three priority sectors (tourism, education, biodiversity/conservation/natural resources</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • At least 1 guidance note per priority sector (3 total) describing key concepts and entry points for incorporating GEDSI considerations into sector climate change adaptation mainstreaming processes. • Self-guided training materials for GEDSI mainstreaming with 3 sector-specific modules for priority sectors <p>(*) Priority sectors: Tourism, Education and Biodiversity/Conservation/Natural Resources</p>
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(Q7) July - September 2025

6	<p>Activity 3.1.1e. Compile National Adaptation Plan: This activity supports a professional editor to compile and copy-edit the National Adaptation Plan and to develop graphics and other accouterments of publication. The activity also supports graphic design and printing of the final document once it is validated in 3.1.1f.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Print and electronic format versions of draft National Adaptation Plan for review and consultation <p>Will work on this deliverable in collaboration with:</p> <ul style="list-style-type: none"> • NAP Specialist: Ensures consistency across all contributions. Conducts quality control and fact checking. Editing and formatting of the NAP document. Coordinates stakeholders review, commenting and revision • Policy Officer: Provides technical guidance and technical advice and ensures that the project remains aligned with the government of Palau policy priorities.
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7	<p>Activity 3.4.1a. Develop a portfolio of GEDSI-sensitive concept notes: This activity provides technical support to develop at least two (2) of the specific adaptation actions identified in 3.1.1b into concept notes. A technical expert (or organization) will work with OPM and sectoral</p>
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stakeholders to develop the concept notes. The format and target and target of the concept notes will be determined during the project's implementation, but it is expected that this activity will include CN's developed for the GCF. GESI considerations will be mainstreamed into the concept notes: all concept notes will include GESI analyses appropriate for the concept note stage and also GESI-sensitive activities, outputs, and outcomes. The concept notes will be submitted to the NDA for pre-approval.

It should be noted here that the Government of Palau has conducted exploratory conversations with the University of the South Pacific's PaCE-SD center to conduct this work. PaCE-SD is currently receiving capacity development support from the Canadian Development Agency (CIDA) to improve their ability to prepare concept notes, and also expects to be engaged in concept note and project development processes for GCF funding in other Pacific Island Countries.

Deliverable:

- At least two (2) additional concept notes developed and submitted to the NDA for submission to the GCF or other development partners/financiers.

Will work on this deliverable in collaboration with:

- PS14: PaCE-SD will provide technical support to develop concept notes addressing priority areas.
- Policy Manager: Provides technical inputs into project pipeline development and concept note development. Contributes to knowledge product development as subject-matter expert

(Q8) October - December 2025

8 Activity 3.1.1f. Review, Finalize and Conduct National Validation Workshop for NAP:

A 1-day national workshop to validate and endorse the NAP will be conducted. Prior to the workshop, the draft NAP will be circulated to the government (including the National Congress and Governor's Association) and non-government stakeholders for review and suggestions, and a print copy of the draft NAP will be made publicly available for review at the OCC office. Project staff, including the Policy Officer and the Communications, Information Management, and Outreach Officer will conduct follow-up calls and consultations to answer stakeholder questions and facilitate the review process in a timely manner. In addition, the draft NAP will be provided to the Stakeholder Advisory Committee that is established under the first Readiness activity and the National Climate Change Coordination Committee (NC4). Upon request, OCC will facilitate further access to the draft NAP for review and comment by the general public. Subsequent to the workshop, suggestions will be vetted and incorporated into the final NAP, which will then be submitted to the Government for ratification.

Deliverables:

- Validation workshop report
- Media products (web stories, video coverage) of the validation workshop
- Finalized NAP

Will work on this deliverable in collaboration with:

- NAP Specialist: Ensures consistency across all contributions. Conducts quality control and fact checking. Editing and formatting of the NAP document. Coordinates stakeholders review, commenting and revision.
- Communications, Information Management and Outreach Officer: Assistance with project reporting. Disseminates project outputs - NAP final edition. Coordinates structured and unstructured dialogues with development partners

9 Activity 3.4.1d. Develop at least two GEDSI-sensitive state-level adaptation project concept notes:

This activity will provide technical support to develop at least two GCF-ready concept notes for projects to be conducted at the state level. The concept notes will aggregate the needs identified during the transformation dialogues in 3.1.3a (thereby ensuring state-level ownership) to achieve economies of scale in design and implementation across the states.

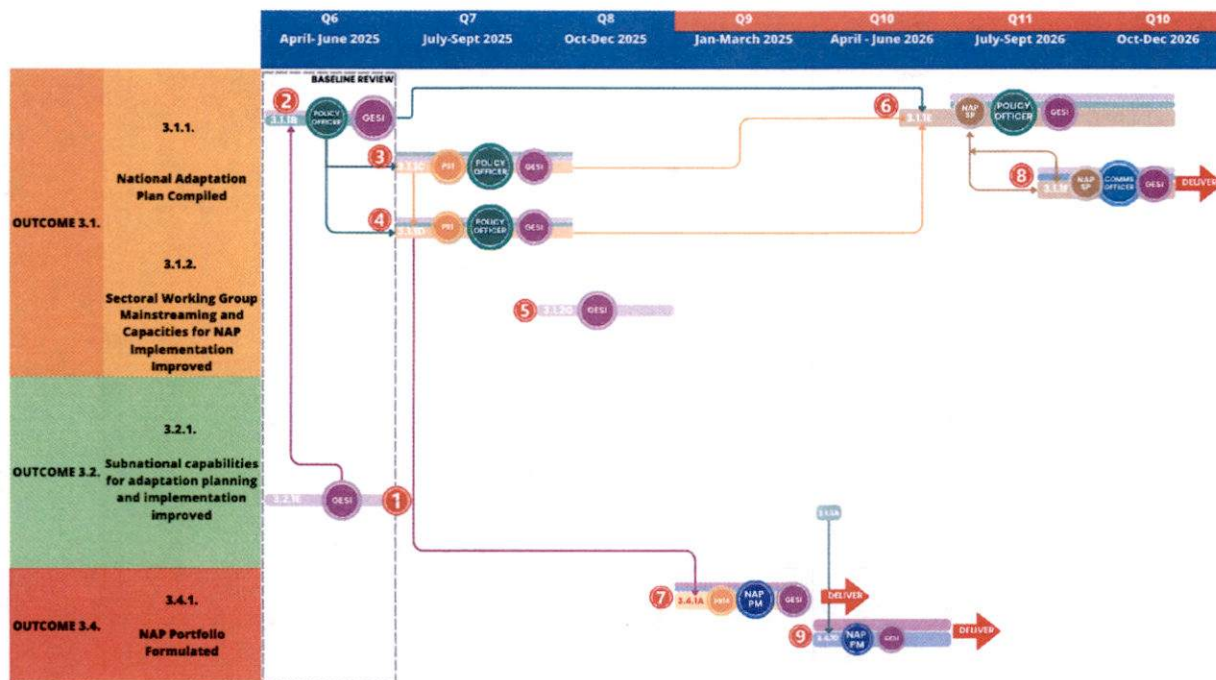
The project themes will be selected to achieve maximum coverage in terms of states, and will attempt to identify existing, scalable innovations to be eligible for the SAP window. These concept notes will be included in the overall adaptation portfolio developed in this output. If deemed feasible, at least one of these concept notes will include private sector involvement²⁰. The project team will work with the Development Bank of Palau and the USAID Climate Ready project to identify appropriate financiers and/or accredited entities.

Deliverables:

- Two (2) project concept notes for state-level projects

Will work on this deliverable in collaboration with:

- NAP Project Manager: Provides technical inputs into project pipeline development and concept note development. Contributes to knowledge product development as subject matter expert.



4. Institutional Arrangements

The GESI and Climate Change Specialist will report directly to the Policy Officer, and is expected to work in synergies with the NAP Team, as well as specific consultants and contracted firms throughout the project. The role involves regular interaction with external consultants, vendors, government agencies as well as stakeholders supporting the NAP process.

5. Qualifications:

- Advanced Degree in Gender Studies, Public Policy, Environmental Science, Climate Change, Social Science, Development Studies, or a related field. Alternatively, a Bachelors Degree with at least 5 years experience or advanced course work in relevant fields.
- Minimum 5 years of experience in gender equality, social inclusion, and climate change adaptation or mitigation projects. Experience in mainstreaming gender equality, disability and social inclusion (GESI) into intersectional development policies, plans, and advocacy campaigns in a culturally sensitive manner.
- Experience in conducting gender-sensitive vulnerability assessments or analysis on the gendered impacts in policies and justice.
- Demonstrated experience in developing resources, including guidance materials and training modules.
- Experience working with government stakeholders, not for profit sector, civil society, private sector, and marginalized communities, particularly in the context of gender rights, social inclusion, climate resilience and adaptation.
- Research and analytical expertise, with a focus on gender equity and intersectional issues.
- Experience leading teams, advocating for gender equity, and driving initiatives addressing marginalized groups' needs.
- Ability to collaborate effectively with diverse stakeholders, including NGOs, government bodies, and community groups.
- Proven skills in coordinating advocacy programs, events, and multi-stakeholder workshops.

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- Experience in creating inclusive programs and resources as well as developing resources, managing media, and disseminating information.
- Proven ability to integrate cultural preservation and sustainability into gender equity and social justice advocacy and operational planning.
- Proficient in G Suite, Microsoft Office Suite, Asana, Zoom, and other software tools.

Desirable:

- Experience focusing on Pacific Small Island Developing States (SIDS).
- Knowledge of Palauan language, customs and traditional practices.
- Experience working with multi-sectoral stakeholders in sectors like education, tourism, legal sector and biodiversity/conservation is an asset.
- Demonstrated academic and intellectual leadership recognized through awards or honors.
- Familiarity with international frameworks, such as the UNFCCC, and the Sustainable Development Goals (SDGs), especially in relation to gender and climate change.
- Experience working with the Green Climate Fund (GCF) and preparing concept notes or project proposals is desirable.

Skills:

- Ability to work independently and as part of a team, with strong organizational and time management skills.
- Strong analytical skills, with the ability to conduct detailed gender and climate change analysis and reporting.
- Proven communication and coordination skills, with the ability to collaborate across various sectors and stakeholders, including policymakers, technical experts, and communities.
- Project management skills, including planning, tracking progress, and delivering outputs on time and within budget.
- Excellent writing and editing skills, with the ability to prepare reports, guidance materials, and concept notes.
- Technical skills in GEDSI mainstreaming, including the development of self-guided training modules and instructional materials for various sectors.
- Strong facilitation skills, particularly in workshops and dialogues aimed at validating documents or building stakeholder consensus.
- Cultural sensitivity and adaptability, particularly when working with marginalized groups and different cultural contexts.
- Proficiency in English (required); knowledge of Palauan (desirable).

6. Duration of Work

The services described in these Terms of Reference will begin as soon as possible. The project implementation period is over the course of 20 months until December 2026. Timelines and deliverables will be coordinated with the NAP Policy Officer.

7. Duty Station

The official headquarters for the National Adaptation Plan team is located at the Office of Climate Change within the Palau National Capitol in Melekeok, with close coordination with the Office of

Project Management (OPM). Additional activities may occur in Meyuns, at the Satellite "President's Office," or in Topside, Koror.

This service can be delivered remotely or home-based, with one travel arrangement to Palau included under this contract.

8. Documentation to be submitted

Applicants are required to submit their applications in accordance with the guidelines established by the Bureau of Human Resources. For further details on the application process, please contact:

Bureau of Human Resources,
Ministry of Human Resources, Culture, Tourism & Development
Telephone: +680 767-2415/1126
Email address: hr@palaugov.org.
National Capitol, Melekeok (96939)
Republic of Palau



Terms of Reference: **Climate Finance Expert - International Consultant** (GCF Readiness & Preparatory Support) hosted within the Office of Climate Change, Office of the President, Palau

Location	Palau or remote
Type of Contract	Professional Services (PS16)
Starting Date	Q8 - October 2025
Duration of contract	12 months. Deliverable-based.
Language	English (required); Palauan (desirable)
Supervisor	NAP Policy Officer

1. Project Title & Background

The Government of Palau, through the Office of Climate Change, seeks an expert international consultant on **Climate Finance** to support the development of budgetary adaptation plans

This consultancy is part of Palau’s first National Adaptation Plan (NAP) and will identify the entry points for financing opportunities of the following priority sectors: economy, education, environment, health, infrastructure and socially vulnerable groups and cultural heritage.

The objective of this assignment is to:

- Review sectoral budgetary priorities
- Support the development of sectoral projects to access climate mechanisms
- Ensure financial alignment between the NAP and the PCCP
- Provide technical support to the Office of Climate Change and the Office of Project Management
- Develop NAP financing plans, including the projects identified

2. Scope of Work

The consultant will provide technical support for reviewing sectoral budgets, identifying alignment opportunities, and developing a financing plan for the implementation of National Adaptation Plan (NAP) and Palau Climate Change Policy (PCCP) priorities.

3. Work Plan and Deliverables

(Q8) October - December 2025	
1	<p>Activity 3.1.2e. Review sectoral budgets to provide entry points for alignment with NAP and PCCP priorities.</p> <p>This activity involves technical support to focal points and sector teams, to review sectoral budgets and identify areas that could contribute to implementing PCCP and NAP priorities, and strategies for alignment. The activity will also include support to develop sectoral projects to access the GoP's US\$50,000 fund that has been established to support sectoral climate change projects. In addition, this review will identify potential connections between sectoral adaptation priorities and needs and the NAP financing plan.</p> <p>Deliverables:</p> <ul style="list-style-type: none">● Priority sector budgetary reviews (x3)● Sectoral project capsules for GoP on-budget resilience fund (at least 3)
(Q9 - Q10) January – June 2026	
2	<p>Activity 3.4.1b. Develop a financing plan for identified projects. OCC and OPM will receive technical support from contracted experts to develop a financing plan which matches the specific sectoral priorities identified in 3.1.1b to financing sources. Financing sources will include the domestic public sector, private sector, international grants and loans, and other appropriate sources. The financing plan will also make recommendations on actions to be funded through concessional and non-concessional sources and will identify entry points in Palau's strategic partnerships with MFIs and development partners (e.g. ADB country program). In addition, the financing plan will include entry points in sectoral budgets identified in activity 3.1.2e, as well as the potential for co-financing for the concept notes developed in activity 3.4.1a. This financing plan will ultimately be incorporated into the NAP (see activity 3.1.1e).</p> <p>The current proposal requests support for an individual consultant to conduct this work.</p> <p>However, during the inception phase of the project, the project management team will explore the possibility of partnering with the Secretariat of the Pacific Community (SPC) to implement this activity, building on their previous work in Palau. In case SPC is able to handle the work, the budget will help to cover SPCs costs.</p> <p>Deliverable:</p> <ul style="list-style-type: none">● NAP financing plan

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4. Institutional Arrangements

The international consultant will report directly to the Project Manager, and is expected to work in synergies with the NAP Team, as well as specific consultants and contracted firms throughout the project. The role involves regular interaction with external consultants, vendors, government agencies as well as stakeholders supporting the NAP process.

Relevant experience

The selected firm should demonstrate the following qualifications:

- Regional Expertise:
 - Extensive experience working in the Pacific region (CROP agencies, SPREP) and on climate change adaptation or resilience projects in SIDS.
- Technical Expertise in Climate Change Adaptation:
 - Proven experience in reviewing sectoral budgets and integrating climate change priorities into financial planning processes.
 - Demonstrated knowledge of climate adaptation planning frameworks
- Experience in Climate Finance Mechanisms:
 - Strong understanding of climate finance instruments, including domestic public sector funding, private sector investments, international grants, and concessional/non-concessional loans.
 - Experience working with Multilateral Financial Institutions (MFIs) and development partners, such as the Asian Development Bank (ADB), GCF, GEF, or similar organisations.
- Project Development and Financing Plans:
 - Demonstrated ability to develop sectoral project capsules and financing plans aligned with national adaptation priorities.
 - Experience in identifying co-financing opportunities and aligning budgets with international climate policies and strategies.
- Stakeholder Engagement and Capacity Building:
 - Proven ability to work collaboratively with government officials, sector teams, and other stakeholders to achieve project objectives.
 - Strong communication and training skills to effectively build capacity among diverse stakeholders.
- Academic and Professional Credentials:
 - Advanced degree in climate change, environmental science, finance, economics, public administration, or a related field.
 - At least 7 years of relevant professional experience in climate change adaptation, finance, or policy planning.
- Technical Skills:
 - Proficiency in financial modelling, budget analysis, and project development tools.
 - Strong analytical and writing skills to produce high-quality reports, financing plans, and project documents.

5. Skills:

- Ability to work independently and as part of a team, with strong organizational and time management skills.
- Strong analytical skills



- Proven communication and coordination skills, with the ability to collaborate across various sectors and stakeholders, including policymakers, technical experts, and communities.
- Project management skills, including planning, tracking progress, and delivering outputs on time and within budget.
- Excellent writing and editing skills, with the ability to prepare reports, guidance materials, and concept notes.
- Strong facilitation skills, particularly in workshops and dialogues aimed at validating documents or building stakeholder consensus.
- Cultural sensitivity and adaptability, particularly when working with marginalized groups and different cultural contexts.
- Proficiency in English (required); knowledge of Palauan (desirable).

6. Duration of Work

The services described in this Terms of Reference will begin as soon as possible. The project implementation period extends until June 2025.

7. Duty Station

The official headquarters for the National Adaptation Plan team is located at the Office of Climate Change within the Palau National Capitol in Melekeok, with close coordination with the Office of Project Management (OPM). Additional activities may occur in Meyuns, at the Satellite "President's Office," or in Topside, Koror.

This service can be delivered remotely or home-based.

8. Documentation to be submitted

Applicants are required to submit their applications in accordance with the guidelines established by the Bureau of Human Resources. For further details on the application process, please contact:

Bureau of Human Resources,
Ministry of Human Resources, Culture, Tourism & Development
Telephone: +680 767-2415/1126
Email address: hr@palaugov.org.
National Capitol, Melekeok (96939)
Republic of Palau



Terms of Reference: **GEDSI and Climate Change Specialist** (GCF Readiness & Preparatory Support) hosted within the Office of Climate Change, Office of the President, Palau

Location	Palau, or remote with potential travels to Palau (subject to planning)
Type of Contract	Individual Contract
Starting Date	As soon as possible
Duration of contract	Ending December 2026. Deliverable-based.
Language	English (required); Palauan (desirable)
Supervisor	NAP Policy Officer

1. Project Title & Background

The GEDSI and Climate Change Specialist will support the Office of Climate Change in the process of developing and implementing the National Adaptation Plan, ensuring that all adaptation actions are also advancing gender equality and human rights, and strengthening adaptive capacity of women and other marginalized groups through resilient livelihoods. The consultant will be responsible for implementing the tasks detailed in the duties, expected outputs, and deliverables sections below, and is answerable to project implementation and reporting requirements for the project duration to the NAP Policy Officer with whom is housed in the Office of Climate Change.

The key objectives of the GEDSI and Climate Change Specialist (hereon as Specialist) are to integrate and mainstream Gender Equality, Disabilities and Social Inclusion (GEDSI) strategies into policy and communications, as well as adaptation efforts with stakeholders in Palau. Gender equality, rights of people with disabilities and social inclusion are seen as not only a fundamental aspect of human rights and social justice, but also a precondition to build climate resilience and improve the development process by putting social concerns at the forefront of interventions.

The ideal candidate should be highly motivated, enthusiastic, and adept at working both independently and collaboratively within a team. They should have strong experience in communication and coordination, with the ability to engage and facilitate discussions across diverse groups, including government representatives, local communities, the private sector, academia, scientific and technical fields, as well as non-governmental and international organizations.

2. Scope of Work

The GEDSI and Climate Change Specialist will carry out the following:

- Conduct effective collaboration with key sectors and support the Policy Officer by:
 - Providing Gender Equality, Disabilities and Social Inclusion (GEDSI) support to NAP formulation process
 - Providing GEDSI inputs to concept note development

- Preparing GEDSI and climate change report
- Developing sector-specific climate change and GEDSI mainstreaming products for 3 priority sectors. To consider: education, tourism and biodiversity/conservation/natural resources
- Developing instructional materials for GEDSI mainstreaming for the 3 priority sectors.
- Providing mentoring support to OCC and OPM on GEDSI and Climate Change issues
- Provides any additional assistance and technical advice as may be required by the National Climate Change Coordinator & Focal Point to the UNFCCC of the Office of Climate Change.

3. Work Plan and Deliverables

(Q6) April - June 2025	
1	<p>Activity 3.2.1e.: Conduct GEDSI and climate change analysis for Palau: Currently there is no analysis of gendered impacts of climate change for Palau. This activity will support the work of a GEDSI specialist to conduct an analysis and develop a report. The report will be disseminated through OCC, OPM, and the National Climate Change Coordination Committee (NC4). This report will be conducted early on in the project so that it can inform other activities, including the sector-specific GEDSI mainstreaming materials in 3.1.2g and the development of the concept notes in output 3.4.1.</p> <p>Deliverables: GEDSI and climate change baseline analysis report for Palau</p> <p>Reports to: PM and Policy Officer</p>
2	<p>Activity 3.1.1b.: Sectoral Working Groups to Identify Actions and Locations for PCCP Implementation</p> <p>The ten sectoral working groups (NCCWG) that led the vulnerability assessments for the Palau Climate Change Policy (Updated PCCP 2025) will receive technical support to identify specific adaptation actions and priority locations. This process will include a review of best practices from other small island developing states (SIDS) and feed into activity 3.1.1e for the NAP document.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> ● Long lists of adaptation options aligned with PCCP priorities ● Map of project implementation sites <p>Will work on this deliverable in collaboration with:</p> <ul style="list-style-type: none"> ● PS1: The firm will assist the sectoral groups to map priority locations for adaptation interventions and technical assistance with identifying long-list options to address the general vulnerabilities in the PCCP. ● Policy Officer: Provides policy guidance and technical advice to ensure the alignment of the NAP, PCCP, government’s priorities and supports sectoral working groups.
(Q7) July - September 2025	

3	<p>Activity 3.1.1c.: Prioritize actions using MCA and CBA: Sectoral working groups will establish criteria and weighting, focusing on gender-sensitive adaptation, National Determined Contributions (NDC) commitments, and actions that support Sustainable Development Goals (SDGs) and the Sendai Framework.</p> <p>Multi-Criteria Analysis (MCA) will shortlist actions, followed by a cost-benefit analysis (CBA) to evaluate costs.</p> <p>The CBA results will inform the NAP financing plan in Activity 3.1.1e.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Sectoral shortlists of adaptation actions and implementation timelines. <p>Will work on this deliverable in collaboration with:</p> <ul style="list-style-type: none"> • PS1: The firm will provide technical support for applying MCA to pare down the long list, and subsequently will apply cost-benefit analysis CBA to further prioritize and to develop general cost estimates for the NAP's financing plan. • Policy Officer: Provides policy guidance and technical advice to ensure the alignment of the NAP, PCCP, government's priorities and supports sectoral working groups.
4	<p>Activity 3.1.1d. Develop a MERL plan for sectoral priority actions: Sectoral working groups will receive technical support to create monitoring, evaluation, reporting, and learning (MERL) frameworks with SMART indicators and targets, aligned with the PCCP's overall M&E framework. Indicators will include gender- and demographically-disaggregated data where applicable, and connect to existing MERL frameworks for related national and subnational strategies.</p> <p>Deliverables:</p> <ul style="list-style-type: none"> • Priority sector MERL plans. <p>Will work on this deliverable in collaboration with:</p> <ul style="list-style-type: none"> • PS1: The firm will develop MERL plans for the selected sectoral priority actions, all of which will be incorporated into Palau's first NAP. • Policy Officer: Provides policy guidance and technical advice to ensure the alignment of the NAP, PCCP, government's priorities and supports sectoral working groups.
<p>(Q6) April - June 2025</p>	
5	<p>Activity 3.1.2g. Develop guidance materials and develop self-guided training modules to mainstream GEDSI considerations into priority sector adaptation processes:</p> <p>For this activity, a GEDSI specialist will be engaged to develop sector-specific guidelines and principles for incorporating GEDSI considerations into the priority sectors(*) mainstreaming efforts. In addition, the specialist will develop a self-guided training module for sector staff. These materials will include general introductory information (what is GEDSI, why is GEDSI</p>

important for climate change adaptation, etc.), along with sector-specific material for each of the three priority sectors (tourism, education, biodiversity/conservation/natural resources

Deliverables:

- At least 1 guidance note per priority sector (3 total) describing key concepts and entry points for incorporating GEDSI considerations into sector climate change adaptation mainstreaming processes.
- Self-guided training materials for GEDSI mainstreaming with 3 sector-specific modules for priority sectors

(* **Priority sectors:** Tourism, Education and Biodiversity/Conservation/Natural Resources

(Q7) July - September 2025

6 Activity 3.1.1e. Compile National Adaptation Plan: This activity supports a professional editor to compile and copy-edit the National Adaptation Plan and to develop graphics and other accouterments of publication. The activity also supports graphic design and printing of the final document once it is validated in 3.1.1f.

Deliverables:

- Print and electronic format versions of draft National Adaptation Plan for review and consultation

Will work on this deliverable in collaboration with:

- NAP Specialist: Ensures consistency across all contributions. Conducts quality control and fact checking. Editing and formatting of the NAP document. Coordinates stakeholders review, commenting and revision
- Policy Officer: Provides technical guidance and technical advice and ensures that the project remains aligned with the government of Palau policy priorities.

7 Activity 3.4.1a. Develop a portfolio of GEDSI-sensitive concept notes: This activity provides technical support to develop at least two (2) of the specific adaptation actions identified in 3.1.1b into concept notes. A technical expert (or organization) will work with OPM and sectoral stakeholders to develop the concept notes. The format and target and target of the concept notes will be determined during the project's implementation, but it is expected that this activity will include CN's developed for the GCF. GESI considerations will be mainstreamed into the concept notes: all concept notes will include GESI analyses appropriate for the concept note stage and also GESI-sensitive activities, outputs, and outcomes. The concept notes will be submitted to the NDA for pre-approval.

It should be noted here that the Government of Palau has conducted exploratory conversations with the University of the South Pacific's PaCE-SD center to conduct this work. PaCE-SD is currently receiving capacity development support from the Canadian Development Agency (CIDA) to improve their ability to prepare concept notes, and also expects to be engaged in

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concept note and project development processes for GCF funding in other Pacific Island Countries.

Deliverable:

- At least two (2) additional concept notes developed and submitted to the NDA for submission to the GCF or other development partners/financiers.

Will work on this deliverable in collaboration with:

- PS14: PaCE-SD will provide technical support to develop concept notes addressing priority areas.
- Policy Manager: Provides technical inputs into project pipeline development and concept note development. Contributes to knowledge product development as subject-matter expert

(Q8) October - December 2025

8 Activity 3.1.1f. Review, Finalize and Conduct National Validation Workshop for NAP:

A 1-day national workshop to validate and endorse the NAP will be conducted. Prior to the workshop, the draft NAP will be circulated to the government (including the National Congress and Governor's Association) and non-government stakeholders for review and suggestions, and a print copy of the draft NAP will be made publicly available for review at the OCC office. Project staff, including the Policy Officer and the Communications, Information Management, and Outreach Officer will conduct follow-up calls and consultations to answer stakeholder questions and facilitate the review process in a timely manner. In addition, the draft NAP will be provided to the Stakeholder Advisory Committee that is established under the first Readiness activity and the National Climate Change Coordination Committee (NC4). Upon request, OCC will facilitate further access to the draft NAP for review and comment by the general public. Subsequent to the workshop, suggestions will be vetted and incorporated into the final NAP, which will then be submitted to the Government for ratification.

Deliverables:

- Validation workshop report
- Media products (web stories, video coverage) of the validation workshop
- Finalized NAP

Will work on this deliverable in collaboration with:

- NAP Specialist: Ensures consistency across all contributions. Conducts quality control and fact checking. Editing and formatting of the NAP document. Coordinates stakeholders review, commenting and revision.
- Communications, Information Management and Outreach Officer: Assistance with project reporting. Disseminates project outputs - NAP final edition. Coordinates structured and unstructured dialogues with development partners

9 Activity 3.4.1d. Develop at least two GEDSI-sensitive state-level adaptation project concept notes:

This activity will provide technical support to develop at least two GCF-ready concept notes for projects to be conducted at the state level. The concept notes will aggregate the needs identified during the transformation dialogues in 3.1.3a (thereby ensuring state-level ownership) to achieve economies of scale in design and implementation across the states.

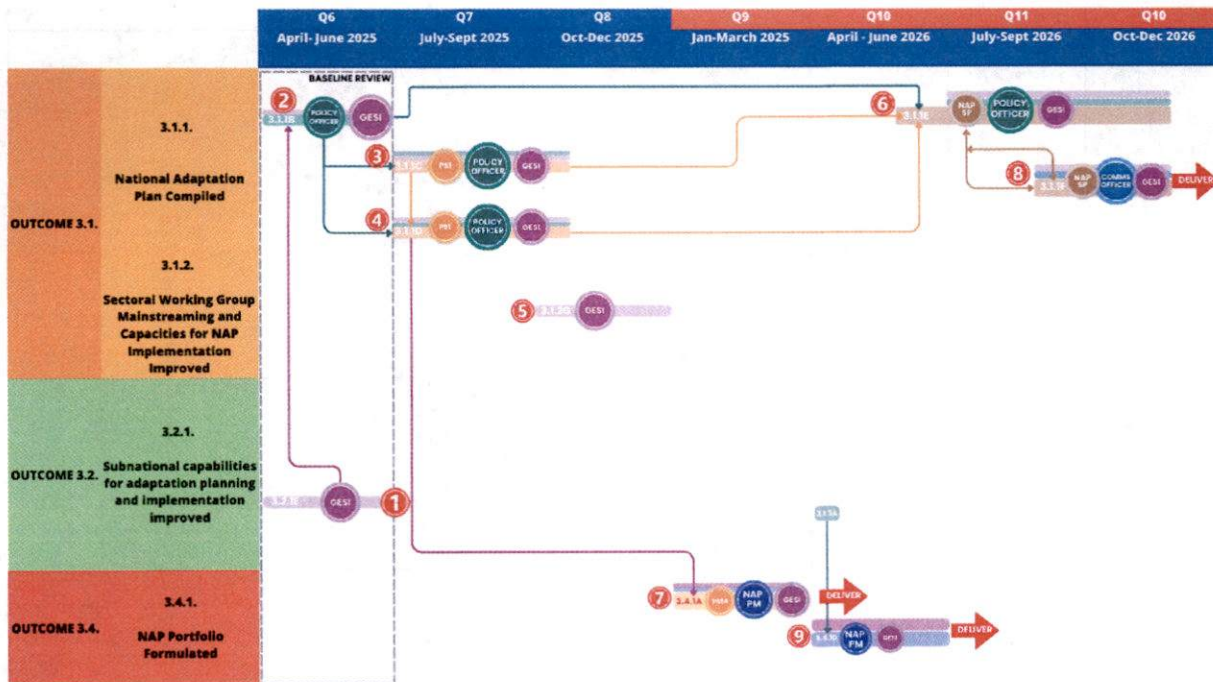
The project themes will be selected to achieve maximum coverage in terms of states, and will attempt to identify existing, scalable innovations to be eligible for the SAP window. These concept notes will be included in the overall adaptation portfolio developed in this output. If deemed feasible, at least one of these concept notes will include private sector involvement²⁰. The project team will work with the Development Bank of Palau and the USAID Climate Ready project to identify appropriate financiers and/or accredited entities.

Deliverables:

- Two (2) project concept notes for state-level projects

Will work on this deliverable in collaboration with:

- NAP Project Manager: Provides technical inputs into project pipeline development and concept note development. Contributes to knowledge product development as subject matter expert.



4. Institutional Arrangements

The GEDSI and Climate Change Specialist will report directly to the Policy Officer, and is expected to work in synergies with the NAP Team, as well as specific consultants and contracted firms throughout the project. The role involves regular interaction with external consultants, vendors, government agencies as well as stakeholders supporting the NAP process.

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5. Qualifications:

- Advanced Degree in Gender Studies, Public Policy, Environmental Science, Climate Change, Social Science, Development Studies, or a related field. Alternatively, a Bachelors Degree with at least 5 years experience or advanced course work in relevant fields.
- Minimum 5 years of experience in gender equality, social inclusion, and climate change adaptation or mitigation projects. Experience in mainstreaming gender equality, disability and social inclusion (GEDSI) into intersectional development policies, plans, and advocacy campaigns in a culturally sensitive manner.
- Experience in conducting gender-sensitive vulnerability assessments or analysis on the gendered impacts in policies and justice.
- Demonstrated experience in developing resources, including guidance materials and training modules.
- Experience working with government stakeholders, not for profit sector, civil society, private sector, and marginalized communities, particularly in the context of gender rights, social inclusion, climate resilience and adaptation.
- Research and analytical expertise, with a focus on gender equity and intersectional issues.
- Experience leading teams, advocating for gender equity, and driving initiatives addressing marginalized groups' needs.
- Ability to collaborate effectively with diverse stakeholders, including NGOs, government bodies, and community groups.
- Proven skills in coordinating advocacy programs, events, and multi-stakeholder workshops.
- Experience in creating inclusive programs and resources as well as developing resources, managing media, and disseminating information.
- Proven ability to integrate cultural preservation and sustainability into gender equity and social justice advocacy and operational planning.
- Proficient in G Suite, Microsoft Office Suite, Asana, Zoom, and other software tools.

Desirable:

- Experience focusing on Pacific Small Island Developing States (SIDS).
- Knowledge of Palauan language, customs and traditional practices.
- Experience working with multi-sectoral stakeholders in sectors like education, tourism, legal sector and biodiversity/conservation is an asset.
- Demonstrated academic and intellectual leadership recognized through awards or honors.
- Familiarity with international frameworks, such as the UNFCCC, and the Sustainable Development Goals (SDGs), especially in relation to gender and climate change.
- Experience working with the Green Climate Fund (GCF) and preparing concept notes or project proposals is desirable.

Skills:

- Ability to work independently and as part of a team, with strong organizational and time management skills.
- Strong analytical skills, with the ability to conduct detailed gender and climate change analysis and reporting.
- Proven communication and coordination skills, with the ability to collaborate across various sectors and stakeholders, including policymakers, technical experts, and communities.

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- Project management skills, including planning, tracking progress, and delivering outputs on time and within budget.
- Excellent writing and editing skills, with the ability to prepare reports, guidance materials, and concept notes.
- Technical skills in GEDSI mainstreaming, including the development of self-guided training modules and instructional materials for various sectors.
- Strong facilitation skills, particularly in workshops and dialogues aimed at validating documents or building stakeholder consensus.
- Cultural sensitivity and adaptability, particularly when working with marginalized groups and different cultural contexts.
- Proficiency in English (required); knowledge of Palauan (desirable).

6. Duration of Work

The services described in these Terms of Reference will begin as soon as possible. The project implementation period is over the course of 20 months until December 2026. Timelines and deliverables will be coordinated with the NAP Policy Officer.

7. Duty Station

The official headquarters for the National Adaptation Plan team is located at the Office of Climate Change within the Palau National Capitol in Melekeok, with close coordination with the Office of Project Management (OPM). Additional activities may occur in Meyuns, at the Satellite "President's Office," or in Topside, Koror.

This service can be delivered remotely or home-based, with one travel arrangement to Palau included under this contract.

8. Documentation to be submitted

Applicants are required to submit their applications in accordance with the guidelines established by the Bureau of Human Resources. For further details on the application process, please contact:

Bureau of Human Resources,
 Ministry of Human Resources, Culture, Tourism & Development
 Telephone: +680 767-2415/1126
 Email address: hr@palaugov.org.
 National Capitol, Melekeok (96939)
 Republic of Palau

Terms of Reference: **Research on Traditional Knowledge and Climate Change Adaptation (CCA) / Disaster Risk Reduction (DRR)** (GCF Readiness & Preparatory Support) hosted within the Office of Climate Change, Office of the President, Palau

Location	Palau
Type of Contract	Professional Services (PS6)
Starting Date	As soon as possible
Duration of contract	6-24 months. Deliverable-based.
Language	English and Palauan (required)
Supervisor	NAP's Project Manager

1. Project Title & Background

The Office of Climate Change, under its National Adaptation Plan (NAP), is seeking to document traditional resilience practices and identify synergies between traditional knowledge systems, climate change adaptation (CCA) and disaster risk reduction (DRR). This research will provide a foundation for integrating traditional practices into Palau's community-based resilience strategies.

A local NGO will be contracted to develop and execute a research program that documents traditional ecological knowledge and resilience mechanisms. This includes reviewing best practices from other countries and developing educational materials for schools in Palau. Potential partners for this project include the Palau Bureau of Arts and Culture and/or the Belau National Museum.

2. Scope of Work

The main objective of this assignment is to conduct research on traditional knowledge systems in Palau and their role in climate change adaptation and disaster risk reduction. The research will produce recommendations for integrating these traditional practices into community resilience strategies, and develop educational materials for use in schools.

3. Work Plan and Deliverables

(Q1 - Q2) January 2025 - June 2025	
1	Activity 3.1.3a. Conduct state-level transition/adaptation pathway consultations with representative groups of stakeholders (including equitable gender distribution) from each state "transformation dialogues". There will be 16 meetings. Stakeholders will come from traditional leadership, CSOs, NGOs, faith-based organizations, private sector, youth groups, etc as appropriate for each state..

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This activity and its deliverables will serve as an input into the traditional knowledge CCA/DRR integration pilot project in activity 3.1.3c.

During the preparation of the state-level profiles developed in 3.2.1b, the project team will conduct “transformative dialogues” with a representative group of stakeholders from each state. These dialogues will consist of an initial presentation describing the state-level relevance of the climate risks described in the PIRCA as well as the PCCP, and will be used to document stakeholder perceptions and priorities for establishing climate-resilient development pathways, and to identify common goals among community members. These goals will be included in the information products developed in 3.2.1b, and will inform subsequent activities. It should be noted that for some states the majority of the population actually live in Koror out of convenience, and so some consultations for outer island states will be conducted in Koror. The results of these consultations will inform the formulation of the concept notes to be developed in outcome 3.4. The project team will ensure that there is equitable participation in these discussions with respect to gender, and that all consultations are accessible to all members of the community and do not unintentionally exclude any groups.

Deliverable:

- **Summaries (max 2pp) of transformation dialogues (x16)**

(Q2-Q4) April–September 2025

2 Activity 3.2.1b. Conduct analysis of traditional knowledge and CCA/DRR

This activity and its deliverables will serve as an input into the NAP document (3.1.1e) and also the traditional knowledge and climate change pilot projects conducted under 3.1.3c:

A to-be-determined partner (possibly the Palau Bureau of Arts and Culture and/or the Belau National Museum) will conduct a research analysis on the potential for using traditional knowledge as a vehicle to advance community-based resilience planning in Palau. The study will include documenting traditional ecological knowledge relating to weather and environmental indicators as well as examples of how traditional mechanisms (e.g. *Bul*) have been used during emergencies, for resource management, for food systems, and other applications.

The analysis will provide recommendations and example frameworks for using the *Bul* system to drive community-level behavior change, and for using the *kambung* system to facilitate two-way communication between women in the community and government agencies on topics ranging from early warning to climate-smart agriculture. The analysis will inform the pilot projects to be implemented in 3.1.3c, and will inform the public awareness campaign in output 3.2.4.

Deliverable:

- Report including analysis and recommendations for traditional knowledge and CCA/DRR
- At least three web-stories for social media and OCC’s website
- At least 2 short information products (2-4 pages) in English and Palauan describing the connection between traditional systems and CCA/DRR

- Modules/Units for school curricula with guidance packages for teachers

Will work on this deliverable in collaboration with:

- **Policy Officer:** Provides policy guidance and technical advice to ensure the alignment of the NAP, government’s priorities and supports sectoral working groups.
- **Communications Officer:** Will support the development of communications products.

(Q5 - Q8) January 2026 - December 2026

3 Activity 3.1.3c. Conduct traditional knowledge CCA/DRR integration pilot projects

Based on the analysis and recommendations provided by the study in 3.2.1b and also the state level dialogues conducted in 3.1.3a, the project will support four pilot/demonstration miniprojects aimed at revitalizing traditional knowledge and customary systems and utilizing them as mechanisms to improve community resilience. The mini-projects will provide a hands-on, participatory, and GEDSI-sensitive way for the target communities to apply learning and research on the integration of CCA/DRR and traditional knowledge to locally appropriate interventions. These mini-projects will be informed by the place-based research on the connection between traditional systems in Palau and climate change that is to be conducted for activity 3.2.1b. The research project (3.2.1b) will result in recommendations on how traditional knowledge and systems can potentially be brought to bear to build community resilience. In turn, the mini-projects will act on these recommendations. This will build local capacity for adaptation planning and implementation, as the communities will participate in planning the project. In addition, it is anticipated that the outputs and outcomes of the project will themselves strengthen community planning capabilities and will strengthen cohesion in the communities, which improves adaptive capacity.

These four mini-projects will be geographically distributed, with two on Babeldaob (the largest island with the most states), one in Peleliu, and one focusing on southern island states (Angaur, Sonsorol, Hatohobei). Due to the extreme expense of travelling to the southern states (USD10,000-USD40,000), the last mini-project will work with communities from the southern island states that currently reside in Koror state. Each project will have a budget of approximately US\$10,000 and will be administered by the NAP project implementation team; the mini-projects are not grants, but instead will provide support to activities to be determined during the implementation of the NAP project. Activities in mini projects may include community meetings and outreach, community surveys and other small-scale “soft” activities that fall under the allowable activities funded by GCF NAP grants. The overall project management team will ensure that these additional activities comply with GCF funding rules.

Deliverable:

- **4 mini project completion reports**

4. Institutional Arrangements

The contracted firm will report directly to the Policy Officer, and is expected to work in synergies with the NAP Team, as well as specific consultants and contracted firms throughout the project. The role involves regular interaction with external consultants, vendors, government agencies as well as stakeholders supporting the NAP process.

5. Qualifications:

The selected firm should demonstrate the following qualifications:

1. **National and regional expertise:** Extensive understanding of Palauan context, experience working in the Pacific region would be valuable, especially on projects related to climate change adaptation, traditional knowledge systems, or disaster risk reduction.
2. **Research and analytical capacity:** Proven experience in conducting research on traditional knowledge, particularly in relation to environmental indicators, climate resilience, and disaster management.
3. **Experience in education and communication:** Demonstrated ability to develop educational materials and public outreach products that communicate complex concepts effectively to various audiences, including schoolchildren and the public.
4. **Technical capacity:** Expertise in documenting traditional knowledge and providing actionable recommendations for integrating these systems into climate adaptation strategies.

6. Duration of Work

The services described in these Terms of Reference will begin as soon as the contract is approved. The project implementation period extends 3 months from contract approval date.

7. Duty Station

The official headquarters for the National Adaptation Plan team is located at the Office of Climate Change within the Palau National Capitol in Melekeok, with close coordination with the Office of Project Management (OPM). Additional activities may occur in Meyuns, at the Satellite "President's Office," or in Topside, Koror.

This service can be delivered remotely or home-based.

8. Documentation to be submitted

Applicants are required to submit their applications in accordance with the guidelines established by the Bureau of Human Resources. For further details on the application process, please contact:

Bureau of Human Resources,
Ministry of Human Resources, Culture, Tourism & Development
Telephone: +680 767-2415/1126
Email address: hr@palaugov.org.
National Capitol, Melekeok (96939)
Republic of Palau



Evaluation Criteria

The services listed above will be evaluated based on the following:

No.	Criteria	Percentage
1	Overall Proposal Suitability: <ul style="list-style-type: none">Proposed project design must meet the scope and needs outlined in the scope of work and be presented in a clear and organized manner.	50%
2	Qualifications and Skills: <ul style="list-style-type: none">Bidders will be evaluated on their experience as it pertains to the services bid for this project. Bidders must provide descriptions and documentation of staff technical expertise and experience.	25%
3	Value and Cost: <ul style="list-style-type: none">Bidders will be evaluated on the cost of their proposal design based on the work to be performed in accordance with the services bid for this project.	25%
	TOTAL	100%

The maximum possible total combined score for a proposal is 5 weighted points. Each Major category is assigned a weight, and each evaluator will rate the categories with the following points:

Points	Description
0	Fails
1	Poor
2	Fair
3	Good
4	Very Good
5	Excellent

Proposals will be evaluated based on the following formula:

Criteria 1 Points x Weight % = Criteria 1 Score

Criteria 2 Points x Weight % = Criteria 2 Score

Criteria 3 Points x Weight % = Criteria 3 Score

Criteria 1 + Criteria 2 + Criteria 3 = TOTAL SCORE