



REQUEST FOR TENDERS

RFT: 2022/003
File: AP_3/28/2
Date: 10 January 2022
To: Interested consultants
From: Melanie King, Manager – Project Coordination Unit

Subject: Request for tenders (RFT): Provision of project management services for the '*Climate Information Services for Resilient Development in Vanuatu*' Project

1. Background

- 1.1 The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2 SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
- We value the Environment
 - We value our People
 - We value high quality and targeted Service Delivery
 - We value Integrity
- 1.3 The Climate Information Services for Resilient Development in Vanuatu (CISRD) or *Vanuatu Klaemet Infomesen blong redy, adapt mo protekt* (Van-KIRAP) Project, is a four and a half year, full size Green Climate Fund project implemented through the Secretariat of the Pacific Environment Programme (SPREP). The Van-KIRAP Project is implemented in the Republic of Vanuatu and managed by the Vanuatu Meteorological and GeoHazards Department (VMGD) and SPREP Climate Change Resilience Programme (SPREP CCR), the Project Executing Agencies, in partnership with multiple partners in Vanuatu, Australia and South Korea.
- 1.4 The Van-KIRAP Project Objective (PO) is to “increase the ability of decision makers, development partners, communities and individuals across five target sectors (agriculture, fisheries, infrastructure, tourism and water) to plan for and respond to the long- and short-term impacts of climate variability and change”. The Project is responding to priorities identified in the Vanuatu Framework for Climate Services (2016) and the VMGD Strategic Development Plan 2014–2023, developed through a national consultation and design process.
- 1.5 The Van KIRAP Project has been granted a two-year extension to 31st December 2023, with a closing date of 30th March 2024.

1.6 For more information see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from experienced consultants seeking expert project management services to provide leadership, guidance and management of the Project in the final two years of operations to achieve on the project outcomes and outputs.
- 2.2. Tenderers will need to provide a comprehensive proposal as outlined in the attached terms of reference (Annex A).
- 2.3. The successful consultants 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_Document/s/sprep-organisational-values-code-of-conduct.pdf Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.4. SPREP Standard Contract Terms and Conditions are non-negotiable

3. Conditions: information for applicants

- 3.1 To be considered for this tender, interested Consultants must meet the following conditions:
 - i. Provide a comprehensive technical and financial proposal responding to the requirements in the attached terms of reference and as outlined in Section 4 below.
 - ii. Must be Vanuatu-based and legally entitled to work in Vanuatu.
 - iii. Provide three references relevant to this tender submission, including the most recent work completed.
 - iv. Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **Conflict of Interest form** provided.
- 3.2 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 under 3.2 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 below, and is capable of meeting the required services and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should outline the interested consultant's complete proposal, comprising:
- a. Provide a comprehensive technical and financial proposal responding to the requirements in the attached terms of reference, including the proposed methodology to undertake the project management services, and details of relevant experience and qualifications to provide the services.
 - b. CV of the consultant(s).
 - c. Financial proposal to outline all costs associated with the undertaking of the services including professional fees (including daily rate and number of days estimated per year), communications and miscellaneous costs inclusive of all taxes¹.
 - d. Declaration form
 - e. Conflict of Interest form
 - f. Honour form
- 4.3. Tender submission must be in United States Dollars (USD).
- 4.4. Tenderers 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 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. No tender proposal may be modified after the deadline for submission of proposals.
- 4.8. The proposal must remain valid for 90 days from date of submission.
- 4.9. Tenderers / bidders must insist on acknowledgement of receipt of tender / proposals / bids.

¹ Any costs associated with travel are incorporated in the Project budget and are considered separate to the proposal

5. Tender Clarification

- 5.1 a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 26th January 2022 and responses will be posted on the SPREP website www.sprep.org/tender by 31st January 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 tenderer satisfies the following criteria:
- a) **Technical Proposal (80%)**
- i. Provide a comprehensive technical proposal responding to the requirements in the attached terms of reference, including the proposed methodology to undertake the project management services, and details of relevant experience and qualifications to provide the services.
 - ii. Details of the person(s) including their role and experience outlined against the qualifications and experience criteria listed above.
 - iii. CV of the consultant(s).
- b) **Financial Proposal (20%)**
- i. Outline of all costs associated with the undertaking of the review including professional fees (including daily rate and number of days estimated per year), communications and miscellaneous costs inclusive of all taxes.

7. Variation or Termination of the Request for Tender

- 7.1 a. SPREP may amend, suspend or terminate the RFT process at any time.

- b. In the event that SPREP amends the RFT or the conditions of tender, it will inform potential Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>).
- c. Tenderers are responsible to regularly check the SPREP website Tenders page for any updates and downloading the relevant RFT documentation and addendum for the RFT if it is interested in providing a Tender Response.
- d. If SPREP determines that none of the Tenders submitted represents value for money, that it is otherwise in the public interest or SPREP's interest to do so, SPREP may terminate this RFT process at any time. In such cases SPREP will cancel the tender, issue a cancellation notice and inform unsuccessful bidders accordingly.

8. Deadline

8.1 The due date for submission of the tender is: 11th February 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 2022/003: **Provision of project management services for the 'Climate Information Services for Resilient Development in Vanuatu' Project** to one of the following methods:

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, thereby incurring no liability to the affected tenderer/bidder, nor any obligation to inform the affected tenderers/bidders of the grounds for SPREP's action.

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

Project Management Services

for the

**Climate Information Services for Resilient
Development in Vanuatu Project**

(Project ID: GCF FP035)

Terms of Reference

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1. Introduction

1.1. Project Background

The Climate Information Services for Resilient Development in Vanuatu (CISRD) or *Vanuatu Klaemet Infomesen blong redy, adapt mo protekt* (Van-KIRAP) Project, is a four and a half year, full size Green Climate Fund project implemented through the Secretariat of the Pacific Environment Programme (SPREP). The Van-KIRAP Project is implemented in the Republic of Vanuatu and managed by the Vanuatu Meteorological and GeoHazards Department (VMGD) and SPREP Climate Change Resilience Programme (SPREP CCR), the Project Executing Agencies, in partnership with multiple partners in Vanuatu, Australia and South Korea.

The Van-KIRAP Project Objective (PO) is to “increase the ability of decision makers, development partners, communities and individuals across five target sectors (agriculture, fisheries, infrastructure, tourism and water) to plan for and respond to the long- and short-term impacts of climate variability and change”. The Project is responding to priorities identified in the Vanuatu Framework for Climate Services (2016) and the VMGD Strategic Development Plan 2014–2023, developed through a national consultation and design process.

Climate Information Services (CIS) provides people and organisations with timely, tailored climate-related information and tools that can be used to minimise the impacts of climate variability and change on lives, livelihoods, natural resources, property and infrastructure. CIS supports better policy, planning, and decision-making across sectors, and at national and community scales for both long- and short-term timeframes. Without timely and tailored information about the impacts of climate variability and change, development sectors, governments and communities’ risk significant losses and damage from extreme events such as drought, heat waves, cyclones and flooding, and from slow onset changes, such as rising temperatures, sea-level rise and ocean acidification.

The project is building capacity to harness and manage climate data, develop and deliver practical Climate Information Services tools, support the coordination and dissemination of tailored information, enhance CIS related information technology and infrastructure, improve the accessibility of CIS to sectors and communities and support the application of CIS through real-time processes.

This work is achieved through activities delivered under each of the project’s four components:

1. **Component 1:** Strengthen the VMGD platform to provide quality climate data and information for CIS
2. **Component 2:** Demonstrating the value of CIS at the sectoral and community levels
3. **Component 3:** Development of CIS tools and engaging with stakeholders through outreach and communications
4. **Component 4:** Strengthening the institutional capacity for long-term implementation of CIS in decision-making
5. **Component 5:** Project Coordination and Management

Van KIRAP is undertaking field work to collect data, develop, test and validate the Project tools and models at sites across the six Provinces: Shefa, Malampa, Penama, Sanma, Tafea and Torba.

1.2. Executing Agencies

The Vanuatu Meteorological and GeoHazards Department and the Secretariat for the Pacific Regional Environment Programme (SPREP) through its Climate Change Resilience Programme (CCR) have been appointed as the Project Executing Agencies. Both executing agencies have established Project Management Units in Vanuatu, which have dedicated teams to oversee project implementation on-ground including the management and oversight of all activities undertaken by Vanuatu-based and international based teams; project work planning and programming; project budgets; reporting; project procurement; monitoring and evaluation; oversight of all engagement, outreach and communication activities, and; future planning.

The Project Management Unit(s) also act as the Secretariat for the Steering Committee and Technical Working Group and will assist these Committees in undertaking their responsibilities.

2. Scope of the Work

The Van KIRAP Project has recently been provided with a two-year extension - the new completion date is 31st December 2023, with a closing date of 30th March 2024.

The Project is seeking expert project management services to provide leadership, guidance and management of the Project in the final two years of operations to achieve on the project outcomes and outputs. The services to be provided will ensure effective implementation of project activities on-ground in Vanuatu by the in-country team and international Delivery Partners, including the provision of technical and policy advice and monitoring, evaluating and reporting on the Project's progress.

The role will work closely with the Executing Agencies / Project Management Units and the Implementing Entity (SPREP Project Coordination Unit) to ensure the project is delivered within the timeframe and budget and achieves results. The role will also work closely with Project partners, team members and the identified Sectors to provide the leadership and guidance across activities, and to ensure effective integration and synthesis across activities.

The services to be provided include (but are not necessarily limited to):

- Provide leadership, guidance and oversight of the project implementation, including ensuring the implementation of all activities is undertaken within work programmes, timeframes and budgets;
- Work with Project team members to ensure the development and implementation of strategies, plans and annual workplans and budgets;
- Ensure integration and synthesis across activities, and the effective rollout of activities in the project sites;
- Ensure the Mid-term Review report recommendations are acted upon, and implementation on-ground within the Project's operations and activities is being undertaken;
- Facilitate and lead on interactions with the Project's formal committees (i.e. Steering Committee and Technical Working Group) and participate at meetings; provide guidance to the Committee membership on activities and outcomes;
- Undertake and lead on interactions with the Sectors (water, agriculture, fisheries, tourism and infrastructure) to ensure the outputs from the Project are demand-driven, meet the requirements of the Sector and are being taken up and utilised by the Sector stakeholders;

- Integrate new and emerging information and issues into work programs and activities as appropriate;
- Lead the development and maintenance of networks and relationships to enhance the implementation of activities and uptake of outputs, tools and decision-support tools developed by the Project;
- Manage and guide the Project Team (i.e., Project Management Unit staff, VMGD Project Staff and Sector Coordinators), Technical Experts, Consultants, and Delivery Partners delivering support services to maintain satisfactory Project implementation progress;
- Work with the Implementing Entity to monitor and advise on any necessary remedial actions to ensure the overall progress of the Project is not delayed / stalled;
- Provide technical and performance reporting to the Implementing Entity;
- Oversight financial management of the project including ensuring expenditure is in line with approved budgets;
- Mentor and train project personnel to ensure they deliver on their respective assigned tasks; and
- Represent the project at meetings, workshops and other fora.

3. Deliverables / Expected Outputs

The project management services role will report formally on progress against the tasks outlined above through the following mechanisms, with specific timelines to be outlined in the Contract.

- Quarterly progress reports outlining progress on the implementation of all activities as outlined in annual workplans, plans and strategies.
- Project implementation progress reports every six months on technical progress and performance against the key results framework as per the guidelines and templates established by the Implementing Entity.
- Project financial reporting every six months, and as required by the Implementing Entity, as per the guidelines and templates.
- An end of assignment report at the conclusion of contract.

4. Qualifications and Experience

The qualifications and experience expected for the role include:

Qualifications

- An advanced university degree in a relevant area such as in Meteorology, Climate Change, Geography, Environmental Science or other relevant technical field.
- Project management qualifications e.g. PRINCE 2 or equivalent is desirable.

Experience

- At least 10 years' experience in project management in international development projects. Experience in Vanuatu is essential.
- Demonstrated project management and demonstrated leadership experience including the design and delivery of integrated work programme activities, monitoring and evaluation of performance, and resource management.
- Extensive knowledge and experience of climate resilience, vulnerability reduction and/or climate change projects, preferably in the Pacific islands region, with excellent knowledge

of emerging project-related climate change and disaster management issues and challenges facing Vanuatu and the Pacific region as well as excellent understanding and appreciation of environmental ethics, values and priorities.

- Excellent leadership and team management experience including high level advisory and analytical skills as well as leading and nurturing teams of diverse technical backgrounds and expertise in multicultural and multi-disciplinary environments
- Excellent relationship management and experience that demonstrates a high level of professional and constructive engagement with a diverse range of stakeholders as well as an excellent understanding of key donor partners and funding institutions.
- Demonstrated experience at strategic and high-level communication, negotiation and reporting across diverse audiences, as well as extensive experience in capacity building, particularly in the Pacific setting with specific experience in Vanuatu as an advantage.

Competencies

- **Professionalism:** Good knowledge of climate change issues in Vanuatu. Ability to apply good judgement in the context of assignments given, plan own work and manage conflicting priorities. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations. Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work.
- **Leadership:** Establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions.
- **Communication:** Speaks and writes clearly and effectively; exhibits interest in consultative approaches; correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others' places team agenda before personal agenda; supports and acts in accordance with final group discussion, even when such decisions may not entirely reflect own position; shares credit for team accomplishments.
- **Planning and Organising:** Develops clear goals that are consistent with agreed strategies; identifies priority actions and assignments; adjusts priorities as required; allocated appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary.

5. Assessment Criteria

Tenders will be assessed against the submission of a full proposal to include:

1. Proposed methodology to deliver project management services.
2. Details of the person(s) including their role and experience outlined against the qualifications and experience criteria listed above.
3. CV of the proposed person.

4. Financial proposal to outline all costs associated with the delivery of project management services (i.e. daily rate and number of days), communications and miscellaneous costs inclusive of all taxes. Note any travel associated with the project is funded by the project.

6. Schedule of the Assignment

7. The project management services are expected to be delivered from 1 February 2022 – 30 March 2024. **Payment Schedule**

Fees will be paid on a monthly basis upon provision of an invoice to SPREP for the Services provided for each payment period. The invoice(s) will provide a clear outline of the number of days worked and a schedule of what was undertaken during the payment period.

8. Management arrangements for the Role

The role will have dual reporting to: (a) the SPREP Task Manager, Implementing Entity, and (b) the Director, VMGD - throughout the period of engagement.

The role will manage the Executing Entity's Project Management Unit based in Vanuatu and will work closely with the Implementing Entity to ensure effective delivery against the Project's objectives.

The role will also have a number of positions within the Project which will report either directly or indirectly to them.