REQUEST FOR TENDERS

RFT: 2022/043
File: AP_3/28/2
Date: 30 June 2022
To: Consultants
From: Mr Sunny Seuseu, A/Project Manager, Vanuatu CISRD Project

Subject: Request for tenders (RFT): Provision of consultancy service for the development and implementation of historical and current climate maps for Vanuatu.

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 For more information see: www.sprep.org.

2. Specifications: statement of requirement
2.1. SPREP would like to call for tenders from qualified and experienced consultants to provide technical expertise to the Van KIRAP Project and the Vanuatu Meteorology and Geo-Hazards Department for the development and implementation of historical and current climate maps for Vanuatu for risk assessments.

2.2. The objectives of the consultancy services are:

   a. Work with the Vanuatu Meteorology and Geo-Hazards Department to development historical climate maps based on current climate.

   b. Development operational climate monitoring maps for risk assessments.

2.3. The Terms of Reference of the consultancy are set out in Annex A.

2.4. Tenderers will need to provide a comprehensive proposal as outlined in the attached terms of reference (Annex A).

2.5. The successful consultants must supply the services to the extent applicable, in compliance with SPREP’s Values and Code of Conduct. [https://www.srep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf](https://www.srep.org/attachments/Publications/Corporate_Documents/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.

2.6. 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. Bachelor’s Degree in Meteorology, Atmospheric Sciences, GIS or other related fields.
   ii. Demonstrated experience in the field of meteorology, atmospheric science; GIS demonstrated experience working in the Pacific region on similar projects
   iii. Provide a comprehensive response (i.e., complete the tender application form) to the requirements in the attached terms of reference (Annex A).
   iv. Provide three referees relevant to this tender submission, including the most recent work completed.
   v. Complete the **tender application form** provided (Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will not be considered).

3.2 Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **Conflict of Interest form** provided.

3.3 Tenderer is deemed ineligible due to association with exclusion criteria, including bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.

3.4 Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall into any of the exclusion situations cited 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 applicant satisfies the conditions stated above and is capable of meeting the requirements as stipulated in the ToR. Documentation must also include supporting examples to address the evaluation criteria.

4.2. Tender documentation should be submitted in English and outline the interested consultant’s complete proposal, comprising:

   a. **SPREP Tender Application form and conflict of interest form.** *(Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will not be considered).*
      For the Technical and Financial proposals you may attach these separately.
   b. **Honour form.**
   c. **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
   d. **Technical proposal:** The technical proposal should detail the methodology proposed for undertaking the activities outlined in the terms of reference, including a proposed implementation timeline.
   e. **Financial proposal:** The financial proposal is to outline all costs associated with the undertaking of the role including professional fees (daily rate), communications and miscellaneous costs inclusive of all taxes. The financial proposal should also detail travel costs based on one visit to Vanuatu. Tender submission must be in United States Dollars (USD).

4.3. Provide three referees relevant to this tender submission, including the most recent work completed.

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.

5. Tender Clarification

5.1 a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 18 July, 2022 and responses will be posted on the SPREP website www.sprep.org/tender by 20 July, 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:

<table>
<thead>
<tr>
<th>Detail</th>
<th>Weighting</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor’s Degree in Meteorology, Atmospheric Sciences, Geographic Information System (GIS) or other related fields</td>
<td>15%</td>
</tr>
<tr>
<td>At least 10 years of demonstrated experience in the field of meteorology, atmospheric science; GIS demonstrated experience working in the Pacific region on similar projects</td>
<td>15%</td>
</tr>
<tr>
<td>Comprehensive technical proposal responding to the requirements in the terms of reference including the proposed methodology to undertake the services required, and details of relevant experience and qualifications to provide the services.</td>
<td>35%</td>
</tr>
<tr>
<td>Demonstrated track record in the production of (a) high-quality climate maps and (b) technical reports in English.</td>
<td>10%</td>
</tr>
<tr>
<td>Must be fluent in English (oral and written communications). French and Bislama language is desirable.</td>
<td>5%</td>
</tr>
</tbody>
</table>

Total 80%

6.2 Financial Score – 20%

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

Financial Score = a \times \frac{b}{c}

Where:

a = maximum number of points allocated for the Financial Score
b = Lowest bid amount
c = Total bidding amount of the proposal

7. Variation or Termination of the Request for Tender

7.1 a. SPREP may amend, suspend or terminate the RFT process at any time.
   b. In the event that SPREP amends the RFT or the conditions of tender, it will inform potential Tenderers using the SPREP Tenders page (https://www.sprep.org/tenders).
   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: 29 July 2022, midnight (Apia, Samoa local time).

8.2 Late submissions will be returned unopened to the sender.

Please send all tenders clearly marked ‘RFT 2022/043: Provision of consultancy service for the development and implementation of historical and current climate maps for Vanuatu’ 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. 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

Assignment Information

<table>
<thead>
<tr>
<th>Assignment Title:</th>
<th>Provision of consultancy service for the development and implementation of historical and current climate maps for Vanuatu for risk assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project:</td>
<td>Climate information services for resilient development in Vanuatu (CISRDP) / Vanuatu Klaemet Infomesen blong Redy, Adapt mo Protekt (Van KIRAP)</td>
</tr>
<tr>
<td>Post Level:</td>
<td>Specialist</td>
</tr>
<tr>
<td>Contract Type:</td>
<td>Consultancy Firm</td>
</tr>
<tr>
<td>Schedule of Assignment:</td>
<td>August 2022 to 31 December 2022.</td>
</tr>
</tbody>
</table>

Project Description

Vanuatu is among the most vulnerable countries on earth to the increasing impacts of climate change, including climate-related natural disasters and the effects of slow-onset events such as sea-level rise and ocean acidification.

As the effects of global warming manifest and the hazards of climate change arise at accelerating rates, there is a need to shift the paradigm towards the standardised and mainstreamed use of science-based climate information, at multiple timescales, to support resilient development pathways. The ‘Climate Information Services for Resilient Development in Vanuatu’ (known locally as Van-KIRAP – Vanuatu Klaemet Infomesen blong Redy, Adapt mo Protekt) project is supporting this paradigm shift through the strengthening and application of Climate Information Services in five targeted development sectors: tourism; agriculture; infrastructure; water and fisheries.

More specifically, the project is building the technical capacity in Vanuatu to harness and manage climate data; develop and deliver practical CIS tools and resources; support enhanced coordination and dissemination of tailored information; enhance CIS information and technology infrastructure; and support the application of relevant CIS through real-time development processes, for more resilient outcomes.

The project is addressing information gaps and priority needs of target beneficiaries at national, provincial and local community levels across the five priority sectors through four core components:

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

The Project is funded by the Green Climate Fund (GCF) and managed by the Vanuatu Meteorology and Geohazards Department (VMGD) and the Secretariat of the Pacific Regional Environment Programme (SPREP).

Scope of works

The Vanuatu Meteorological and Geo-Hazards Division requires the following products and procedures to be developed to enhance operational climate monitoring, reporting and services at the VMGD office, Port Vila.
The information generated aims to support sector agencies and community climate centres in Vanuatu to be better informed in near real time on how current climate is tracking compared to average expectations, and whether changes in operational activities can be adjusted to improve responsiveness and resilience to variations in the climate.

Use cases will include but not limited to the following (1) Agriculture – ‘investigate the climate sensitivity, potential impacts and vulnerability of food crops and cash crops in Vanuatu for future food security’. (2) Fisheries – ‘to contribute towards improvements in food security and the livelihoods of communities in Vanuatu by using climate information to prepare for and respond to marine heatwaves on coastal fisheries’, (3) Infrastructure – ‘upgrade the standard design in the Public Works Department (PWD) for all infrastructure’, (4) Tourism – ‘work with stakeholders to obtain reliable and up to date climate data and convert into meaningful and useful information and tools that can be communicated to tourism operators. This will help identify solutions to the ongoing impacts of climate variability and change on tourism businesses’, (5) Water – ‘to support tailored climate information to provide localised floods preparedness management plans and early warning’.

This work will strengthen the capability of the VMGD climate staff to engage with sector workers and agencies in Vanuatu, to understand their information needs, and to provide climate analysis and advice to support management of climate and weather risk and opportunities.

Summary of deliverables

1. Monthly and seasonal maps showing historical long term average rainfall and air temperature for Vanuatu. Maps must show relief contours and the station data be interpolated using elevation as a co-variate.
   a. Monthly historical average air temperature and rainfall maps (24 maps)
   b. Historical average wet season and dry season maps (4 maps)
   c. Composite maps of seasonal and monthly temperature and rainfall patterns and anomalies for each ENSO phase (84 Maps)

2. Daily production of maps showing Vanuatu rainfall and air temperature for the past 30, 60, 90, 180 and 365 days, to be produced at or in collaboration with VMGD for local visualisation and subsequent posting to sector focussed web pages, with added local knowledge commentary and interpretation as needed.
   a. Maps should show both satellite and ground based (AWS) observations
   b. Polygon maps for ground-based observations should show representative climate zones for each AWS and operational reference (eg synoptic) climate station
   c. Map procedures should be accessible through the VMGD CliDESc server, and scheduled to provide daily updates.

3. Provide collegial support and mapping system familiarisation training to VMGD Climate Division staff to enhance their interpretive, operational and advisory skills to meet sector client needs.
   a. Conduct a 5-day technical training course at VMGD office to familiarise climate staff with operational procedures
   b. Jointly with VMGD climate staff, conduct a 1-day training with sector representatives to ensure products are meeting sector needs.

Methods and outputs

(i) Historical climate maps
1. Work in collaboration with VMGD to collate monthly rainfall and air temperature data from all long-term climate stations in Vanuatu. WMO data standards must be adhered to and
referenced in product delivery notes. Data should be collated for the agreed reference period (eg. 1991 to 2020)

2. Identify years affected by ENSO events and collate data for ENSO-season maps.

3. Generate the historical (long term average) maps for monthly, seasonal (wet, dry, ENSO) rainfall and temperature maps. Map grids must include elevation as a covariate, such as air temperature lapse rates. It may be necessary to create virtual climate stations to help improve reasonable representation for example where there are limited or no data records. Some use of traditional knowledge may be used – eg. local knowledge that an area of an island is much wetter/drier than where a climate station is located.

4. The maps can be generated off-line and then stored in a VMGD image library (including in CliDEsc) and/or provided to VMGD climate portal for publication. Digital copies of all map grids must also be provided to VMGD in GIS readable format.

5. Provide documentation and technical manual(s) in accordance with VMGD requirements.

(ii) Operational climate monitoring maps

1. Develop procedures to generate and deliver daily updates of rainfall and air temperature maps for Vanuatu for the past 30, 60, 90, 180 and 365 days based on satellite data. Maps may be generated through international systems but rendered formats must be accessible to VMGD climate staff through the CliDEsc user interface.
   a. CliDEsc products can also allow interactive maps to obtain time series at specific location by clicking on the map
   b. Map products can also be made available with static URL for inclusion into own website
   c. Access to products can also be included in the cloud based CliDEsc Portal so other agencies can view them with proper authentication

2. Develop open source (eg. python, R) scripted procedures in the VMGD CliDEsc platform to generate daily updated rainfall and air temperature maps (eg. in polygon format surfaces) for Vanuatu for the past 30, 60, 90, 180 and 365 days, based on AWS observational data (and other key-entered data that are up-to-date in CliDE).
   a. Daily update can be automated and made available with static URL for inclusion into own website
   b. Access to products can also be included in the cloud based sector portals (5) so other agencies can view them with appropriate authentication

3. Provide optional procedures in CliDEsc to integrate the satellite and ground-based observational data and render combined map outputs that are suitable for publication.

4. Provide 5-day familiarisation and operational training to VMGD staff to a satisfactory level of confidence in managing the map access, generation and delivery services.

5. Assist VMGD climate staff to design and deliver 1-day of training to invited sector representative groups, and collate use cases, consult on map information design, content and delivery, in order to plan for improved services.

(iii) Reports

1. Reports on trainings with VMGD and sectors

2. End of assignment report
Schedule of the Assignment
The consultant services are expected to be delivered from August to 31 December 2022.

Management Arrangements:
The Consultant(s) shall report to the Contract Managers, Sunny Seuseu and Dr. Rebecca Bogiri. The Consultant(s) will work closely with the Vanuatu Meteorology and Geo-hazards Department and the Van-KIRAP Project team to coordinate activities pertaining to the consultancy work.

The consultancy firm shall commence the services within 7 days following the signature of the Service Contract with the employer. A total of 30 days has been allocated towards this contract.

Qualifications & Competencies:
The consultant must have a strong record in undertaking climate monitoring GIS in the meteorology and climate science field in the Pacific region and have the following skills and competencies.

Qualifications and Experience:
- Master’s in Meteorology, Atmospheric Sciences, Geographic Information System (GIS) or other related fields
- At least 10 years of experience in the field of meteorology, atmospheric science; GIS demonstrated experience working in the Pacific region on similar projects
- Fluent in English (oral and written communications), with French and Bislama (desired)

Competencies:
Professionalism: Good knowledge of meteorology, climatology, climate analysis, and GIS in the Pacific Region or Small Island Development States (SIDS). 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.

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 by final group discussion.

Planning and Organisation: 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.

Budget and Payment schedule
Submissions are required to itemise all financial elements of their proposal in USD.

SPREP reserves the right to proceed only with the Task(s) it deems necessary. SPREP also reserves the right to reject all tenders. SPREP reserves the right to withdraw this tender at any time, reserves the right to accept or reject any or all bids and to waive any formal defects or irregularities in the bids, when deemed to be in the interest of SPREP.