



File: **AP\_3/28/2**  
Date: 20 October 2020  
To: Interested consultants  
From: Melanie King, Manager – Project Coordination Unit  
Sunny Seuseu, A/Project Manager (Van KIRAP)

**Subject: Request for tenders: ‘Climate Information Services for Resilient Development in Vanuatu’ – Communication Coordinator**

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## 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’ (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 (CIS) in five targeted development sectors: tourism; agriculture; infrastructure; water and fisheries.
- 1.4 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.
- 1.5 For more information see: [www.sprep.org](http://www.sprep.org).

## 2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced communication specialist to lead the development of, and effective roll out of the Project’s communications and engagement strategy to increase the ability of

decision-makers, communities and individuals in Vanuatu, to plan for and respond to the long- and short-term impacts of climate variability and change.

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

### **3. Conditions: information for applicants**

3.1 To be considered for this tender, interested Consultants must meet the following conditions:

- Demonstrated residency in Vanuatu and the legal right to work in Vanuatu.
- At least 10 years of expertise and experience in a communications role, preferably within a developing country context;
- Complete the **tender application 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 or your Technical Proposal. Failure to do this will mean your application will **not** be considered).*
- Sign the **Conflict of Interest form** provided.

### **4. Submission guidelines**

4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and is capable of meeting the required services and timeframes. Documentation must also include supporting examples to address the evaluation criteria. Describe any additional minimum content and format requirements.

4.2. Tender documentation should outline the interested consultant's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.

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

4.4. Tender submission must be in United States Dollars (USD).

4.5. The proposal must remain valid for 90 days from date of submission.

4.6. Tenderers / bidders must insist on acknowledgement of receipt of tender / proposals / bids.

### **5. Tender Clarification**

5.1. Any clarification questions from applicants must be submitted by email to [procurement@sprep.org](mailto:procurement@sprep.org) before 04 November 2020 and responses will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 06 November 2020.

## 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:

<b>Technical Evaluation Criteria</b>	<b>Obtainable Score</b>
1. Postgraduate qualifications in communications or other related fields such as journalism, media, public affairs, international relations and / or equivalent of qualifications and experience.	10%
2. At least 10 years of expertise and experience in a communications role, preferably within a developing country context. 3. Demonstrated understanding of communications and social media strategies, including experience in moving concepts into on-ground products and tools for multiple audiences. 4. Strong technical skills related to either desktop publishing (Photoshop, Illustrator, InDesign), webpage editing and social media platforms (Facebook, YouTube, Twitter, LinkedIn). 5. Demonstrated culturally sensitive, friendly, and effective inter-personal and communication skills that are conducive to effective presentations and networking, and building trust required to complete tasks.	35%
6. Excellent written and verbal communications skills in English. Knowledge of Bislama and / or French would also be an advantage.	15%
7. Knowledgeable about environmental issues, climate change impacts, water vulnerability challenges and resilience building opportunities particular to Pacific Small Island Developing States.	15%
<b>Total (Technical)</b>	<b>75%</b>

<b>Financial Evaluation Criteria</b>	<b>Obtainable Score</b>
1. Demonstrated value for money.	25%

## 7. Deadline

7.1. The due date for submission of the tender is: 17 November 2020, midnight (Apia, Samoa local time).

7.2. Late submissions will be returned unopened to the sender.

7.3. Please send all tenders clearly marked 'TENDER: Climate Information Services for Resilient Development in Vanuatu – Communication Coordinator' to one of the following methods:

Mail: SPREP  
Attention: Procurement Officer  
PO Box 240  
Apia, SAMOA

Email: [tenders@sprep.org](mailto:tenders@sprep.org) (MOST PREFERRED OPTION)  
Fax: +685 20231

Person: Submit by hand in the tenders box at SPREP Reception,  
Vailima, Samoa.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

**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

### Communication Coordinator: Climate Information Services for Resilient Development in Vanuatu

#### Assignment Information

<b>Assignment Title:</b>	Communication Coordinator
<b>Project:</b>	Climate information services for resilient development in Vanuatu (CISRDP) / Vanuatu Klaemet Infomesen blong Redy, Adapt mo Protekt (Van KIRAP)
<b>Post Level:</b>	Specialist
<b>Contract Type:</b>	Individual Contractor
<b>Duty Station:</b>	Port Vila, Vanuatu
<b>Contract Duration:</b>	Long-term: 200 days / year (3.5 year contract)

#### 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 standardized 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 a 4.5-year project, 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 Work:

The Van KIRAP Project is seeking to recruit a dynamic, proactive and creative communications specialist to lead the development of and effective roll out of the Project's communications strategy to

increase the ability of decision-makers, communities and individuals in Vanuatu, to plan for and respond to the long- and short-term impacts of climate variability and change. This involves: developing and implementing a communication and knowledge management strategy; planning and leading internal and external communication efforts to strengthen awareness and understanding of climate information services and its application; raising the profile and visibility of climate information services across target sectors and in communities; planning and developing project information, tools, products, promotional materials and publications; undertaking communication activities such as social media and other engagement mechanisms to disseminate core project findings and key messages to various target audiences; undertaking other duties as necessary including website management and maintenance, e-news, project bulletins and other means of communication and dissemination, and; reporting against indicators to demonstrate effectiveness.

Reporting to the A/Project Manager, the Communications Coordinator will closely work with the project team and partners and will be responsible for coordinating all communication and knowledge management outputs.

The position is a long-term consultancy, based in Port Vila, Vanuatu with travel to the provinces of Vanuatu.

### **Expected Outcomes and Deliverables:**

Guided by an existing project plan, available studies and assessments, and consultations with the Implementing Entity, Executing Entity Project Managers, Delivery Partners, Project team including sector coordinators and VMGD personnel, and stakeholders, the Specialist will be required to develop a budgeted Communication and Knowledge Management Strategy & Action Plan to meet the Project's needs. The Specialist will deliver on the following:

#### **Leadership and Strategy**

1. Develop and implement the Project's Communication & Engagement Strategy and Action Plan including core indicators.
2. Develop and implement annual workplans and budgets.
3. Develop and oversight the implementation of the Project's branding guidelines.
4. Lead the development and oversight of a wide-range of communication and promotional materials that highlight the Van KIRAP project's vision and impact, including publications, tools, information products, promotional materials, project briefs, articles, press releases, social media posts, audio-visual materials, website updates and other innovative informational formats.
5. Ensure best practice in communication policies and standards are implemented and maintained by all Project members, providing communications capacity building to project members as required.
6. Support Project members to enhance internal capacity for communication, knowledge sharing and outreach.
7. Raise internal awareness of communications approaches, progress and best practice.

#### **Implementation of internal and external communication efforts**

The Communications Coordinator will plan and lead internal and external communication efforts to strengthen awareness of project activities and outputs, and raise the profile and visibility of the Project in general including:

1. Produce and disseminate various communication materials, including stories and news on project activities and results, outreach materials, briefings, articles, media advisories, press releases, statements, speeches, factsheets, press / media kits, publicity materials, and write ups about events and outcomes of the Project for a variety of channels including websites, blogs, e-news, media and other communication channels.
2. Produce case studies / success stories highlighting the impact of project activities on target sectors and communities.

3. Create, maintain and update visibility and communication data, and manage communications materials inventory.
4. Draft engaging content for the Project's newsletter including working with project members to source material, incorporating strategic project updates.
5. Coordinate with project leads to update online and offline visibility materials for the project.
6. Work closely with the A/Project Manager and other project members to develop, disseminate and channel evidence of the Project's work and impact to key target audiences, including donors and stakeholders.
7. Support and oversee project compliance with donor(s) requirements on communications and branding.
8. Ensuring regular flow of material for the Project's and Partners knowledge management platforms from the in-country work.
9. Work with project members or professional services to translate products, tools and information (in Bislama, English and French) for target audiences.
10. Work closely with Project team members to consult and work with target stakeholders, communities, sectors, partners and other stakeholders to address communication needs.
8. Any other relevant task required to facilitate project progress.

#### **Public Events and External Relationship Building**

1. Working with the Project Manager initiate, convene and facilitate a Communication Working Group ensuring it is well managed and results-oriented through the production of relevant information products informed by community perspectives where possible and required.
2. Strengthen and expand the Project's network of partnerships through proactive participation in external events and networking with media and other relevant stakeholders.
3. Prepare a monthly events list (e.g. workshops, trainings and talks) and organise coordination of Project attendance; draft summary reports of key events.
4. Liaise with local media to identify opportunities to publish communication and visibility materials.
5. Organise communication activities such as media interviews with Project management and team members.
6. Lead and participate in knowledge sharing meetings, seminars, trainings, conferences and special events to ensure appropriate communications before, during and after the event.

#### **Monitoring and Evaluation**

1. Work with project members and partners to develop and implement an appropriate monitoring and evaluation framework for the communications, ensuring it responds to the Project's overarching Monitoring and Evaluation Strategy.
2. Make adjustments to the overall strategy and programming as appropriate. Advocate for capture of experiences, lessons learned and successful initiatives.

#### **Institutional Arrangement:**

This appointment is for a long-term communication specialist equivalent for approximately 200 days (10 months) per year. The specialist will be under the supervision of the Project Manager (SPREP) and work closely with all Project members and partners. Reports and documentation will be shared with the Project Manager in a timely manner.

The successful consultant 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\\_Documents/sprep-organisational-values-code-of-conduct.pdf](https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf)

**Duty Station:**

Port Vila, Vanuatu.

**Qualifications & Competencies:**

Qualifications:	1. Postgraduate qualifications in communications or other related fields such as journalism, media, public affairs, international relations and / or equivalent of qualifications and experience.
Experience:	<ol style="list-style-type: none"> <li>1. At least 10 years of expertise and experience in a communications role, preferably within a developing country context.</li> <li>2. Demonstrated understanding of communications and social media strategies, including experience in moving concepts into on-ground products and tools for multiple audiences.</li> <li>3. Strong technical skills related to either desktop publishing (Photoshop, Illustrator, InDesign), webpage editing and social media platforms (Facebook, YouTube, Twitter, LinkedIn).</li> <li>4. Demonstrated culturally sensitive, friendly, and effective interpersonal and communication skills that are conducive to effective presentations and networking, and building trust required to complete tasks.</li> <li>5. Excellent written and verbal communications skills in English. Knowledge of Bislama and / or French would also be an advantage.</li> <li>6. Knowledgeable about environmental issues, climate change impacts, water vulnerability challenges and resilience building opportunities particular to Pacific Small Island Developing States.</li> </ol>
Competencies:	<ol style="list-style-type: none"> <li>1. <b>Professionalism:</b> 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.</li> <li>2. <b>Leadership:</b> 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.</li> <li>3. <b>Communication:</b> 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.</li> <li>4. <b>Teamwork:</b> 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.</li> </ol>

	<p>5. <b>Planning and Organising:</b> 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.</p>
<p>Language Requirements:</p>	<ol style="list-style-type: none"> <li>1. Fluency in English (oral and written) is a requirement, with sound written and presentation skills using plain English.</li> <li>2. Fluency in at least Bislama and / or French (oral and written) would be desirable.</li> </ol>

**Evaluation criteria: (Technical 75%, Financial 25%)**

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