



Sustainable, transformative and resilient for a Blue Pacific

REQUEST FOR TENDERS

RFT: 2023/028
File: AP_3/28/2
Date: 8 May, 2023
To: Interested consultants
From: Sunny Kamuta Seuseu – Climate Information Services for Resilient Development Planning in Vanuatu (Van-KIRAP)

Subject: Request for tenders (RFT): Development and monitoring of the Community-based Fisheries Management Plans for Nalema, Epi Island, and Tomman Island, Malakula, Vanuatu.

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization 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 Planning in Vanuatu (CISRDP) 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 Meteorology and Geo-Hazards 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 (individuals or teams) to organise, lead the development and monitoring of community-based fisheries management plans for pilot communities in Nalema, Epi Island and Tomman island, Malakula in Vanuatu.



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2.2 The management plans must outline how climate and ocean information services from the Vanuatu Meteorology and Geo-Hazards Department (VMGD), Vanuatu Klaemet Infomesen blong redy, adapt mo protekt (Van-KIRAP), SPREP and international delivery partners i.e APEC Climate Center (APCC), Bureau of Meteorology (BOM) and Commonwealth Scientific and Industrial Research Organisation (CSIRO) are used in planning, decision making for managing climate risks (resilient development).

2.2. The consultant will be expected to work jointly with the Vanuatu Fisheries Department (VFD), Vanuatu Meteorology and Geo-Hazards Department (VMGD), DEPC, liaise and consult with communities at each site. Travel to the communities in Epi and Malakula islands is required to complete the project.

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

2.3. 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/sprepororganisational-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. Currently reside in Vanuatu.
- ii. Be able to demonstrate that they are legally entitled to work in Vanuatu. Provide a copy of valid business registration/license.
- iii. Excellent command of spoken and written English and spoken Bislama.
- iv. Be able to demonstrate that they have the necessary technical qualifications.
- v. Have a proven track record in advising Pacific Island Countries and Territories (PICTs) or small island developing states on the development, monitoring, management and conservation of marine species, fisheries and / or related work.
- vi. Demonstrate a record of having successfully worked with Vanuatu Fisheries Department, Department of Environment Protection and Conservation (DEPC) and regional organisations such as SPREP, Pacific community in the Pacific region, and conservation community and civil societies.
- vii. Have a strong track record in gender sensitive and human-rights based approaches to community consultation and communication, as well as project management and facilitation.
- viii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
- ix. Provide three referees relevant to this tender submission, including the most recent work completed;
- x. 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*).
Provide examples of past related work outputs
For the Technical and Financial proposals you may attach these separately.

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



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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 in 3.3 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 in the Terms of Reference and is capable of meeting the specifications and timeframes. 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:
- 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).*
Provide examples of past related work outputs
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. CV to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
 - d) **Technical Proposal** which contains the details on methods, personnel to achieve the tasks outlined in the Terms of Reference.
 - e) **Financial Proposal** – provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of domestic travel to the two project locations.
- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. Tenderers/bidders 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/bidder 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. The Proposal must remain valid for 90 days from date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of tender.



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5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 24 May 2023. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 26 May 2023.
- 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 tender satisfies the following criteria:
- 6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

I. Technical Score – 80%

Criteria	Detail	Weighting
Qualifications	Expert knowledge of fisheries, conservation and management or related fields	10%
Experience	Demonstrate a record of having successfully worked with Vanuatu Fisheries Department, Department of Environment Protection and Conservation (DEPC) and regional organisations such as SPREP, Pacific community in the Pacific region, and conservation community and civil societies.	10%
	Have a proven track record in advising Pacific Island Countries and Territories (PICTs) or small island developing states on the management and conservation of marine species, coastal management policy, and / or related work.	10%
	Have a strong track record in community consultation and communication as well as project management and facilitation.	10%



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Technical Proposal / Methodology	Appropriate methods and strategies, gender sensitive and human rights-based approach to community and stakeholders engagement and consultation in the Pacific.	20%
Language requirements	Excellent command of spoken and written English and Bislama.	10%
Other requirements	Currently reside in Vanuatu; and be able to demonstrate that he/she is legally entitled to work in Vanuatu.	10%

II. 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:

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

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: 02 June 2023, 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 2023/028: **Development and monitoring of the Community-based Fisheries Management Plans for Nalema, Epi Island, and Tomman Island, Malakula, Vanuatu.**

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



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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.

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

Assignment Title:	Development and monitoring of the Community-based Fisheries Management Plans for Nalema, Epi Island, and Tomman Island, Malakula, Vanuatu.
Project:	Climate information services for resilient development in Vanuatu (CISRDP) / Vanuatu Klaemet Infomesen blong Redy, Adapt mo Protekt (Van KIRAP)
Post Level:	Specialist
Contract Type:	Individual Consultant or Teams
Contract Duration:	5 months (June to October 2023)

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 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 Vanuatu Fisheries Department is implementing a Fisheries Case Study that contributes towards improvement 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.

The pilot communities at Nalema, Epi Island and Tomman Island, Malakula have been selected by the Vanuatu Fisheries Department to be supported through the development of fisheries management



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plans for their coastal areas and identify realistic activities to increase the natural adaptive capacity of terrestrial and coastal habitats to promote human health, support sustainable livelihoods as well as subsistence-based lifestyles, reduce poverty and contribute to the delivery of Vanuatu's conservation priorities.

Objectives:

The objectives of the consultancy are:

1. Lead in the development and monitoring of the community fisheries management plans for Nalema, Epi and Tomman Island, Malakula and integrate climate information into the management actions.
2. Lead and coordinate with Vanuatu Fisheries Department (VFD) the deployment of 3 x SOFAR Spotter wave buoys, 8 RbR sensors and 2 x SOFAR smart moorings in (a) Santo, Sanma Province (b) Epi, Shefa Province and in (c) Sola, Torba Province.

Tasks and Expected Deliverables:

The scope of services under this consultancy consists of the following requirements:

Tasks under objective 1:

- a) Undertake a baseline assessment which provides data and information on (i). what are the current fishing practices in the two sites; (ii). what are the management practices which are currently in place in the communities; (iii). What climate information is used by the community in their fisheries management decisions; (iv) what are the gaps. This information will assist in developing the community management plan and enable the Fisheries Department to monitor and evaluate the effectiveness of the community management plans.
- b) Undertake consultations and secure guidance on the scope and establishment of community fisheries management plans from technical experts, including SPREP, Vanuatu Fisheries Department (VFD), Department of Environment Protection and Conservation (DEPC), Non-Government Organisations and relevant stakeholders.
- c) Undertake extensive face to face consultations in each location, information sessions with the communities for the development of the fisheries management plans. Ensure effective gender sensitive and human rights-based approaches to community and stakeholder engagement and consultation are implemented throughout the contract.
- d) Ensure the fisheries management plans align to the government priorities, fisheries management policy, community fisheries management principles and climate change adaptation plans.
- e) Integrate climate information provided by VMGD and Van-KIRAP into the community management plans including the delivery of, uptake and application of the Vanuatu Ocean outlook (<https://www.vmgd.gov.vu/vmgd/index.php/climate/reports-and-summaries/vanuatu-ocean-outlook>) a climate-related information which is valuable to fishers.
- f) The fisheries management plans to include traditional knowledge and practices, align to the Van-KIRAP Traditional Knowledge component.
- g) Draft management plans in English and Bislama (and/or French as appropriate) based on consultations with communities at each location, VFD and SPREP.
- h) Present the management plans to the communities, establish community governance for the sites – ownership of the areas.
- i) Provide training and information sessions to the community and the community management entity responsible for the implementation, monitoring the plan.
- j) Present the final management plans to SPREP for approval, branding and publication.

Deliverables:

1. Baseline assessments reports for Nalema, Epi and Tomman Island, Malakula.
2. Initial communication consultation reports, findings and recommendations.
3. Community-based Fisheries Management Plans for Nalema, Epi and Tomman Island, Malakula.
4. Training reports for Nalema, Epi and Tomman Island, Malakula.
5. End of contract report



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Tasks under objective 2:

- a) Consult with VFD, VMGD and SPREP on the final community locations for the deployment of the project equipment i.e 3 x SOFAR Spotter wave buoys, 8 RbR sensors and 2 x SOFAR smart moorings in (a) Santo, Sanma Province (b) Epi, Shefa Province and in (c) Sola, Torba Province.
- b) Deploy the project equipment in selected locations with support from Provincial Fisheries Officers, VFD, VMGD and SPREP.
- c) Undertake extensive face to face consultations in each location, information sessions with the communities on the importance of the ocean monitoring equipment, the Vanuatu network of ocean monitoring network and the benefits to Vanuatu science institutions such as VFD, VMGD as well as the regional/global research community (SPREP and SPC).
- d) Incorporate and align (where possible) the upkeep, ongoing security of the ocean equipment to the Community Fisheries Management Plans. The implementation, monitoring and governance of the Management Plans encompasses the ocean monitoring equipment.
- e) Provide training and information sessions to the community and the community management entity responsible for day-to-day management, upkeep and monitoring of the equipment.
- f) Responsible for the capture and re-deployment of equipment when they drift from original installation location.

Deliverables:

1. Detailed reports on installation and community consultation.
2. Monthly updates and progress reports

Work Arrangements:

- The consultant will report directly to the SPREP Project Management Unit and the Vanuatu Fisheries Department (Research and Development Division).
- The consultant will provide progress reports through a teleconference or face to face meetings each month.
- The consultant will be expected to work from their own premises with regular engagement with VFD, SPREP and project stakeholders, and to travel to the pilot sites for project activities.
- 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; the Van-KIRAP Environment Management and Social Safeguards Plan, Gender Equality and Social Inclusion Plan, Communications Strategy and Action Plan

Qualifications & Competencies:

Qualifications:	Expert knowledge of fisheries, conservation and management or related fields
Experience:	Have a proven track record in advising Pacific Island Countries and Territories (PICTs) or small island developing states on the management and conservation of marine species, coastal management policy, and / or related work.
	Have a strong track record in community consultation and communication as well as project management and facilitation.
Competencies:	Be deemed to be independent and impartial, with no conflicts of interest.
Language Requirements:	Excellent command of spoken and written English and Bislama.
Other requirements:	Currently reside in Vanuatu; and be able to demonstrate that he/she is legally entitled to work in Vanuatu.



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Budget submission

Submissions are required to itemise all financial elements of their proposal in USD. This will be delivery-based consultancy.

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.