



# SPREP

Secretariat of the Pacific Regional  
Environment Programme



10th Pacific Islands Conference

## NATURE CONSERVATION AND PROTECTED AREAS

*Nature Conservation Action for a Resilient Pacific*

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’ – Community 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 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 personnel to undertake the role of Community Coordinator, leading the development and effective roll out of the Project’s climate information services to targeted communities in the six Provinces of Vanuatu.

2.2. Working closely with Project members, the Community Coordinator will be required to establish a 'community of practice' to facilitate continuous learning and capacity building on climate information, and for coordinating all engagements and knowledge management outputs for the targeted communities.

2.3. 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 similar role. Experience in Vanuatu is essential;
- Experience in leading community engagement approaches and capacity building efforts at community level and / or local organisations;
- 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. An advanced university degree in a relevant area such as social sciences / behavioural / communication sciences or equivalent experience.	10%
2. At least 10 years of expertise and experience in a similar role. Experience in Vanuatu is essential. 3. Demonstrated experience in a coordination role including with multi-sectoral stakeholders. 4. Experience in leading community engagement approaches and capacity building efforts at community level and / or local organisations. 5. Experience in designing and implementing assessments, community consultations, research activities. 6. Excellent written and verbal communications skills in English and Bislama. French would also be an advantage.	50%
7. 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. 8. Knowledgeable about environmental issues, climate change impacts, water vulnerability challenges and resilience building opportunities particular to Vanuatu.	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 – Community 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

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

#### Assignment Information

<b>Assignment Title:</b>	Community 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 an experienced Community Coordinator to lead the development and effective roll out of the Project's climate information services activities to targeted communities in the six Provinces of Vanuatu.

Working closely with the Project team members, the Community Coordinator will be required to establish a 'community of practice' to facilitate continuous learning and capacity building on climate information. The community of practice is expected to include improving two-way communication platforms, feedback avenues and closing the communication loop mechanisms.

Reporting to the Project Manager, the Community Coordinator will closely work with the project team and partners and will be responsible for coordinating all engagements and knowledge management outputs for the targeted communities.

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 Community Engagement 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 Community Engagement Strategy and Action Plan including core indicators.
2. Develop and implement annual workplans and budgets.
3. Provide an overall framework and guidance to the Project team on how best to take a proactive and consistent stance on community engagement to ensure the uptake of climate information services consisting of both scientific and traditional knowledge information.
4. Provide tools and technical support to Project personnel, to strengthen their capacity on information exchange, improve available feedback mechanisms and enhance the level of participation of the community and accountability to them.

**Engagement and Communications**

1. Bring together key actors to develop an effective and coordinated mechanism for accessible sharing of information with communities on climate information services, tools and products, and ensure communities' meaningful participation in the process. These actors include government (national and provincial), local NGOs and communities of practice, project personnel (e.g delivery partners, sector coordinators, VMGD personnel), and the communities themselves.
2. Institutionalise the community of practice as the inclusive platform for multi-sector and multi-purpose community engagement coordination and learning related to climate information services.
3. Ensure the sustainability of the community of practice for the strategic and operational undertakings on community engagement in the targeted communities, including preparedness for harmonisation of learning tools, better strategic coordination, cohesive reporting and advocacy to decision-makers.
4. Facilitate innovations within the community of practice through cross-sectoral learning, information / knowledge sharing on climate information and good practices, lessons learned, common tools and strategic coordination.
5. Ensure consistency and clarity in providing information and advice to targeted communities by working with relevant government agencies, local NGOs and community leadership to ensure the voices of the communities are accessible to policy and decision-makers.

6. Mobilise community participation in project activities and guide and coordinate networks of champions, ensuring the most vulnerable groups participate in key decision-making processes, have equal access to information channels and feedback mechanisms and any specific protection issues are taken into account.
7. Identify and analyse all community activities and prioritise those actions that have the most impact and identify those that should be developed, improved and expanded.
8. Describe the present consultation and stakeholder engagement process that already exists and then identify gaps and strengthen participatory engagement on project related activities. This will involve working with the Gender Specialist, Communications Specialist, Traditional Knowledge Officer and other relevant Project personnel.
9. Clearly identify and delineate the roles and responsibilities of Government institutions, local authorities, civil society / local NGOs and other stakeholders in relation to managing Project activities in the targeted communities and broader Provinces.
10. Conduct capacity building support programmes / training to communities, Provincial and local government, local NGOs and other stakeholders on climate information services.
11. Establish partnerships within the Provinces and communities with Government, communities, NGOs and other appropriate stakeholders to develop the networks needed to disseminate and support the uptake of the Project's outputs.
12. Identify synergies or opportunities for scaling-up of the Project's climate information services tools and products.
13. Work with the Communications Specialist to produce case studies / success stories highlighting the impact of project activities on communities.

### **Monitoring and Evaluation**

1. Work with project members and partners to develop and implement an appropriate monitoring and evaluation framework for the community engagement, 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.
3. Analyse / synthesise qualitative and quantitative information, data and evidence and, conduct necessary assessments relevant to communities to support Project personnel, decision-makers and inform action.
4. Play a key role at the Midterm Review and Technical Evaluation in providing necessary data / information on result indicators related to community benefits.

### **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. An advanced university degree in a relevant area such as social sciences / behavioural / communication sciences or equivalent experience.
Experience:	<ol style="list-style-type: none"> <li>2. At least 10 years of expertise and experience in a similar role. Experience in Vanuatu is essential.</li> <li>3. Demonstrated experience in a coordination role including with multi-sectoral stakeholders.</li> <li>4. Experience in leading community engagement approaches and capacity building efforts at community level and / or local organisations.</li> <li>5. Experience in designing and implementing assessments, community consultations, research activities.</li> <li>6. Excellent written and verbal communications skills in English and Bislama. French would also be an advantage.</li> <li>7. 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>8. Knowledgeable about environmental issues, climate change impacts, water vulnerability challenges and resilience building opportunities particular to Vanuatu.</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> <li>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.</li> </ol>
Language Requirements:	<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 Bislama (oral and written) would be desirable.</li> </ol>

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

<b>Technical Evaluation Criteria</b>	<b>Obtainable Score</b>
1. An advanced university degree in a relevant area such as social sciences / behavioural / communication sciences or equivalent experience.	10%
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<b>Total (Technical)</b>	<b>75%</b>