

REQUEST FOR TENDERS

RFT: 2023/059
File: AP_2/46
Date: 16 November, 2023
To: Interested consultants
From: Stuart Chape, Director Island and Ocean Ecosystems

Subject: Request for tenders (RFT): Consultancy services to coordinate SPREP component of the MACBLUE project in 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. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services to coordinate SPREP component of the MACBLUE project in Vanuatu
- 2.2. 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://library.sprep.org/sites/default/files/sprep-organisational-values-code-of-conduct.pdf>. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.4. SPREP Standard Contract Terms and Conditions are non-negotiable

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
 - i. Must be based in Vanuatu and legally entitled to work in Vanuatu for the duration of the contract;
 - ii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 - iii. Provide three referees relevant to this tender submission, including the most recent work completed;

- iv. 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.
 - v. Provide a copy of valid business registration/license.
 - vi. Fluency in Bislama and English is a requirement.
- 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 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.
 - d) **Technical Proposal** which contains the details 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 all associated taxes.
- 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.

5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 13 December 2023. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 15 December 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
Experience	Masters' Degree in ecology, marine sciences, biology or any other directly related discipline – Or –	20

	Bachelor's degree with at least 10 years of experience relevant to the Terms of Reference	
	Minimum 5 years of professional experience in the environmental sector in Vanuatu in international project implementation	
	Demonstrated experience in advising government institution on strategic/legal/policy development.	30
	Demonstrated experience in the management of activities in either mangroves or seagrass ecosystems is an asset.	
Technical Proposal / Methodology	Methodology highlighting key local stakeholders and potential activity sites.	30

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: 12 January 2024, 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 2023/059: **Consultancy services to coordinate SPREP component of the MACBLUE project in Vanuatu**'

Mail: SPREP
Attention: Procurement Officer
PO Box 240
Apia, SAMOA
Email: tenders@sprep.org (MOST PREFERRED OPTION)
Fax: 685 20231
Person: Submit by hand in the tenders' box at SPREP reception,
Vailima, Samoa.

Note: Submissions made to the incorrect portal will not be considered by SPREP. If SPREP is made aware of the error in submission prior to the deadline, the applicant will be advised to resubmit their application to the correct portal. However, if SPREP is not made aware of the error in submission until after the deadline, then the application is considered late and will be returned unopened to the sender.

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

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

Consultancy services to coordinate SPREP component of the MACBLUE project in Vanuatu

Background

1. Seagrass, mangroves and salt marshes sequester carbon significantly faster than terrestrial forests and store up to 5 times more carbon per hectare. Pacific Island Countries (PICs) possess important Seagrass and Mangrove (SaM) resources, providing further ecosystem services related to shoreline protection, food security, tourism revenue and water quality. Habitat loss has been increasing rapidly, yet no adequate baselines exist to determine extent of habitats, rates of loss, or design of targeted management solutions.
2. Methods for the assessment of carbon stocks and emissions in SaM areas exist since 2012 but have not been applied consistently to SaM areas in PICs. Policy makers and researchers note the urgent need to collect nationally relevant SaM data based on consistent methods, that ensure transparency and traceability to mitigate the loss of the world's coastal carbon sinks and reduce the decline of coastal biodiversity.
3. In a joint effort by GIZ, the Secretariat of the Pacific Regional Environment Programme (SPREP) and the Pacific Community (SPC) as regional implementing partners, the project "Strengthening coastal biodiversity conservation and management through protection and rehabilitation incentives for coastal carbon sinks in Pacific Island countries", working under the short title "Management and Conservation of Blue Carbon Ecosystems – MACBLUE", will utilise innovative remote sensing approaches to map the extent of SaM ecosystems in Fiji, Papua New Guinea, the Solomon Islands and Vanuatu and will assess and model related carbon storage capacity, emission potential and ecosystem services.
4. The resulting data will allow inventories of associated natural capital and will support government partners in their efforts to strategically develop and implement conservation, management and rehabilitation efforts. Based on effective mapping and analysis of the carbon sequestration and storage of SaM, Governments will be assisted to establish nationally appropriate incentives for sustainable management and rehabilitation efforts as part of Nationally Determined Contributions (NDCs), National Adaptation Plans (NAPs) and other policy and strategic documents.
5. The component "Management of Blue Carbon Ecosystems in Pacific Islands Countries" is implemented by SPREP within the overall MACBLUE project. Under its scope of work, SPREP supports the ministries of the partner countries in improving their management and conservation efforts for seagrass and mangrove ecosystems. To this end, the SPREP staff and consultants will be placed within partner countries' ministries and partner organisations offices to allow for close cooperation. SPREP will employ a project coordinator and a finance and administration officer in Suva, Fiji, as well as contract two in-country coordinators in Solomon Islands and Vanuatu.

Scope of Work

6. SPREP is seeking the services of an individual local consultant to deliver on the following tasks:

6.1 Advising the partner institution(s)

- Serve as liaison between SPREP and the MACBLUE implementing partners GIZ and SPC with Ministry of Climate Change Adaptation, Meteorology & Geo-Hazards, Energy, Environment and Disaster Management (MOCCA) and other relevant stakeholders in Vanuatu.
- Develop close working relationship with MOCCA and assures that the national activities under the MACBLUE project follow national priorities and needs.
- Advises the government in the incorporation of the project results into national policies, guidelines, and institutional settings.
- Coordinates the in-country interventions by the implementation partners and supports the engagement with relevant stakeholders at national, regional, provincial and community level. This includes the organisation, facilitation and follow up of workshops and capacity building activities, as well as maintaining an updated Operational Plan.
- Supports, based on a legal review implemented by the project, the development of a national roadmap for the creation, adjustment and implementation of national policies, legal guidelines, or requirements, as well as financial and/or non-monetary incentives for management of mangrove and seagrass ecosystems.

6.2 Networking and corporation

- Maps relevant project stakeholders in country, develops and manages an up-to-date database of their activities and responsibilities and sets up and maintains a close relationship through regular meetings as well as giving and getting status updates on activities on a regular basis.
- Stays abreast of donor priorities in the climate change sphere in Vanuatu and of possibilities to coordinate with their ongoing activities and planning.
- Assists the technical teams in the organisation, planning, facilitation and follow up of field visits aimed at measuring seagrass and mangrove ecosystem services, community outreaches and consultations, scoping of project sites, monitoring, mapping, ground-truthing or other.
- Stays in good coordination with other SPREP and GIZ project activities in Vanuatu, and supports if required and as time allows.

6.3 Knowledge Management

- Supports the production of MACBLUE project reports on activities in Vanuatu to partners and donors, as required.
- Contributes to the identification of anthropogenic threats for seagrass and mangrove ecosystems and associated ecosystem services in Vanuatu.
- Systematically monitors the media in Vanuatu in topics related to the scope of the project.
- Records and feeds back on a regular basis information, data and knowledge on associated topics to SPREP MACBLUE Project Coordinator, including on donor priorities and cooperation possibilities with ongoing projects and initiatives in the area on climate change in Vanuatu.

6.4 Coordination Tasks

- Coordinate the implementation of project activities in Vanuatu.
- Manages dissemination of experiences and results in close collaboration with national governments in international/regional technical and policy conferences.
- Maintains an up-to-date work plan and a forward-looking calendar of events.
- Assists in developing small consultancies and helps coordinate service providers, if required.
- Informs SPREP MACBLUE Project Coordinator on security related matters in the project areas.
- Assists with any other project needs, as required.

Deliverables and project timeline

7. The duration of the assignment is for 1.5 year full time, with an expected start date in February 2024.
8. The consultant will be responsible for the following deliverables:
 - a. Initial inception report confirming workplan and arrangements for the engagement.
 - b. Monthly reports on progress made on the implementation of the project activities in Vanuatu, as well as highlighting any risk, delay or issue to raise to the attention of the Project Coordinator
 - c. End of mission report including summary of key activities, outputs and outcomes as well as recommendations for sustainability of action.

Requirements

9. The engagement is for an individual local consultant meeting the following requirements:

Qualifications	<ul style="list-style-type: none"> • Masters' Degree in ecology, marine sciences, biology or any other directly related discipline <ul style="list-style-type: none"> – Or – • Bachelor's degree with at least 10 years of experience relevant to the Terms of Reference
Professional Experience	<ul style="list-style-type: none"> • A minimum of five (5) years of professional experience in the environmental sector in Vanuatu. • A minimum of five (5) years of relevant professional experience in international project implementation. • Experience in advising government institution on strategic/legal/policy development. • Experience in the management of activities in either mangroves or seagrass ecosystems is an asset.
Additional competences	<ul style="list-style-type: none"> • Fluent Bislama and English skills.

Work arrangements

10. The Consultant will report to the Project Coordinator, SPREP MACBLUE project, based at SPREP Office in Suva.
11. The consultant will be based within the Department of Environment Protection, Ministry of Climate Change Adaptation, Meteorology & Geo-Hazards, Energy, Environment and Disaster Management, Port Vila. The project will provide office equipment including laptop and office furniture.
12. The Consultant will work in close collaboration with GIZ and SPC MACBLUE teams implementing the project.
13. The Consultant will be responsible for:
 - a) payment of applicable taxes, superannuation and the like;
 - b) all insurance cover such as medical, travel and professional liability.

Budget

14. Financial offers should be made in USD based on a monthly rate. Offers above USD 70,000 will not be considered.