

REQUEST FOR TENDERS

RFT: 2023/034
File: AP_ 3/28/2
Date: 9 June, 2023
To: Interested Consultants / Service providers
From: Sunny Kamuta Seuseu – VanKIRAP SPREP PMU

Subject: Request for tenders (RFT): Provision of consultancy service for the supply, installation and commissioning of a hydrometric system to improve flood warning systems 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 Members comprise 21 Pacific Island countries and territories (PICTs), and five developed countries with direct interests in the region: American Samoa, Northern Mariana Islands, Cook Islands, Federated States of Micronesia, Fiji, French Polynesia, Guam, Kiribati, Marshall Islands, Nauru, New Caledonia, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tokelau, Tonga, Tuvalu, Vanuatu and Wallis and Futuna. Metropolitan members are Australia, New Zealand, France, United Kingdom and United States of America.
- 1.3. The Climate Information Services for Resilient Development in Vanuatu (CISRD) or Vanuatu Climate Information Services (Van-KIRAP) Project, is a 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. 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
- 1.5. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from a qualified and experienced company/firm who can offer their services to supply, install, and commission a hydrometric system in Vanuatu to improve flood warning systems for all citizens.
- 2.2. The objectives of the consultancy services are:
 - a) Online Tideda server for the visualisation, retrieval and automated reporting of surface and groundwater data.

- b) Supply, install and commission of telemetry equipment for the VanKIRAP groundwater monitoring network in Luganville, Santo.
- c) Provide a 10-day Tideda software training, training manuals and guides for the Department Water Resources (DoWR) and VMGD technical staff.

- 2.3. The Terms of Reference is set out in Annex A.
- 2.4. The successful company/firm must provide the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct:

https://www.sprep.org/attachments/Publications/Corporate_Documents/spreporganisational-values-code-of-conduct.pdf. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.

- 2.5. SPREP Standard Contract Terms and Conditions are non-negotiable.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants /companies/firms must meet the following conditions:
- i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 - ii. Provide three referees relevant to this tender submission, including the most recent work completed;
 - iii. 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 the CVs. 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.
 - iv. Provide a copy of valid business registration/license.
- 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 service provider 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 service provider'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 the CVs. 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 (refer Annex B).
- 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 21 June 2023. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 23 June 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 service provider 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	Appropriate tertiary qualifications (certified WMO technician, degree, postgraduate etc) in Hydrology, Meteorology or related fields.	5
Experience	5-10 years of operational experience in the field of hydrology, meteorology and early warning systems.	10
	Demonstrated experience in the Pacific region working with National Meteorological and Hydrological Services (NMHSs) and on similar projects.	10
	Expert knowledge in Tideda software application.	15
Technical Proposal / Methodology	Proposed methodology to undertake the tasks outlined in the terms of reference.	15
	Proposed workplan including timelines to complete the deliverables.	15
	Details of the Consultant(s) including CVs, their role and experience (noting the minimum requirements, qualifications and competencies as outlined above).	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: 07 July 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 2023/034: Provision of consultancy service for the supply, installation and commissioning of a hydrometric system to im-prove flood warning systems 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.



Sustainable, transformative and resilient for a **Blue Pacific**

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:	Provision of consultancy service for the supply, installation and commissioning of a hydrometric system to improve flood warning systems in 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 Contractor or Team
Contract Duration:	50 days (10 weeks)

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).

Objective of the Consultancy Services:

The services to be rendered by the consultancy service under this ToR are aimed at providing technical expertise to the Van KIRAP Project and the Department Water Resources (DoWR) in the supply, installation, and commissioning of a hydrometric system in Vanuatu to improve flood warning systems for all citizens.

The objectives of the consultancy services are:

1. Online Tideda server for the visualisation, retrieval and automated reporting of surface and groundwater data.
2. Supply, install and commission of telemetry equipment for the VanKIRAP groundwater monitoring network in Luganville, Santo.
3. Provide a 10-day Tideda software training, manuals as well as field and office procedures for the DoWR and VMGD technical staff.

Scope of Work:

The scope of services under this ToR consists of the requirements for consultancy services including general requirements and specific tasks.

Tasks under objective 1: 1. Online Tideda server for the visualisation, retrieval and automated reporting of surface and groundwater data.

- 1.1. Commission an online version of the Tideda server including backup processes for the DoWR.
- 1.2. Connect the new online Tideda server to the Vanuatu Climate Information and Early Warning System including but not limited to the VanKIRAP Public Dashboard Eagle IO for Sarakata, the VanKIRAP ground water monitoring network in Luganville and any other data stream as directed by DoWR.
- 1.3. Develop an initial automated reporting system based upon data from Tideda new data collection systems including VanKIRAP surface and groundwater data streams.
- 1.4 Develop a standard operating procedure (SOP) for the institutionalisation of the new online Tideda server and processes in line with the DoWR business plan/model and staff job description (JD).

Deliverables:

- D1. Installation report and functioning online server and connected to the VanKIRAP surface and groundwater monitoring networks.
- D2. New automated reporting system for Tideda
- D3. Standard operating procedures for the new online Tideda server.

Tasks under objective 2: Supply, install and commission of telemetry equipment for the VanKIRAP groundwater monitoring network in Luganville, Santo (see Annex 1).

- 2.1. Supply, install and commission a telemetry interface to transmit data in near real-time from the four (4) Solinst M301 level loggers deployed by DoWR and VanKIRAP in Luganville for archiving in the online Tideda server.
- 2.2. Provide hands-on training and demonstration on how the telemetry system is installed, data collection systems, upkeep and maintenance.

Deliverables:

D4. Installation and training report and functioning telemetry system for remote communication for the groundwater monitoring network in Luganville.

Tasks under objective 3: Provide a 10-day Tideda software training, training manuals and guides for the DoWR and VMGD technical staff.

- 3.1. Provide a 10-day Tideda training for at most ten (10) staff from DoWR and VMGD including but not limited to the following areas of interest (a) hydrometric data archives; (b) data management and (c) data analysis and product generation.
- 3.2. In consultation with DoWR and VMGD, define and develop a pilot suite of core hydrometric data analysis and quality control products.
- 3.3 Develop a new structure for the management of the DoWR hydrometric archives.

Deliverables:

D5. Training course on the operation and management of the Tideda hydrometric software and data archiving system, developing operation procedures for DoWR

D6. Two new pilot tailored hydrological data analysis and quality controlled products.

D7. Tideda training report

Qualifications & Competencies:

Qualifications and experience expected for this role include:

Qualifications

- Appropriate tertiary qualifications (certified WMO technician, degree, postgraduate etc) in Hydrology, Meteorology or related fields.

Experience

- 5-10 years of operational experience in the field of hydrology, meteorology and early warning systems.
- Demonstrated experience in the Pacific region working with National Meteorological and Hydrological Services (NMHSs) and on similar projects.
- Expert knowledge in Tideda software application.

Competencies

Professionalism:

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.

Project Management - 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.

Training

Ability to deliver a Tideda training for up to 10 participants, provide training materials including user manuals as well as to undertake training evaluation and reporting.

Language Requirements:

Fluent in English (oral and written communications). French and Bislama language (would be an advantage)

Institutional Arrangement:

The Consultant(s) shall report to the Contract Managers, SPREP/Van-KIRAP Project Management Unit (PMU). The Consultant(s) will work closely with the Vanuatu Department of Water Resources, Vanuatu Meteorology and Geo-hazards Department, and the Van-KIRAP Project team to coordinate activities pertaining to the consultancy work.

Assessment Criteria

Tenders will be assessed against the submission of a full proposal to include:

1. Proposed methodology to undertake the tasks outlined in this terms of reference.
2. Proposed workplan including timelines to complete the deliverables.
3. Details of the Consultant(s) including their role and experience (noting the minimum requirements, qualifications and competencies as outlined above).
4. CVs of the Consultant(s).
5. Financial proposal to outline all costs associated with the undertaking of the services including professional fees, international and Vanuatu-based travel costs, communications and miscellaneous costs inclusive of all taxes.

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.

Annex 1: DoWR Groundwater Monitoring Network in Luganville, Santo.

