

REQUEST FOR TENDERS

File: AP 2/35/3
Date: 10 July 2019
To: Interested Suppliers
From: Herman Timmermans - PEBACC Project Manager

Subject: **Consultant to provide Finance and Administration Assistance to the PEBACC 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 For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1 SPREP is seeking to recruit a Finance and Administration Assistant for the Pacific Ecosystem-based Adaptation to Climate Change (PEBACC) Project - Vanuatu Component to work on a part-time consultancy basis over a period of thirteen months to oversee the implementation, administration and completion of the Vanuatu component of the project.
- 2.2 The Terms of Reference and the specific duties of the Consultant are set out in Annex A.

3. Conditions: information for applicants

- 3.1 To be considered for this tender, interested suppliers must meet the following conditions:
 - Reside in Port Vila.
 - Be able to demonstrate that he/she is legally entitled to work in Vanuatu.

4. Submission guidelines

- 4.1 Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and is capable of meeting the requirements as stipulated in the ToR. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2 Tender documentation should outline the interested supplier's complete proposal and include:
- CV to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
 - Three references including most recent work relevant to this position
 - Completed 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 or your Technical Proposal. Failure to do this will mean your application will **not** be considered).*
- 4.3 Tender documentation should stipulate the consultant's daily rate in USD. Hourly rate will be assumed to be the daily rate divided by 8 hours.
- 4.4 Prospect consultants must commit to an agreed amount of time per month to this consultancy and be willing to set aside extra time if needed for particular tasks.
- 4.5 Tenderers must insist on an acknowledgement of receipt of tenders.
- 4.6 Tender submission must be in United States Dollars (USD).
- 4.7 The Proposal must remain valid for 90 days from date of submission.

5. Tender Clarification

5.1 Any clarification questions from applicants must be submitted by email to Maraea Pogi on maraeap@sprep.org and copy hermant@sprep.org before 22 July 2019 and responses will be posted on the SPREP website www.sprep.org/tender by 24 July 2019.

6. Evaluation criteria

- 6.1 SPREP will short-list applicants on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the consultant offers the best value for money, and that the tender satisfies the following criteria.
- i. Diploma in finance, accounting or business administration or equivalent - 10%.
 - ii. Two years of experience in project administration and systems management (preferably in a donor related environment) - 20%.
 - iii. Demonstrated experience in organising meetings and events for community and national agencies – 10%.
 - iv. Experience in managing procurement, purchase orders, invoicing, payment and other finance processes – 10%.
 - v. Fluency in English and basic knowledge of Bislama - 10%.
 - vi. Cost (daily rate in US dollars) - 40%.

6.2 Assessment of proposals will be based on the evaluation of the Technical Proposal (60%) and Financial Proposal (40%).

7. Deadline

7.1 The due date for submission of the tender is: 31 July 2019, 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: **Consultant to provide Finance and Administration Assistance to the PEBACC project in Vanuatu**' to one of the following methods:

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

Email: tenders@sprep.org (MOST PREFERRED OPTION)

Fax: 685 20231

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>

Terms of Reference

FINANCE AND ADMINISTRATION ASSISTANT

PACIFIC ECOSYSTEM-BASED ADAPTATION TO CLIMATE CHANGE PROJECT

VANUATU

Background

The Secretariat of the Pacific Regional Environment Programme (SPREP) is implementing the Pacific Ecosystem-based Adaptation to Climate Change (PEBACC) project. PEBACC is a sub-regional project designed to explore and promote the uptake of ecosystem-based management approaches in planning for climate change adaptation in the Pacific Island Region. The five year project forms part of the International Climate Initiative (IKI) supported by the German Federal Ministry of Environment. It is implemented by SPREP in collaboration with the Governments of Fiji, Vanuatu and Solomon Islands and in partnership with a number of conservation and community development NGOs. In Vanuatu the project operates in Port Vila and in Tanna.

The Pacific Islands Region is extremely vulnerable to the impacts of global warming, sea level rise and climate change. Recognising that healthy ecosystems contribute positively to the resilience of Pacific island communities, societies and biodiversity, the PEBACC project promotes the use of an Ecosystem-based Adaptation (EbA) approach to reducing vulnerability and building resilience in the face of climate change and associated impacts. It is further recognized that the drivers of ecosystem degradation are often non-climate change related; often being related to unsustainable human activities. Therefore restoring ecosystem health requires an understanding of how human activities are impacting on ecosystems and ensuring that interventions are targeted at addressing the root causes while at the same time investing in restoration activities.

The project began in 2014 and is due for completion in July 2020. It is structured over four phases with phase one having been the implementation of an ecosystem and socio-economic resilience analysis and mapping (ESRAM) for the city of Port Vila and for Tanna island as a basis for identifying climate change threats and EbA adaptation options to address them. Phase two involved the formulation of EbA options assessment reports and EbA implementation plans for selected EbA demonstration projects. The project is currently in phase three – Implementation of EbA demonstration projects. Phase four which will commence in 2020 involves compilation and dissemination of lessons learned.

Three EbA demonstration projects are currently being implemented in Port Vila. These are (i) 'Building climate resilience in urban agro-ecological systems through more efficient and sustainable use of natural resources' with activities focused on promoting perma-culture type approaches using a community demonstration garden in partnership with the Department of Agriculture and Rural Development and local NGO Wan Smolbag. Budget USD66,500 (ii) Urban Forestry focussing on supporting the Department of Forests in expanding their nursery and planting trees in and around Port Vila, and (iii) restoration and reforestation of the riparian zone of the lower Tagabe river in partnership with the Department of Forestry. Combined budget for (ii) and (iii) is USD44,500.

On Tanna Island the project is facilitating the establishment of a community-based Marine Community Conservation Area in Port Resolution which includes support for associated livelihood activities required to ensure sustainability. Key stakeholders are the communities of Port Resolution and the Department of Environmental Protection and Conservation, the PRCCA Management Committee, and private sector operators. Budget USD229,000.

The PEBACC Vanuatu component is staffed by a Country Manager based in Port Vila and a Project Officer based in Tanna. It is supported by an Australian International Volunteer and a Communications Intern.

Services Required

The PEBACC Vanuatu component is seeking the services of a part-time Finance and Administration Assistant to support the Country Manager in preparing and submitting monthly expenditure acquittals. This is a part-time consultancy position. The Finance and Administrative Assistant will also assist with the arrangement of events from time to time as required by the project office.

Scope of Consultancy

The Finance and Administration Assistant will be responsible for reconciling expenditure receipts on a monthly basis, and providing general administrative support to the project.

More specifically the consultant will:

- Prepare monthly acquittals for approval by the Vanuatu PEBACC manager before the 10th of every month.
- Support the Vanuatu PEBACC project manager in reconciling all receipts for the monthly acquittals to SPREP finance department.
- Collect bank statements at the end of each month for the SPREP PEBACC bank account for the monthly acquittals.
- Ensure that receipts and invoices are accurate and have supporting documents.
- Provide administrative support to the project for meetings and EbA implementation activities when required.
- Any other finance and administrative support required by the Vanuatu PEBACC Project.

Requirements

- Diploma in finance, accounting or business administration or equivalent.
- Two years of experience in project administration and systems management (preferably in a donor related environment).
- Demonstrated experience in organising meetings and events for community and national agencies.
- Experience in managing procurement, purchase orders, invoicing, payment and other finance processes.
- Excellent PC-based computer skills, including proficiency in Microsoft Word, Excel and Outlook.

- Demonstrated organisational skills with ability to prioritise workload and complete work under deadlines.
- Excellent English communication skills (oral and written), Bislama and French would be an advantage.
- Ability to work in a multicultural, inclusive and equitable environment.

Work arrangements

This is a part-time consultancy position with an indicative time allocation of 80 days over the period August 2019 – July 2020.

The consultant will work from the SPREP office in Port Vila under the supervision of the PEBACC Project Manager. The consultant will require their own laptop.

Remuneration

Remuneration will be based on an agreed daily consultancy rate and on the time worked. Payments will be done in accordance with timesheets and invoices signed off by the PEBACC Project Manager.

Duration of the Consultancy

The consultancy period will run from August 2019 to July 2020.