

REQUEST FOR TENDERS

File: AP 2/35/3
Date: 19 July, 2018
To: Interested suppliers
From: David Loubser – PEBACC Country Manager – Vanuatu

Subject: Request for tenders: Consultancy to formulate and Register the Port Resolution (Tanna, Vanuatu) Community Conservation Marine Protected Area Management Plan and Business Plan.

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. The Pacific Ecosystem-based Adaptation to Climate Change (PEBACC) project is a sub-regional project designed to explore and promote the uptake of Ecosystem-based Adaptation (EbA) approaches in planning for climate change adaptation in the Pacific Island Region. The 5 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
- 1.2. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP is calling for tenders from qualified and experienced contractors to support in the formulation and registration of a Marine Protected Area (MPA) in the vicinity of Port Resolution, Tanna, Vanuatu.
- 2.2. Interested consultants will be expected to support the Port Resolution Community, the Tafea Provincial Government and the Department of Environmental Protection and Conservation in developing a Management Plan which will support the registration of this MPA as a Community Conservation Area.
- 2.3. Interested consultants will also be expected to develop a broad brush business plan which will support the community in making sustainable business decisions when setting up community based livelihood activities which will help support the community as well as ensure the sustainability of the MPA.
- 2.4. The Terms of Reference and Pricing schedule as well as specific Duties of the Consultant are set out in the Attachment

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:

- i. Submit details of previous relevant experience and qualification; and
- ii. Provide at least 3 referees as part of their tender application.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and is capable of meeting the specifications and timeframes.
- 4.2. Tender documentation should outline the interested supplier's complete proposal and include:
 1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and is capable of meeting the Terms of Reference and timeframes.
 2. Tender documentation should outline the interested consultant's proposal and include:
 - a. The CVs of proposed personnel highlighting related experience relevant to the tender;
 - b. A Technical Proposal which should outline the interested consultant's approach, including timelines to achieve the tasks outlined in the Terms of Reference.
 - c. A Financial Proposal which break down costs for the main components of the project, namely:
 - i. Data collation and collection,
 - ii. Development of Management Plan and registration of MPA,
 - iii. Development of Business Plan,
 - iv. Capacity building of MPA committee and rangers.
 - d. A Completed Tender Application Form.
 3. Tender submissions must be in United States Dollars (USD).
 4. The Proposal must remain valid for 60 days from date of submission.
- 4.3 Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to Maraea Pogi on maraeap@sprep.org and copy davidl@sprep.org before **30 July 2018**. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by **01 August 2018**.

6. Evaluation criteria

- 6.1. SPREP will select a preferred supplier 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.

Technical – 80%

- i. Have a demonstrated record of successfully implementing community focused MPA's across the Indo/Pacific region, particularly in Melanesia;
- ii. Have a demonstrated history of partnership building with communities;

- iii. Have a demonstrated understanding of, and experience in meeting relevant national regulations for the establishment of community based conservation areas.
- iv. Have demonstrated the ability to train community members in the management of a conservation area.
- v. Have supplied sufficient proof of experience in the identification and planning of livelihood activities which can support both communities and the proposed protected area.

Financial – 20%

- i. The value of this project is fixed at US\$50,000. The financial proposal will be assessed against the technical proposal in order to determine the best value and approach for the monies available.

7. Deadline

- 7.1. **The due date for submission of the tender is: 10 August 2018, 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: **Consultancy for the Port Resolution Marine Protected Area**' to one of the following methods:

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

Email: tenders@sprep.org

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>



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The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.

**Pacific Ecosystem-based Adaptation to Climate Change Project (PEBACC)
Consultancy to formulate and Register the Port Resolution MPA Management and Business Plan**

Terms of Reference

1. 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 5 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.

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 in the Pacific island region. It is further recognized that the drivers of ecosystem degradation are often non-climate change related; rather they are the outcome of unsustainable human activities and lack of proper planning. 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 Vanuatu PEBACC project has completed a comprehensive ecosystem and socio-economic resilience analysis and mapping (ESRAM) as a basis for adaptation planning focusing on Port Vila and Tanna Island. This was followed by the formulation of EbA options report for adaptation planning and an EbA implementation plans. Based on this plan the project has committed to undertake demonstration EbA activities consisting of four projects, with sites focusing on communities in Port Vila and at Port Resolution on Tanna. Communications and outreach products to promote the integration of EbA options into climate change policies, plans and projects also form part of the implementation plans as does a sustainability plan to ensure the longevity of these projects.

Port Resolution is the most easterly point on the island of Tanna, in the Vanuatu archipelago, it is located close Mount Yasur, one of the most accessible active volcanos in the world and is a significant safe "port" for visiting yachts. Included in the EbA implementation plan is the need for the development a Marine Protected Area (MPA) at Port Resolution which will require the formulation of a management and business plan for and to support the registration of the MPA as a Community Conservation Area (CCA) as stipulated in the Environmental Protection and Conservation Act CAP 283 Part 4- Biodiversity and Protected Area Division 2- Community Conservation Areas.

The Vanuatu PEBACC project is seeking a suitably qualified consultant or consulting company to work with the local community at Port Resolution to assist them in developing a management plan required for registration as a CCA. The management plan will be developed by the community with the guidance of the consultant. The consultant will capture or source all baseline data needed for the management plan. A business plan will also be developed by the consultants, this will ensure that the community are managing their natural environment and MPA sustainably as well as allowing them to pursue sustainable business opportunities in support of the CCA.

2. Scope of the Consultancy

The Consultant will be responsible for ensuring the community fully understand what is required of them under the CCA guidelines, support the community, through the Port Resolution CCA Committee in:

- Sourcing or capturing all baseline information required under the CCA guidelines;
- Building the capacity of the Port Resolution CCA Committee and associated community groups in understanding their responsibilities under the CCA guidelines;
- Assistance in drafting the Management Plan;
- Liaising with the Department for Environmental Protection and Conservation (DEPC) in ensuring a smooth registration process for the MPA;
- Assisting in training future “Ocean Champions” (Rangers) in order to ensure ongoing protection and monitoring of the MPA.

The consultants are also requested to develop a high level business plan for the communities in Port Resolution. This business plan will:

- Provide an overview of all the businesses in Port Resolution;
- Make recommendations on future sustainable business opportunities and sustainable land use and alternative income generation initiatives.
- The plan should also identify sustainable income generating options for the MPA’s ongoing operations.

In so doing the consultant will need to:

- Confirm MPA boundaries with the Port Resolution communities,
- Reaffirm community and landowners consent to the development of the MPA.
- Utilise relevant data, maps and information of the natural vegetation, different land use, human settlements and population to support the CCA registration.
- Consult with DEPC and the Provincial Government to ensure their support and coordination regarding the MPA registration and any other associated bylaws deemed necessary.
- Capture, source and collate all environments and socio-economic baseline information required for the development of the management and business plans.
- The management plan needs to align with the existing Tafea provincial and national policies on climate change and environment.
- Special attention must be given to long term sustainability of the MPA and alternative options for community livelihood that are aligned to ecosystem-based adaptation principles.
- Undertake consultation workshops and meetings with the Port Resolution communities to raise awareness about the management plan and gather the necessary required information.

- Undertake assessment of feasibilities of livelihood and income generating options for the ongoing maintenance of the MPA.
- Train MPA committee and rangers in order to provide them with sufficient skills to manage a successful MPA.

3. Services Required

A qualified consultant is sought to:

1. Continue the consultation and training process with the Port Resolution communities and all relevant stakeholders in the process of formulating the management plan and registering the MPA.
2. Together with the Port Resolution MPA Committee, develop the Port Resolution MPA Management and Business Plans.

4. Methodology

The consultant is expected to submit as part of the costed proposal the methodology and work plan to undertake the consultancy in response to this Terms of Reference.

5. Qualification and Expertise

The Consultant is expected to have the following qualification and expertise:

- At least a Post-graduate University Degree in Environmental studies, Geography, Climate Change and Natural Resources Management.
- At least 5 years of work experience working in environment, conservation, natural resources, watershed management and climate change related fields.
- Over 5 years of experience working with communities on conservation and environment related field in Vanuatu or any Melanesian countries.
- Good written and verbal communication in English.
- Experience and ability to consult with communities and other stakeholders especially Government and non-government agencies in Tafea province and nationally.
- Experienced in working with community and in a multicultural environment and consultation with broad based stakeholders.
- Knowledge and experience in community conservation planning and management
- An understanding of spatial planning and mapping on Integrated Coastal Zone Management (ICZM), Integrated Catchment Management (ICM), Integrated Island Management (IIM), Integrated Environmental Management (IEM), Participatory Forest Management (PFM), Community Based Natural Resource Management (CBNRM) and integrated forest management (IFM).
- Knowledge of Bislama will be an advantage.

6. Deliverables

The Consultant is expected to deliver the following:

- Provide a costed proposal outlining a methodology, work plan and process on how the tasks required will be undertaken;
- A proposed draft outline of the management plan after consultation with community and Stakeholders;

- Facilitate consultative workshops and meeting required for the development of the management and business plan;
- Collated baseline biodiversity and socio-economic data either captured or sourced;
- Draft management and business plans
- Final management and business plans
- A template for Vanuatu CCA Management Plans that can be utilised for the registration of future protected areas.
- Registration under the Environmental Protection and Conservation Act CAP 283 Part 4- Biodiversity and Protected Area Division 2- Community Conservation Areas.

7. Time scale

Within a month signing the consultancy contract, with the preferred targeted start date before the end of September 2018.

8. Project budget

The total value for the consultancy is in the region of **USD\$50,000**. SPREP will meet local travel costs to the project site and will provide support for consultations, collection of data and information.

International flights need to be included in the consultant's costings.

Consultants are expected to provide or source and equipment required in order to undertake this contract.

9. Provision of Monitoring and Progress Control

The consultant will be working under the overall supervision of the Vanuatu PEBACC Country Manager, David Loubser. Email: davidl@sprep.org