

REQUEST FOR TENDERS

File: AP 2/35/3
Date: 20 June 2019
To: Interested Suppliers
From: Herman Timmermans PEBACC Project Manager

Subject: **Request for Tender: Consultant Project Manager. Pacific Ecosystem-based Adaptation to Climate Change Project - Vanuatu Component**

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 Consultant Project Manager for the Pacific Ecosystem-based Adaptation to Climate Change Project (PEBACC) - Vanuatu Component to work on a part-time consultancy basis for a period of 13 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:
- Be able to demonstrate that he/she is legally entitled to work in Vanuatu
 - Be willing and able to travel to project sites

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 08 July 2019 and responses will be posted on the SPREP website www.sprep.org/tender by 10 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.
- a) A qualification from a recognised tertiary institution in a field related to environmental management, project management and/or climate change. A post-graduate qualification will be an advantage. (10%)
 - b) Strong track record in project management including work planning, budgeting, partner oversight, reporting and monitoring and evaluation. (15%)
 - c) Record of having successfully worked with government and civil society stakeholders in Vanuatu and established networks of cooperation (10%)
 - d) Experience working in the area of community-based natural resource management, ecosystems restoration and/or conservation (10%)
 - e) Experience working with rural communities and sub-national government systems on environmental management/climate change projects (10%)

- f) Fluency in English and basic knowledge of Bislama.(5%)
 - g) 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: 19 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 Project Manager. Pacific Ecosystem-based Adaptation to Climate Change Project - Vanuatu Component**' 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

CONSULTANT PROJECT MANAGER

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 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. 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 permaculture 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 Forestry 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 project is currently managed by a Country Manager with the support of a Project Officer based in Tanna and an Australian Volunteer based at the SPREP satellite office in Port Vila. A Finance and Administration Assistant is currently being recruited. The broader project is managed by a Project Manager based at the SPREP satellite office in Suva. This office also houses the project's Finance and Administration Officer who services the three project countries.

Services Required

With the current Vanuatu Country Manager scheduled to depart in July 2019, PEBACC is seeking the services of a Project Manager to be appointed on a part-time consulting basis to oversee the implementation, administration and completion of the Vanuatu component of the project. The project is scheduled to end in July 2020.

Scope of Consultancy

To provide technical, institutional and budgetary oversight for the project, including engaging with local stakeholders in the identified study sites, appropriate government ministries and departments, provincial government, NGOs, donors and the PEBACC Country Managers in Fiji and Solomon Islands.

Specifically, the consultant project manager will be responsible for the successful implementation of the demonstration projects under PEBACC.

This includes, but is not limited to:

Urban Gardens project:

- Work with Wan Smol Bag (NGO) to develop a permaculture garden at their premises that can be used as a training site for community groups to learn permaculture and good nutrition.
- Work with the Department of Agriculture and Rural Development in facilitating the strengthening of their urban agriculture extension, identifying key vulnerable communities for training and provide support in setting up community gardens in these communities.
- Facilitate a stakeholder's steering group which will oversee the project.

Urban Forests project

- Support the Department of Forestry in expanding their existing tree nursery.
- Work with the Department of Forestry and local authorities in planting trees across the Greater Port Vila city.
- Link the Department of Forestry to the Tagabe riparian restoration project, providing trees and expertise to assist the restoration of the lower reaches of the Tagabe river.

Tagabe Riparian Restoration project

- Support the Department of Forests and the Blacksands community in planting soil binding vegetation along the banks of the Tagabe river.
- Support the Department of Forestry and the Blacksands community in planting useful trees in the vicinity of the Tagabe river.
- Work with the Department of Forestry to restore mangroves at the mouth of the Tagabe river.
- Support the Blacksands community in finding alternative energy supplies (move away from firewood) and livelihood activities that will reduce their dependence on local natural resources.
- Support Department of Fisheries in the ongoing monitoring of the Blacksands reef system.
- Coordinate with the SPC Ridge to Reef project, which is working in the upper reaches of the Tagabe river.
- Facilitate the Tagabe river steering group.

Port Resolution Marine Protected Area project

- Support the Department for Environmental Protection and Conservation (DEPC) and the community in implementing the Management Plan and Livelihood Plan and work towards registering the Port Resolution Community Conservation Area (PRCCA) under the official regulations.
- Identify and work with a local NGO to implement livelihood and micro finance schemes within the PRCCA and oversee financial administration.
- Build the capacity of the PRCCA management committee in effective governance.
- Provide ongoing training and support to the PRCCA Conservation Ranger (Port Resolution Marine Champions). Oversee administration of Ranger payments (PEBACC will sponsor the wages of the rangers for the first year).
- Expand/develop the PRCCA resource centre.

For these on the ground projects the consultant is expected to actively facilitate and oversee implementation, manage partners, engage all stakeholders, manage and account for project finances, ensure that the projects are properly resourced (within the bounds of the budget) and actively maintain project visibility through communications activities.

The consultant is expected to work to ensure the sustainability of all these projects. To this end he/she will be expected to manage a contract for a desktop study on sustainable financing, using the PEBACC Vanuatu projects as case studies to illustrate the requirements for ensuring the sustainability of ecosystem-based adaptation projects. For Port Resolution this will entail designing and facilitating a locally acceptable system of revenue collection to fund ongoing management costs of the PRCCA.

The Consultant Project Manager will be supported by a part-time financial administration resource person to assist with preparing monthly acquittals. Together with the overall PEBACC Project Manager, the consultant will manage use of the project bank account in Vanuatu, including preparing requests for draw-down funds from time to time.

Communications support will be provided by the Communication Support Specialists based in Fiji and Solomon Islands as well as by the SPREP Communications Department based in Samoa.

In addition to the project related requirements, the successful consultant will be required to provide reports and regular updates to the project manager and oversee the work undertaken by any staff working on these projects.

As the PEBACC project is being implemented over three countries the Vanuatu component consultant will be expected to coordinate with the leads of the other components, as well as work with other project members based both in Vanuatu and across SPREP as a whole.

Requirements

- A qualification from a recognised tertiary institution in a field related to environmental management, project management and/or climate change. A post-graduate qualification will be an advantage.
- Strong track record in project management including work planning, budgeting, partner oversight, reporting and monitoring and evaluation.
- Record of having successfully worked with government and civil society stakeholders in Vanuatu and established networks of cooperation.
- Experience working in the area of community-based natural resource management, ecosystems restoration and/or conservation.
- Experience working with rural communities and sub-national government systems on environmental management/climate change projects.
- Fluency in English and basic knowledge of Bislama.

Remuneration

This is a delivery based consultancy position and the professional time allocation and professional rate are subject to negotiation. It is expected however that the Consultant will allocate approximately 150 days over the period July 2019 – July 2020 to the project. Remuneration will be based on pre-agreed daily consultancy rate and upon approved monthly work plans and delivery on agreed milestones. There will be an operational budget for agreed disbursements including travel and per diem. Travel to project sites will be required and will be supported under the project's travel budget.

Work arrangements

The consultant should ideally be based in Port Vila and work from the SPREP office. If the consultant is not based in Vanuatu, the cost of travel to and from his/her home base and Port Vila as well as subsistence in Port Vila would be for his/her own account. The consultant will need to demonstrate that he/she is legally entitled to work in Vanuatu. The consultant will submit monthly reports to the project manager reporting against pre-agreed work plans.

Duration of the Consultancy

This consultancy will run for thirteen months from July 2019 to end July 2020.