

# REQUEST FOR TENDERS

RFT: 2023/020  
File: AP\_3/28/2  
Date: 25 April, 2023  
To: Interested consultants  
From: Sunny Kamuta Seuseu, Climate Information Services Officer, Van-KIRAP Project

**Subject: Request for tenders (RFT): Rapid Climate Risk Assessment Framework, Methodology and Case Study for Tourism sector and associated infrastructure and fisheries in Vanuatu.**

## 1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization 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. The Climate Information Services for Resilient Development in Vanuatu (CISRD) or *Vanuatu Klaemet Infomesen blong redy, adapt mo protekt* (Van-KIRAP) Project, is a four and a half year, 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 Meteorological and GeoHazards 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. The Van-KIRAP Project Objective (PO) is to “increase the ability of decision makers, development partners, communities and individuals across five target sectors (agriculture, fisheries, infrastructure, tourism and water) to plan for and respond to the long- and short-term impacts of climate variability and change”. The Project is responding to priorities identified in the Vanuatu Framework for Climate Services (2016) and the VMGD Strategic Development Plan 2014–2023, developed through a national consultation and design process.
- 1.5. For more information, see: [www.sprep.org](http://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 the Climate Information Services for Resilient Development Planning in Vanuatu (Van-KIRAP) Project for the development of a rapid climate risk framework, methodology and case study for Tourism and associated infrastructure and fisheries sectors.
- 2.2. The objectives of the consultancy services are:

- a) Undertake stakeholder consultations with all relevant stakeholders including and not limited to SPREP, Vanuatu Meteorology and Geo-Hazards Department (VMGD), Department of Tourism (DoT), the Vanuatu Tourism Office (VTO), Public Works Department (PWD), the Department of Geology and Mines, the Department of Ports and Harbor, the Vanuatu Chamber of Commerce and Industry, the Reserve Bank of Vanuatu, The Department of Finance and Treasury, Commonwealth Scientific Industrial Research Organization (CSIRO), Department of Climate Change (DoCC), National Disaster Management Office (NDMO), Department of Environment Protection and Conservation (DEPC) etc to confirm scope, identify needs, contributions and roles in the climate risk framework.
- b) Develop a rapid climate risk framework and methodology for Vanuatu.
- c) Apply the rapid climate risk framework and methodology for Vanuatu to sector case study – Tourism (site to be selected eg Santo and Tanna) and associated infrastructure and fisheries sectors.
- d) Develop climate risk framework guidelines and provide training to relevant stakeholders.
- e) Develop a financial protection mechanism to assist in the development standard cost analysis for tourism investments.

2.3 The Terms of Reference of the consultancy are set out in Annex A.

2.4. Tenders will need to provide a comprehensive proposal as outlined in the attached terms of reference set out in Annex A.

2.5 The successful consultant must supply 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.

2.6. 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. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
- ii. Postgraduate degree in climate change resilience, climate law and policy, climate and disaster risk reduction or related fields.
- iii. At least 5 years demonstrated experience in the Pacific region on similar projects
- iv. Demonstrated ability to deliver targeted training to a range of stakeholders and undertake training evaluation and reporting.
- v. Provide three referees relevant to this tender submission, including the most recent work completed;
- vi. 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.*
- vii. 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 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) including professional fees, Vanuatu-based travel costs, communications and miscellaneous costs inclusive of all 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](mailto:procurement@sprep.org) before 11 May 2023. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 13 May 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.

<b>6. Evaluation criteria</b>
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- 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
<b>Qualifications and Experience</b>	Postgraduate degree in climate change resilience, climate law and policy, climate and disaster risk reduction or related fields	5%
	The Consultant(s) shall have a proven record in undertaking climate risk assessments in the Pacific region with at least 5 years demonstrated experience on similar projects	15%
<b>Technical Proposal / Methodology</b>	Comprehensive technical proposal responding to the requirements in the Terms of Reference, including the proposed methodology to undertake the services required, detailed work plan, and details of relevant experience, qualifications to deliver the services.	40%
<b>Language</b>	Must be fluent in English (oral and written communications). French and Bislama language is desirable.	10%
<b>Training</b>	Demonstrated ability to deliver targeted training to a range of stakeholders and undertake training evaluation and reporting.	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: 24 May 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 2023/020: Rapid Climate Risk Assessment Framework, Methodology and Case Study for Tourism sector and associated infrastructure and fisheries in Vanuatu**'

Mail: SPREP

Attention: Procurement Officer

PO Box 240

Apia, SAMOA

Email: [tenders@sprep.org](mailto: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





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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

### Assignment Information

<b>Assignment Title:</b>	Vanuatu rapid climate risk assessment framework, methodology and case study on Tourism, Fisheries and Infrastructure sectors.
<b>Project:</b>	Climate information services for resilient development in Vanuatu (CISRDP) / Vanuatu Klaemet Infomesen blong Redy, Adapt mo Protekt (Van KIRAP)
<b>Post Level:</b>	Specialist
<b>Contract Type:</b>	Consultancy Firm
<b>Contract Duration:</b>	May to November 2023 (7 months)

### 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 standardized 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).

### Scope of Work:

1. The Vanuatu Department of Tourism (DoT), VMGD and the Public Works Department (PWD) have identified the need for a Rapid Climate Risk Framework and Methodology for Vanuatu.
2. The Risk Framework would provide value-adding to the suite of tools and is also the core deliverable under the tourism case study sector plan. The framework would be based on a standardised and technically robust methodology but otherwise designed for non-climate specialists at sectoral level to apply themselves, and they could do this as part of their own sectoral case studies as a final deliverable for Van -KIRAP in 2023 and beyond. Once completed, the Risk Framework functionality will be built-into the Van-KIRAP Climate Futures Portal by Commonwealth Scientific Industrial Research Organization (CSIRO), Van-KIRAP Delivery Partner; as a core element to the step-by-step guidance for sectors to undertake hazard-based impact assessments.
3. The Risk Framework will enhance the capability of the DoT and support the functions pertaining to tourism investments and how climate change impacts affect these investments now and in a changing climate in the future.
4. The objectives of the consultancy are:
  - a) Undertake stakeholder consultations with all relevant stakeholders including and not limited to SPREP, VMGD, DoT, PWD, CSIRO, Department of Climate Change (DoCC), National Disaster Management Office (NDMO), Department of Environment Protection and Conservation (DEPC) etc to confirm scope, identify needs, contributions and roles in the risk framework.
  - b) Develop a rapid climate risk framework and methodology for Vanuatu.
  - c) Apply the rapid climate risk framework and methodology for Vanuatu to sector case study – Tourism and associated infrastructure and fisheries sectors.
  - d) Develop climate risk framework guidelines and provide training to relevant stakeholders.
  - e) Develop a financial projection mechanism to assist in the development standard costs analysis for tourism investments.

### Objectives and expected deliverables:

The scope of services under this consultancy consists of the following requirements:

**Tasks under objective 4 (a):** Undertake stakeholder consultations with all relevant stakeholders including and not limited to SPREP, VMGD, DoT, VTO, PWD, DoGM, DPH, VCCI, RBV, DOFT, CSIRO, DoCC, NDMO and DEPC etc to confirm scope, identify needs, contributions and roles in the risk framework.



- (i) Undertake an inception meeting with SPREP, VMGD and DoT to confirm the scope of works and stakeholders.
- (ii) Hold a virtual stakeholder consultation with all relevant stakeholders eg adaptation programs etc to understand their needs, roles and contributions in the project.

**Deliverables:**

- 1) Inception Meeting report with SPREP, VMGD and project team.
- 2) Stakeholder consultations report detailing the scope, needs and roles identified.

**Tasks under objective 4 (b):** Develop a rapid climate risk framework and methodology for Vanuatu.

- (i) Develop the rapid climate risk framework and methodology to guide the climate risk assessment for Vanuatu.
- (ii) Consult with SPREP and CSIRO on the parameters so it aligns with Van-KIRAP climate products developed by CSIRO.
- (iii) Review outputs from the Van-KIRAP project and map climate information products to the framework and methodology.
- (iv) Develop criteria to be used in the climate risk assessments including the : magnitude of consequences, confidence and urgency criteria as part of the framework and agree these with SPREP and VMGD.
- (v) Present the draft Rapid Climate Risk Assessment Framework and Methodology to SPREP, VMGD, DoT and project stakeholders.

**Deliverable:**

- 1) Climate risk assessment framework and methodology (up to 30 pages).

**Tasks under objective 4 (c):** Apply the rapid climate risk framework and methodology for Vanuatu to sector case study – Tourism and associated infrastructure and fisheries sectors.

- (i) Using climate information products developed by CSIRO as part of the Van-KIRAP project, identify and rate current and future risks based on information provided by CSIRO as well as future risks and on hazards, vulnerability and adaptive capacity across the tourism sector (and associated infrastructure and fisheries) in Vanuatu.
- (ii) Undertake 3 x 3-hour stakeholder workshops (1 for Tourism, 1 for Fisheries and 1 for Infrastructure) to understand whether there are currently any adaptation projects underway for the risks identified and the adaptation shortfall identified.
- (iii) Map urgent adaptation actions in relation to the risks identified.
- (iv) Prepare case studies in a simple, visual format that can be used as an exemplar by other sectors that may seek to apply the rapid climate risk assessment framework and methodology to their own sector (up to 20 pages)

**Deliverable:**

- 1) Applied Case Study for Tourism and associated infrastructure and fisheries in Vanuatu (up to 20 pages).

**Tasks under objective 4 (d):** Develop climate risk framework guidelines and provide training to relevant stakeholders.

- (i) Develop climate risk assessment guidance note for other sectors. The guidance note must be a step-wise guide that will reference appropriate Van-KIRAP products to support sectors to understand and prioritise their climate risk and information adaptation, investment programs.
- (ii) Undertake 3 x 2-hour climate risk training sessions for the other sections based on the guidance notes.
- (iii) Develop additional training products such as online training video or module if required (optional).
- (iv) Coordinate with CSIRO and Van-KIRAP to upload the risk assessment deliverables to the Van-KIRAP portal.

**Deliverables:**

- 1) Climate risk assessment guidance note for sectors (up to 15 pages)
- 2) 2 x 2-hour climate risk training sessions with selected sectors and stakeholders.
- 3) Climate Risk Training reports

**Tasks under objective 4 (a):** *Develop a financial projection mechanism to assist in the development standard costs analysis for tourism investments.*

- (i) Under the guidance of the Department of Tourism and the tourism sector, undertake consultations to understand the scope and requirements of the financial projection mechanism that is appropriate for tourism investments.
- (ii) Prepare financial projections mechanism and present it to DOT and tourism sector stakeholders for feedback.

**Deliverables:**

- 1) Financial Projections Mechanism for Tourism Investments.

**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 Tourism, Vanuatu Meteorology and Geo-hazards Department, Public Works Department and the Van-KIRAP Project team to coordinate activities pertaining to the consultancy work.

**Qualifications & Competencies:**

The Consultant(s) shall have a strong record in undertaking climate risk assessments in the Pacific region and have the following skills and competencies.

### Qualifications

- Postgraduate degree in climate change resilience, climate law and policy, climate and disaster risk reduction
- At least 5 years of experience in the climate risk assessments, adaptation and climate resilience.
- Fluent in English (oral and written communications), with French and Bislama (desired)

### Competencies:

**Professionalism:** Good knowledge of climate risks assessments and frameworks in the Pacific Region or Small Island Development States (SIDS). 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.

**Leadership:** Establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions.

**Communication:** Speaks and writes clearly and effectively; exhibits interest in consultative approaches; correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style, and format to match audience; demonstrates openness in sharing information and keeping people informed.

**Teamwork:** Works collaboratively with colleagues to achieve goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others' places team agenda before personal agenda; supports and acts by final group discussion.

**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 targeted training to a range of stakeholders and undertake training evaluation and reporting.

### 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 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, Vanuatu-based travel costs, communications and miscellaneous costs inclusive of all taxes.



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## **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.