

REQUEST FOR TENDERS

RFT: 2022/001_ReAd
File: AP_2/39
Date: 17 February, 2022
To: Interested suppliers
From: Jamie Davies – Bycatch and Integrated Ecosystem Management Initiative Manager

Subject: Request for Tender (RFT): Assessment of water supply systems, water quality and options to improve sanitation at BIEM Initiative focal sites, Vanuatu - READVERTISEMENT

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 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. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced consultants (individuals or teams) to lead the assessment of water supply systems, water quality and options to improve sanitation at BIEM Initiative focal sites, Vanuatu.
- 2.2. The consultant will be expected to consult with the Department of Water Resources throughout the contract as well as engage directly with community leaders to ensure the scope and outcomes of the work is well understood and supported.
- 2.3. The consultant will adhere to the PEUMP Programme Communications and Visibility Strategy and BIEM Initiative Communications and Visibility Guidance in the development and approval of all external media, documents, and publications.
- 2.4. The consultant will be expected to adopt gender and human rights sensitive approaches in all aspects of their work.
- 2.5. The Terms of Reference and the specific duties of the consultant are set out in Annex 1.
- 2.6. 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/sprep-organisational-values-code-of-conduct.pdf. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.

2.7 SPREP Standard Contract Terms and Conditions are non-negotiable

3. Conditions: information for applicants

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

- a. Currently reside in Vanuatu.
- b. Be able to demonstrate that they are legally entitled to work in Vanuatu.
- c. Have an excellent command of spoken and written English and spoken Bislama.
- d. Be able to demonstrate that they have the necessary technical qualifications.
- e. Have a proven track record in advising communities and governments on provision of sustainable supplies of potable water to rural communities.
- f. Have a strong track record in gender sensitive and human rights-based approaches to community engagement, as well as project management and facilitation.
- g. 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. Failure to do this will mean your application will **not** be considered).*

For the Technical and Financial proposals you may attach these separately.

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 supplier satisfies the conditions stated above and can meet 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 supplier's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes, costs and include:

- 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).*

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** – detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated 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 Tender submission must be in United States Dollars (USD). The maximum budget available for the work is US\$10,000.
- 4.8 The Proposal must remain valid for 90 days from date of submission.
- 4.9 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 22 February 2022. A summary of all questions received with an associated response will be posted on the SPREP website <http://www.sprep.org/tender> by 24 February 2022.
- 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 supplier based on an 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:

- a. Expert knowledge on provision of sustainable supplies of potable water to rural communities, including water quality sampling. (25%)
 - b. A proven track record in successfully working with and advising communities and Pacific Island Countries and Territories (PICTs) or small island developing state governments on provision of sustainable supplies of potable water to rural communities. (20%)
 - c. Technical Proposal / Costed workplan setting out the activities to be undertaken and timings of activities. (15%)
 - d. A proven track record in delivery of effective gender sensitive and human rights-based approaches to community engagement, as well as project management and facilitation. Have a good command of spoken and written Bislama and English. (25%)
 - e. Be deemed to be independent and impartial, with no conflict of interest. (10%)
 - f. Detailed financial proposal in US dollars. (5%)
- 6.2 Assessment of proposals will be based on the evaluation of the Technical Proposal (95%) and Financial proposal (5%).

I. Financial score

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

- 7.1. **The due date for submission of the tender is 03 March 2022, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.

- 7.3 Please send all tenders clearly marked 'RFT 2022/001_ReAd: **'Assessment of water supply systems, water quality and options to improve sanitation at BIEM Initiative focal sites, 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
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.

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 1

Assessment of water supply systems, water quality and options to improve sanitation at BIEM Initiative focal sites, Vanuatu.

Background

SPREP is the executing agency of the By-catch and Integrated Ecosystem Management (BIEM) Initiative, Key Result Area 5 of the Pacific European Union Marine Partnership Programme funded by the European Union and the Government of Sweden (see Annex 2 for further details).

Through the BIEM Initiative SPREP is supporting the governments of Fiji, Papua New Guinea, Solomon Islands, Tonga and Vanuatu in the sustainable management of coastal and marine biodiversity. In Vanuatu a BIEM Initiative Steering Committee has been established to guide the planning, implementation and evaluation of BIEM priorities and funding allocations throughout its lifetime.

The Steering Committee has endorsed the implementation of BIEM Initiative Activities 5.2 'Integrated ridge to reef ecosystem strategies and coastal zone management planning' and 5.3 'Development and integration of climate change adaptation strategies into coastal community plans' in four focal sites in Vanuatu (See Annex 3 for maps):

- 3 sites on Malekula island, Malampa Province:
 - South West Bay, up to Dixon Reef, (west coast)
 - Wiawi, (north west coast)
 - Tenmaru, (north west coast)
- 1 site on Pentecost island, Penama Province:
 - Laone – Loltong (north west coast)

The overall goal of these activities in the four focal sites is to work with, and increase the capacity of women, men and youth in coastal communities, Government authorities and partners to develop gender and human rights sensitive integrated ecosystem management plans for four coastal areas and associated watersheds that identify realistic activities to increase the natural adaptive capacity of terrestrial and coastal habitats to promote human health, support sustainable livelihoods as well as subsistence-based lifestyles, reduce poverty and contribute to the delivery of Vanuatu's conservation priorities.

In July 2020 and January 2021 community profiling surveys were undertaken in each of the four sites to gather information about the social and economic circumstances of the communities, understand their perspectives on traditional and co-management of natural resources and their reliance on coastal habitats and species. Based on this information and in line with BIEM Initiative objectives, at their meeting on 30th June 2021 the BIEM Initiative Steering Committee endorsed a proposal to assess the existing water supply systems and water quality at each focal site.

Description of Services:

In each of the focal sites the consultants will:

1. Organise and assess the water source, supply and existing sanitation systems and collect information to complete the Bills of Materials for the procurement of materials to be used to upgrade the water system to a standard that will:
 - a. Provide clean water from locally available sources for human and domestic animal consumption and use in practical locations agreed to by community members.
 - b. Minimise the entry of human and domestic animal waste into adjacent coastal habitats.

2. Complete water quality samples to identify coliform bacteria, nitrates, pH, sodium, chloride, fluoride, sulphate, iron, manganese, total dissolved solids in piped water for human consumption and in streams and rivers adjacent to human settlements.

Approach

The following approach will be used:

- Travel to sites and meet with community leaders and water committees to identify their issues with the water supply and what improvements they would like to be made in relation to location of standpipes etc.
- Inspection of piping system, tanks and water sources and provide feedback to the communities based on initial findings.
- Collect samples for coliform bacteria, nitrates, pH, sodium, chloride, fluoride, sulphate, iron, manganese and total dissolved solids in piped water for human consumption and in streams and rivers flowing through or adjacent to human settlements.
- Submit reports, including photographs and diagrams for each focal site presenting:
 - a summary of issues experienced by each community and their requests in relation to improvements to the system and location of standpipes etc.
 - the existing condition and issues with the piping systems, tanks and water sources.
 - water quality results in piped water and streams and rivers flowing through of adjacent to human settlements.
 - proposals to improve water supply systems, water quality and options to improve sanitation.

The consultants will be responsible for delivering the activities and associated deliverables of this project as set out in Table 1.

Table 1: Deliverables, performance indicators and indicative dates

Deliverable/Milestone	Performance Indicators	Due Date
Costed work plan and travel proposal.	Costed work plan and travel proposal submitted to Department of Water Resources and SPREP for approval.	25.03.2022
Draft communications and visibility (C+V) plan	Draft C+V plan submitted to SPREP for approval.	
Draft report submitted for each BIEM Initiative focal site and presented to BIEM Initiative Steering Committee	Draft reports submitted for each site providing the detail set out in the 'Approach'. Presentation of results to BIEM Initiative Steering Committee.	08.04.2022
Implementation of approved C+V plan	Social media and press releases identified in C+V plan implemented as approved.	06.05.2022
Final report submitted for each BIEM Initiative focal site	Final reports for each BIEM focal site providing the detail set out in the 'Approach'	

**Communications**

The consultant will follow the PEUMP Programme Communications and Visibility Strategy and BIEM Initiative Communications and Visibility Guidance in the development and approval of all external documents and media publications.

Remuneration

The budget submitted is to include all travel and out of pocket expenses incurred by the consultant.

Work Arrangements

Following consultation with representatives from the Department of Water Resources, the final work plan will be agreed by SPREP's BIEM Initiative Manager. The work plan will include the provision of progress reports through a teleconference each month. The consultant will be expected to work from their own premises.

Duration of the Consultancy

This consultancy is expected to run from March 2022 to May 2022.

ANNEX 2

The Pacific-European Union Marine Partnership Programme

The Pacific-European Union Marine Partnership (PEUMP) Programme¹ addresses some of the most serious challenges faced by the region. Among these are the increasing depletion of coastal fisheries resources; the threats to marine biodiversity, including negative impacts of climate change and disasters; the uneven contribution of oceanic fisheries to national economic development; the need for improved education and training in the sector; and the need to mainstream a rights-based approach and to promote greater recognition of gender issues within the sector.

This 5-year programme started in September 2018 and is funded by the European Union (EUR 35 million) with additional targeted support from the government of Sweden (EUR 10 million). The programme provides direct assistance through regional organisations to support regional and national level activities in the Pacific.

The PEUMP Programme combines a regional and national approach, paying specific attention to actions and services delivered at country level to promote and direct positive changes for target groups, in particular women, youth and the most vulnerable groups.

The PEUMP Programme's **overall objective** is to *'Improve the economic, social and environmental benefits for 15 PACPs arising from stronger regional economic integration and the sustainable management of natural resources and the environment'*.

The **specific objective (outcome)** is to *'support sustainable management and development of fisheries for food security and economic growth, while addressing climate change resilience and conservation of marine biodiversity'*.

To address the main priority areas identified in the formulation phase, a demand-driven approach, recognising the diversity of needs and opportunities across the 15 PACP countries, the Programme adopts an integrated approach, with inter-related components implemented by several agencies, revolving around six KRAs and the Programme Management Unit based in Suva, Fiji. Four main agencies are implementing / or have been implementing the KRAs through a multisectoral approach: 1) The Pacific Community (SPC), which is the lead agency for the programme and will be responsible for its overall management, 2) the Pacific Islands Forum Fisheries Agency (FFA), 3) SPREP and 4) The University of the South Pacific (USP). In addition, the PEUMP is also partnering with Non-Government Organisations (NGOs), which include the Locally Managed Marine Areas (LMMA), Pacific Islands Tuna Industry Association (PITIA), International Union for the Conservation of Nature (IUCN) and the World Wildlife Fund (WWF).

The six KRAs are aligned with the two focal sectors of the regional roadmap – oceanic and coastal fisheries and are as follows:

Oceanic Fisheries

- KRA 1 - High quality scientific and management advice for oceanic fisheries provided and utilised at regional and national levels (SPC).
- KRA 2 – Inclusive economic benefits from sustainable tuna fishing increased through supporting competent authorities and strengthening private sector capacities to create decent employment (FFA).

Coastal Fisheries

- KRA 3 – Sustainable management of coastal fisheries resources and ecosystems improved through better quality scientific information, legal advice, support, mentoring and empowerment at community level (SPC).

Coastal and Oceanic fisheries

¹ Further information is available here: <https://peump.dev/>

- KRA 4 – IUU fishing reduced through enhanced monitoring control and surveillance of both oceanic and coastal fisheries, improved legislation, access to information, and effective marine area management (FFA).
- KRA 5 - Sustainable utilisation of the coastal and marine biodiversity promoted through improving marine special planning, increasing climate change resilience, enhancing conservation, mitigation and rehabilitation measures (SPREP).

Capacity development

- KRA 6 - Capacity built through education, training and research and development for key stakeholder groups in fisheries and marine resources management (USP).

Key Result Area 5: By-catch and Integrated Ecosystem Management

SPREP has been awarded 6.2 million Euros to implement the By-catch and Integrated Ecosystem Management (BIEM) component² of the PEUMP Programme and the work is due to be completed by December 2022. BIEM activities are designed to ensure they are relevant to all south Pacific countries. However, to maximise the positive impact of the work with the funding and time available, the BIEM team will focus the majority of activities in Fiji, PNG, Solomon Islands, Tonga and Vanuatu.

SPREP and its partners are dedicated to working to assist these Pacific countries meet their priorities in the sustainable management of their coastal resources and marine biodiversity, focusing on eight integrated key result areas (KRAs) identified in Table 1.

SPREP has sub-contracted the International Union for the Conservation of Nature (IUCN) and TierraMar Consulting Pty Ltd (TierraMar) to lead the delivery of some elements of the work. The organisational responsibilities are identified in Table 1.

² Further information is available here: <https://pacificislands.hubilo.com/community/#/exhibitor/9293>

Table 1: The 8 integrated KRAs of BIEM

KRA-5 Component	Geographical scope:	Lead Organisation
5.1 Marine Spatial Planning	Solomon Islands, Fiji	IUCN
5.2 Integrated 'ridge to reef' ecosystem strategies and coastal zone management planning	Fiji, Vanuatu	SPREP
5.3 Development and integration of climate change adaptation strategies into coastal community plans	Fiji, Vanuatu	
5.4 Assessment of by-catch of endangered species and extinction risk evaluated	Regional	
5.5 Development and implementation of by-catch mitigation strategies	Fiji, Solomon Islands, Papua New Guinea, Tonga, Vanuatu	
5.6 Capacity development through research grants to citizens of the Pacific Islands	Regional	
5.7 Support for community monitoring and protection of endangered species	Fiji, Solomon Islands and Vanuatu	
5.8 Capacity development on Non-Detrimental Findings process for CITES partners	Regional - CITES partner countries	

Management and Operations

The BIEM Management Unit (MU) has been established by SPREP in Suva to provide logistical, financial, and administrative and communication support and coordinate the delivery of the eight BIEM components.

The MU also has responsibility to ensure that BIEM activities are coordinated effectively as part of the wider PEUMP Programme. The MU will work collaboratively with Programme members, Countries and other partners under the guidance of the PEUMP Programme Management Unit to achieve this.