

REQUEST FOR TENDERS

File: AP 2/35/5
Date: 17 July 2019
To: Interested Individuals
From: Herman Timmermans - PEBACC Project Manager

Subject: **Request for Tender: Consultant to provide Communications Support to the PEBACC project in Fiji (RE-ADVERTISEMENT)**

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 Communications Support Specialist to work on a part-time consultancy basis for a period of 13 months to develop and deliver communication content, products, media materials and campaigns to support outcomes of the PEBACC project Fiji component in the following key result areas:

- a) Develop and deliver communication content and knowledge products
- b) Ensure visibility of on-ground demonstration activities
- c) Promote and raise awareness on key outcomes and lessons learned by the PEBACC 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:

- Currently reside in Fiji
- Be able to demonstrate that he/she is legally entitled to work in Fiji.

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. 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
- Examples of communications products developed
- 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.

4.8 Tenderers / Bidders must insist on an acknowledgement of receipt of tender / 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 hermant@sprep.org before 29 July 2019 and responses will be posted on the SPREP website www.sprep.org/tender by 31 July 2019.

6. Evaluation criteria

6.1 SPREP will short-list 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.

- a) Strong knowledge of environmental issues and governance context in the Fiji. Good understanding of climate change and EbA an advantage. (20%)
- b) Proven track record in developing high quality and visually appealing communication content and knowledge products (20%)

- c) Prior delivery of effective communication and outreach activities/campaigns. (15%)
- d) Established networks in the communications community of practice in Fiji. (15%)
- e) Cost (daily rate in US dollars. (30%)

6.2 Assessment of proposals will be based on the evaluation of the Technical Proposal (70%) and Financial Proposal (30%).

7. Deadline

7.1 The due date for submission of the tender is: 09 August 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: Communications Support Specialist Fiji (PEBACC project) READVERTISEMENT' to the following methods:

Mail: SPREP
 Attention: Procurement Officer
 PO Box 240
 Apia, SAMOA
 Email: tenders@sprep.org (MOST PREFERRED OPTION)
 Fax: 685 20231

In Person: Submit by hand to the Finance and Administration Officer, SPREP Fiji Office, 8 Thurston St, Suva

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

COMMUNICATIONS SUPPORT SPECIALIST

PACIFIC ECOSYSTEM-BASED ADAPTATION TO CLIMATE CHANGE

FIJI

Background

SPREP's Pacific Ecosystem-based Adaptation to Climate Change (PEBACC) project is seeking a Communications Support Specialist to support the Fiji component of the project on a part-time consultancy basis until July 2020.

PEBACC is a sub-regional ecosystem-based adaptation project falling under SPREP's Island and Ocean Ecosystems programme. Funded by the German Federal Ministry of Environment, Nature Conservation and Nuclear Safety (BMU), the project aims to ensure that EbA is integrated into development, climate change adaptation and natural resource management policy and planning processes in three Pacific island countries, providing replicable models for other countries in the region. Pacific Island Countries participating in this project include Fiji, Vanuatu and Solomon Islands. In Fiji the project has sites in Taveuni and Vanua Levu.

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 has four Outputs, one of which is 'Communications and outreach products are developed to promote integration of EbA options into climate change policies, plans and projects.' The use of communications to raise awareness of EbA approaches to climate change adaptation is therefore a key strategy that the project uses to achieve its overall outcome. In this regard the communications work is guided by the project's communications strategy.

Having completed detailed Ecosystem and Socio-economic Analysis and Mapping (ESRAM) studies for the project countries and sites as well as EbA options assessments the project is currently at the stage of implementing ten on-ground EbA demonstration projects. With the overall project ending in July 2020, SPREP will continue to support the demonstration projects until June 2020. Experiences from the demonstration projects will be collated and will feed into a lessons learned phase during the final three months of the project.

Services Required

SPREP is seeking to recruit a Communications Support Specialist on a consultancy basis to develop and deliver communication content, products, media, synthesis material and training to support the outcomes of the Fiji component of the PEBACC project. Some elements of the work will be fixed (e.g. quarterly newsletter) while others will be on an 'on call' and non-exclusive basis with no guaranteed minimum level of work.

Scope of Consultancy

The consultant's work will be arranged according to three key result areas;

KRA1. Develop and deliver communication content and knowledge products

KRA2. Ensure visibility of on-ground demonstration activities

KRA3. Promote and raise awareness on key outcomes and lessons learned by the PEBACC project.

KRA1. Develop and deliver communication content, information and knowledge products

a) Updated webpage content

- Upload and manage content and ensure that the project's webpage remains up-to-date
- Prepare and upload web-ready versions of project documents and media articles
- Source and upload links to relevant resource materials on EbA
- Ensure all communications outputs are reproduced on the project webpage; e.g. videos of environmental champions, newsletters, etc.

b) Produce the project's quarterly newsletter (x 4 editions)

- Develop content in liaison with the three country managers, project partners and the communications support specialists based in Vanuatu and Solomon Islands
- Prepare layout using existing template in Adobe InDesign
- Arrange printing and dissemination of the newsletter (email and hard copy)
- Update and maintain newsletter email distribution list
- Ensure required processes for review and sign off are followed

c) Press releases and news articles

- Produce press releases and news articles for key project events. Press releases should include related images and quotes from participants, government officials and SPREP.
- Coordinate media outlets' coverage of these events.
- Ensure that major media outlets cover PEBACC events and activities in Solomon Islands.
- Ensure regular coverage of project activities for SPREP's webpage.

d) Publications and photos

- Finalise layout and design process for Fiji technical reports (currently with a service provider) – print and web versions
- Arrange printing and support the launch of the Fiji technical reports
- Design and produce pamphlets, brochures, posters, etc. for the Fiji component in consultation with the project manager. Depending on the target audience it may be necessary to translate these into iTaukei and Hindi language. Manage the project's photo library and ensure that new photos are added that reflect project activities in Solomon Islands.

- Manage the project's photo library and ensure that new photos are added that reflect project activities in Fiji
 - Periodically proofread and/or edit project narrative reports and other materials.
 - Provide graphic support in the development of powerpoint presentations and be prepared to deliver presentations if required.
- f) Design and manage communications campaigns
- Design and manage communications campaigns
 - Oversee and nurture the Wakatu Taveuni communications campaign
 - Manage relationship with the service provider (C-Change) for the Wakatu campaign
 - Put in place measures to monitor the impact of the Wakatu campaign
 - Depending on budget and in collaboration with service provider (WWF) and partners design appropriate communication support campaign for project activities in Macuata province.
- g) Donor liaison and reporting
- Provide details of communications activities and outputs for donor annual reporting.
 - Regularly liaise with the communications team at BMU and share content for the BMU newsletter
 - Support the project to ensure the project's web profile on the IKI website is kept up-to-date.
 - Assist in completing the twice yearly 'project information' update to the donor.
 - With the Project Manager, monitor communications expenditure and ensure that the communications budget allocation for Solomon Islands is not over-spent.

KRA2. Visibility of on-ground demonstration activities

- Remain abreast of on-ground project activities and source relevant content to showcase in collaboration with the Fiji project officer and implementation partners (CI, SFS, WWF, SPC LRD)
- Explore and utilise creative channels for showcasing on-ground work. This could include articles in government department newsletters, feature articles in iTaukei newspaper supplements, etc.
- Ensure Wakatu social media platforms are moderated and regularly updatedRegular posts through SPREPs social media channels in accordance with SPREP's social media policy
- Support local stakeholders in use of social media and facilitate information exchange at the local level
- Conduct a feasibility study and trial the development of a monthly community newspaper for Taveuni
- Regular posts through SPREPs social media channels in accordance with SPREP's social media policy

KRA3. Promote and raise awareness on key outcomes and lessons learned by the PEBACC project

- Work with the broader project team in facilitating documentation of the key outcomes and lessons learned by the project.

- Seek appropriate opportunities (events) and communication channels to effectively disseminate this information.
- Actively participate in and support project organised events in Fiji (meetings, workshops, etc.).

Requirements

- a) Strong knowledge of environmental issues and governance contexts in Fiji and the Pacific. Good understanding of climate change and EbA an advantage.
- b) Proven track record in developing high quality, visually appealing communication content and knowledge products.
- c) Prior delivery of effective communication and outreach activities/campaigns.
- d) Established networks in the communications community of practice in Fiji.
- e) Fluency in oral and written English. Knowledge of ITaukei and Hindi an advantage.

Remuneration

This is a delivery-based consultancy position and the consultant's time allocation and daily rate are subject to negotiation. It is expected however that the Consultant will allocate approximately 87 days to the project over the period July 2019 – July 2020. Remuneration will be based on the agreed daily consultancy rate and on approved monthly work plans, progress reports and delivery on agreed milestones. The remaining operational budget for production of communications products and to support communications campaigns in Fiji is approximately USD20,000. Travel to project sites if and when required will be supported under the project's travel budget.

Work arrangements

The consultant will work under the supervision of the Project Manager based in the SPREP office in Suva. The consultant has the option of working from the SPREP office subject to work space being available. It is anticipated however that the consultant will mostly work from their own work premises with regular visits to the project office to liaise with project staff including the Fiji Project Officer and the Finance and Administration Officer. The Communications Support Specialist will also liaise with and support the Communications Support Specialist based in Solomon Islands and provide support for activities in Vanuatu when needed. The consultant will work closely with SPREP's Communications Department and ensure that organisational policies and processes are complied with.