



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

## REQUEST FOR TENDERS

RFT: 2022/025  
File: AP\_3/28/2  
Date: 30 June 2022  
To: Consultants  
From: Mr Sunny Seuseu, A/Project Manager, Vanuatu CISRD Project

**Subject: Request for tenders (RFT): Review and updating of the Vanuatu Rural Road Design Guide\_2017, READVERTISEMENT**

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### 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 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 would like to call for tenders from qualified and experienced consultants to provide technical assistance to the Van-KIRAP Project and Vanuatu Public Works Department (PWD) in the review and updating of the existing Vanuatu Rural Road Design Guide (2017), [PWD Standard Drawing](#), and [PWD Standard Specification](#), by incorporating climate resilience design guidance.
- 2.2. The objectives of the consultancy services are:
- a) Identification of the current gap in the existing design guides terms of climate resilience and setting the scope of the review and updating through consultations with key stakeholders.
  - b) Conduct, review, evaluate and provide recommendations on updating the documents by mainstreaming climate change considerations.
  - c) Updating the Design Guide with recommendations on implementation procedures.
  - d) Internalisation of the updated documents in PWD and external stakeholders through orientation and training.
- 2.3. The Terms of Reference of the consultancy are set out in Annex A.
- 2.4. The role will be home-country based, unless travel restrictions to Vanuatu are lifted during the duration of this consultancy. In the event travel restrictions may be lifted and it is possible for the consultancy to travel to Vanuatu, any travel including cost, should be incorporated by the consultant into their proposal.
- 2.5. Tenderers will need to provide a comprehensive proposal as outlined in the attached terms of reference (Annex A).
- 2.6. The successful consultants 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](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 consultants must meet the following conditions:
- i. Have a master's degree in Civil Engineering and Environmental Engineering and or any other relevant area.
  - ii. A minimum of 10 years experience in road design and analysis, climate-related activities from any background of climate change, analysing its impacts, and the creative skills needed to build resilience across society and the environment.

- iii. Good knowledge of road design, analysis, and climate change issues in the Pacific Region or Small Island Development States (SIDS).
- 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 under 3.2 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 applicant 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 be submitted in English and outline the interested consultant's complete proposal, comprising:
  - 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:** The technical proposal should detail the methodology proposed for undertaking the activities outlined in the terms of reference, including a proposed implementation timeline.
  - e. **Financial proposal:** The financial proposal is to outline all costs associated with the undertaking of the role including professional fees (daily rate), communications and miscellaneous costs inclusive of all taxes. The financial proposal should also detail travel costs based on one visit to Vanuatu. Tender submission must be in United States Dollars (USD).
- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.

- 4.4. Tenderers 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 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. No tender proposal may be modified after the deadline for submission of proposals.
- 4.8. The proposal must remain valid for 90 days from date of submission.
- 4.9. Tenderers / bidders must insist on acknowledgement of receipt of tender / proposals / bids.

## **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 08 July, 2022 and responses will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 11 July, 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 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 tenderer satisfies the following criteria:

Detail	Weighting
Master's degree in Civil Engineering and Environmental Engineering and or any other relevant area	10%
A minimum of 10 years experience in road design and analysis, climate-related activities from any background of climate change, analysing its impacts, and the creative skills needed to build resilience across society and the environment	15%
Demonstrated experience in the drafting and reviewing road design guides and manuals, as well as designing associated engineering drawings. Technical proposal to outline all previous work in drafting and reviewing road guides in the past 3 years.	20%
Good knowledge of road design, analysis, and climate change issues in the Pacific Region or Small Island Development States (SIDS).	10%
Technical proposal outlining a review plan, methodology and implementation schedule demonstrating how the consultant will successfully carry out the activities outlined in the ToR	25%
<b>Total</b>	<b>80%</b>

## 6.2 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: 15 July 2022, 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 2022/025: **Review and updating of the Vanuatu Rural Road Design Guide\_2017 for the 'Climate Information Services for Resilient Development in Vanuatu' Project, READVERTISEMENT** to one of the following methods:

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. 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, thereby incurring no liability to the affected tenderer/bidder, nor any obligation to inform the affected tenderers/bidders of the grounds for SPREP's action.

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>	<b>Consultancy service:</b> Provision of consultancy service for the review and updating of the Vanuatu Rural Road Design Guide_2017
<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>	Individual Contractor
<b>Contract Duration:</b>	100 days

#### 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 the 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 standardised 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 (CIS) 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).

### **Objective of the Consultancy Services**

The services to be rendered by the consultancy service under this ToR are aimed at providing technical assistance to the Van-KIRAP Project and Public Works Department (PWD) in the review and updating of the existing Vanuatu Rural Road Design Guide (2017), [PWD Standard Drawing](#), and [PWD Standard Specification](#), by incorporating climate resilience design guidance. As the current Design Guide 2017 only refers to rural roads, a specific requirement will be to address climate resilience of urban roads, as well as updating the design guidance for rural roads.

The objectives of the consultancy services are:

1. Identification of the current gap in the existing design guides terms of climate resilience and setting the scope of the review and updating through consultations with key stakeholders.
2. Conduct, review, evaluate and provide recommendations on updating the documents by mainstreaming climate change considerations.
3. Updating the Design Guide with recommendations on implementation procedures.
4. Internalisation of the updated documents in PWD and external stakeholders through orientation and training.

### **Scope of Service**

The scope of service under this ToR consists of the requirements for consultancy services including general requirements and specific tasks.

This is an exhibit attached to and will be made part of the Agreement between the PWD and the consultant to review the existing Vanuatu Rural Road Design Guide\_2017 with any referenced documents to be updated.

**Tasks under Objective 1:** Identify gaps in the current Design Guide 2017 in terms of climate-resilience and set the scope of the proposed review.

1. Organise consultations with the document users within the PWD on the use of the Vanuatu Rural Road Design Guide\_2017.
2. Identify the gaps in the document in terms of climate-resilience.
3. Identify the gaps for urban road content to be input in the updated document incorporating climate resilience.
4. Devise improvements to close the gaps of the document and set the scope of review.
5. Report on the scope of review.

**Tasks under Objective 2:** Review of Vanuatu Rural Road Design Guide\_2017 with reference documents and provide recommendations.

1. Conduct a review of the Vanuatu Rural Road Design Guide\_2017 with reference documents provided in the annexes.



2. Review relevant urban road documents to develop urban content in the updated document.
3. Review and recommend updated technical specifications.
4. Review and recommend updated standard drawings.
5. Evaluate and provide recommendations on the road design documents.
6. Report on the recommendations for the review.

**Tasks under Objective 3:** Update the Design Guide 2017

1. Update the Design Guide with climate resilience incorporated.
2. Develop new content on climate-resilient urban roads in the updated document
3. Provide an additional update on technical specifications
4. Provide an additional update on standard drawings
5. Conduct consultation meeting with PWD team with a draft on the updated Design Guide for review and feedback
6. Update the draft Design Guide with all feedback incorporated
7. Conduct a final presentation on the final updated Design Guide and set a training date for document internalisation
8. Submit the final updated document

**Tasks under Objective 4:** Internalise the updated Design Guide within the PWD and with external stakeholders

1. Prepare presentations for the updated document
2. Deliver internalisation of the document through orientation and training
3. Provide a training evaluation report for the deliverance of the updated document

**Expected Outcomes and Deliverables**

The consultant shall review the existing Vanuatu Rural Road Design Guide (2017) with reference documents provided in the annexes, update the document, and prepare additional recommendations on technical specifications and standard drawings clearly and adequately for this review.

The deliverables are outlined below:

- Report on the scope of review,
- Report on recommendations for update,
- Updated Design Guide incorporating climate resilience,
- Urban Road Design Guide incorporating climate resilience developed and update into new Design Guide,
- Additional recommendations on technical specifications,
- Additional recommendations on standard drawings,
- Internalisation of document use through orientation and training, and
- Report on training evaluation of internalisation.

**Institutional Arrangement**

The consultancy firm shall commence the services within 7 days following the signature of the Service Contract with the employer. The total duration of the service to complete the task is 130 days from the date of award of the contract.

Reporting to the **Contract Manager** (Infrastructure Sector Coordinator), the consultant will closely work with the Public Works Department (PWD) and Van-KIRAP project to coordinate all activities for review and update.

The consulting services shall be open to any individual(s) who will have to collaborate with a local consultant in the country to provide the services.

The consultant is solely responsible for gathering all primary and secondary data required to perform the task.

### Qualifications & Competencies

Qualifications and experience expected for this role include:

<b>Qualifications:</b>	The consultant is required to have a master's degree in Civil Engineering and Environmental Engineering and or any other relevant area
<b>Experience:</b>	<p>A minimum of 10 years' experience in road design and analysis, climate-related activities from any background of climate change, analysing its impacts, and the creative skills needed to build resilience across society and the environment.</p> <p>Good knowledge of road design, analysis, and climate change issues in the Pacific Region or Small Island Development States (SIDS).</p>
<b>Competencies:</b>	<ol style="list-style-type: none"> <li>1. <b>Professionalism:</b> Good knowledge of road design, analysis, and climate change issues 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.</li> <li>2. <b>Leadership:</b> 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.</li> <li>3. <b>Communication:</b> 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.</li> <li>4. <b>Teamwork:</b> 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.</li> <li>5. <b>Planning and Organisation:</b> 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.</li> </ol>
Language Requirements:	Fluency in both written and spoken English is essential.

## Evaluation Criteria

The preferred Consultant will be selected on the basis of the following 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) **Technical Proposal (80%)**
  - i. Provide a comprehensive technical proposal responding to the requirements in these terms of reference, including the proposed methodology to undertake the services required, and details of relevant experience and qualifications to provide the services.
  - ii. Details of the person(s) including their role and experience outlined against the qualifications and experience criteria listed above.
  - iii. CV of the consultant(s).
  
- b) **Financial Proposal (20%)**
  - i. Outline of all costs associated with the undertaking of the review including professional fees (including daily rate and number of days estimated per year), communications and miscellaneous costs inclusive of all taxes. The financial proposal should include any related travel costs in the event travel restrictions are lifted during the course of the assignment.

## Payment Schedule and Deliverables

Outputs	Percentage	Timing	Conditions for Payment Release
<b>Milestone 1:</b> <ul style="list-style-type: none"> <li>✓ Report on the scope of review</li> <li>✓ Report on recommendations for update</li> </ul>	30%	20 days	Within 30 Days after submitting Technical Report on 1 <sup>st</sup> Instalment outputs to PWD and Summary Report of activities
<b>Milestone 2:</b> <ul style="list-style-type: none"> <li>✓ Updated Design Guide incorporating climate resilience</li> <li>✓ Urban Road Design Guide incorporating climate resilience content developed in the updated design guide</li> <li>✓ Additional recommendations on technical specifications</li> <li>✓ Additional recommendations on standard drawings</li> </ul>	60%	70 days	Within 30 Days after submitting Finalised updated Design Guide to PWD and Summary Report of activities
<b>Milestone 3:</b>	10%	10 Days	Within 30 Days after submitting the

<ul style="list-style-type: none"> <li>✓ Internalisation of document use through orientation and training</li> <li>✓ Report on training evaluation of internalisation</li> </ul>			Training report evaluation of the document used to PWD and Summary Report of activities
<b>Total</b>	100%	100 Days	

## Annexes

Key documents for the review include:

- [Vanuatu Rural Road Design Guide 2017](#)

The reference documents for the review and recommendations are:

- [PWD Standard Drawing](#)
- [PWD Standard Specification](#)

Other documents that will guide the consultancy services are:

- [Public Works Department National Sustainable Development Plan](#)
- [Public Roads Policy and Strategy](#)
- [Public Works Road Act](#)
- [Environment and Conservation Act](#)
- [PWD Safeguard Document](#)