

REQUEST FOR TENDERS

RFT: 2023/056
File: AP_3/28/7
Date: 4 December, 2023
To: Interested consultants
From: Vitolina Samu / Fred Patison

Subject: Request for tenders (RFT): Scoping studies on water security and infrastructure in Niue (Phase I)

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

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

- 1.3. The consultancy is funded by the Government of Niue's Green Climate Fund Readiness project "Strengthening of the NDA and access to Climate Finance" for which SPREP is the Delivery Partner.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer services to provide the foundation of background research and tools for further studies into and recommendations for water security and infrastructure in Niue by way of assessment of past and ongoing ground water resources, WASH needs and development of a vulnerability and risk assessment framework.
- 2.2. The Terms of Reference of the consultancy is set out in Annex A.
- 2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: <https://library.sprep.org/sites/default/files/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.

2.4. 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. Provide three referees relevant to this tender submission, including the most recent work completed;
 - iii. 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.
 - iv. 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) 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 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 before 18 December 2023. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 20 December 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.

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 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
Qualifications	Tertiary degree or equivalent in hydrogeology or similar discipline.	10
Experience	At least 5+ years' demonstrated experience in hydrogeological assessment of groundwater in small islands and coastal areas. Experience in Pacific Small Island States would be an advantage.	15
	Knowledge of climate change impacts on groundwater in island and coastal areas and of the WASH sector.	10
	Experience with multi-stakeholder participatory and consultative approaches especially in Pacific SIDS. Excellent interpersonal and communication skills in a multicultural Pacific Island environment.	15
	Excellent analytical skills and excellent English communication skills (oral and written).	10
	Ability to work independently and/or in a small team and provide deliverables in a timely manner.	5
Technical Proposal / Methodology	Technical proposal outlining methodology and implementation plan demonstrating how the consultant will successfully carry out the activities outlined in the ToR	15

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: 08 January 2024, 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 2023/056: Scoping Study on Water Security and Infrastructure in Niue (Phase I)'

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 A: TERMS OF REFERENCE

Assignment Information

Assignment Title:	Niue Water Scoping Studies Phase I
Project:	Niue Green Climate Fund Readiness 2 project
Post Level:	n/a
Contract Type:	Short term consultancy
Contract Duration:	25 – 30 Days over two months

Background / Context

Niue is a small Pacific Island Country with an average height of 23 m above sea level. There is no surface water and the country relies upon groundwater resources and rain catchment. A karstic limestone aquifer provides nearly all of Niue’s water and is a fragile freshwater lens estimated to be 35–40 m thick¹ with a total volume of 7 billion m³, reliant on rainfall for recharge.

The freshwater lens is at high risk of water quality deterioration from saltwater contamination, over-abstraction, and wave overtopping. In addition, the rapid recharge of the aquifer create high vulnerability of the lens to land-use activities and contamination.

Climate change can exacerbate existing threats to coastal aquifers through impacts such as sea-level rise, increased climate variability and climate extremes. The fragility of coastal fresh groundwater systems necessitates careful management and protection to ensure their long-term integrity and their role in climate change adaptation strategies and improved water security.

To support the national vision² of a “safer, more resilient Niue to impacts of climate change and towards achieving sustainable livelihood”, the country wishes to access Green Climate Fund support to upgrade their main water supply system, improve long-term water security and build the capacity of communities to manage risks. However, there is currently limited data available to inform project design, particularly regarding the impacts of climate change on water security in Niue. Available information is outdated and does not provide the necessary detail or up-to-date information to support coordinated and effective water sector governance to respond to the impacts of climate change.

Overview of the Consultancy Services

The objective of Phase I is to provide the foundation of background research and tools for further studies into and recommendations for water security and infrastructure in Niue by:

1. Providing an assessment of past and ongoing studies on groundwater resources and infrastructure in Niue,

¹ SOPAC Secretariat and GWP Consultants. 2008. Niue Technical Report. Groundwater Resources Investigation on Niue Island.

² Government of Niue. 2009. National Climate Change Policy.

2. Undertaking a WASH needs assessment, and
3. Developing a vulnerability and risk assessment framework.

The process will involve the participation of key stakeholders including The Project Management Coordination Unit (Niue's Designated Authority), Ministry of Infrastructure, Department of Meteorological Services, Department of Environment, Niue Disaster Management Office.

The contractor will be required to conduct the activities and produce the outputs described in the scope of work below.

Scope of Work

The scope of activities under this Terms of Reference is broken down as follows:

Activity 1. Literature review and water use assessment

- 1.1 The Consultant will perform a desk-based review of past studies on groundwater resources and infrastructure (including pumps and distribution lines) in Niue. They will assess data availability and identify information gaps. Throughout this process the Consultant will work with key stakeholders in Niue to develop a complete picture of the existing level of information.
- 1.2 The Consultant will review the existing monitoring data and current monitoring programme (groundwater rainfall, and abstraction), and identify and recommend the monitoring equipment required to determine current groundwater thickness and variability (to occur during Phase II).
- 1.3 The Consultant will determine projected demands on groundwater from the population as well as industries (agriculture, tourism, etc.) and expected future reliance on the groundwater and other water sources in Niue, including rainwater harvesting and desalination. The Consultant will provide an assessment of current and future water needs and demands.

Deliverable: Baseline data analysis and water use assessment.

Activity 2. Relocation planning

- 2.1 The Consultant will review Niue's Relocation Policy and through consultation and desk-based review the Consultant will determine the existing baseline WASH infrastructure and capacity at each proposed relocation site.
- 2.2 Based on activity 2.1, and taking into consideration relevant regulations in Niue and international best practice, the Consultant will provide a WASH needs assessment, making recommendations on the quantity and quality of water, and infrastructure required for long-term and sustainable provision of water, sanitation, and hygiene for people of Niue. The assessment should take into consideration potential future impacts of climate change.

Deliverable: WASH needs assessment.

Activity 3. Vulnerability and risk assessment framework

3.1 The Consultant will identify the tools, data, parameters and models to be used to determine the vulnerability of water resources in Niue. This tool will incorporate groundwater data, water quality data, potential climate change impacts, and sources of human-induced water contamination.

Deliverable: Vulnerability and risk assessment framework.

Scope of Bid, Contract Deliverables and instalment of payment upon approval of deliverables

The bid should contain a total lumpsum amount for an estimated 25–30 working days. The bid should provide a breakdown of the total cost including professional fees, travel costs, per diems and any other costs associated with producing the deliverables to the requisite standard. Payments will be made based on the milestones and estimated due dates provided below.

Note travel costs are subject to SPREP’s Travel Policy.

The quote should confirm the acceptance of the payment terms stated below or provide an alternative proposal.

Milestone/deliverables	Deadline	% payment
Signature of contract	5/02/24	10%
Finalised Literature Review and Water Use Assessment Received	19/02/24	15%
WASH Scoping Assessment Received	23/02/24	20%
Finalised WASH Needs Assessment Received	16/03/24	20%
Finalised Vulnerability and Risk Assessment Framework Received	23/03/24	25%
Issuance of Certificate of Acceptance for all deliverables	26/03/24	10%
TOTAL		100%

Schedule of the Assignment

The services will be carried out for 25-30 days spread over a period of two months. The target completion date is end of March 2024.

The contractor is expected to be home-based, with an in-country mission to Niue to be taken at the end of February or as determined by availability of key stakeholders within Niue’s Ministry of Infrastructure and will aim to coincide with the commencement of Activity 2. If necessary, the consultancy period may shift to accommodate any unexpected delays preventing the commencement on the target date.

The consultant shall develop and submit a detailed workplan / schedule for the assignment and distribute the days accordingly among the different tasks. Indicative target deadline for delivery of the work is outlined in the table above.

Institutional Arrangement

The consultancy will be managed by SPREP. Progress reporting will be monitored via the delivery of the Consultancy Outputs as detailed under 'Scope of Work'. Additional progress reporting may be required by the consultancy manager as needed.

The Contractor is expected to interact and collaborate with Department of Utilities (DOU), Ministry of Infrastructure (MOI) as well as SPREP and other key stakeholders in Niue (for example the Disaster Management Office) and other partner experts e.g. SPC in the course of this work. It is expected that these institutions and stakeholders will have active roles in providing data and information necessary for the delivery of the work.

The Contractor is expected to be home-based *with an in-country visit to Niue at the end of February. The date of the visit will be determined by the availability of key stakeholders within the MOI, and will aim to coincide with the commencement of Activity 2.*

Qualifications & Experience

A consultant or consultancy team with ground water modelling expertise is sought. Skills required are as follows:

- Tertiary degree or equivalent in hydrogeology or similar discipline.
- At least 5+ years' experience in hydrogeological assessment of groundwater in small islands and coastal areas. Experience in Pacific Small Island States would be an advantage.
- Knowledge of climate change impacts on groundwater in island and coastal areas.
- Knowledge of the WASH sector.
- Excellent analytical skills.
- Experience with multi-stakeholder participatory and consultative approaches especially in Pacific SIDS.
- Excellent interpersonal and communication skills and experience in a multicultural Pacific Island environment.
- Excellent English communication skills (oral and written).
- Ability to work independently and/or in a small team and provide deliverables in a timely manner.

The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct <https://library.sprep.org/sites/default/files/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.

Assessment Criteria

Tenders will be assessed against the submission of a full proposal to include:

1. **Responses to application form questions** (65%)
2. **Proposed methodology and workplan** to undertake the tasks outlined in these terms of reference, including timelines to complete the deliverables. (15%)
3. **Financial proposal** to outline all costs associated with the undertaking of the services. Consultancy fees must be clearly separated. All costs should be itemised and be inclusive of all applicable taxes. (20%)

Annexes to the Terms of Reference

Indicative literature:

Amborz A. 2011. Least-Cost Analysis of Water Supply Options in Niue. SOPAC.

Dawe P. 2000. Pipe Detection Surveys and Creation of a Water Utility GIS, Niue. SOPAC.

Government of Niue. 2009. National Climate Change Policy.

GWP Consultants. 2008. Niue technical report, groundwater resources investigation in Niue Island, SOPAC.

Kleppen M. 2007. Niue Water Loss Management, Sectorisation, Metering and Logging Programme. SOPAC.

Mosley L. & Carpenter C. .2005. Niue Coastal Water Quality and Groundwater Resources Assessment. SOPAC.

SOPAC. 2000. Niue country profile. SOPAC. [Link](#)

Talagi D. 2011. An Economic Assessment of Water Supply Planning: Niue, SOPAC