



REQUEST FOR TENDERS

File: AP_3/29
Date: 16 June, 2020
To: Interested Consultants
From: Semi Qamese – PACRES M&E Officer

Subject: Request for tenders: Water security options assessment: Timor-Leste (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 who can offer their services to assist SPREP in undertaking an assessment of options to improve water security in the communities of Larisula and Haupu in Timor-Leste; and
- 2.2. The Terms of Reference and the specific statement of work for the consultancy are set out in Annex A.
- 2.3. Note that because of current restrictions due to COVID-19 field work will need to be undertaken only by experts already based in Timor-Leste.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
 - i. Submit details of qualification and previous relevant experience in undertaking water security assessments in Timor-Leste or equivalent developing countries;
 - ii. Provide at least three referees as part of their tender application;
 - iii. Provide examples of related past work outputs; and
 - iv. Complete the **tender application form** – *(please note you are required to complete all areas in full as requested on 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 result in the application **not** being considered).*



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4. Submission guidelines

- 4.1. Tender documentation should demonstrate the interested consultant satisfies the conditions stated above and can meet the required specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should comprise the interested supplier's complete proposal, comprising:
 - (a) The CV of the proposed personnel highlighting experience relevant to the tender.
 - (c) A **Technical Proposal** which contains the details to achieve the tasks outlined in the Term of Reference (Annex A).
 - (d) A **Financial Proposal** to be priced based on a work plan on where, when and how the technical assistance will be conducted. The proposal should be for the *fees component only* and the cost of any local travel
- 4.3. Tender submission must be in United State Dollars (USD)
- 4.4. The Proposal must remain valid for 90 days from date of submission
- 4.5. Interested consultants must insist on an acknowledgement of receipt of tenders/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 Semi Qamese semiq@sprep.org before **29 June 2020**. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by **01 July 2020**.

6. Evaluation criteria

- 6.1. SPREP will select 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.
 - i. A qualification from a recognised tertiary institution in a field related to environmental management, natural resources management, water resources management and/or climate change (10%)
 - ii. Strong track record in project management including work planning, field assessment, stakeholder consultations and oversight and reporting across diverse audiences in a multicultural and multi-disciplinary environment (15%)
 - iii. Record of having successfully worked with government and non-government stakeholders, sub-national government and communities in Timor-Leste or the Pacific in the water sector (20%)
 - iv. Detailed work plan and technical proposal (20%)
 - v. Excellent command of spoken and written English and basic knowledge of Portuguese, Bahasa Indonesia or Tetum will be an advantage (10%)



- vi. Detailed financial proposal (25%).

7. Deadline

- 7.1. **The due date for submission of the tender is: 07 July 2020 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: Water security options assessment: Timor Leste (READVERTISEMENT)' 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.

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>



ANNEX A - TERMS OF REFERENCE

CONSULTANCY TO ASSESS OPTIONS TO IMPROVE WATER SECURITY IN THE COMMUNITIES OF LARISULA AND HAUPU IN TIMOR -LESTE.

INTRA-ACP GCCA+ PACIFIC ADAPTATION TO CLIMATE CHANGE AND RESILIENCE BUILDING (PACRES): TIMOR-LESTE PROJECT

1. Background and Rationale

Timor-Leste is one of five Pacific ACP countries where the €12 million EU funded Intra-ACP GCCA+ Pacific Adaptation to Climate Change and Resilience Building (PACRES) is scaling up climate change adaptation pilots. This work will be implemented jointly by the Secretariat of the Pacific Regional Environment Programme (SPREP), the Pacific Community (SPC) and the University of the South Pacific (USP).

The PACRES project will build on an earlier USP-EU Global Climate Change Alliance (GCCA) project and integrated vulnerability assessments being undertaken by the National Directorate for Climate Change (NDCC) which is part of the Secretary of State for the Environment in Timor-Leste.

In 2013 a rapid vulnerability and adaptation assessment was undertaken for six local communities in Timor-Leste, including Larisula and Haupu. That report identified water and food security as priorities and highlighted the challenges including road access and ability to get materials to project sites. An integrated vulnerability assessment undertaken for Larisula in 2018 also identified water security as a priority. Both reports will be made available to the successful consultant, along with other relevant baseline information.

To facilitate planning and implementation of measures to improve water security in Larisula and Haupu an assessment and fully costed options are required to enable selection of the most practicable option to improve water security there.

2. Scope of Work

The Consultancy is required to:

- a. Undertake a desktop review of water security options for the communities of Larisula and Haupu following consultation with the NDCC, the Ministry of Public Works, the Delegation of the European Union in Dili and the PACRES Project Management Unit (PMU) in Samoa. This will include review of:
 - relevant reports and other baseline information;
 - electricity availability to support water security measures, and options for use of solar power (eg solar powered desalination options); and
 - road conditions and other factors that may have an impact on delivery of materials and access to the proposed project sites.
- b. Consultations with relevant government ministries and agencies, non-government organisations, local authorities and community representatives in Larisula and Haupu to identify and validate the current state of water security including depth of existing boreholes, availability of electric cabling for pumps and requirements for storage tanks;and



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- c. Based on (a) and (b) above, preparation of fully costed options, including timeframes and schedule for implementing each option to improve water security in Larisula and Haupu

3. Project Schedule

This activity is to be completed by 31 August 2020. Expected project activity is detailed in Table 1 below. The tender response should detail how and when these steps will be delivered by submitting a Technical Proposal.

As a result of restrictions due to COVID-19 no international travel will be undertaken in this consultancy. The successful consultancy will also be subject to any requirements in Timor-Leste due to COVID-19 precautions and restrictions. While international consultants may be engaged to conduct the desktop review and participate in virtual consultations, the field work will need to be conducted by experts and technical staff based in Timor-Leste and should be costed as part of the financial proposal.

Table 1 Project Schedule and deliverables

No.	Activity
1	Notification of successful consultant
2	Contract signed
3	Commencement meeting via Skype or telephone between successful consultant, PACRES PMU, NDCC and EU delegation in Dili
4	Approval of workplan and methodology
5	Desktop review
6	Field visits to Larisula and Haupu to conduct participatory consultations with all key personnel and relevant stakeholders to assess options to improve water security there.
7	Assessment of water supply alternatives and cost-benefit analysis.
8	Submission of draft report including fully costed water security options and schedules and recommendations
9	Review of draft report by NDCC, PACRES PMU and EU Delegation in Dili
10	Submission of final draft report by 31 August 2020.

4. Budget



The Financial Proposal to be priced based on a work plan on where, when and how the technical assistance will be conducted. The proposal should include the fees component and cost of local travel and consultations.

5. Expertise

The Consultant is expected to have the following qualifications and expertise:

- A qualification from a recognised tertiary institution in a field related to environmental management, natural resources management, water resources management and/or climate change;
- Strong track record in project management including work planning, field assessment, stakeholder consultations and oversight and reporting across diverse audiences in a multicultural and multi-disciplinary environment;
- Record of having successfully worked with government and non-government stakeholders, sub-national government and communities in Timor-Leste or the Pacific in the water sector;
- Excellent command of spoken and written English, Portuguese, Bahasa Indonesia or Tetum will be an advantage.
- 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