

# REQUEST FOR TENDERS

File: AP\_3/29  
Date: 27 January, 2020  
To: Interested Consultants  
From: Semi Qamese – PACRES M&E Officer

**Subject: Request for tenders: Water security options assessment: Timor-Leste**

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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 island countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. 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 who can offer their services to assist SPREP in undertaking a rapid assessment of options to improve water security in the municipalities of Baucau and Ermera 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.

## 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
  - Submit details of qualification and previous relevant experience in undertaking water security assessments in Timor-Leste or equivalent developing countries;
  - Provide at least three referees as part of their tender application;
  - Provide examples of related past work outputs; and
  - 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).*

## 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*. Any requirements outside of the fees component (e.g. travel specifications which will be covered by SPREP) should be mentioned in the proposal but not costed at this stage.
- 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](mailto:maraeap@sprep.org) and copied to Semi Qamese on [semiq@sprep.org](mailto:semiq@sprep.org) before 03 February 2020. A summary of all questions received with an associated response will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 05 February 2020

## 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 the tenderer offers the best value for money, and that the tenderer satisfies the following criteria:
  1. 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%)
  2. 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%)
  3. 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%)
  4. Detailed work plan and technical proposal (20%)
  5. Excellent command of spoken and written English and basic knowledge of Portuguese, Bahasa Indonesia or Tetum will be an advantage (10%)

6. Detailed financial proposal (25%).

## 7. Deadline

- 7.1. **The due date for submission of the tender is: 17 February 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**' to one of the following methods:

Mail: SPREP

Attention: Procurement Officer

PO Box 240

Apia, SAMOA

Email: [tenders@sprep.org](mailto:tenders@sprep.org)

Fax: 685 20231

Person: Submit by hand in the tender's 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 UNDERTAKE A RAPID ASSESSMENT OF OPTIONS TO IMPROVE WATER SECURITY IN THE MUNICIPALITIES OF BAUCAU AND ERMERA 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 in Timor-Leste is titled: 'Scaling up Integrated Vulnerability Assessments in Timor-Leste' and builds on work already underway to scale up IVAs being conducted by the Government of Timor-Leste.

IVAs started in 2018 and by the end of 2019 had been conducted in 29 villages. IVAs will continue in order to achieve the target of 158 villages. Based on the preliminary report, to date, roughly half the villages have identified water security as a priority issue.

To facilitate planning and implementation of measures to improve water security in selected communities in Baucau and Ermera, a rapid assessment will be undertaken to identify cost options for measures to improve water security.

##### **2. Scope of Work**

The Consultancy is required to:

- a. Undertake a desktop review of water security options in the municipalities of Baucau and Ermera following consultation with the National Directorate for Climate Change (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 IVAs in those municipalities;
  - the 'Vulnerability assessment of climate change impacts on ground waters resources in Timor-Leste' completed in 2012, and which included a hydrogeology case study in Baucau; and
  - electricity availability in those municipalities to support water security measures, and options for use of solar power (eg solar powered desalination options).
- b. Consultations with relevant government ministries and agencies, non-government organisations, local authorities and community representatives in the municipalities of Baucau and Ermera 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;

- c. Based on (a) and (b) above, preparation of a rapid assessment report including costed options for improving water security in up to five villages in Baucau and Ermera.

### 3. Project Schedule

This activity is to be completed by 27 March 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.

**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 Baucau and Ermera to conduct participatory consultations with all key personnel and relevant stakeholders and undertake a rapid assessment of options to improve water security in selected villages
7	Assessment of water supply alternatives and cost-benefit analysis
8	Submission of draft report including costed water security options and recommendations
9	Review of draft report by NDCC, PACRES PMU and EU Delegation in Dili
10	Submission of final draft report by 27 March 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 be for the fees component only associated with undertaking the work outlined above. Any requirements outside of the fee's component (e.g. local travel and consultations) should be described in the proposal but not costed.

### 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 and basic knowledge of Portuguese, Bahasa Indonesia or Tetum will be an advantage.