

## REQUEST FOR TENDERS

RFT: 2021/029  
File: AP\_3/28/2  
Date: 17 March 2021  
To: Interested consultants  
From: Melanie King, Manager – Project Coordination Unit

**Subject: Request for tenders: Mid-Term Review of the ‘Climate Information Services for Resilient Development in Vanuatu’ Project**

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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 consortiums of consultants to undertake the Project Mid-Term Review.
- 2.2. Tenderers will need to provide a comprehensive proposal as outlined in the attached terms of reference (Annex A).

## **3. Conditions: information for applicants**

3.1 To be considered for this tender, interested Consultants must meet the following conditions:

- i. Provide a comprehensive technical and financial proposal responding to the requirements in the attached terms of reference and as outlined in Section 4 below.
- ii. Provide three references relevant to this tender submission, including the most recent work completed;
- iii. Sign the **Conflict of Interest form** provided.
- iv. Sign the **Declaration form** provided.

3.2. 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)

## **4. Submission guidelines**

4.1. Tender documentation should demonstrate that the interested consortium satisfies the conditions stated above and below, and is capable of meeting the required services and timeframes. Documentation must also include supporting examples to address the evaluation criteria.

4.2. Tender documentation should outline the interested consortium's complete proposal, comprising:

- a. Proposed methodology to undertake the Mid-Term Review.
- b. Proposed workplan including timelines to complete the deliverables (as outlined in Section 4 of the ToR).
- c. Details of the review team including their role and experience (noting the minimum requirements of the team as outlined in Section 5 of the ToR).
- d. CVs of the review team.
- e. Financial proposal to outline all costs associated with the undertaking of the review including professional fees, Vanuatu-based travel costs to at least 2 sites (i.e. Santo and Efate), communications and miscellaneous costs inclusive of all taxes.

4.3. Tender submission must be in United States Dollars (USD).

4.4. The proposal must remain valid for 90 days from date of submission.

4.5. Tenderers / bidders must insist on acknowledgement of receipt of tender / proposals / bids.

## **5. Tender Clarification**

5.1. Any clarification questions from applicants must be submitted by email to [procurement@sprep.org](mailto:procurement@sprep.org) before 30 March 2021 and responses will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 06 April 2021.

## **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:

### **a) Technical Proposal (80%)**

- i. Proposed methodology to undertake the Mid-Term Review.
- ii. Proposed workplan including timelines to complete the deliverables (as outlined in Section 4 of the ToR).
- iii. Details of the review team including their role and experience (noting the minimum requirements of the team as outlined in Section 5 of the ToR).
- iv. CVs of the review team.

### **b) Financial Proposal (20%)**

- i. Outline of all costs associated with the undertaking of the review including professional fees, Vanuatu-based travel costs, communications and miscellaneous costs inclusive of all taxes.

## **7. Deadline**

7.1. The due date for submission of the tender is: Friday, 16 April 2021, midnight (Apia, Samoa local time).

7.2. Late submissions will be returned unopened to the sender.

7.3. Please send all tenders clearly marked 'RFT 2021/029: Mid-Term Review 'Climate Information Services for Resilient Development in Vanuatu' Project 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.

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**