

## REQUEST FOR TENDERS

File: AP\_3/28/2  
Date: 11 July, 2018  
To: Interested suppliers  
From: Johanna Johnson, Vanuatu CISRDP Manager

**Subject: Request for tenders: Climate Information Services (CIS) Policy Review, Sector Action and Communication Plans Consultancy**

### 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. 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 consultant or firm who can offer their services to provide expert assistance to SPREP in reviewing existing Vanuatu sector policy, planning and associated institutional/governance arrangements related to climate adaptation and disaster risk management and use of CIS, including use and demand within the private sector. This will involve a systematic analysis of exiting institutional arrangements and consultations, and other investigative and analytical approaches designed to identify options through which CIS could be better incorporated into decision making, with a focus on the 5 target sectors: 1. Agriculture, 2. Tourism, 3. Water, 4. Fisheries and 5. Infrastructure.

2.2. The successful applicant will need to develop Climate Information Services Action and Communication Plans for the 5 target sectors that are based on the findings of the review above and consultation with the target sectors and other relevant stakeholders.

2.3 The Terms of Reference (TOR) for this consultancy is attached as Appendix 1.

### 3. Conditions: information for applicants

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

- (a) Have relevant experience with strong knowledge of environmental issues and context in the Pacific, submit details of previous relevant experience;

- (b) Provide at least 3 referees as part of their tender application, including the most recent work relevant to this tender; and
- (c) The consultant must possess or be able to obtain relevant work permits and approvals in order to be able to lawfully work as a consultant in Vanuatu.

3.2 Applicants should declare any areas that may constitute conflict of interest related to this bid.

#### **4. Submission guidelines**

4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above 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 outline the interested supplier's complete proposal:

##### **Technical Proposal**

- i. A cover letter briefly summarizing relevant experience and qualifications to meet these Terms of Reference. Cover letters should not exceed 2 pages.
- ii. Detailed outline of method to meet the tender requirements with expected deliverables.
- iii. Detailed budget and timelines.
- iv. Recent CV of professional experience for all personnel.
- v. Relevant experience from recent work relevant to this consultancy with at least 3 referees.
- vi. Complete the tender application form provided

##### **Financial Proposal**

The financial proposal shall specify a total lump sum amount in USD including a breakdown of costs, including fees, travel and workshop expenses. Payments will be made in installments based on deliverables, as follows:

- i. 20% upon signing of the contract and submission of work-plan and methodology
- ii. 20% on completion of consultation and submission of draft CIS Policy review report
- iii. 20% on completion of final CIS Policy review that has been accepted by CISRDP/SPREP.
- iv. 20% on completion of Sector workshops and submission of draft CIS Action and Communications Plans for the 5 target sectors.
- v. 20% submission of Final CIS Action and Communications Plans for the 5 targeted sectors.

4.3 Tenderers/Bidders should ask for an acknowledgement of receipt of tenders/proposals/bids.

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

#### **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 copy [johannaj@sprep.org](mailto:johannaj@sprep.org) before **18 July 2018**. 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 **20 July 2018**.

## 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.

### Technical – 70 points

- i. A proven track record in monitoring and evaluation or developing action plans in the Pacific islands region. – 15 points
- ii. Experience in reviewing policy, plans and governance instruments for climate change and/or disaster risk management information in the Pacific islands region – 20 points
- iii. Demonstrated knowledge of and experience working with one or more of the target sectors – 25 points
- iv. Excellent verbal communication and interpersonal skills and demonstrated experience facilitating multi-disciplinary workshops – 10 points

### Financial – 30 points

## 7. Deadline

- 7.1. **The due date for submission of the tender is: 08 August 2018, 5:00pm (Port Vila, Vanuatu local time).**
- 7.2. Late submissions will not be considered.
- 7.3. Please send all tenders clearly marked 'TENDER: **Climate Information Services Policy Review and CIS Communications Consultancy**' to the following email:

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

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>

# CISRD PROJECT (CISRDP): CIS POLICY REVIEW, ACTION AND COMMUNICATIONS PLANS CONSULTANCY

Terms of Reference



**GREEN  
CLIMATE  
FUND**

Vanuatu Climate Information Services for Resilient  
Development Project

## Version History

Date	Version	Description	Author/Revisor
15 June 2018	Version 0	Initial Draft	SPREP (CISRDP CISO)
22 June 2018	Version 1		SPREP (CISRDP Manager)
26 June 2018	Version 1.1		SPREP (PCU Manager)

## Contents

1.0 Introduction .....	1
2.0 Purpose .....	2
3.0 Scope of Work.....	3
4.0 Deliverables.....	4
5.0 Methodology.....	4
6.0 Work Plan and Timeline .....	4
7.0 Expertise required.....	5
8.0 Mandate.....	5
8.0 Preparation and Submission of Application.....	5

## 1.0 Introduction

Climate Information Services (CIS) provide people and organisations with timely, tailored climate-related information and tools that they can use to reduce the impacts of climate change on lives, livelihoods, natural resources and property. CIS supports better policy, planning, and decision making across sectors, and at national and community scales for both long and short-term timeframes.

The Climate Information Services for Resilient Development in Vanuatu Project (CISRDP) responds to priorities identified in the Vanuatu Framework for Climate Services and the Vanuatu Meteorology and GEO-Hazards Department (VMGD) Strategic Development Plan, developed through a national consultation and design process.

Without timely and tailored information about the impacts of climate change, development sectors, governments and communities risk significant losses and damage due to extreme events such as drought, heat waves, cyclones and flooding, and slow onset changes, such as rising temperatures, sea-level rise and ocean acidification.

**Project Objective:**

The project will 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 change.

The project will build capacity to harness and manage climate data, develop and deliver practical CIS tools, support enhanced coordination and dissemination of tailored information, enhance CIS related information and technology infrastructure, improve the accessibility of CIS to sectors and communities, and support the application of relevant CIS through real-time development processes.

The project will deliver:

**1. Climate Information and Services**

This includes the creation of new sector-specific CIS action plans, provision of technical and accredited training, advisory and assessment workshops, and mentoring attachments to enhance the capacity to engage with, and apply CIS, across five sectors and at national, provincial and community levels.

**2. User Interface Platforms**

Customised CIS communication and knowledge products will be developed to deliver climate information to the five sectors at national, provincial and community levels.

**3. Climate Information Services Systems**

The VMGD operational system will be strengthened, this spans the integration of mobile, desktop, on-line and associated technology and delivery systems for CIS and early warning systems. This component will also include the application of the socio-economic benefit analysis.

**4. Observations and Monitoring**

The installation of a Doppler weather radar system, the expansion of the automatic weather and rain station network, collection of bathymetric data and more to strengthen the real-time and long data and information base.

**5. Research Modelling and Prediction**

Location specific climate and risk models (e.g. for inundation and coral bleaching) will be developed for integration into key project CIS products that can inform resilient development.

## 2.0 Purpose

The purpose of this consultancy will be to undertake two main components:

1. Review existing Vanuatu sector policy, planning and associated institutional/governance arrangements related to climate adaptation and disaster risk management and use of CIS, including use and demand within the private sector. This will involve a systematic analysis of exiting institutional arrangements and consultations, and other investigative and analytical approaches designed to identify options through which CIS could be better incorporated into decision making, with a focus on the 5 target sectors: 1. Agriculture, 2. Tourism, 3. Water, 4. Fisheries and 5. Infrastructure.

These options may include planning processes, policy instruments, institutional arrangements, legislative reform, and consideration of the role of the private sector engagement. Where appropriate, preferred options will be progressed through existing government processes to facilitate enhanced adoption of CIS to inform and mainstream 'climate smart' decision-making at national and provincial levels for the target sectors.

2. Develop Climate Information Services Action and Communication Plans for the 5 target sectors that are based on the findings of the review (in (1) above) and consultation with the target sectors and other relevant stakeholders. The CIS Action and Communication Plans will support target sectors and end-users to enhance their understanding of CIS and application of CIS into decision-making. These plans must be tailored for both disaster risk management and climate change adaptation where the application of CIS is the key driver, and should consider issues of access by end users, including based on commercial or non-commercial (free of charge) arrangements.

### 3.0 Scope of Work

The study will engage with the Vanuatu Meteorology and Geohazards Department (VMGD), the five target sectors, government agencies and other stakeholders across the sector such as the CROP, UN Agencies, bi-lateral development partners and delivery partners. The recommendations from the study will guide the development and strengthening of the National CIS Landscape in Vanuatu from VMGD (information provider) to end users from the target sectors.

The work required to prepare the **Policy Review report** may include:

- **Desktop review** of existing Vanuatu Government policy, planning and associated institutional/governance arrangements and instruments relevant to the five target sectors.
- **Field mission** to consult with the CISRDP Manager and project team, to discuss the objectives, focus of the review and scope of sector engagement.
- **Sector engagement** to include consultation with target sector staff to draw from their experiences and determine if current national, provincial and community interventions are sufficient to disseminate CIS information to national stakeholders, and what gaps exist.
- **Report draft** to be submitted to the CISRDP team and relevant sector authorities for review of factual data and feedback. The report should include a summary table of key findings, conclusions and recommendations indicating responsible institutions and timelines.

The work required to develop the **CIS Action and Communication Plans** may include:

- **Field mission** to consult with the CISRDP Manager and project team, to discuss the objectives, focus and layout for each Plan, and the SPREP Style Guide (activity can be combined with the policy review field mission).
- **Engagement** with VMGD, CISRDP Manager and project team and target sector staff and stakeholders to elicit relevant information to be included in the draft sector Plans.

- **Drafting of the CIS Action and Communication Plans** in consultation with the CISRDP team.
- **Facilitate workshops** to discuss the draft CIS Action and Communication Plan for each sector and revise Plans based on key recommendations and findings (workshops can be multi- or single-sector).

## 4.0 Deliverables

The main deliverables of this consultancy are:

- Policy Review Report on target sector institutional/governance arrangements and capacity as well as consideration of the role of private sector engagement.
- Five sector CIS Action and Communication Plans.
- Brief report on the CIS Action and Communication Plans workshops.

## 5.0 Methodology

The project requires application of multiple methodologies to gather representative, correct and justified information and feedback in order to carry out the assignment successfully. The methodology for both the collection and analysis must be outlined in the proposal. The proposal must specify the quality assurance process, methodology, resources and tools.

Proposals can be submitted by a single consultant or a consortium of experts. Proposals will be accepted for both Components 1 and 2 (see Purpose in this Terms of Reference), or for either Component 1 or 2. Where there are cost-efficiencies in a single proposal for both Components, these should be highlighted. Proposals that include local team members or partners will be assessed favourably.

## 6.0 Work Plan and Timeline

The duration of the total assignment (Components 1 and 2) is estimated to be over 20 weeks (80 – 100 working days) between August and December 2018. Field missions are included in this allocation and are expected to last between 2–3 weeks. Indicative duration and timing for the project are provided in the table below.

Task	Approximate duration	Indicative timing
<b>Sector Policy Review</b>		
<b>Initial briefing meeting with CISRDP Project team</b>	1 day	August
<b>Desktop review</b>	10 days	August
<b>Inception meeting</b>	1 day	September
<b>Field mission and consultation</b>	10 – 15 days	September
<b>Draft Policy Review Report</b>	10 days	September – October
<b>Finalise Policy Review Report</b>	2 days	October

Sector CIS Action and Communication Plans		
<b>Inception meeting</b>	1 day	August
<b>Field mission and consultation</b>	10 – 15 days	September – October
<b>Draft CIS Action Plans for 5 sectors</b>	10 days	November
<b>Sector review workshops</b>	10 – 15 days	November – December
<b>Finalise CIS Action Plans for 5 sectors</b>	15 days	December

## 7.0 Expertise required

The expertise requirements for this consultancy include:

- A proven track record in monitoring and evaluation work in the Pacific islands region.
- Experience in reviewing policy, plans and governance instruments for climate change and/or disaster risk management information in the Pacific islands region.
- Demonstrated knowledge of and experience working with one or more of the target sectors.
- Proven ability to work independently and collaboratively, and in a multidisciplinary and multicultural environment.
- Excellent verbal communication and interpersonal skills and demonstrated experience facilitating multi-disciplinary workshops.
- Ability to prioritize and maintain complex projects in a demanding work environment and to deliver within deadlines.
- Successful track record in writing reports and related materials for government, sector stakeholders or multilateral institutions (Desirable).
- Experience with or strong knowledge of climate information, meteorological or resilient development programs and organizations in Vanuatu (Desirable).

## 8.0 Mandate

The consultant does not have a mandate to make commitments on behalf of the competent authorities.

## 9.0 Preparation and Submission of Application

All proposals must include the following:

- 1) A cover letter briefly summarizing relevant experience and qualifications to meet these Terms of Reference. Cover letters should not exceed 2 pages.
- 2) Detailed outline of method to meet the tender requirements with expected deliverables.
- 3) Detailed budget and timelines.
- 4) Recent CV of professional experience for all personnel.
- 5) Relevant experience from recent work relevant to this consultancy with at least 3 referees.

Applications should be received **no later than 8 August 2018, 5pm (Port Vila, Vanuatu local time)**.