

REQUEST FOR TENDERS

File: AP 2/35/4
Date: 20 June 2019
To: Interested Individuals
From: Fred Siho Patison - PEBACC Solomon Islands Country Manager

Subject: **Consultant to provide Communications Support to the PEBACC project in Solomon Islands**

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.

2. Specifications: statement of requirement

2.1 SPREP is seeking to recruit a Communications Support Specialist to work on a part-time consultancy basis for a period of 12 months to develop and deliver communication content, products, media materials and campaigns to support outcomes of the PEBACC project Solomon Island component in the following key result areas:

- a) Develop and deliver communication content and knowledge products
- b) Ensure visibility of on-ground demonstration activities
- c) Promote and raise awareness on key outcomes and lessons learned by the PEBACC project.

2.2 The Terms of Reference and the specific duties of the Consultant 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:

- Currently reside in Solomon Islands
- Be able to demonstrate that he/she is legally entitled to work in Solomon Islands.

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 and include:

- CV to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
- Three references including most recent work relevant to this position
- Examples of communications products developed
- Completed 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 or your Technical Proposal. Failure to do this will mean your application will **not** be considered).*

4.3 Tender documentation should stipulate the consultant's daily rate in USD. Hourly rate will be assumed to be the daily rate divided by 8 hours.

4.4 Prospect consultants must commit to an agreed amount of time per month to this consultancy and be willing to set aside extra time if needed for particular tasks.

4.5 Tenderers must insist on an acknowledgement of receipt of tenders.

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

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

4.8 Tenderers / Bidders must insist on an acknowledgement of receipt of tender / 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 copy fredp@sprep.org before 01 July 2019 and responses will be posted on the SPREP website www.sprep.org/tender by 03 July 2019.

6. Evaluation criteria

6.1 SPREP will short-list 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.

- a) Strong knowledge of environmental issues and governance context in the Solomon Islands and the Pacific. Good understanding of climate change and EbA an advantage. (20%)
- b) Proven track record in developing high quality and visually appealing communication content and knowledge products. (20%)

- c) Prior delivery of effective communication and outreach activities/campaigns. (15%)
- d) Established networks in the communications community of practice in Solomon Islands (15%)
- e) Cost (daily rate in US dollars (30%)

6.2 Assessment of proposals will be based on the evaluation of the Technical Proposal (70%) and Financial Proposal (30%).

7. Deadline

7.1 The due date for submission of the tender is: 12 July 2019, 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: Communications Support Specialist Solomon Islands (PEBACC project)' to the following methods:

Mail: SPREP
Attention: Procurement Officer
PO Box 240
Apia, SAMOA
Email: tenders@sprep.org (MOST PREFERRED OPTION)
Fax: 685 20231

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>

Terms of Reference

COMMUNICATIONS SUPPORT SPECIALIST

PACIFIC ECOSYSTEM-BASED ADAPTATION TO CLIMATE CHANGE PROJECT

SOLOMON ISLANDS

Background

SPREP's Pacific Ecosystem-based Adaptation to Climate Change (PEBACC) project is seeking a Communications Support Specialist to support the Solomon Island component of the project for a period of twelve months.)

PEBACC is a sub-regional ecosystem-based adaptation project falling under SPREP's Island and Ocean Ecosystems programme. Funded by the German Federal Ministry of Environment, Nature Conservation and Nuclear Safety (BMU), the project aims to ensure that EbA is integrated into development, climate change adaptation and natural resource management policy and planning processes in three Pacific island countries, providing replicable models for other countries in the region. Pacific Island Countries participating in this project include Fiji, Vanuatu and Solomon Islands. In Solomon Islands the project operates in Honiara, Barana (Guadalcanal) and Wagina (Choiseul).

The Pacific Islands Region is extremely vulnerable to the impacts of global warming, sea level rise and climate change. Recognising that healthy ecosystems contribute positively to the resilience of Pacific island communities, societies and biodiversity, the PEBACC project promotes the use of an Ecosystem-based Adaptation (EbA) approach to reducing vulnerability and building resilience in the face of climate change and associated impacts. It is further recognized that the drivers of ecosystem degradation are often non-climate change related; often being related to unsustainable human activities. Therefore restoring ecosystem health requires an understanding of how human activities are impacting on ecosystems and ensuring that interventions are targeted at addressing the root causes while at the same time investing in restoration activities.

The project has four Outputs, one of which is 'Communications and outreach products are developed to promote integration of EbA options into climate change policies, plans and projects.' The use of communications to raise awareness of EbA approaches to climate change adaptation is therefore a key strategy that the project uses to achieve its overall outcome. In this regard the communications work is guided by the project's communications strategy.

Having completed detailed Ecosystem and Socio-economic Analysis and Mapping (ESRAM) studies for the project countries and sites as well as EbA options assessments the project is currently at the stage of implementing ten on-ground EbA demonstration projects. With the overall project ending in July 2020, SPREP will continue to support the demonstration projects until June 2020. Experiences from the demonstration projects will be collated and will feed into a lessons learned phase during the final three months of the project.

Services Required

SPREP is seeking to recruit a Communications Support Specialist on a consultancy basis to develop and deliver communication content, products, media, synthesis material and training to support the outcomes of the Solomon Islands component of the PEBACC project. Some

elements of the work will be fixed (e.g. quarterly newsletter) while others will be on an 'on call' and non-exclusive basis with no guaranteed minimum level of work.

Scope of Consultancy

The consultant's work will be arranged according to three key result areas;

KRA1. Develop and deliver communication content and knowledge products

KRA2. Ensure visibility of on-ground demonstration activities

KRA3. Promote and raise awareness on key outcomes and lessons learned by the PEBACC project.

KRA1. Develop and deliver communication content, information and knowledge products

a) Provide news articles, updates on a monthly basis for the SPREP and PEBACC webpage content

- Prepare and upload web-ready versions of project documents and media articles.
- Source and upload Solomon Islands related links to relevant resource materials on EbA.
- Provide support and inputs for communications outputs on the PEBACC Solomon Islands component on the project webpage; e.g. videos of environmental champions, newsletters, etc.

b) Support and prepare inputs for the PEBACC Project Newsletter

- Source and develop articles on project activities for the newsletter.
- Arrange printing and dissemination of the newsletter (email and hard copy) for Solomon Islands stakeholders.
- Update and maintain the PEBACC newsletter email distribution list for Solomon Islands

c) Press releases and news articles

- Produce press releases and news articles for key project events. Press releases should include related images and quotes from participants, government officials and SPREP.
- Coordinate media outlets' coverage of these events.
- Ensure that major media outlets cover PEBACC events and activities in Solomon Islands.
- Ensure regular coverage of project activities for SPREP's webpage.

d) Publications and photos

- Oversee, manage and produce (where relevant with support of the SPREP communication team) PEBACC publications and deliver the following:
- Finalise layout and design process for Barana Community Nature and Heritage Park Management and Business Plan, the Honiara Botanical Gardens Management and Business Plan and Wagina Water Resources Management Guidelines and Action Plan.
- Design and produce pamphlets, brochures, posters, etc. for the PEBACC Solomon Islands component in consultation with the Country Manager.

- Manage the project's photo library and ensure that new photos are added that reflect project activities in Solomon Islands.
 - Periodically proofread and/or edit project narrative reports and other materials.
 - Provide graphic support in the development of powerpoint presentations and be prepared to deliver presentations if required.
- f) Design and manage communications campaigns
- Lead Honiara communication campaign focusing on Honiara Botanical Gardens, Mataniko River and Barana Community Nature Park EbA projects.
 - Provide support to LLCTC for design of communication materials for the Wagina community campaign.
- g) Donor liaison and reporting
- Provide details of communications activities and outputs for donor annual reporting.
 - Support the Fiji Communications Support Specialist to liaise with the communications team at BMU and share content for the BMU newsletter.
 - Support the project to ensure the project's web profile on the IKI website is kept up-to-date.
 - Assist in completing the twice yearly 'project information' update to the donor.
 - With the Country Manager, monitor communications expenditure and ensure that the communications budget allocation for Solomon Islands is not over-spent.

KRA2. Visibility of on-ground demonstration activities

- Remain abreast of on-ground project activities and source relevant content to showcase in collaboration with the Solomon Islands project office (MECDM, G-Province, MoFR, HCC, Leaf and other partners)
- Explore and utilise creative channels for showcasing on-ground work. This could include articles in government department newsletters.
- Provide moderation and support for the Barana Community Nature and Heritage Park Facebook and web page
- Regular posts through SPREPs social media channels in accordance with SPREP's social media policy

KRA3. Promote and raise awareness on key outcomes and lessons learned by the PEBACC project.

- Work with the broader project team in facilitating documentation of the key outcomes and lessons learned by the project.
- Seek appropriate opportunities (events) and communication channels to effectively disseminate this information.
- Actively participate in and support project organised events in Solomon Islands (meetings, workshops, etc.).

Requirements

- a) Strong knowledge of environmental issues and governance context in the Solomon Islands and the Pacific. Good understanding of climate change and EbA an advantage.

- b) Proven track record in developing high quality and visually appealing communication content and knowledge products.
- c) Prior delivery of effective communication and outreach activities/campaigns.
- d) Established networks in the communications community of practice in Solomon Islands.
- e) Fluency in English and Solomon Islands Pidgin

Remuneration

This is a delivery-based consultancy position and the consultant's time allocation and daily rate are subject to negotiation. It is expected however that the Consultant will allocate approximately 87 days to the project over the period August 2019 – July 2020. Remuneration will be based on agreed daily consultancy rate and on approved monthly work plans and delivery on agreed milestones. The remaining operational budget for production of communications products and to support communications campaigns in Solomon Island is approximately USD11,000. Travel to project sites if and when required will be supported under the project's travel budget.

Work arrangements

The consultant will work under the supervision of the Solomon Islands Country Manager who is based at the Department of Environment. Given a space shortage, the consultant will mostly work from their own work premises with regular visits to the project office to liaise with Country Manager. The consultant will submit monthly reports to the Country manager reporting against pre-agreed work plans.

The consultant will require their own laptop.