



SPREP

Secretariat of the Pacific Regional
Environment Programme

REQUEST FOR TENDERS

RFT: 2022/044
File: AP_3/28/2
Date: 21 July 2022
To: Consultants
From: Mr Sunny Seuseu, A/Project Manager, Vanuatu CISRD Project

Subject: Request for tenders (RFT): Communications Officer (Service Based Consultancy) for the Vanuatu Klaemet blong Redy, Adapt mo Protekt (Van-KIRAP) Project

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.

2. Specifications: statement of requirement

- 2.1. SPREP is seeking to recruit a qualified and experienced Communications Officer to assist with the development and implementation of the communication activities of the Vanuatu Klaemet Infomesen blong Redy, Adapt mo Protekt (Van-KIRAP) Project.
- 2.2. The Communications Officer is expected to work on a consultancy basis which will be subject to an annual review, and extension approval of engagement until the end of 2023.
- 2.3. The Communications Officer will liaise and consult extensively with VanKIRAP's Communications Coordinator and other staff, personnel from VanKIRAP implementing agencies VMGD and other Vanuatu Government departments, SPREP's Community and Outreach Team, Project Management Unit (PMU), community representatives, provincial governments, contractors, and representatives of the media.
- 2.4. The Terms of Reference (TOR) and the specific statement of work for the service-based consultancy are set out in Annex A.
- 2.5. Tenderers will need to provide a comprehensive proposal as outlined in the attached terms of reference (Annex A).
- 2.6. 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. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.7. SPREP Standard Contract Terms and Conditions are non-negotiable.

3. Conditions: information for applicants

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

- Currently residing in Vanuatu.
- Be able to demonstrate he/she is legally entitled to work in Vanuatu.
- Be willing and able to travel to project sites throughout Vanuatu.
- Have an excellent command of spoken and written English and Bislama.
- Provide a comprehensive response (i.e., complete the tender application form) to the requirements in the attached terms of reference (Annex A).
- Complete the **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. Failure to do this will mean your application will **not** be considered).

3.2 Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **Conflict of Interest form** provided.

3.3 Tenderer is deemed ineligible due to association with exclusion criteria, including bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.

3.4 Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall into any of the exclusion situations cited under 3.2 above and where applicable, that they have taken adequate measures to remedy the situation.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested applicant satisfies the conditions stated above and is capable of meeting the requirements as stipulated in the ToR. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should be submitted in English and outline the interested consultant's complete proposal, comprising:
 - a. **SPREP Tender Application form and conflict of interest form.** *(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. Failure to do this will mean your application will not be considered).*
For the Technical and Financial proposals you may attach these separately.
 - b. **Honour form.**
 - c. **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully
 - d. **Technical proposal:** The technical proposal should detail the methodology proposed for undertaking the activities outlined in the terms of reference, including a proposed implementation timeline.
 - e. **Financial proposal:** The financial proposal is to outline all costs associated with the undertaking of the role including professional fees (daily rate). Tender submission must be in United States Dollars (USD).
- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. Tenderers shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award; SPREP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 4.5. The tenderer might be requested to provide additional information relating to their submitted proposal, if the Tender Evaluation Committee requests further information for the purposes of tender evaluation. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6. The submitted tender proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential tenderer/bidder can provide services for.
- 4.7. No tender proposal may be modified after the deadline for submission of proposals.
- 4.8. The proposal must remain valid for 90 days from date of submission.
- 4.9. Tenderers / bidders must insist on acknowledgement of receipt of tender / proposals / bids.

5. Tender Clarification

- 5.1 a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 08 August, 2022 and responses will be posted on the SPREP website www.sprep.org/tender by 10 August, 2022.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
- c. SPREP will determine what, if any, response should be given to a Tenderer question. SPREP will circulate Tenderer questions and SPREP's response to those questions to all other Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>) without

disclosing the source of the questions or revealing any confidential information of a Tenderer.

- d. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- e. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFT or any other information given or made available by SPREP, the Tenderer should promptly notify the Procurement Officer setting out the error in sufficient detail so that SPREP may take the corrective action, if any, it considers appropriate.

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:

Technical Criteria – 80%

Detail	Weighting
Qualification from a recognised tertiary institution in a field related to media and communications.	5%
At least five years' experience working in the media and communications sector in the Pacific islands region, preferably in Vanuatu. Demonstrated understanding of implementing communication strategies for multiple audiences and across various channels.	5%
Demonstrated ability to research, write, edit and produce quality, engaging content for Vanuatu, or Pacific Islands, audiences written and visual communications. This includes media and PR releases, social media posts, email marketing campaigns, website content, speeches, television, video and radio scripts, research reports, stakeholder reports, slideshows, and more. Other skills such as content concept development, content strategy development, content calendar development and search engine optimisation are also highly advantageous. Must include copies of three recent communication products produced by the tenderer including details about the tenderer's role in each of the products. These must include products developed for Vanuatu, or Pacific Island, audiences.	20%
Demonstrated record of working successfully with stakeholders from community, civil society, Government in Vanuatu and establishing effective collaborative networks as well as demonstrated experience in capacity building and community engagement	20%
Demonstrated command of spoken and written English and Bislama.	10%
Technical proposal – demonstration of how applicant successfully carries out the activities listed under the scope of the consultancy	20%

6.2 Financial Score – 20%

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = a \times \frac{b}{c}$$

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

7. Variation or Termination of the Request for Tender

- 7.1 a. SPREP may amend, suspend or terminate the RFT process at any time.
- b. In the event that SPREP amends the RFT or the conditions of tender, it will inform potential Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>).
- c. Tenderers are responsible to regularly check the SPREP website Tenders page for any updates and downloading the relevant RFT documentation and addendum for the RFT if it is interested in providing a Tender Response.
- d. If SPREP determines that none of the Tenders submitted represents value for money, that it is otherwise in the public interest or SPREP's interest to do so, SPREP may terminate this RFT process at any time. In such cases SPREP will cancel the tender, issue a cancellation notice and inform unsuccessful bidders accordingly.

8. Deadline

8.1 The due date for submission of the tender is: 19 August 2022, midnight (Apia, Samoa local time).

8.2 Late submissions will be returned unopened to the sender.

Please send all tenders clearly marked **'RFT 2022/044: Communications Officer (Service Based Consultancy) for the Vanuatu Klaemet blong Redy, Adapt mo Protekt (Van-KIRAP) Project'** 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.

Note:

Submissions made to the incorrect portal will not be considered by SPREP.

SPREP is made aware of the error in submission prior to the deadline, the applicant will be advised to resubmit their application to the correct portal. However, if SPREP is not made aware of the error in submission until after the deadline, then the application is considered late and will be returned unopened to the sender.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted, thereby incurring no liability to the affected tenderer/bidder, nor any obligation to inform the affected tenderers/bidders of the grounds for SPREP's action.

SPREP reserves the right to enter into negotiation with respect to one or more proposals prior to the award of a contract, split an award / awards and to consider localised award/awards between any proposers in any combination, as it may deem appropriate without prior written acceptance of the proposers.

A binding contract is in effect once signed by both SPREP and the successful tenderer. Any contractual discussion/work carried out/goods supplied prior to a contract being signed does not constitute a binding contract.

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

Communications Officer (Service Based Consultancy) for the Vanuatu Klaemet blong Redy, Adapt mo Protekt (Van-KIRAP) Project

Background

The 'Climate Information Services for Resilient Development in Vanuatu' project locally known as Vanuatu Klaemet Infomesen blong Redy, Adapt mo Protekt (Van KIRAP) - is supporting a paradigm shift towards the standardized and mainstreamed use of science-based climate information, at multiple timescales to support resilient development pathways. The project will focus on five targeted sectors: tourism, agriculture, infrastructure, water and fisheries.

More specifically, the project is building technical capacity in Vanuatu to harness and manage climate data; develop and deliver practical CIS tools and resources; support enhanced coordination and dissemination of tailored information; enhance CIS information and technology infrastructure; and support the application of relevant CIS through real-time development processes, for more resilient outcomes.

The project is addressing information gaps and priority needs of target beneficiaries at national, provincial and local community levels across the five priority sectors through four core components:

1. Strengthening the VMGD platform to provide quality climate data and information for CIS.
2. Demonstrating the value of CIS at the sectoral and community levels.
3. Developing CIS tools and engaging with stakeholders through outreach and communications.
4. Strengthening the institutional capacity for long-term implementation of CIS in decision-making.

This GCF funded project is managed by the Vanuatu Meteorology and Geohazards Department (VMGD) and the Secretariat of the Pacific Regional Environment Programme (SPREP).

VanKIRAP's goal is increase the ability of decision-makers, communities and individuals in Vanuatu, including those in the five target sectors, to plan for and respond to the long and short-term impacts of climate variability and change, using climate information services (CIS).

Services Required

SPREP is seeking the services of a suitably qualified and experienced Communications Officer to assist with the development and implementation of the communication activities of the Vanuatu Klaemet blong Redy, Adapt mo Protekt (Van-KIRAP) Project

Scope of Work

The Communications Officer is to assist the Communications Coordinator with the implementation of the Project's communications strategy to increase the ability of decision-makers, communities and individuals in Vanuatu, to plan for and respond to the long- and short-term impacts of climate variability and change. This involves implementing the Project's communication and knowledge management strategy; assisting with internal and external communication efforts to strengthen awareness and understanding of climate information services and their applications; assisting with raising the profile and visibility of climate information services across target sectors and in communities; assisting with

the production of Project information, tools, products, promotional materials and publications; assisting with communication activities such as social media and other channels for the dissemination of key messages to target audiences; undertaking other duties as necessary including updating website content, email newsletters, Project bulletins and other communications products, and; reporting against indicators to demonstrate effectiveness. The Communications Officer will closely also work with the Project team and partners. The scope of work includes undertaking functions of:

1. Leadership and Strategy
2. Implementation of internal and external communication efforts
3. Public Events and External Relationship Building
4. Monitoring and Evaluation

Details of activities and expectations under each function are outlined below.

Services

The Communications Officer is required to deliver the following services:

Leadership and strategy

Assist with:

- The implementation of the Project's Communication & Engagement Strategy and Action Plan including core indicators.
- Implementation of annual work plans and budgets.
- Implementation of the Project's branding guidelines.
- Production of a wide-range of communication and promotional materials that highlight the VanKIRAP Project's vision and impact, including (but not limited) publications, tools, information products, promotional materials, project briefs, articles, press releases, social media posts, audio-visual materials, website updates and other formats.
- Ensuring best practice in communication policies and standards are implemented and maintained by all Project members, providing communications capacity building to Project members as required.
- Enhancing the internal capacity of project managers for communication, knowledge sharing and outreach.
- Raising internal awareness of communications approaches, progress and best practices.

Implementation of internal and external communications

- The Communications Officer will assist with the production of internal and external communications products that strengthen awareness of Project activities and outputs and raise the profile and visibility of the Project, including (but not limited to):
- Stories and news on Project activities and results, outreach materials, briefings, articles, media releases, statements, speeches, factsheets, press/media kits, slideshows, scripts, publicity materials, and articles about events and outcomes of the Project for a variety of channels including websites, blogs, email marketing lists, print media, social media and other communication channels.
- Case studies/success stories highlighting the impact of Project activities on target sectors and communities.
- Updating communication products on the Project website and assisting with the management of the Project's communications materials inventory.
- Drafting engaging content for the Project's newsletter including working with Project members to source material, incorporating strategic Project updates.
- Assisting Project leads to update online and offline communications products.
- Working with Project staff to help develop and disseminate evidence of the Project's impact, including to target audiences, donors and stakeholders.
- Assisting Project compliance with donor(s) requirements on communications and branding.
- Assisting with regular updates of Project and Partner knowledge management platforms.
- Assisting Project members or liaising with professional services to translate communications products into Bislama and French.
- Assisting Project consultations and collaborations with stakeholders, communities, sectors,

partners to address their communication needs.

- Provide support to the Communications Coordinator or PMU where necessary.

Public events and external relationship building

- Under the direction of the Communications Coordinator, assist the facilitation of the Project's Communication Working Group to ensure that the Project's communications are relevant and informed by community perspectives.
- Assist the Project's network building and partnership broking by participating in external events with media and other relevant stakeholders.
- Assist with maintaining a monthly calendar of events (e.g. workshops, trainings and talks) and help coordinate attendance by Project staff; draft summary reports of key events.
- Under the direction of the Communications Coordinator, liaise with local media to identify opportunities to publish communication and visibility materials.
- Assist with organising communication activities such as media interviews with Project members.
- Assist with knowledge sharing meetings, seminars, trainings, conferences and special events to ensure appropriate communications before, during and after the event.

Monitoring and Evaluation

- Under the direction of the Communications Coordinator, assist with implementation of the Project communications monitoring and evaluation, helping to ensure it conforms with the Project's overarching Monitoring and Evaluation Strategy.

Remuneration

- This is a delivery-based consultancy position, and the professional time allocation and annual payment of work is set and is not subject to negotiation.
- There will be an operational budget for agreed disbursements, including travel and per diem. Travel in Vanuatu or overseas may be required and will be paid through the Project's travel budget.
- Disbursements will be made monthly on receipt of activity report and approval from the Project Management Unit (PMU).

Work arrangements

The Communications Officer will:

- Be based at the SPREP and/or the VanKIRAP Project office in Port Vila on a schedule to be discussed and agreed between the successful consultant, the Project's PMU.
- Engage in regular meetings with the PMU.
- Submit monthly reports to the Communications Coordinator reporting against agreed workplans.
- Once monthly reports have been vetted by the PMU and by SPREP, payment will then be processed against submitted invoices.

Duration of the Consultancy

The service consultancy will commence as soon as possible to December 2023.