



## REQUEST FOR TENDERS

File: AP 4/12/18  
Date: 17 June, 2020  
To: Interested suppliers  
From: Paul Anderson – Inform Project Manager

**Subject: Request for tenders: Vanuatu National Coordinator / Environment Specialist  
(READVERTISEMENT - EXTENDED)**

### 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 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 to work with the Vanuatu Department of Environment on the drafting of the 2020 SoE report and enhanced environment data management.
- 2.2. The successful applicant will need to provide the details of works required as referred to in the attached Terms of Reference within 18 months of the consultancy start date.
- 2.3. The Terms of Reference and the specific statement of work for the consultancy are set out in Table 1.

### 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
  - i. Must be currently residing in Vanuatu.
  - ii. Submit details of qualification and previous relevant experience in reviewing policies in the Pacific region or equivalent developing countries.
  - iii. Submissions will include a work plan, schedule of activities and financial proposal. Please note all costs, including taxes, facilities, insurance, and travel and associated costs, should be included in the financial proposal. The consultancy has a maximum budget of US \$45,000. Submitted proposals will be evaluated based on best value for money.
  - iv. Submit a CV to demonstrate the consultant has the relevant experience, skills and qualifications to carry out this contract successfully.



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- v. Provide at least three referees as part of their tender application.
- vi. Provide examples of prior relevant work outputs.
- vii. 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;
  - (b) A Technical Proposal which contains the details to achieve the tasks outlined in the Terms of Reference ; and
  - (c) 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 should be mentioned and costed in the proposal.
- 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. 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. Describe any additional minimum content and format requirements.
- 4.2. Tender documentation should outline the interested supplier's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.
- 4.3. Tenderers/Bidders 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 and copy paula@sprep.org before 22 June 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 24 June 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:



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- i. Minimum Bsc level qualifications in environmental science or related field and more than 5 years experience working in areas of environmental management, public policy, development planning and policy instruments (10%);
- ii. Well versed in multi-lateral environmental agreements and international commitments (such as SDGs), as well as Vanuatu's development planning and environmental decision making policy framework (10%);
- iii. Proven experience in project management (10%);
- iv. Proficiency in English (written and oral) and excellent communication skills, ability to analyze and plot basic environmental data and ideally some experience creating maps with GIS software (10%);
- v. Demonstrated high-level of skills in reviewing and report writing and ability to deliver within the timeframe (15%);
- vi. Demonstrated experience working in Vanuatu, the Pacific region or other developing countries, willing to work alongside colleagues from different professional backgrounds, sensitivity to cultural differences and willing to build and strengthen capacity of DEPC officers (15%);
- vii. Detailed technical proposal/workplan and methodology (15%); and
- viii. Detailed financial proposal (15%).

### 7. Deadline

- 7.1. **The due date for submission of the tender is: 26 June 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: **Vanuatu National Coordinator / Environment Specialist (READVERTISEMENT)**

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>



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### Terms of Reference Vanuatu National Coordinator/Environment Specialist

#### 1. Background

The UNEP-GEF funded regional Inform project – “Building National and Regional Capacity to Implement Multilateral Environmental Agreements (MEA) by Strengthening Planning and State of Environment Assessment and Reporting in the Pacific” – is seeking a National Coordinator /Environment Specialist for Vanuatu Department of Environmental Protection and Conservation (DEPC) on a full time consultancy basis to provide direct support to DEPC to implement and produce key outputs and results to support environmental management, planning and decision making processes in Vanuatu.

#### 2. Scope of Work

The consultant will work with the Vanuatu Government through the DEPC to identify, source, upload and analyse national datasets to develop the 2020 Vanuatu State of Environment (SoE) Report. The consultant will work with DEPC staff to develop a workflow and follow DEPC processes to approve and upload key national datasets, reports and other related information to the National Data Portal. They will also be required to develop a coordinating mechanism (e.g. data working group) for the sharing and approval of national environment data. The consultant will use the Vanuatu indicator reporting tool to populate the SoE indicators. The focus will be providing support to DEPC nominated staff to build their capacity in data analysis, data portal functions and the indicator reporting tool. The Inform project team at SPREP and within DEPC will provide guidance on the SoE process as well as the use of the data portal and reporting tools. The consultant is expected to draft the 2020 SoE in close consultation with DEPC as well as key stakeholders and to communicate project outputs to stakeholders throughout the project.

#### 3. Specific Tasks

- i. Conduct a rapid gap analysis of existing environment and related policies including status of environmental monitoring and reporting systems in Vanuatu
- ii. Formalise environmental data coordinating group through SoE process, including developing a ToR
- iii. Assess and identify data sets for the 2020 Vanuatu State of Environment (SoE) Report
- iv. Add SoE datasets to Vanuatu Environment Data Portal
- v. Draft indicator states for the 2020 Vanuatu SoE
- vi. Populate the indicator reporting tool with SoE indicator states and reporting obligations
- vii. Build capacity within DEPC through on-the-job training to use the data portal and reporting tool, including dashboard and story functions as well as SOE development.
- viii. Provide administrative and logistic support to the DEPC team for the Inform Project, including meeting preparations.
- ix. Prepare briefs to the Director DEPC when required
- x. Draft responses/correspondences to stakeholders, DEPC Management or director-DEPC when required
- xi. Regular communications of project outcomes to stakeholder group
- xii. Collaborate and cooperate with other consultants and administration assistant when necessary.
- xiii. Provide regular updates to the DEPC management, inter-stakeholder technical working group and SPREP on the progress of the SOE and any challenges faced.
- xiv. Prepare progressive and financial reports to DEPC and SPREP



#### 4. Deliverables and timeline

The Consultant is expected to deliver on the following deliverables as per schedule:

Table 1. Key tasks and deliverables

Timeline	Deliverables	Metric
July – September 2020 (Tranch 2)	<ul style="list-style-type: none"> <li>Assess existing reports and datasets in the Vanuatu environment data portal against relevant indicators provided by SPREP and DEPC and identify additional required datasets</li> <li>Assist and support DEPC to source and upload datasets into the National Data Portal</li> <li>Develop a list of databases online and offline available in Vanuatu currently</li> <li>Identify 'data champs'</li> </ul>	List of reports and datasets uploaded to portal and mapped to relevant SoE indicators, list of databases and 'data champs' added as portal users.
October – December 2020 (Tranch 2)	<ul style="list-style-type: none"> <li>Continue sourcing and uploading SoE datasets</li> <li>Conduct capacity building on portal and SoE with 'data champs'</li> <li>Formalise environmental data coordinating group</li> <li>Draft indicator SoE indicators based on DEPC and other data sets using agreed indicators and methods</li> </ul>	Dataset uploads to portal, presentations and attendee list from capacity building, list of names/TOR for coordinating group, drafted indicators.
January – March 2020 (Tranch 3)	<ul style="list-style-type: none"> <li>Continue to draft SoE indicators</li> <li>Consolidate images for the SoE</li> <li>Conduct provincial consultations</li> <li>Populate the reporting frameworks under the Indicator Reporting Tool</li> <li>Circulate 1<sup>st</sup> draft SoE for review at stakeholder workshop</li> </ul>	Drafted SoE, image library, agendas and participant lists from stakeholder consultations, IRT reporting frameworks in place.
April – June 2021 (Tranch 3)	<ul style="list-style-type: none"> <li>Draft the brief to the MD-DEPC and all necessary correspondences to DEPC management and stakeholders on matters relating to the SOE, including invitations for the validation workshop.</li> <li>Prepare and run SoE stakeholder workshop in Port Villa with SPREP assistance</li> <li>Revise SoE with stakeholder input</li> </ul>	Copy of brief to MD, SoE workshop participant list, revised SoE.
July – September 2021 (Tranch 4)	<ul style="list-style-type: none"> <li>Circulate 2<sup>nd</sup> draft SoE for final input</li> <li>Populate the Indicator States under the Indicator Reporting Tool</li> <li>SoE editing, layout and printing with SPREP assistance</li> <li>Coordinate the SoE:               <ul style="list-style-type: none"> <li>endorsement logistics</li> <li>launch logistics</li> <li>communications and distribution</li> </ul> </li> </ul>	Email communication of SoE sharing, IRT populated with indicators, correspondence re SoE launch and logistics, and launch agenda.





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October – December 2021 (Tranch 4)	<ul style="list-style-type: none"> <li>• Develop ToR for environmental data working group</li> <li>• Seeks opportunities to reuse SoE indicators through the IRT and run IRT capacity building with 'data champs'</li> <li>• Continue to promote the SoE in Vanuatu through media and communications</li> <li>• Develop plan to sustain Inform project outcomes in Vanuatu</li> </ul>	Copy of TOR, example of indicator application to national or international reporting obligation, media releases and newspaper scans, and copy of sustainability plan.
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<sup>1</sup>Tranch 1 will be paid on signing of contract

### 5. Logistical and Reporting Arrangements

The Consultant will be based full-time at the DEPC Office, Port Villa

The Consultant will be directly accountable to the Director of DEPC.

The Consultant will liaise with the SPREP Inform Project Team for technical advice and guidance

### 6. Qualifications/Criteria

- Minimum of Masters level qualification in the areas of science (biology, physical geography, chemistry or environmental science) or social science and have more than 5 years work experience in areas of environmental management, public policy, development planning, national, regional and international policy instruments and commitments (relating to environment and sustainable development) and Information Technology/GIS and data/information collection and analysis. Be able to work under pressure and deliver on time.
- Must be well-versed with Multi-lateral environment agreements and international commitments (such as SDGs) as well as Vanuatu's development planning and decision making system, environment management strategic policy framework, and sustainable development;
- Experience in project coordination with similar assignments in the past; have good English proficiency (oral and written) and possess high quality report writing skills; have good communication, public relations skills and an established network of professionals in various fields; be willing to work alongside colleagues from different professional backgrounds and be sensitive to cultural differences. Must have strong analytical skills and be willing to build/strengthen capacity of the officers in DEPC and the technical working group/committee in SOE report writing and other aspects of the project.

### 7. Timeline

The consultant will work full-time with DEPC over a period of 18 months. The consultant is to submit a proposed work plan with clear timelines and milestones as per the requirements of the Terms of Reference.

### 8. Other Information

Only those currently residing in VANUATU are eligible to apply.