

REQUEST FOR TENDERS

File: AP 3/30
Date: 3 May, 2019
To: Interested suppliers
From: Azarel Maiai COSPPac Capacity Development Officer

Subject: Request for tenders: Consultant (s) to conduct a capacity needs and gaps assessment for the Pacific Islands Hydrological Services

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 would like to call for tenders from qualified and experienced consultant who can offer their services to **conduct a capacity needs and gaps assessment for the Pacific Islands Hydrological Services**.
- 2.2. The successful applicant will need to provide **final report on assessment for the Pacific islands hydrological services** by **31 August 2019**. Refer to Annex A for the full Term of Reference

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
 - i. **Technical Proposal**
 - Profile of the consultant (1 page max) explaining why they are the most suitable for the work
 - Relevant experience
 - Detailed meteorology and conceptual framework with expected deliverables and timelines (1 page max)
 - Recent CV to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
 - Provide at least 3 referees, including the most recent work relevant to this position.

- 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 or your Technical Proposal. Failure to do this will mean your application will **not** be considered*).

ii. Financial Proposal

The financial proposal shall specify a total in lump sum amount in USD include breakdown of costs. Payments will be made in installment based on deliverables.

- 25% upon signing of the contract and submission of work-plan and methodology
- 25% upon approval of desktop review report & post workshop in Apia reporting. Taking into consideration recommendation/changes from PHS panel members.
- 50% upon submission of final report with final recommendations.

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. 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 azarelm@sprep.org before **13 May 2019**. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by **15 May 2019**.

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. Demonstrate knowledge on Pacific hydrology and hydrological issues and challenges. Demonstrated experience in the assessment and analysis of hydrological services – **20 points**
- ii. Experience working with international, regional and national partners on the review of hydrological and geological services with experience in the Pacific island region being an asset; – **20 points**
- iii. Educational qualification of expert in the relevant field. A University Degree at a minimum Master's degree level in one of the following fields: Hydrology or Hydro-geology, Environmentalist or other related disciplines. A relevant combination of academic qualifications and experience is an advantage – **15 points**
- iv. Methodology, activities, work plan experience and skills – **10 points**

- v. Very good command of oral English and excellent writing skills with the ability to prepare clear and concise reports- **5 points**

Detailed financial proposal which should include fees and all associated costs including travel – 30 points

7. Deadline

- 7.1. **The due date for submission of the tender is: 24 May 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: **Consultant to conduct a capacity needs and gaps assessment for the Pacific islands hydrological services**' to one of the following methods:

Mail: SPREP

Attention: Procurement Officer

PO Box 240

Apia, SAMOA

Email: tenders@sprep.org

Fax: 685 20231

Person: Submit hardcopies 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>

Term of Reference (ToR)

for Consultant (s) to conduct a capacity needs and gaps assessment for the Pacific Islands Hydrological Services

Background:

The Pacific Meteorological Council (PMC)'s expert Panel on Hydrology (hereinafter referred to as "Pacific Hydrological Services" or "PHS" Panel) was established at the fourth meeting of the Council in 2017 to serve as an advisory committee to the council on matters related to enhancing hydrological services in the region. This includes specific issues such as floods, drought warning and water resource management at the national and regional level as prescribed in the Pacific Islands Meteorological Strategy (PIMS) 2017-2026 Pacific Key Outcome Seven (7). The PHS panel also assist the work of PMC in collaboration with relevant partners on the developments and implementation of new programmes and initiatives to enhance the capacity of Pacific Islands Countries and Territories (PICTs) to provide quality hydrological services.

The PHS Panel was also welcomed at the recent WMO Seventeenth Session of Regional Association V (South West Pacific) held in Tonga 2018 ***“noting with concern the present condition of the hydrological observing networks and their operations and maintenance in many RAV countries, and the difficulties encountered in promoting decision makers’ awareness on their importance”***. Further, the RAV Meeting ***“recognized the need to foster cooperation between meteorology and hydrology to improve the quality of the services provided, especially in the light of the range of adaptation challenges Members are facing today”***.

Through the Apia based Secretariat component of the Pacific Meteorological Desk Partnership (PMDP) made up of SPREP and WMO, Canada Climate Risk Early Warning System Small Island Developing States and South-east Asia (Canada CREWS SIDS-SeA) project provides support to SPREP to implement the Community-based Early Warning Systems and Disaster Risk Reduction (CBEWS/DRR) component of the project. The CBEWS/DRR component include CBEWS, traditional knowledge, regional training of Pacific SIDS National Meteorological and Hydrological Services (NMHSs) in the areas of information technologies, development of Pacific SIDS NMS websites, and supporting the works of the PMC's panel including Hydrology and support to carry out this assessment. Canada CREWS SIDS-SeA project is co-funded by the Climate Risks Early Warning Systems (CREWS) Initiative, and Environment and Climate Change Canada (ECCC), focusing on strengthening the NMHSs in the Pacific. Similarly, other multilateral agencies such as UNDP and UNESCO are providing financial support for the work undertaken by the PHS. The latter through its programme "Improving Water Security in the Pacific SIDS" is funding this assessment. UNDP through India Government supported Climate Early Warning Systems is providing direct support through SPREP for the work carried out by the PHS panel.

Thus, with the approval of the current PHS Panel Chair, the secretariat is now seeking a qualified consultant (s) to carry out a capacity, gaps and needs assessment of the Pacific Islands Hydrological Services.

Description of duties:

Under the direct supervision of SPREP and in consultation with the Secretariat of the Pacific Community (SPC), WMO RAV Lead for Working Group on Hydrological Services and PHS chair, the consultant will carry out the following tasks:

1. Undertake a desktop study on key on-going/recently completed, international (such as UNESCO, IHP and WMO Hydrology Programme), regional and national programmes¹ and projects relevant to hydrological services in the region and compile their main features (donor, programme, implementing partners, target region/country, thematic focus, goals, expected outcomes, start/end dates, budget, status, further information) and extract the main findings, impacts, lessons learned and major milestone achievements.;
2. In consultation with SPREP, SPC, WMO, UNESCO and PHS Panel members, design an appropriate questionnaire for distribution to international, regional and national hydrological agencies that will provide key information to support a situational analysis of hydrological services within each participating PICT and across the region. The questionnaire should include but not be limited to the following:
 - a) **Institutional arrangements** (structure and responsibilities of the NHS and other hydrological agencies in country);
 - b) **Policy settings** (legislative basis for roles, and existing and emerging policies relevant to the provision and use of hydrological services);
 - c) **Focus** (of the work of the NHS and other hydrological service providers, including changes in focus where these have occurred and the reasoning for these);
 - d) **Staffing** (education and experience, roles and functions, remuneration, including sex and age disaggregated data);
 - e) **Availability of resources** (access to resources, available operational budgets, actual compared to required resources, and availability of funding during and post disasters);
 - f) **Monitoring** (type, extent, regularity and consistency, including reasons for monitoring gaps where these exist);
 - g) **Assessment** (type of assessments and end use);
 - h) **Information sharing and reporting** (level of reporting required and achieved, effectiveness of information sharing and accessibility);

¹ Including development partners and their roles, mandates, capacities, etc.

- i) **End-use of hydrological information** (utility, relevance and adequacy of hydrological information to the end-user);
 - j) **Data management**, process and exchanged (how and what data is collected, stored, shared updated, and process);
 - k) **Capacity building** (opportunities for ongoing education, short courses, accredited courses, graduate and post-graduate, including for hydrology technicians)
 - l) **Resources** (status and suitability of resources, including vehicles and hydrological equipment available to undertake and sustain the work requested, and what additional resources required to undertake efficient operational hydrology); and
 - m) **Relevant partnerships and programmes** (including development partners and their roles, mandates, capacities and programmes relevant to hydrological services at the national and regional levels).
3. Coordinate the distribution of the questionnaire, the facilitation of responses from national and regional organisations, and the compilation of received responses into a database and summary documentation.
- Using the results of the desktop study and questionnaire results, prepare a draft situational analysis of the delivery of hydrological services in the Pacific region, highlighting needs and gaps in hydrology at the agency, national and regional levels
4. The consultant will be asked to travel to Solomon Islands, Kiribati and Samoa to discuss and realign results of the study based on consultations with representatives of the hydrological services in these 3 countries.
5. Assist the planning, facilitating and post-processing of regional stakeholder workshop in Apia on 3 August, 2019 , to validate and enhance the assessment results, and identify recommendations for future activities and opportunities before the Pacific Meteorological Council in Apia 5-9 August;
6. Produce, as the final product of the consultancy, a report providing a comprehensive overview of the hydrological capacities, gaps and needs in the countries with recommendations developed in consultation with the PHS panel and its members, which are suitable for developing projects and initiatives to address the identified gaps and needs at country and regional level.

Milestones, deliverables and tentative timeframe:

The consultancy will have a duration of 60 days **June-August 2019**:

Development of a comprehensive workplan and methodology for the full consultancy:

Mid-June

Draft desktop review report due on:

Mid July 2019

Final report & country briefs due on:

End August 2019

Evaluation Criteria:

- A University Degree at a minimum Master's degree level in one of the following fields: Hydrology or Hydro-geology, Environmentalist or other related disciplines. A relevant combination of academic qualifications and experience is an advantage.
- Demonstrated experience in the assessment and analysis of hydrological services
- Experience working with international, regional and national partners on the review of hydrological and geological services with experience in the Pacific island region being an asset;
- Very good command of oral English and excellent writing skills with the ability to prepare clear and concise reports.

The contractor will be homebased with travel to countries mentioned.

The proposed honorarium of the assignment is: **USD 30,000** (include travel)

- 25% upon Signing
- 25% upon Approval of Desktop Review Report and post workshop in Apia reporting. Taking into consideration recommendation/changes from PHS panel members.
- 50% upon Submission of Final Report