



REQUEST FOR TENDERS

RFT: 2024/025
File: AP_3/28/2
Date: 22 July, 2024
To: Interested consultants
From: Sunny Kamuta Seuseu, Project Manager, VanKIRAP.

Subject: Request for tenders (RFT): Broadcaster and Digital Media support to the Climate Information Services for Resilient Development Planning in Vanuatu Project (VanKIRAP)

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 Planning in Vanuatu (CISRDP) 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 Meteorology and Geo-Hazards 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 wishes to call for tenders from qualified and experienced broadcasters who can offer broadcasting and digital media support to the Climate Information Services for Resilient Development Planning in Vanuatu (VanKIRAP) project.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.



- 2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: <https://library.sprep.org/sites/default/files/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.
- 2.4. 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 in operation in Vanuatu and has valid business registration and license.
 - Excellent command of spoken and written English and Bislama.
 - Be able to demonstrate that they have the necessary qualifications, broadcasting facilities and reach.
 - Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 - Provide three referees relevant to this tender submission, including the most recent work completed;
 - 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*).
Provide examples of past related work outputs
For the Technical and Financial proposals you may attach these separately.
 - Must meet local registration requirements.
- 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 in 3.3 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 consultant satisfies the conditions stated above and in the Terms of Reference 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 be submitted in English and outline the interested consultant's complete proposal:
- 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).*

Provide examples of past related work outputs

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** which contains the details to achieve the tasks outlined in the Terms of Reference.
- e) **Financial Proposal** – provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
- f) Where relevant provide:
 - i. Business registration/license (For Entities/ Individual consultant's as per relevant national legislations)
 - ii. Tax Identification Number (TIN) Letter (If applicable for Individual consultant's as per relevant national legislations)

- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. Tenderers/bidders 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/bidder 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. The Proposal must remain valid for 90 days from date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of tender.

5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 05 August 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 07 August 2024.
- 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 tender satisfies the following criteria:
- 6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

I. Technical Score – 80%

Criteria	Detail	Weighting
Qualifications	Degree in journalism and professional broadcaster with over 10 years of demonstrated experience in producing broadcasting and media content.	10%
Experience	Previous experience in similar assignments for international and regional organisations like SPREP. Provide at least 3 examples or links of previous work and assignments.	15%
	Demonstrated experience in digital media content and projects of similar scale and working collaboratively with inter-disciplinary teams across multiple time zones.	15%
Technical Proposal / Methodology	Detailed technical proposal to demonstrate understanding of the terms of reference, knowledge and capacity to deliver the broadcasting and digital media project, the wide reach of audience which is a key component, as well as methods and media genre available to be employed.	30%
Other requirements	Currently operating in Vanuatu; and be able to show broadcaster business license to work in Vanuatu	10%

II. 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 2024, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3. Please send all tenders clearly marked 'RFT 2024/025: **Broadcaster and Digital Media support to the Climate Information Services for Resilient Development Planning in Vanuatu Project (VanKIRAP)**'

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. If 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.

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

The project

The 'Climate Information Services for Resilient Development in Vanuatu' (known in Vanuatu as VanKIRAP– Vanuatu Klaemet Infomesen blong Redi, Adapt mo Protekt) Project is supporting the strengthening and application of Climate Information Services (CIS) in five targeted development sectors: tourism, agriculture, infrastructure, water, and fisheries.

Project financing for the VanKIRAP Project is provided by the Green Climate Fund (GCF). The Project is co-managed by the Secretariat of the Pacific Regional Environmental Program (SPREP), together with implementing agency, the Vanuatu Meteorological and Geo-hazards Department (VMGD).

The VanKIRAP Project is building technical capacity to:

- A. Harness and manage climate data.
- B. Develop and deliver practical Climate Information Services (CIS) tools and resources.
- C. Support enhanced coordination and dissemination of tailored information.
- D. Enhance CIS information and technology infrastructure, and
- E. Support the application of relevant CIS through real-time development processes.

Project goal

The VanKIRAP Project's goal is to 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).

Project Communications Strategy

The VanKIRAP Project Communications Strategy directs the strategic communications activities of the Project in order to achieve its goal and objectives. It has three main objectives:

- OBJECTIVE 1: Make VMGD Vanuatu's primary source of climate and weather information.
- OBJECTIVE 2: Inform audience(s) about the availability of all VMGD/VanKIRAP-produced CIS products and motivate them to use them.
- OBJECTIVE 3: Promote engagement with VMGD/VanKIRAP-produced CIS products by demonstrating their practicality and relevance.

As such this is to be a Terms of Reference (ToR) for a single supplier that has the widest reach across Vanuatu in the areas of Broadcast (Television and Radio) as well as internet (social media and website).

Scope of works

The following Terms of Reference aims to drive viewer and audience understanding of climate change and the impacts upon the vast population of Vanuatu, as well as the products and services developed by the VAN-KIRAP Project to help address these.

The following is to be undertaken with the guidance and support of the SPREP Communications and Outreach Unit and the approval of the VAN-KIRAP Project Manager:

1. A fortnightly live radio show talkback across six months in 2024 for a minimum of one hour inclusive of live radio call-ins.
SPREP will facilitate the speaker and the supplier will facilitate the panel, and live call-ins with queries noting the option for queries may also be opened up to social media and the live radio talkback to be filmed live on the suppliers FB page.
2. The showing of a 3 – 5-minute show produced by VAN-KIRAP on Television at least three times a month across six months for which the VAN-KIRAP project will provide the content for viewing.



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Environment Programme

We kindly seek cooperation for this content to also be broadcast RoS (Run of Station). Annex 1 provides the list of the VanKIRAP content.

3. Promotion of the VAN-KIRAP Live radio talkback and shows for Television to be undertaken through these channels, as well as through social media sites.

Annex 1 – VanKIRAP Content

1. Climate Change impacts on Tourism sector – Vanuatu, <https://youtu.be/uLWqrFdPDCo>
2. Climate Change impacts on Fisheries and marine environment – Vanuatu, <https://youtu.be/KF4T2GZzqdE>
3. Climate Change impacts on Water and Infrastructure sector – Vanuatu, <https://youtu.be/ZYcnSYJ1qOg>
4. Climate Change impacts on Agriculture sector – Vanuatu, <https://youtu.be/W8ulHmnL1wE>
5. Vanuatu Guide to making Climate Hazard-based Impact Assessments, <https://youtu.be/RNlwZby6Yol>
6. Vanuatu Tailored System of Climate Services for Agriculture, <https://youtu.be/vWbs12S-M1g>
7. Regional climate summary for the northern, central and southern regions of Vanuatu, <https://www.youtube.com/embed/DI8fGL48Nbk?si=UksyakgXtGR2Gs5w>
8. Regional climate summary for the northern, central and southern regions of Vanuatu, <https://www.youtube.com/embed/DI8fGL48Nbk?si=UksyakgXtGR2Gs5w>
9. Drone boosts Vanuatu's climate change adaptation efforts, <https://www.youtube.com/embed/uLSiTArge-g>
10. Any new digital content in development by SPREP and VanKIRAP Project.