



REQUEST FOR TENDERS

RFT: 2024/026
File: AP_3/28/2
Date: 24 July, 2024
To: Interested consultants
From: Sunny Kamuta Seuseu, Manager, VanKIRAP

Subject: Request for tenders (RFT): 'Communications Consultant for the Climate Information Services for Resilient Development Planning in Vanuatu (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' (known locally as Van-KIRAP – Vanuatu Klaemet Infomesen blong Redy, Adapt mo Protekt) project is supporting this paradigm shift through the strengthening and application of Climate Information Services (CIS) in five targeted development sectors: tourism; agriculture; infrastructure; water and fisheries.
- 1.4. More specifically, the project is building the 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.
- 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 communications specialists and communications companies who can offer their services to develop and deliver communications and outreach content, climate information services products, media materials and campaigns to support the outcomes of the Climate Information Services for Resilient Development Planning in Vanuatu in the following key result areas:
 - a) Develop and deliver communications 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 Van-KIRAP project.
 - d) Deliver communications information sessions and training to support the Van-KIRAP objectives.

- 2.2. The consultant is expected to work on a consultancy basis until the end of 2025 subject to annual review.
- 2.3. The consultant is expected to consult extensively with the SPREP Manager, the VMGD Project Management Unit (PMU), the Vanuatu Meteorology and Geo-Hazards Department and the SPREP's Communications and Outreach Department in Samoa in the development and approval of outputs.
- 2.4. The consultant will follow the VanKIRAP Communications Strategy and SPREP's organisation policies and processes in the development and approval of all communications materials and outputs.
- 2.5. The Terms of Reference of the consultancy are set out in Annex A.
- 2.6. 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.
- 2.7. 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:
 - i. Currently reside in Vanuatu and that he/she is legally entitled to work in Vanuatu. Communications companies outside of Vanuatu must have a full-time person based in Vanuatu.
 - ii. Provide a comprehensive response (i.e complete the tender application form) to the requirements in the attached Terms of Reference set out in Annex A.
 - iii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel.
 - iv. Provide three referees relevant to this tender submission.
 - v. 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.
 - vi. Must meet local registration requirements where the consultant is based.
- 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:
 - 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).*
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 07 August 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 09 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	A degree in communications or other related fields such as journalism, media, public affairs, international relations and / or equivalent of qualifications and experience.	5%
Experience	At least 10 years' experience in a communications role, preferably within a developing country context. Provide at least 6 examples or links of previous work and assignments.	10%
	Proven track record in developing high quality and visual appealing communications content and knowledge products in Bislama and English. Have an excellent command of spoken and written English and Bislama.	10%
	Knowledgeable about meteorological issues, climate impacts and resilience building particular for Vanuatu.	10%
	Demonstrated culturally sensitive, friendly, and effective inter-personal and communication skills that are conducive to effective presentations and networking, and building trust required to complete tasks.	10%
	Permanent access to a high-quality camera and video-camera.	10%
	Established networks in the communications community of practice in Vanuatu.	5%



Technical Proposal / Methodology	Detailed proposal outlining methodology and tactics to fulfil the terms of reference and desired results.	20%
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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: 22 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 2024/026: 'Communications Consultant for the Climate Information Services for Resilient Development Planning in Vanuatu (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

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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

Communications Consultant: Climate Information Services for Resilient Development Planning in Vanuatu

1. Assignment Information

Assignment Title:	Communications Consultant
Project:	Climate information services for resilient development in Vanuatu (CISRDP) / Vanuatu Klaemet Infomesen blong Redy, Adapt mo Protekt (Van KIRAP)
Duty Station:	Port Vila, Vanuatu
Contract Duration:	260 workdays over 15 months' assignment from September 2024 to November 2025.

2. Project Description

Vanuatu is among the most vulnerable countries on earth to the increasing impacts of climate change, including climate-related natural disasters and the effects of slow-onset events such as sea-level rise and ocean acidification.

As the effects of global warming manifest and the hazards of climate change arise at accelerating rates, there is a need to shift the paradigm towards the standardized and mainstreamed use of science-based climate information, at multiple timescales, to support resilient development pathways. The 'Climate Information Services for Resilient Development in Vanuatu' (known locally as Van-KIRAP – *Vanuatu Klaemet Infomesen blong Redy, Adapt mo Protekt*) project is supporting this paradigm shift through the strengthening and application of Climate Information Services in five targeted development sectors: tourism; agriculture; infrastructure; water and fisheries.

More specifically, the project is building the 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.

The Project is a 4.5-year project, funded by the Green Climate Fund (GCF) and managed by the Vanuatu Meteorology and Geohazards Department (VMGD) and the Secretariat of the Pacific Regional Environment Programme (SPREP). The project end date is 10 December 2025.



3. Scope of Work:

The Van KIRAP Project is seeking to recruit a dynamic, proactive and creative communications specialist to lead the development of and effective roll out 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: developing and implementing a communication and knowledge management strategy; planning and leading internal and external communication efforts to strengthen awareness and understanding of climate information services and its application; raising the profile and visibility of climate information services across target sectors and in communities; planning and developing project information, tools, products, promotional materials and publications; undertaking communication activities such as social media and other engagement mechanisms to disseminate core project findings and key messages to various target audiences; undertaking other duties as necessary including website management and maintenance, e-news, project bulletins and other means of communication and dissemination, and; reporting against indicators to demonstrate effectiveness.

Reporting to the SPREP Project Manager, the Communications Consultant will closely work with the project team and partners and will be responsible for coordinating all communication and knowledge management outputs.

4. Expected Outcomes and Deliverables:

Guided by an existing project plan, available studies and assessments, and consultations with the Implementing Entity, Executing Entity Project Managers, Delivery Partners, Project team including sector coordinators and VMGD personnel, and stakeholders, the Specialist will be required to develop a budgeted Communication and Knowledge Management Strategy & Action Plan to meet the Project's needs. The Specialist will deliver on the following deliverables:

- a) Develop and deliver communications content and knowledge products.
- b) Ensure visibility of on-ground demonstration activities
- c) Deliver communications information sessions and training to support the Van-KIRAP objectives.

Deliverable 1. Develop and deliver communications content and knowledge products.

- a) D1.1 Develop and disseminate the VanKIRAP Quarterly newsletter in English (4 editions per year) based on Vanuatu focused information and content.
 - Develop content in liaison with the SPREP Manager, VMGD and local project partners.
 - Using the SPREP and GCF publication and branding guidelines, develop newsletter layout template in Canva or similar (account to be owned by consultant).
 - Secure quotations, arrange printing and dissemination of the newsletter via email and hard copy.
 - Update and maintain newsletter email distribution list in association with SPREP.
- b) D1.2 Press releases and news articles
 - Produce press releases and news articles for project events in line with the SPREP approval process. Press releases must include related high-resolution images and quotes from participants, government officials, delivery partners and SPREP.
 - Coordinate media outlets' coverage of the VanKIRAP events, ensure that major media outlets cover the VanKIRAP events and activities in Vanuatu.
 - Ensure regular coverage of project activities on the SPREP website and social media platforms.
 - Manage the project's online film and photo library on SPREP's SharePoint and ensure new videos and photos are added that reflect project activities.



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- Periodically proofread and/or edit project narrative reports and other project materials.
- Provide graphic support in the development of MS Powerpoint presentations and be prepared to deliver presentations if required.
- c) D1.3 Publications, photographs and films
 - Work with SPREP Communications team and Addie Studios (VanKIRAP Graphic Designer) to finalise layout and design process for VanKIRAP technical reports- print and web versions.
 - Secure quotes, arrangement printing and support the launch of the VanKIRAP technical reports.
 - Design and produce new pamphlets, brochures, posters etc in consultations with the SPREP Manager and SPREP Communications and Outreach Team and graphic designer. Depending on the target audience it may be necessary to translate these into Bislama and French languages.
- d) D1.4 Develop and disseminate information on the VanKIRAP Facebook page (at least 2 posts and 1 reel per week)
 - Develop content for social media audiences in English and Bislama in consultation with the SPREP Manager and VMGD. This includes stories, reels and posts in line with SPREP's social media policy.
 - Develop and manage a social media campaigns eg climate related photo competition to increase engagement and uptake of climate information and science.
 - Co-manage the VanKIRAP Facebook page and provide monthly statistics on the impact of the campaigns and total reach using the M&E format that is employed by the SPREP Communications and Outreach Department.
 - Develop paid ads for the VanKIRAP Facebook page for approval by SPREP.
 - Promote VMGD and its mandate as well as the support provided by VanKIRAP.
- e) D1.5 Design and manage communications campaigns
 - Design and manage the VanKIRAP ClimateWatch communications campaign in Vanuatu.
 - Design and manage a VanKIRAP newspaper corner with Vanuatu's Daily Post.
 - Put in place measures to monitor the reach and impact of the communications campaign.
- f) D1.6 Donor reporting
 - Using the GCF reporting template, provide narrative progress reports on the activities, outputs every six months for donor reporting.
 - Assist in completing the six-monthly reports submitted to the donor.
 - Support the SPREP Manager, by monitoring the communications expenditure and ensure that the communications budget allocation is not over-spent.

Deliverable 2. Ensure visibility of on-ground demonstration activities.

- a) D2.1 Manage and coordinate the VanKIRAP television and radio talk shows with the Vanuatu Broadcasting Television Corporation (VBTC).
- b) D2.2 Explore and utilize creative channels for showcasing project activities. This could include articles in government department newsletters, feature articles in newspaper supplements etc.
- c) D2.3 Develop scripts for 15 videos in English and Bislama on the impact of the VanKIRAP project in Vanuatu using project information and outputs.
- d) D2.4 Actively participate in and support project organised events in Vanuatu (meetings, workshops and training etc)
- e) D2.5 Coordinate with the VanKIRAP Outreach Officer community outreach activities to increase visibility of the project and keep an updated calendar of events.



- f) D2.6 Develop profiles for the all the VanKIRAP Community Climate Centres and develop communications pathways to reach local audiences at sector, provincial and area council levels.

Deliverable 3. Deliver communications information sessions and training to support the VanKIRAP objectives.

- a) D3.1 Design and deliver training for VMGD and local stakeholders on the use of open-source software and tools eg Canva, Kahoot, Bitly etc to support communications and increase visibility of VMGD and VanKIRAP.
- b) D3.2 Design and deliver training on writing media releases and news articles.
- c) D3.3 Design and deliver training on creating Facebook reels and create templates for VMGD to use in the day-to-day operations.
- d) D3.4 Design and deliver training on how to take photos that can support meaningful for awareness and visibility campaigns.

5. Remuneration

This is a delivery-based consultancy position and the consultant's time allocation, and daily rate are subject to negotiations. The consultant is expected to allocate 260 workdays over the period September 2024 to November 2025. Remuneration will be based on the agreed daily consultancy rate and on approved monthly work plans, progress reports and delivery on agreed milestones. A separate operational budget for production of communications products and to support communications campaigns in Vanuatu subject to agreement with the SPREP Manager. Travel to project sites when required will be organised by SPREP and paid from the project travel budget.

6. Work arrangements

The consultant will report to the SPREP Manager and will be based in the VanKIRAP Project office at the Vanuatu Meteorology and Geo-Hazards Department, Numbatu, Port Vila. Time-sheet will be used to track working days to be submitted along with progress reports.

The consultant is expected to travel to and stay in remote areas in Vanuatu to document community-focused activities. Travel will involve the use of small banana boats, light aircraft, four-wheel drive vehicles and walking tough terrain.

7. Technical Proposal

We're looking for detailed proposals to meet our needs outlined in Section 4. Your proposal should include a comprehensive work plan and timeline for delivering the specified outcomes to SPREP.