

# REQUEST FOR TENDERS

File: AP\_3/29  
Date: 11 February, 2020  
To: Interested Consultants  
From: Semi Qamese – PACRES M&E Officer

**Subject: Request for tenders: Consultancy to develop the Tagabe River Integrated Catchment Management Plan for Vanuatu**

---

## 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](http://www.sprep.org).

## 2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced consultants who can offer their services to SPREP to develop the Tagabe River Integrated Catchment Management Plan for Vanuatu.
- 2.2. The Terms of Reference and the specific statement of work for the consultancy are set out in Annex A.

## 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
  - Submit details of qualification and previous relevant experience in developing catchment or watershed management plans in the Pacific region or equivalent developing countries;
  - Provide at least three referees as part of their tender application;
  - Provide examples of related past work outputs; and
  - 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;
- (c) A **Technical Proposal** which contains the details to achieve the tasks outlined in the Term of Reference (Annex A); and
- (d) 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 (e.g. travel specifications etc.) should be mentioned in the proposal but not costed at this stage.

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.

## 5. Tender Clarification

5.1. Any clarification questions from applicants must be submitted by email to Maraea Pogi on [maraeap@sprep.org](mailto:maraeap@sprep.org) and copied to Semi Qamese on [semig@sprep.org](mailto:semig@sprep.org) before 24 February 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 26 February 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:

- i. A qualification from a recognised tertiary institution in a field related to environment, natural/water resources management, climate change or experience equivalent (10%);
- ii. Demonstrated experience in developing or reviewing environmental related strategies and plans in the Pacific region and ability to deliver within the timeframe (15%);
- iii. Record of working successfully with government and non-government stakeholders, sub-national government and communities in Vanuatu or the Pacific region in the water/forestry/land use sector (10%);
- iv. Strong track record in project management including work planning, field assessment, stakeholder consultations and oversight, communication and reporting across diverse audiences in a multicultural and multi-disciplinary environment, monitoring and evaluation (15%);
- v. Experience working in watershed and catchment management and planning in the Pacific (10%);
- vi. Detailed technical proposal/workplan and methodology (20%); and
- vii. Detailed financial proposal (20%).

## 7. Deadline

- 7.1. **The due date for submission of the tender is: 06 March 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: **Tagabe River Integrated Catchment Management Plan: Vanuatu**' to one of the following methods:

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 tender's 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>

**ANNEX A - TERMS OF REFERENCE**  
**CONSULTANCY TO DEVELOP THE TAGABE RIVER INTEGRATED CATCHMENT**  
**MANAGEMENT PLAN IN VANUATU**  
**PACIFIC ADAPTATION TO CLIMATE CHANGE AND RESILIENCE BUILDING**  
**(PACRES): VANUATU PROJECT**

**1. Background and Rationale**

Vanuatu is one of five Pacific ACP countries where the €12 million EU funded Intra-ACP GCCA+ Pacific Adaptation to Climate Change and Resilience Building (PACRES) proposes to scale up adaptation/ecosystem-based adaptation (EbA) pilots. This work will be implemented jointly by the Secretariat of the Pacific Regional Environment Programme (SPREP), the Pacific Community (SPC) and the University of the South Pacific (USP).

The Vanuatu PACRES project is titled: 'Restoration of the Tagabe River watershed and key urban and peri-urban areas in Port Vila'. The project will build on and extend activities by the Pacific Ecosystem-based Adaptation to Climate Change (PEBACC) and Ridge to Reef (R2R) projects, promoting the use of Ecosystem-based Adaptation (EbA) approaches to reducing vulnerability and increasing resilience to climate change in the Tagabe River watershed.

The Tagabe River Catchment Management Plan 2017 – 2030 for the upper reaches has been developed. However, there is scope to develop an Integrated Catchment Management Plan (ICMP), that covers the entire Tagabe River watershed, including its mid to lower reaches.

An ICMP will facilitate management of water resources and land use at a catchment scale to mitigate the impacts of the intensification of land use and the increasing demand for water in the catchment.

An ICMP will provide guidance and consistency for catchment management planning for decision makers.

To that end a consultant will be engaged to develop an ICMP for the Tagabe watershed.

**2. Scope of Work**

Working closely with the PACRES Project Management Unit (PMU), the Climate Change Division of the Ministry of Climate Change, Adaptation, Meteorology, Geo-Hazards, Energy Environment and Disaster Management (MCCAMGEEDM) and the Ministry of Agriculture, Livestock, Forestry, Fisheries and Biosecurity, the consultant will:

- a. Produce a baseline survey based on:
  - A desktop review, field visit and collation of relevant information on the Tagabe River watershed and catchment including existing land use, topography, geology, soils, drainage systems, riparian ecology, freshwater ecology, freshwater and sediment quality, marine ecology, current and projected climatic conditions, stormwater quality and quantity, current and potential impact and sources;
  - A review of the Tagabe River Catchment Management Plan 2017 – 2030 and recommend whether the ICMP developed should cover the entire Tagabe River watershed as an overarching plan or the ICMP should only include the mid to lower reaches only; and

- o consultations with all key personnel and relevant stakeholders (National Government Ministries, Non-Government and Private Sector Organizations, SHEFA Provincial Government and the Tagabe River Communities (including vulnerable groups – woman led households, special needs and children).
- b. Draft a skeleton ICMP including recommendations from the baseline survey;
- c. Facilitate national stakeholder consultations to review the skeleton draft and recommendations from the baseline survey;
- d. Draft the ICMP based on feedback from the national stakeholder consultations;
- e. Submit the draft ICMP to the PACRES PMU and MCCAMGEEDM for review and comment; and
- f. Finalise the IICMP on that feedback and comment.

### 3. Project Schedule

This activity is to be completed by 31 May 2020. Expected project activity is detailed in Table 1 below. The tender response should detail how and when these steps will be delivered by submitting a Technical Proposal.

**Table 1 Project Schedule and deliverables**

No.	Activity
1	Notification of successful consultant
2	Contract signed
3	Commencement meeting via Skype or telephone between successful Consultant, PACRES Project Management Unit in Samoa and Director Climate Change in Vanuatu
4	Approval of workplan and methodology
5	Desktop review of existing plans, field visit and participatory consultations with all key personnel and relevant stakeholders and submit a baseline survey report.
6	Draft a skeleton ICMP including outcome of the baseline survey
7	Facilitate national stakeholder consultations to review the skeleton ICMP
8	Develop the draft ICMP based on feedback from the national stakeholder consultations
9	Submission of the draft ICMP
10	SPREP and MCCAMGEDM to provide comments on the draft ICMP
11	Submission of final draft of the ICMP.

#### **4. Budget**

The Financial Proposal to be priced based on a work plan on where, when and how the consultancy will be conducted. The proposal should be for the **fees component only** associated with undertaking the work outlined above. Any requirements outside of the fee's component (e.g. local travel and workshops) should be described in the proposal but not costed.

#### **5. Expertise**

The Consultant is expected to have the following qualifications and expertise:

- A qualification from a recognised tertiary institution in a field related to environmental management, natural resources management, water resources management and/or climate change;
- Strong track record in project management including work planning, field assessment, stakeholder consultations and oversight, communication and reporting across diverse audiences in a multicultural and multi-disciplinary environment, monitoring and evaluation;
- Experience in developing or reviewing of environment related strategies and plans in the Pacific;
- Experience working in watershed and catchment management and planning in the Pacific;
- Record of working successfully with government and non-government stakeholders, sub-national government and communities in Vanuatu or the Pacific region in the water/forestry/land use sector; and
- Excellent command of spoken and written English and basic knowledge of Vanuatu Bislama will be an advantage.