



REQUEST FOR TENDERS

File: AP_3/29
Date: 1 October, 2020
To: Interested Consultants
From: Semi Qamese – PACRES M&E Officer

Subject: Request for tenders: Consultancy to review Vanuatu's Department of Climate Change organisational structure and inter-sectoral arrangements to support ecosystem-based climate change adaptation solutions.

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.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced local consultant or an international consultant with a local counterpart to review Vanuatu's Department of Climate Change organisational structure and inter-sectoral arrangements to support ecosystem-based climate change adaptation solutions.
- 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:
 - i. Must be legally able to work and be based in Vanuatu for the duration of the consultancy;
 - ii. International consultants can apply but **MUST** identify a local counterpart as part of their proposal.
 - iii. Fluency in Vanuatu's bislama is highly desirable;
 - iv. Provide three references relevant to this tender submission, including the most recent work completed;
 - v. Provide examples of related past work outputs; and



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- vi. 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).*
- vii. Sign the Conflict of Interest form provided

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 and include:
 - a. The CVs of proposed personnel highlighting related experience relevant to the tender;
 - b. A Technical Proposal which should outline the interested consultant's approach, including timelines to achieve the tasks outlined in the Terms of Reference.
 - c. A Financial Proposal which break down costs for the main components of the project.
 - d. A Completed Tender Application Form.
 - e. Signed Conflict of Interest Form
- 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 Mareaa Pogi on maraeap@sprep.org and Semi Qamese semiqa@sprep.org before **12 October 2020**. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by **14 October 2020**.

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:
 - i. A qualification from a recognized tertiary institution in a field related to management and public administration, human resource development and knowledge on climate change will be an advantage (15%);
 - ii. Experience (5-10 years) in institutional strengthening reviews and human resources and organisational development to strengthen inter-sectoral coordination in the public service in the Pacific (20%);
 - iii. Strong track record in developing or reviewing climate change and disaster risk reduction related mandates, frameworks, strategies and plans in the Pacific region (20%);
 - iv. Detailed technical proposal/workplan and methodology (25%); and
 - v. Detailed financial proposal (20%).



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7. Deadline

- 7.1. **The due date for submission of the tender is: 23 October 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: Consultancy to review Vanuatu's Department of Climate Change organisational structure and inter-sectoral arrangements to support ecosystem-based climate change adaptation solutions**' to one of the following methods:

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.

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 review Vanuatu's Department of Climate Change organisational structure and inter-sectoral arrangements to support ecosystem-based climate change adaptation solutions.

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) is scaling up adaptation/ecosystem-based adaptation (EbA) pilots. This work is being 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 International Waters (IW) 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.

To more implement ecosystem-based approaches at the selected sites and elsewhere, PACRES is supporting a review of inter-sectoral arrangements that support ecosystem-based climate change adaptation solutions. This will include a gap analysis of existing arrangements, mandates, roles and responsibilities within the Ministry of Climate Change Adaptation, Meteorology, Geo-Hazards, Environment, Energy and Disaster Management (MCCAMGEEDM) and the Ministry of Agriculture, Livestock, Forestry, Fisheries and Biosecurity (MALFFB) and, based on that gap analysis, recommendations to strengthen institutional structure, mechanisms and operational inter-sectoral arrangements to improve ecosystem-based solutions coordination..

The Department of Climate Change (DoCC), the fifth Government Department established under MCCAMGEEDM. DoCC is mandated to oversee implementation of all activities, initiatives and programs related to climate change in Vanuatu.

DoCC was established at the beginning of 2019 with seven positions as per the structure approved by the Public Service Commission on 29 April 2016. All positions were recruited between 2018 and 2019 and five had been made permanent as of December 2019. These positions were established to enable DoCC to implement its mandate as described above. They are:

- a) Senior Officer Finance (Climate Change Project)
- b) Scientific Officer Mitigation
- c) Scientific Officer Climate Change Adaptation and Disaster Risk Management
- d) Senior Officer Monitoring and Evaluation
- e) Senior Officer Communications, Outreach and Partnerships
- f) Finance and Administration Officer
- g) Senior Officer Procurement & Contracts

Since DoCC's establishment, high workload and requests for support from the public and ongoing engagement with national stakeholders, regional and international partners have overstretched existing resources and capacity. A review of DoCC's structure has been initiated to identify additional key potential positions needed to enable DoCC to achieve its vision – A Sustainable and Climate Resilient Vanuatu.

DoCC requires a new structure to:

1. Enable more capacity to fill existing gaps to implement national climate change priorities which are highlighted on the draft DoCC strategic plan 2020-2023 and align to the requirements of



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the Climate Change and Disaster Risk Reduction Policy (CCDRR) Implementation Plan (under development);

2. Enhance DoCC capacity to administer and coordinate all climate change priorities, obligations and targets (including climate change adaptation, mitigation and climate finance) under international conventions, the National Sustainable Development Plan 2016-2030 (NSDP) and the CCDRR Policy 2016-2030;
3. Enable effective liaison and coordination with relevant national, regional and international stakeholders, given the cross-cutting nature of climate change impacts, which are evident across all sectors of development. Liaising and coordinating with all stakeholders is challenging within existing resources and staffing levels given the number of climate change policies reflected on sectoral plans, policies or strategies.
4. Provide the necessary additional technical expertise to enable DoCC to ensure effective coordination and implementation of DoCC mandates.

To that end, SPREP is seeking proposals from suitably qualified local consultant or an international consultant with a local counterpart to review and make recommendations to strengthen existing inter-sectoral arrangements to support ecosystem-based solutions, and review DoCC staffing levels to enable it to more effectively implement its mandate, roles and responsibilities

Scope of Work

Working closely with the PACRES Project Management Unit (PMU), MCCAMGEEDM and MALFFB, the consultant will:

- a. undertake a gap analysis of existing arrangements, mandates, roles and responsibilities within MCCAMGEEDM and MALFFB.
- b. Based on the gap analysis, make recommendations to strengthen institutional structure, mechanisms and operational inter-sectoral arrangements to improve ecosystem-based solutions coordination issues.

Liaising with DoCC, the consultant will also:

- c. Develop an organogram of the new DoCC structure including proposed new positions,
- a. Organise consultation meetings within MCCAMGEEDM and with partner agencies to ensure there is no duplication or overlap in the proposed new positions,
- b. Review current job descriptions and develop job descriptions/ duty statements for the proposed new positions that meet DoCC's needs, and
- c. Evaluate the new job descriptions and develop costings for the new positions in line with Government of Vanuatu's Public Service Regulations.

Project Schedule

This activity is to be completed by **31 December 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 PMU and Director Climate Change in Vanuatu.



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4	Approval of work plan and methodology
5	Undertake a gap analysis of existing arrangements, mandates, roles and responsibilities within MCCAMGEEDM and MALFFB.
6	Based on the gap analysis, make recommendations to strengthen institutional structure, mechanisms and operational inter-sectoral arrangements to address ecosystem-based solutions coordination issues.
7	Develop an organogram of the new DoCC structure including new proposed positions
8	Organise consultation meetings within MCCAMGEEDM and with partner agencies to ensure there is no duplication or overlap in the proposed new positions
9	Review current job descriptions and develop job descriptions/ duty statements for the proposed new positions that meet DoCC's needs
10	Carry out job evaluations in line with the Public Service Regulations and develop costings for the new positions
11	Finalise and present final draft DoCC organogram, job descriptions and evaluations and costings.

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 and this will be paid by SPREP.

Expertise

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

- A qualification from a recognised tertiary institution in a field related to management and public administration, human resources and organisational development - knowledge of climate change will be an advantage;
- Experience (5-10 years) in institutional strengthening reviews and programmes, human resources and organisational development to strengthen inter-sectoral coordination in the public service in the Pacific;
- Strong track record in developing or reviewing climate change and disaster risk reduction related mandates, frameworks, strategies and plans in the Pacific region;
- Excellent command of spoken and written English and fluency of Vanuatu Bislama will be an advantage.

The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct

https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf