



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

## REQUEST FOR TENDERS

RFT: 2022/031  
File: AP\_3/28/2  
Date: 16 May 2022  
To: Consultants  
From: Mr Sunny Seuseu, A/Project Manager, Vanuatu CISRD Project

**Subject: Request for tenders (RFT): Provision of consultancy service for the review of the Sarakata flood mitigation guidelines and development of a flood management plan and early warning system**

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### 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 in Vanuatu (CISRD) or *Vanuatu Klaemet Infomesen blong reddy, 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 Meteorological and GeoHazards 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](http://www.sprep.org).

## **2. Specifications: statement of requirement**

- 2.1. SPREP would like to call for tenders from qualified and experienced consultants to provide technical expertise to the Van KIRAP Project and the Department Water Resources (DoWR), in reviewing and updating existing flood mitigation guidelines (2010) for the Sarakata catchment, in Espiritu Santo Island.
- 2.2. The objectives of the consultancy services are:
- a) Review of the existing Sarakata Flood Mitigation guidelines (2011) including the evaluation and identification of gaps in terms of early warning systems and long-term climate change considerations.
  - b) Develop of a new flood management plan (FMP) and early warning system (EWS) for the Sarakata - Luganville catchment area using the existing flood mitigation guideline (2011), the SANMA Province Disaster Response Plan and other relevant policies and plans.
  - c) Develop scenarios and simulations of the Sarakata – Luganville FMP and EWS in partnership with national and provincial stakeholders.
  - d) Institutionalise the new Sarakata – Luganville FMP and EWS into the DoWR and with external stakeholders through MoUs, annual business plans, training and information sessions.
- 2.3. The Terms of Reference of the consultancy are set out in Annex A.
- 2.4. The role will be home-country based, unless travel restrictions to Vanuatu are lifted during the duration of this consultancy. In the event travel restrictions may be lifted and it is possible for the consultancy to travel to Vanuatu, any travel including cost, should be incorporated by the consultant into their proposal.
- 2.5. The tender should provide details of a Vanuatu-based consultant who will work with the expert in collecting and collating data and information and undertaking the stakeholder consultations.
- 2.6. Tenderers will need to provide a comprehensive proposal as outlined in the attached terms of reference (Annex A).
- 2.7. The successful consultants 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](https://www.sprep.org/attachments/Publications/Corporate_Documents/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.
- 2.8. 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. Masters in Hydrology, Meteorology, or other related fields.
  - ii. At least 10 years of experience in the field of hydrology, meteorology and early warning.
  - iii. Demonstrated experience in the review and upgrade of flood management plans and / or early warning systems.
  - iv. Demonstrated experience working in the Pacific region on similar projects.
  - v. Demonstrated track record in the production of high-quality reports in English.
  - vi. Must be fluent in English (oral and written communications). French and Bislama language is desirable.

- vii. If the expert is based outside of Vanuatu they should identify a Vanuatu-based consultant as part of the proposal who will work with the expert in particular on the collection and collation of data and information and undertake the stakeholder consultations.
- 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 under 3.2 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 applicant satisfies the conditions stated above and is capable of meeting the requirements as stipulated in the ToR. 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, comprising:
  - 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).*  
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:** The technical proposal should detail the methodology proposed for undertaking the activities outlined in the terms of reference, including a proposed implementation timeline.
  - e. **Financial proposal:** The financial proposal is to outline all costs associated with the undertaking of the role including professional fees (daily rate), communications and miscellaneous costs inclusive of all taxes. The financial proposal should also detail travel costs based on one visit to Vanuatu. Tender submission must be in United States Dollars (USD).
- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. Tenderers 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 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. No tender proposal may be modified after the deadline for submission of proposals.
- 4.8. The proposal must remain valid for 90 days from date of submission.
- 4.9. Tenderers / bidders must insist on acknowledgement of receipt of tender / proposals / bids.

## 5. Tender Clarification

- 5.1 Any clarification questions from applicants must be submitted by email to [procurement@sprep.org](mailto:procurement@sprep.org) before 01 June, 2022 and responses will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 03 June, 2022.
- 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 tenderer satisfies the following criteria:

| Detail  | Weighting |
|---|-----------|
| Masters degree in Hydrology, Meteorology, or other related fields.  | 5%        |
| At least 10 years of experience in the field of hydrology, meteorology and early warning.   | 10%       |
| Demonstrated experience in the review and upgrade of flood management plans and / or early warning systems.   | 15%       |
| Demonstrated experience working in the Pacific region on similar projects.  | 10%       |
| Comprehensive technical proposal responding to the requirements in the terms of reference including the proposed methodology to undertake the services required, and details of relevant experience and qualifications to provide the services. | 25%       |
| Demonstrated track record in the production of high-quality reports in  | 10%       |

|  |            |
|--|------------|
| English.   |            |
| Must be fluent in English (oral and written communications). French and Bislama language is desirable. | 5%         |
| <b>Total</b>   | <b>80%</b> |

## 6.2 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: 13 June 2022, 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 2022/031: **Provision of consultancy service for the review of the Sarakata flood mitigation guidelines and development of a flood management plan and early warning system for the 'Climate Information Services for Resilient Development in Vanuatu' Project** 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 tenders box at SPREP Reception,  
Vailima, Samoa.

**Note:**

Submissions made to the incorrect portal will not be considered by SPREP. 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, thereby incurring no liability to the affected tenderer/bidder, nor any obligation to inform the affected tenderers/bidders of the grounds for SPREP's action.

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

#### Assignment Information

|                           |   |
|---------------------------|---|
| <b>Assignment Title:</b>  | Provision of consultancy service for the review of the Sarakata flood mitigation guidelines and development of a flood management plan and early warning system |
| <b>Project:</b>           | Climate information services for resilient development in Vanuatu (CISRDP) / Vanuatu Klaemet Infomesen blong Redy, Adapt mo Protekt (Van KIRAP)                 |
| <b>Post Level:</b>        | Specialist  |
| <b>Contract Type:</b>     | Individual Contractor   |
| <b>Contract Duration:</b> | 135 days  |

#### 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 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).

### **Objective of the Consultancy Services**

The services to be rendered by the consultancy service are to provide technical expertise to the Van KIRAP Project and the Department Water Resources (DoWR), in reviewing and updating existing flood mitigation guidelines (2010) for the Sarakata catchment, in Espiritu Santo Island, through the incorporation of flood early warning systems. The existing flood mitigation guideline (2011) is acknowledging practical mitigation measures. The Van KIRAP Projects seeks to improve climate services to strengthen resilience in flood prone areas of the Luganville township by strengthening early warning systems.

The objectives of the consultancy services are:

1. Review of the existing Sarakata Flood Mitigation guidelines (2011) including the evaluation and identification of gaps in terms of early warning systems and long-term climate change considerations.
2. Development of a new flood management plan (FMP) and early warning system (EWS) for the Sarakata - Luganville catchment area using the existing flood mitigation guideline (2011), the SANMA Province Disaster Response Plan and other relevant policies and plans.
3. Development of scenarios and simulations of the Sarakata – Luganville FMP and EWS in partnership with national and provincial stakeholders.
4. Institutionalise the new Sarakata – Luganville FMP and EWS into the DoWR and with external stakeholders through MoUs, annual business plans, training and information sessions.

### **Scope of Work**

The scope of services under this consultancy consists of the following requirements:

#### **Task under objective 1:**

Review of the existing Sarakata Flood Mitigation guidelines (2011) including the evaluation and identification of gaps in terms of early warning systems and long-term climate change considerations.

This will include:

- 1.1 Stakeholder consultations to seek inputs into the review of the Sarakata Flood Mitigation Guidelines, and the identification of gaps.
- 1.2 Identification of gaps in the Sarakata Flood Mitigation guidelines in terms of: (a) flood management, and (b) early warning system components.
- 1.3 Identification of roles and responsibilities of all relevant stakeholders (at the national, provincial and community levels) and their mandates under the legislation and areas of responsibility.
- 1.4 Assessment of the current constraints in Sarakata – Luganville relating to flood management systems, including a review and assessment of VMGD, DoWR, NDMO and other government policies, projects and programs to address the constraints.
- 1.5 Take stock of the structure and non – structure flood measures for Sarakata – Luganville and analyse their effectiveness in light of the political, institutional, administrative, and economic contexts of the Luganville.
- 1.6 Review best international practices of FMP and EWS and assess their applicability in Sarakata – Luganville. Provide recommendations on inclusions for the new FMP and EWS.
- 1.7 Identify improvements to close the gaps including an analysis of the inclusion of early warning and climate change projections into the guidelines.

#### **Deliverables:**

1. Stakeholder consultation reports.



2. Detailed report outlining the findings and recommendations from the review and analysis of the Sarakata Flood Mitigation Guidelines.

### **Task under objective 2**

Develop a new flood management plan (FMP) and early warning system (EWS) for the Sarakata - Luganville catchment area using the existing flood mitigation guideline (2011), the SANMA Province Disaster Response Plan and other relevant policies and plans. This will include:

- 2.1 Develop a new flood management plan (FMP) and early warning system (EWS) using the report findings and recommendations from Task 1, including ensuring the FMP and EWS conforms to the Van KIRAP Gender Equality, Disability and Social Inclusion (GEDSI) Action Plan.
- 2.2 Develop the FMP and EWS decision tree in consultation with all relevant stakeholders and define roles and responsibilities of responsible agencies and partners.

#### Deliverables:

1. Flood Management Plan and early warning system (EWS).
2. FMP and EWS decision tree.

### **Task under objective 3**

Development of a simulation of flood management plan for the Sarakata - Luganville catchment area. This will include:

- 3.1 Develop the Standard Operating Procedures (SOP) for the simulation as part of the FMP and EWS, including the identification of key stakeholders and their roles and responsibilities at the national, provincial and community levels.
- 3.2 Together with the VMGD, NDMO, Department of Climate Change and DoWR and SANMA Provincial officials, conduct simulations for Sarakata – Luganville flood early warning system.
- 3.3 Develop monitoring and evaluation reports on the efficiency and functionality of the FMP & EWS.
- 3.4 Contribute to workshops, seminars and reports, but not limited to, the simulation of the FMRP and EWS.

#### Deliverables:

1. Simulations for the FMP and EWS.
2. Standard Operating Procedures for the Flood Management Plan simulations.
3. Report detailing findings and results from the FMP and EWS simulations.
4. Monitoring and evaluation plan to monitor the efficiency and functionality of the FMP and EWS.

### **Task under objective 4**

Institutionalise the new Sarakata – Luganville FMP and EWS in the DoWR and with external stakeholders through MoUs, annual business plans, training and information sessions. This will include:

- 4.1 Provide guidance and advice to DoWR to develop a Memorandum of Understanding (MoU) to institutionalise the new Sarakata – Luganville FMP and EWS with VMGD, DoWR, NDMO, DoCC and all relevant stakeholders including NGOs, private sector and communities.
- 4.2 Prepare presentations and information documents on the new FMP and EWS.
- 4.3 Deliver training and information sessions on the new FMP and EWS for government departments and communities within the Sarakata region.
- 4.4 Provide hands on training to relevant stakeholders on the development of FMP and EWS.

### Deliverables:

1. Progress report on the Memorandum of Understanding (MoU) to institutionalise the new Sarakata – Luganville FMP and EWS with VMGD, DoWR, NDMO, DoCC and all relevant stakeholders including NGOs, private sector and communities.
2. Presentation and information documents on the FMP and EWS.
3. Training reports.

### **Expected Deliverables**

The deliverables will include:

#### **Task 1**

- Stakeholder consultation reports
- Detailed report outlining the findings and recommendations from the review and analysis of the Sarakata Flood Mitigation Guidelines

#### **Task 2**

- Flood Management Plan and early warning system (EWS)
- FMP and EWS decision tree

#### **Task 3**

- Simulations for the FMP and EWS.
- Standard Operating Procedures for the Flood Management Plan simulations.
- Report detailing findings and results from the FMP and EWS simulations.
- Monitoring and evaluation plan to monitor the efficiency and functionality of the FMP and EWS

#### **Task 4**

- Progress report on the Memorandum of Understanding (MoU) to institutionalise the new Sarakata – Luganville FMP and EWS with VMGD, DoWR, NDMO, DoCC and all relevant stakeholders
- Presentation and information documents on the FMP and EWS
- Training reports

#### **Other**

- End of Contract report

### **Schedule of the Assignment**

The services will be carried out for 135 working days. The consultant shall develop and submit a detailed schedule for the assignment and distribute the days accordingly among the different tasks.

### **Management Arrangements**

The Consultant will report formally to the Manager, Project Coordination Unit at SPREP regarding contractual obligations.

The Consultant shall report to the Contract Manager (Water Sector Coordinator) on an operational basis.

The Consultant(s) will work closely with the Department of Water Resources (DoWR) and Van-KIRAP project team to coordinate all activities for the review of the existing Sarakata flood mitigation guidelines and the development of the Sarakata flood management plan and early warning system.

## Qualifications & Competencies

It is expected the Consultant will include details of a Vanuatu-based colleague in their bid, who will lead on the collection and collation of necessary data and information, and the in-country stakeholder consultations.

Qualifications and experience expected for this role include:

- Masters in Hydrology, Meteorology, or other related fields.
- At least 10 years of experience in the field of hydrology, meteorology and early warning.
- Demonstrated experience in the review and upgrade of flood management plans and / or early warning systems.
- Demonstrated experience working in the Pacific region on similar projects.
- Demonstrated track record in the production of high-quality reports in English.
- Must be fluent in English (oral and written communications). French and Bislama language is desirable.

Competencies include:

- **Professionalism:** Good knowledge of road design, analysis, and climate change issues in the Pacific Region or Small Island Development States (SIDS). Demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines, and achieving results; shows persistence when faced with difficult problems or challenges.
- **Leadership:** Establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions.
- **Communication:** Speaks and writes clearly and effectively; exhibits interest in consultative approaches; correctly interprets messages from others and responds appropriately; asks questions to clarify and exhibits interest in having two-way communication; tailors language, tone, style, and format to match audience; demonstrates openness in sharing information and keeping people informed.
- **Teamwork:** Works collaboratively with colleagues to achieve goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others' places team agenda before personal agenda; supports and acts by final group discussion.
- **Planning and Organisation:** Develops clear goals that are consistent with agreed strategies; identifies priority actions and assignments; adjusts priorities as required; allocated appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary.

## Assessment Criteria

Tenders will be assessed against the submission of a full proposal to include:

1. Proposed methodology to undertake the review and upgrade of the FMP and EWS.
2. Proposed workplan including timelines to complete the deliverables.
3. Details of the Consultant(s) including the in-country support including their role and experience (noting the minimum requirements as outlined above).
4. CVs of the Consultant(s).

5. Financial proposal to outline all costs associated with the undertaking of the services including professional fees, Vanuatu-based travel costs to Santo, communications and miscellaneous costs inclusive of all taxes.