



## REQUEST FOR TENDERS

RFT: 2023/002  
File: AP\_3/28/2  
Date: 10 February, 2023  
To: Interested Consultants  
From: Sunny Kamuta Seuseu, Climate Information Services Officer, Van-KIRAP Project, SPREP

**Subject: Request for tenders (RFT): Development of a Data Management and Governance Policy for the Vanuatu Meteorological and Geo-Hazards Department**

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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 develop the Vanuatu Meteorological and Geo-Hazards Department (VMGD) data management and governance policy.

2.2. The objectives of the consultancy services are:

- a) Review the current processes and institutional arrangements for the use of weather, climate and geoscience data, and develop options and recommendations for VMGD consideration.
- b) Develop a new VMGD data management and governance policy.
- c) Review the current cost recovery structure of the use of weather, climate and geoscience data, and develop options and recommendations for VMGD consideration.
- d) Work with VMGD to Internalise the new policy within the VMGD and external stakeholders, through orientation and training.

2.3. The Terms of Reference (ToR) of the consultancy are set out in Annex A.

2.4. The role will be home-based with travel to Vanuatu to engage with relevant stakeholders.

2.5. Tenderers will need to provide a comprehensive proposal as outlined in the attached terms of reference (Annex A).

2.6. 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\\_Document/s/sprep-organisational-values-code-of-conduct.pdf](https://www.sprep.org/attachments/Publications/Corporate_Document/s/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. Address all technical requirements attached in Annex A;
- ii. Provide 3 references of companies and organisations of similar size and internet plan;
- iii. 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*).

*For the Technical and Financial proposals you may attach these separately.*

- iv. Provide a copy of valid business registration/license.
- 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 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 two visits 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 27 February 2023 and responses will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 01 March 2023.
- 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
Postgraduate qualifications in governance and public policy, data management or associated science field e.g meteorology, climate services, or other relevant area.	5%
At least 10 years' experience working in data management and/or policy, including the drafting of Government-related policies, preferably within the climate data and information services.	15%
A knowledge of meteorology and climate information services (CIS) and related data sharing requirements.	10%
Demonstrated capacity to provide concise and thorough reports of assessments and recommendations.	10%
Able to communicate effectively in writing to a varied and broad audience in a simple and concise manner.	
Technical proposal outlining methodology and implementation plan demonstrating how the consultant will successfully carry out the activities outlined in the ToR	40%
<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 March 2023, 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 2023/002: **Development of the Data Management and Governance Policy for the Vanuatu Meteorological and Geo-Hazards Department under 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>	<b>Consultancy service:</b> Development of the Data Management and Governance Policy for the Vanuatu Meteorological and Geo-Hazards Department
<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>	40 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 the 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 (CIS) 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 under this ToR are aimed at providing specialist services to the Vanuatu Meteorological and Geo-Hazards Department to develop the Department's Data Management and Governance Policy.

The objectives of the consultancy are:

- e) Review the current processes and institutional arrangements for the use of weather, climate and geoscience data, and develop options and recommendations for VMGD consideration.
- f) Develop a new VMGD data management and governance policy.
- g) Review the current cost recovery structure of the use of weather, climate and geoscience data, and develop options and recommendations for VMGD consideration.
- h) Work with VMGD to Internalise the new policy within the VMGD and external stakeholders, through orientation and training.

### **Scope of Service**

The scope of service under this Term of Reference (TOR) consists of the requirements for consultancy services including general requirements and specific tasks.

**Tasks under Objective 1:** Review the current arrangements, processes, and procedures for the use of weather, climate and geoscience data.

1. Undertake a literature review of relevant data management and governance policies in the meteorological space at regional and global level. Specific attention will need to be made to ensure the VMGD data policy aligns with the WMO Resolution 40.
2. Undertake stakeholder consultations with key stakeholders i.e VMGD and sectoral users – including and not limited to Department of Agriculture, Department of Fisheries, Department of Tourism, Ministry of Infrastructure (Public Works Department), Department of Water Resources, Office of the Government Information, WMO, and the National Statistics Office – to ascertain user requirements and client usage of weather, climate and geoscience data.

#### Deliverables:

1. Provide a report on; (i) the literature review and stakeholder consultations, (ii) main findings of the review; (iii) and provide recommendations and options for consideration by VMGD.

**Tasks under Objective 2:** Development of a new VMGD Data Management and Governance Policy.

1. Utilising the findings from Objective 1, development of a draft Data Management and Governance Policy. The Policy will need to consider existing government frameworks, data policies and WMO resolutions on data sharing. The Policy will need to include institutional arrangements, implementation procedures, and identify key responsibilities for stakeholders and internal VMGD units.



2. Undertake consultation meetings with VMGD and key stakeholders, on the draft Policy for review and feedback.
3. Finalise the Data Management and Governance Policy incorporating feedback from stakeholders and submit to VMGD.

Deliverables:

1. Draft Data Management and Governance Policy.
2. Final Data Management and Governance Policy.

**Tasks under Objective 3:** Review the current cost recovery structure of the use of weather, climate and geoscience data, and develop options and recommendations for VMGD consideration.

1. Review the current cost recovery structure for Vanuatu's weather, climate and geoscience data.
2. Undertake a review of cost recovery structures in similar environments using regional and global examples.
3. Develop an options paper on potential future cost recovery options for consideration by VMGD.

Deliverables:

1. An options paper on potential future cost recovery options for the use of weather, climate and geosciences data.

**Tasks under Objective 3:** Internalisation of the Policy within the VMGD and external stakeholders through orientation and training.

1. Development of a user guideline and procedures to ensure the implementation of the new Data Management and Governance Policy.
2. Preparation of training materials.
3. Delivery of training sessions to VMGD personnel and relevant stakeholders on the new Data Management and Governance Policy.
4. Provision of a training report to include training programme, participants listing and copies of the presentations.

Deliverables:

1. Data Management and Governance User Guideline and Procedures.
2. Training materials to familiarise VMGD personnel and stakeholders in the Policy and, how to implement the Policy.
3. Training report (to include training programme, participants listing and copies of the presentations).

## **Institutional Arrangement**

The consultancy shall commence the services following the signing of a Services Agreement. The total duration of the service to complete the task is 40 days.

It is encouraged the consultancy services collaborate with a local consultant in the country to provide the services.

Reporting to the **Contract Managers** (Van KIRAP Project Manager and Acting Manager ICT, VMGD), the consultant will closely work with the VMGD and Van-KIRAP project

management unit to coordinate all activities (e.g. stakeholder consultations) under this terms of reference.

## Qualifications & Competencies

Qualifications and experience expected for this role include:

<b>Qualifications:</b>	Postgraduate qualifications in governance and public policy, data management or associated science field e.g meteorology, climate services, or other relevant area.
<b>Experience:</b>	At least 10 years' experience working in data management and/or policy, including the drafting of Government-related policies, preferably within the climate data and information services.
	A knowledge of meteorology and climate information services (CIS) and related data sharing requirements.
	Demonstrated capacity to provide concise and thorough reports of assessments and recommendations.
	Able to communicate effectively in writing to a varied and broad audience in a simple and concise manner
	A demonstrated understanding of, or experience working in the Pacific region would be desirable.
<b>Competencies:</b>	<ol style="list-style-type: none"> <li>1. <b>Professionalism:</b> Good knowledge of climate policy, climate information services (CIS) 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.</li> <li>2. <b>Leadership:</b> 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.</li> <li>3. <b>Communication:</b> 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.</li> <li>4. <b>Teamwork:</b> 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.</li> <li>5. <b>Planning and Organisation:</b> 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</li> </ol>

	completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary.
<b>Language Requirements:</b>	Fluency in both written and spoken English is essential.

### **Evaluation Criteria**

Please refer to section 6 of the Request for Tender (RFT) document.