Request for Expressions of Interest for Technical Assistance to International Waters (IW) Ridge to Reef (R2R) Project

4 January 2019

Background

This document specifies the terms of reference (TOR) for technical assistance (TA) to provide services to carry out several activities under the International Waters (IW) National Ridge to Reef Project (R2R), which commenced in February 2017 and focuses on the Muri area. The IW R2R Project is housed with Infrastructure Cook Islands (ICI) under the Water and Waste Management Division.

The R2R Project is funded by the Global Environment Programme (GEF) and the programme is supported in areas of science-based planning, human capital development, policy and strategic planning, results-based management, and knowledge sharing. The GEF Pacific R2R Project is executed regionally by the Secretariat of the Pacific Community (SPC).

A number of R2R pilot projects to be implemented through the regional project are designed to strengthen R2R integration by establishing synergies among the work of the various sector agencies and the GEF STAR projects, between government and communities, and civil society and the public sector.

Goals and Outcomes

The three-year project aims to test the mainstreaming of Ridge to Reef (R2R), climate resilient approaches to integrated land, water, forest and coastal management in Pacific Island Countries through strategic planning, capacity building and GEF National R2R projected local actions to sustain livelihoods and preserve ecosystem services.

The TA assignment is designed to be short term and the feasibility study will test the integrated approach of managing storm water in Aroko (sub-village of Muri) and the development of erosion and sediment control standards and a guide for the Cook Islands Permitting Process. The TA may procure professional services to complement their own expertise such as drainage and storm water specialists, legal drafting and design and print services.

1. Feasibility Study

Properly designed and constructed drainage is a gap in Cook Islands public infrastructure that needs addressing in light of the need to protect the fragile environment and existing

infrastructure with more frequent storm events that are likely to occur due to climate change. Currently, there is a large infrastructure project, Mei Te Vai Ki Te Vai, underway for Muri to construct a reticulated wastewater system.

Water flow analysis and scientific assessments of the lagoon have blamed improperly treated sewage as the largest contributor to lagoon pollution in the iconic Muri lagoon, with the second largest contributor being sedimentation. Muri is a low-lying area, which means that every heavy rain event will cause flooding. A Muri Road Improvement Programme under ICI is in the consultation stage and drainage is a feature that is proposed to be incorporated into the project. There will be a Stage 1 works and a Stage 2 at a later date to work in with Mei Te Vai Ki Te Vai.

The feasibility project site, Aroko, is in the North of Muri district in Vaka Takitumu on Rarotonga. Aroko has a steep hillside that meets the only road to pass that area. It is the only access to the main road that is part of the main highway on Rarotonga. Across the road and along this coastal area are wetlands and areas that are filled in former wetlands. During heavy rain, the water flow paths become torrents of stormwater carrying much sediment down from the hillside and onto the road and into property, the wetlands and into the lagoon. The infilling of the wetlands has meant a loss of natural drainage for flooding and stormwater as there is less area for retention and treatment as well as less area to slow down the flow of water. Aroko has been identified as a high priority site.

Project Site: Aroko, Muri, Rarotonga

The road is often threatened with closure due to water, mud and debris strewn across it and there is no alternate route on the main road. There is a home built on the reclaimed wetland that is directly in the stormwater flow-path and receives the worst of the stormwater with the

homeowner having to do what they can to manage the stormwater. The stress to the lagoon and impact on the road is a problem that ICI wishes to mitigate.

ICI is aware of a range of engineering solutions that provide stormwater mitigation and slow release and it is hoped that this feasibility study would review the various options and propose appropriate environmentally friendly and appropriate drainage applications for the Aroko area. Natural systems and engineered systems that act like natural systems are the preference for this feasibility study and design outcome. Working with the Programme Coordinator, the TA may procure stormwater expertise services if/where necessary but it is expected that the TA has a fair knowledge of environmental processes.

2. Erosion and Sediment Control Standards

Rules and standards for controlling erosion are limited in the Cook Islands. The Project aims to improve this through developing erosion and sediment control standards that are fit for purpose in the Cook Islands context. Working with the Programme Coordinator, the TA may procure legal drafting services and have the necessary ability to inform the development of the standards.

3. Cook Islands Permitting Process Guide

In order to better inform developers and improve sustainable development, a user friendly guide is to be developed through the TA working with the three permitting agencies, National Environment Service, Ministry of Health and ICI. Working with the Programme Coordinator, the TA will procure design and printing services and should be competent in confirming content.

Outputs

The TA will report directly to Jaime Short, Director of the Water and Waste Management Division of ICI and work closely with R2R Project Coordinator and relevant agencies to complete the feasibility study, the standards and guide.

The TA will carry out the following:

No.	Output
1	Develop a proposed workplan and programme for the period of the contract including all deliverables and outputs of this TOR
2	Detailed report on the findings of the feasibility study on potential options to address storm water issues including both quantity and quality of storm water in the Aroko (sub-village of Muri) catchment to reduce sedimentation in the receiving lagoon.
3	Development of the preferred storm water management option including detailed design drawings, specifications and costing to support physical implementation of the selected option.
4	Development of National Erosion and Sediment Control Standards including the holding and facilitating of any workshops and training required for the development and implementation of the standards and a complimentary guide.
5	Development of a Guide for the Cook Islands Permitting Process including the holding and facilitating of any workshops and training required for the development and implementation of the National Guide for Cook Islands Permitting Process.

6	Develop any further user friendly visual material to strengthen awareness of the National Guide for Cook Islands Permitting Process and National standards for Erosion and Sediment Control Guides as agreed by ICI.
7	Provide monthly progress reporting and weekly updates as determined by ICI Director of Water and Waste Management on the progress of works against the agreed work plan and programme.

Expected Competencies

1. Familiarity with Cook Islands Government national systems, in particular the Environment Act 2003 and the Environmental Impact Assessment Process, the Ministry of Health Act 2004 and Public Health (Sewage and Wastewater Treatment and Disposal Regulations 2014, and the National Building Code.
2. Strong interpersonal skills with ability to work under pressure to meet deadlines and to establish and maintain effective work relationships with people of different backgrounds
3. Excellent communication skills, reporting with ability to express ideas clearly, concisely and effectively, both orally and writing
4. Excellent time management skills
5. Above average computer literacy in full Microsoft Office Package, AutoCAD, GIS (technical drawings, road design, stress-strain analysis and forces on structures) as well as research capability
6. Ability to take initiative and to work independently, as well as part of a team

Required Skills and Experience

The successful applicant(s) will have:

1. A university degree in the Environmental or Engineering sector or equivalent
2. Experience of at least 5+ years at a senior level in designing, implementing, monitoring or evaluating engineering projects
3. Demonstrated experience and understanding of environmental impacts of storm water and the development of best practice storm water management solutions.
4. Proven consultancy experience in the Pacific would be desirable;
5. Strong communication, report writing and interpersonal skills; and
6. Proficient technology experience to project/programme manage discussions, run surveys and database requirements.
7. It would be considered advantageous if the person/a member of the team is able to speak Cook Islands Maori and is familiar with cultural and land issues.

Methodology

The Consultant is free to submit their own project management methodology, but will be required to abide by the Cook Islands Government Public Sector Code of Conduct in particular to carry out their duties in a professional, transparent, participatory and culturally appropriate way.

A proposal is required to be fully costed. The methodology/ work plan should include no more than 2-3 pages of how the TOR will be addressed.

In addition, they must also operate in accordance with all Cook Islands law, regulations and procedures, particularly the:

- MFEM Act
- Cook Islands Government ODA Policy
- Cook Islands Government Financial Policy and Procedures Manual
- The Procurement System guided by the Procurement Policy
- Te Tarai Vaka activity management system.
- Cook Islands Government Code of Conduct Policy

Schedule of Prices

Provision of Consultancy Services

The submitted price should include travel, insurance, housing, transportation, customs duty and/or any other expenses to be incurred in the delivery of the Services (if and where applicable). The consultant must have their own equipment to provide the services such as a laptop and cell phone and transport. The Consultant is not entitled to claim expenses, surcharges or margins or disbursements except if otherwise agreed in advance and in writing by the Government. All costs should be exclusive of VAT.

The proposed Consultancy Services Table to be completed is provided as Annex 1.

Reporting Requirements

The TA will provide monthly progress reports to the Director of Water and Waste Management on the progress of works against the agreed work plan and programme for this project. In addition email or similar updates will be provided weekly

Performance Standards

ICI is committed to Health & Safety the preservation of the environment, objectives of the Environment Act 2003 and good employer principles required under the Employment Relations Act 2012. As a result of this we require Consultants and contractors to comply with all Health & Safety, Environmental and Employment laws, including requirements and conditions contained within this RFP.
Project management methodology adopted by Cook Islands Government will be adhered to where appropriate in the completion of this assignment.

Submission

1. The applicant/s should submit his/her CV including the names and contact information of referees for reference check, and a cover letter that expresses the interest on this Consultancy, relative strength on this work, and financial proposal for the consultancy.
2. Develop a methodology (action plan) to propose how you would implement the task with proposed timeframes.
3. Completed consultancy services table at **Annex 1.**

Expressions of Interest must be received in writing by Friday January 25th at 3pm to:

Diane Charlie-Puna
Secretary
Infrastructure Cook Islands
PO Box 102
Main Road, Arorangi

Next steps:

1. After closing of the EOI tender documentation, a proposed contract will be sent to all those who have responded
2. Two weeks will be allocated to complete the tender document and returned to ICI.
3. Tender Evaluation is expected to take a further two weeks
4. Contract confirmation and signing will be by 28th February 2019
5. Contract commencement by 1st March 2019

Approval:

Jaime Short Date	Diane Puna Date
Director	Secretary
Water and Waste Management	Infrastructure Cook Islands

Annex 1 Consultancy Services Table

Output	Deliverables	Fees
1	Develop a proposed workplan and programme for the period of the contract including all deliverables and outputs of this TOR	N/A
2	Detailed report on the findings of the feasibility study on options to address storm water issues including both quantity and quality of storm water in the Aroko (sub-village of Muri) catchment. Including reduction of sedimentation and pollutants on the receiving environment as well as stormwater impacts on public and private infrastructure.	
3	Development of the identified preferred stormwater management solutions including detailed design, drawings, specifications and costing to support physical implementation of the selected option.	
4	Development of a Cook Islands Erosion and Sediment Control Standards including the holding and facilitating of any workshops and consultation required for the development and implementation of the standards.	
5	Development of a guide and supporting information for the Cook Islands land development Permitting Process including the holding and facilitating of any workshops and consultation required for the development and implementation of the guide and supporting materials.	
6	Develop and undertake training and workshops including user friendly visual material to strengthen awareness of the land development permitting process and development standards including the developed erosion and sediment control standards.	
7	Provide monthly progress reporting and weekly updates as determined by ICI Director of WATSAN on the progress of works against the agreed work plan and programme.	
	Total Fees	