

Request for Quotation

Technical Expert for a Rapid Assessment of Priority Coastal Areas (RapCA)

**Date of Release:
1st May 2020**

INFRASTRUCTURE COOK
ISLANDS



**All queries regarding this Request for Quotation should be
directed to:**

Contact Officer: Solomona Solomona

QUOTE CLOSING TIME: (CI Time) 3pm,

Monday 18th May 2020

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1. Introduction

Infrastructure Cook Islands (ICI) seeks technical expertise to carry out a Rapid Assessment of Priority Coastal Areas (RapCA) to collect information and report on the baseline ecological, biological and environmental conditions of the project area, Avana to Muri, lagoon. The project price is limited to **NZD\$20,000.00**. Submitters should indicate the number of field survey points and extent of research able to be completed within this price in their proposal. The field research is the priority in this study.

Accompanying this document are;

- Annex 1 - Terms of Reference for the RapCA,
- Annex 2 - Template for Financial Proposal and
- Annex 3 - Methodology and RapCA Process.

A site visit is recommended if the tenderer is not familiar with the project area. It is the tenderers responsibility to carry out any site visits in order to assess the true costs to complete the project where necessary.

The RFQ document will be emailed to the identified bidders with the relevant expertise and proven record to undertake this work within the timeframe provided.

General Information

All enquiries are to be directed to Solomona Solomona on 20321 or solomona.solomona@cookislands.gov.ck.

Submitting of RFQ

The quote must be submitted with:

- A cover letter that expresses the tenderers interest in this consultancy
- CV including the names and contact information of referees
- Proposal with methodology for achievement of outputs and proposed timeframes
- Annex 2 filled out

You can either submit your bid via email direct to Solomona.solomona@cookislands.gov.ck; and cc diane.puna@cookislands.gov.ck; or Alternatively you can hand deliver to reception at Infrastructure Cook Islands, in a sealed envelope marked:

- **RAPCA** and addressed to **Diane Charlie-Puna, Secretary**, Infrastructure Cook Islands, before 3pm Monday 18th May 2020.
- Proposals received after this date will not be considered.

2. Annex 1: Terms of Reference

Rapid Assessment of Priority Coastal Areas (RapCA)

Background on the Ridge to Reef (R2R) International Waters (IW) Project

The GEF Pacific R2R IW Project aims to test the mainstreaming of 'ridge-to-reef' (R2R), climate resilient approaches to integrate land, water, forest and coastal management in Pacific Island Country's through strategic planning, capacity building and piloted local actions to sustain livelihoods and preserve ecosystem services.

The focus of the IW Ridge to Reef Project in the Cook Islands is on reducing sedimentation into the marine environment. Therefore, the RapCA needs to provide information for future monitoring to measure changes after sedimentation controls are implemented along with other key indicators for environmental health.

Infrastructure Cook Islands and the Regional IW Ridge to Reef Project, the key implementing partners in the project seek to engage a qualified technical expert to carry out a RapCA of the Avana to Muri lagoon. Figure 1 shows the IW R2R project area. The project area is specifically between Avana Stream and Parengaru Stream.

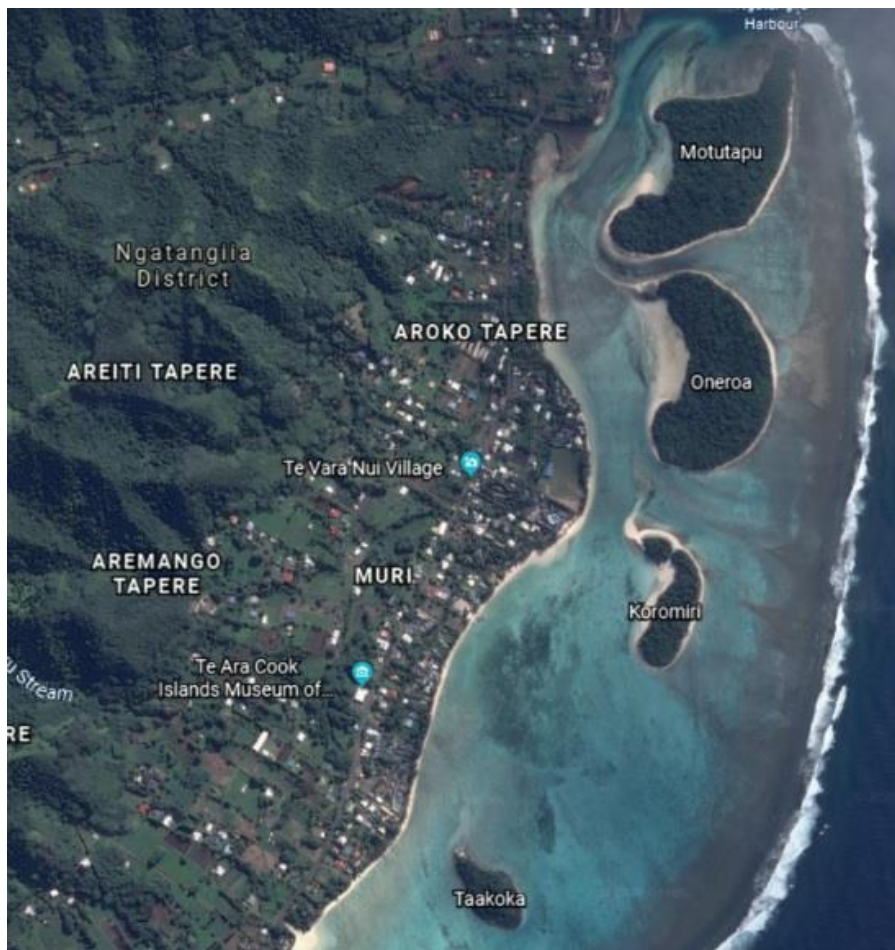


Figure 1 – The IW R2R Project Area, Avana to Muri

Objective

The objective of the RapCA study is to provide technical input into a “Pilot Site Diagnostic Report” by collecting data and reporting on the baseline ecological, biological and environmental conditions of the lagoon of the project area (Avana to Muri). In particular, the study shall endeavour to deliver on, but not be limited to the following:

- The spatial distribution, conservation status, major disturbances and environmental concerns including sedimentation, and geographical context of the lagoon area.
- A review and establishment of baseline ecological, biological and physical geographical information.
- Analysis of the Relative Erosion Potential of the project area
- State of the environment, including biodiversity, species, commercial resources, habitats and ecosystem processes.

Specifically, the expert will perform the following **tasks**:

- Collate and assess existing baseline ecological, biological and physical geographical information including the state of biodiversity (i.e. species, habitats and ecosystem processes) of the project area lagoon, providing a gap analysis for additional relevant data.
- Analyse the existence of previous monitoring efforts including of indicator species and habitats;
- Conduct field surveys at identified sites. Among key tasks related to the surveys, should include but not be limited to:
 - Site and record status of flora, fauna and avi-fauna and provide result analysis;
 - Report on the presence and impacts of human activities in the sites surveyed;
- Perform an analysis on the Relative Erosion Potential (REP) of the Avana Muri Catchment Area, utilizing the Universal Soil Loss Equation (USLE) and other spatial techniques.
- Develop proposed methodology appropriate for ongoing monitoring. This shall include:
 - Implementation plan including coastal-scape site area cover, schedule, logistics etc
 - Survey methodology (considering those described in Methodology, Annex 1) considers on-island capacity, resources and data gaps that need to be filled.
- Provide a detailed technical report with results and findings of:
 - Assessment of existing literature and prior interventions
 - Sedimentation of marine area
 - Observed baseline ecological conditions and human-environment conflicts,
 - Outline recommendations on indicators and process that could be used for monitoring change in the health of the ecosystem of the project lagoon area.

Scope of the RapCA study

Given the extensive environmental studies recently undertaken in the project area and the limited budget available it has been determined that the scope of the RapCA study will cover the lagoon area only with erosion potential investigation carried out where appropriate.

Biodiversity

- Flora: The aim is to list plant species that are known or highly probable to occur within the study area, with special emphasis on priority (i.e. endemic or threatened) taxa. Additional spatial information on localities of highly restricted priority taxa would be especially helpful.
- Fauna: The aim is to list animal species (of particular groups) that are known or highly probable to occur within the study area, with special emphasis on priority (i.e. endemic or threatened) taxa. For all listed taxa, information on ecological requirements, any known or suspected threats which will be the major field work

Major threats and nature protection status

- Identify major (existing and potential) threats, to demarcated areas formally under conservation, and identify sites under pressure from development potential/need. A brief review of the institutional and legislative framework with respect to nature conservation should also be taken.

Methodology

The technical expert is required to undertake an ecological survey in the lagoon area to produce a description of the area, inventories of species and habitats and maps (electronic/digital versions) and investigate erosion potential in the project area.

Survey methodology must conform to those outlined in Annex 3. This allows for comparison across participating R2R Project countries. In consultation with the IW R2R regional coordinating unit and the local project team, the technical expert's proposal will be confirmed including defined activities that link the budget to the required outputs/results and the timing for delivery. The study approach could be considered but not limited to two phases as follows:

Phase I: Desk studies

- Collation of existing data that includes species information, forest and vegetation maps, coastal maps, land use and other details;
- Consultation with experts and stakeholders to help identify important species, habitats and sites;
- Assessment and report of data gaps

Phase II: Field studies

- Habitat and species surveys at potentially ecologically valuable areas;
- Assessment of the biodiversity values and threats;
- Broad scale field analysis to identify degraded sites and actual threats that could lower perceived ecological value.

The technical expert is expected to work independently but may seek support from ICI staff where necessary. In general, the methodology will be consultative in nature with a two-way communication maintained between the technical expert and ICI staff involved with the project.

Expected Output and timing of deliverables

A detailed and up-to-date report reflecting the current ecological situation in the Avana Muri catchment as regards to its ecological, biological and environmental conditions shall be produced including the following outputs:

- Database (Excel) of all relevant historical monitoring and research publications and literature to the present day in the Avana Muri Catchment,
- Material, including maps, photos and presentation slides for final consultations with local communities.
- Review of current physical and ecological knowledge and monitoring programs in the Avana Muri catchment;
- Identification of important gaps and recommendations of monitoring and research priorities for the catchment;
- Develop the RapCA methodology and reporting framework/template

Timing of deliverables

The technical experts shall prepare an Inception, Interim, Draft and Final Report, as well as a presentation/s of key results. The submission of key reports would be as follows:

- **Inception report:** within 1 weeks of signing of the contract, the technical experts should submit a report outlining the preliminary findings, proposed methodology and schedule for the remainder of the assignment;
- **Interim report:** within 3 weeks from the signing of the contract, the technical expert should submit a report outlining the current status of implementation of the study and problems encountered;
- **Draft final report:** within 4 weeks from the signing of the contract, the technical expert should submit its final draft report, documenting the findings of the entire study. The report will be shared to key stakeholders for comment.

- **Final Report:** A final report will be produced after incorporation of any comments and recommendations from key stakeholders.
- **Powerpoint Presentation:** The technical expert is expected to prepare a power point presentation to present the highlights and key results of this work to an organised forum of stakeholders, and if appropriate, to communities living in the catchment area. This could take place during delivery of other project information.

Expected Competencies

The technical expert should:

- Have demonstrated experience and skills in conducting and reporting on ecological and biodiversity surveys in one or more Pacific Island Countries (PICs), including the coordination of international and local scientists for the implementation of both field surveys and the drafting of scientific reports on results and findings.
- Have relevant experience and/or knowledge in natural resource ecology and management; and with relevant applied experience in field research on ecosystems and/or biodiversity resources applied knowledge on natural resource conservation work and should have had good exposure to participatory aspects of adaptive and protected areas management.
- Have natural resource modelling skills, GIS mapping or equivalent capabilities or access to them.
- Have proven coordination and management skills in team-work.

Performance Standards

Standards for Technical Advisors

The Technical Advisor will operate to high standards of professionalism, transparency, and demonstrate focus on capacity development where possible.

Quality of work

Quality standards will be measured by the contracting agency and the RPCU when appraising outputs. If necessary, internal or external specialist assistance will be sought for this purpose. Payments for this work are subject to having completed the deliverables to the satisfaction of the contracting agency and the regional coordination unit.

General

All services must be provided in a professional manner and in accordance with reasonable expectations of the Cook Islands Government. In respect of implementation, suppliers must meet or exceed the applicable targets stated in the outputs table/results framework. The services will also be delivered in a manner which provides the best outcomes in terms of R2R Regional Project.

Governance and management

ICI will be the lead agency for this project and the Technical Expert will be required to work in consultation with the agency. The outputs are to be reviewed and commented on by ICI and before the approval of the final report.

Financial Proposal

The supplier should submit a financial proposal that includes travel, insurance, housing, transportation, customs duty and/or any other expenses to be incurred in the delivery of the services (if and where applicable) within the project budget.

The supplier must be self-sufficient in any equipment or services that they will need, for example laptop, printing, internet connection while out of the office.

The supplier will be able to operate out of the ICI office if required.

The supplier is not entitled to claim expenses, surcharges or margins or disbursements except if otherwise agreed in advance and in writing by the Principle. All costs should be shown with VAT separated and inclusive.

3. Annex 2: Financial Proposal and Pricing Schedule for RapCA Activities

Fees	The technical expert fee for the work done must be calculated on the following basis: Fixed Fee A fixed Fee of \$[] excluding VAT.			
Expenses	Actual and reasonable — specified expenses The Principal will pay the technical expert actual and reasonable expenses incurred in delivering the services up to the total maximum amounts stated:			
	Item of expense	No. of items	Cost (VAT exc)	Total max cost (VAT exc)
	[Transport]	[Vehicle hire days]	[Cost per day]	[Total cost]
	[Administrative costs, e.g. printing, telecommunications, etc.]	[Flat rate unit]	[Flat rate unit]	[Total cost]
	[Subcontractor, local support costs]	[Hours/days]	[Separate lines for individual costs]	[Total cost]
	[]	[]	[]	[]
	Total Cost (Excluding VAT)			[Total costs]
	VAT			
	Total (Including VAT)			

4. Annex 3 Methodology and RapCA process

The Secretariat for the Pacific Community requires a standardised methodology to be used to carry out the RapCA across the Pacific region. These are detailed below.

The service provider may liaise with other organisations and people where required.

Coastal & Fisheries Habitat Health - Indicator E3 Habitat Quality

The following table presents some options for indicators that could be used to assess lagoon health. Where possible the service provider is encouraged to draw on the coastal fisheries programme of SPC in the design and conduct of monitoring surveys.

Indicator	Parameter	Methodology
Proportional cover of key benthic groups	Coral cover	Line Intercept Transect (LIT), Point Intercept Transect (PIT)
	Algal cover	LIT
Fish diversity	Number of different species	UVC, Point Counts
Fish biomass	Abundance and length data by species	Belt transect
Juvenile coral abundance	Abundance of coral recruits in predefined area	Quadrats along a defined transect
Health of target species	Abundance of juveniles in fishery refugia areas	Line intercept and observation. Creel survey
Frequency of harvest/ fishing	Fishing effort	Interviews, Direct Observations, Log books

Fish counts - Indicator E3 Habitat Quality

The fish counts are done at three of the six transects; Transects 1 and 2 and the third fish count was where transects 5 and 6 are assessed. Counts are done by two divers who count all fish 2m either side of the tape.

Other Aquatic Fauna Survey - Indicator E3 Habitat Quality

A transect line of suitable length is used as a guide to document other aquatic life such as algae, aquatic plants, snails, crustaceans, macro invertebrates and fishes. Snorkel and underwater visual observations a meter on either sides of the transect, are used to document the aquatic fauna and flora. Some of the aquatic fauna are photographed *in situ* and also collected for identification.

Catchment Protection Measures

The following table presents some options for indicators that could be used to assess 'improved' management. It is suggested that one or two of the following be chosen and used across all countries for comparability. It is also suggested that indicators be chosen that are already being measured in other aspects of the GEF Pacific R2R Programme so as to utilise the equipment, expertise and time involved in monitoring.

Parameter	Field or lab Analysis	Sampling method
<i>Catchment Condition</i>		
Native vegetation extent	Field	Line intercept & Observation
Native vegetation quality	Field	As above
Stream flow	Field	Flow meter
<i>Catchment Management</i>		
Voluntary management activities by stakeholders and/or landowners	n/a	Attendance at trainings; site visits
On-ground operational works by the catchment authority	Na/a	Activity tracking and reports
Community engagement activities	n/a	Activity tracking and reports
Planning controls implemented	n/a	Planning and implementation documents
Data collection and control	n/a	Number of continual and complete metadata sets

5. Annex 4 Evaluation Criteria

Evaluation Criteria

The following Evaluation attributes and Weighting will be used:

Attributes	Definition	Weighting
Local Involvement	The Tenderer's proposed local involvement/support	4%
Contract Terms	The Tenderer's acceptance of the Contract terms	1%
Relevant Skills & Capability	The Tenderer's current capability and the competence of the personnel that the Tenderer proposes to use in areas relevant to the outputs being purchased.	15%
Track Record	The Tenderer's record of delivering similar works or services to the quality standards required.	15%
Methodology and Program	The procedures and method the Tenderer proposes to use to achieve the specified outcome and proposed program.	15%
Price	The Tenderer's bid price evaluated against other bidders.	50%
	Total Weightings	100%

6. Contract Terms

Cook Island Government Consultancy Agreement

Conditions of Engagement: Consultant

The Government agrees to engage the Supplier and the Supplier agrees to provide the Services described in the Schedule.

- 1. Services:** The Supplier shall perform the Services as described in the attached Schedule.
- 2. Skill:** In providing the Services the Supplier shall exercise the degree of skill, care and diligence normally expected of a competent professional.
- 3. Key Personnel:** The Key Personnel for the provision of the Services are as listed in the Schedule. Any change to the Key Personnel requires the written consent of the Government, such consent not to be unreasonably withheld.
- 4. Confidentiality:** The Supplier must keep confidential all information provided by the Government in relation to this Agreement and not disclose the same without the written consent of the Government, such consent not to be unreasonably withheld.
- 5. Public Statements:** The Supplier must not make any public statements about the Services or this Agreement without the Government's written approval, such consent not to be unreasonably withheld.
- 6. Delay:** If at any time the Supplier's performance falls behind the programme set out in the Schedule then the Supplier shall notify the Government and, where the delays are due to matters within the control of the Supplier, shall take all practicable steps to remedy such delay.
- 7. Information:** The Government shall provide to the Supplier, as soon as practicable following any request for information, all information in his or her power to obtain which may relate to the Services. The Supplier shall not, without the Government's prior consent, use information provided by the Government for purposes unrelated to the Services.
- 8. Variations:** The Government may order variations to the Services in writing or may request the Supplier to submit proposals for variation to the Services. Where the Supplier considers a direction from the Government or any other circumstance is a Variation the Supplier shall notify the Government as soon as practicable.
- 9. Payment:** The Government shall pay the Supplier for the Services the fees and expenses at the times and in the manner set out in the Schedule and all amounts are payable in New Zealand dollars.
- 10. Purchase of Goods:** Where Services are carried out on a time charge basis, the Supplier may purchase such incidental goods and/or services as are reasonably required for the Supplier to perform the Services. The cost of obtaining such incidental goods and/or services shall be payable by the Government provided that the Supplier first obtains the written consent of the Government. The Supplier shall maintain records which clearly identify time and expenses incurred.

- 11. Liability:** Where the Supplier breaches this Agreement, the Supplier is liable to the Government for reasonably foreseeable claims, damages, liabilities, losses or expenses caused directly by the breach. The Government and the Supplier shall not be liable to the other under this Agreement for indirect, consequential or special loss, or loss of profit, however arising, whether under contract, in tort or otherwise.

The maximum aggregate amount payable, whether in contract, tort or otherwise, in relation to claims, damages, liabilities, losses or expenses, shall be five times the fee (exclusive of GST/VAT and disbursements).

Neither Party shall be considered liable for any loss or damage resulting from any occurrence unless a claim is formally made on a Party within 6 years from completion of the Services.

- 12. Insurance:** The Supplier shall take out and maintain for the duration of the Services a policy of Professional Indemnity insurance for the amount of liability as set out in the Schedule and any other such insurances or amounts as are specified in the Schedule. The Supplier undertakes to use all reasonable endeavours to maintain a similar policy of insurance for six years after the completion of the Services.
- 13. Contribution to Loss:** If either Party is found liable to the other (whether in contract, tort or otherwise), and the claiming Party and/or a Third Party has contributed to the loss or damage, the liable Party shall only be liable to the proportional extent of its own contribution.
- 14. Intellectual Property:** Intellectual property prepared or created by the Supplier in carrying out the Services ("New Intellectual Property") shall be owned by the Government. Intellectual property owned by a Party prior to the commencement of this Agreement and intellectual property created by a Party independently of this Agreement remains the property of that Party. The ownership of data and factual information collected by the Supplier and paid for by the Government shall, after payment by the Government, lie with the Government. The Supplier does not warrant the suitability of New Intellectual Property for any purpose other than the Services or any other use stated in the Agreement.
- 15. Termination:** The Government may suspend all or part of the Services by notice to the Supplier who shall immediately make arrangements to stop the Services and minimise further expenditure. The Supplier may, in the event the Government is in material default, terminate the Agreement by notice to the Government. Any suspension or termination shall not prejudice or affect the accrued rights or claims and liabilities of the parties.
- 16. Jurisdiction:** This Agreement is governed by the Cook Islands law and the Cook Islands courts have jurisdiction in respect of this Agreement.
- 17. Assignment:** Subject to the Schedule, the Supplier must not assign, transfer or subcontract all or part of its rights or obligations under this Agreement without the Government's written consent, such consent to be provided at the Government's absolute discretion.
- 18. General Warranties:** The Supplier represents, warrants and undertakes that:
- a. it has full power, capacity and authority to execute, deliver and perform its obligations under this Agreement;
 - b. it has and will continue to have, all necessary consents, permissions, licences and rights to enter into and perform its obligations under this Agreement;

- c. there are no existing agreements, undertakings or arrangements which prevent it from entering into this Agreement or which would impede the performance of its obligations under this Agreement;
 - d. it has not offered any inducement in connection with the entering into or negotiation of this Agreement; and
 - e. it has not (nor is any of its representative directors or employees) a party to any litigation, proceedings or disputes which could adversely affect its ability to perform its obligations under this Agreement.
- 19. Dispute Resolution:** In the event of a dispute arising between the parties in respect of any matter relating to this Agreement, the authorised representatives of the parties must resolve the dispute in the first instance by negotiation. If the dispute cannot be resolved by negotiation within five days of the notice of dispute having been served by one party on the other, the parties may seek resolution under the Arbitration Act 2014.

For the avoidance of doubt, any steps specified in this Agreement to be taken by the Government (including without limitation, the giving of consent) may be taken by the signatory of this Agreement.