



# REQUEST FOR TENDERS

RFT: 2024/044  
File: AP\_3/28/2  
Date: 21 November, 2024  
To: Interested consultants  
From: Sunny Kamuta Seuseu, Project Manager, VanKIRAP.

**Subject: Request for tenders (RFT): Videography for the Climate Information Services for Resilient Development Planning in Vanuatu Project (VanKIRAP)**

## 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 Planning in Vanuatu (CISRDP) or Vanuatu Klaemet Infomesen blong redy, 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 Meteorology and Geo-Hazards 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 wishes to call for tenders from qualified and experienced professional videographers who can offer their services to provide videography services on a retainer basis. The services to be provided will include taking raw video footage and images for project events and produce a package of 20 x 5-minute explainer videos on selected climate information for the Climate Information Services for Resilient Development Planning (CISRDP) in Vanuatu project.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.



- 2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: <https://library.sprep.org/sites/default/files/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.
- 2.4. 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:
- Currently in operation in Vanuatu and has valid business registration and license.
  - Excellent command of spoken and written English and Bislama.
  - Be able to demonstrate that they have the necessary qualifications and demonstrate that they have the necessary technical capabilities.
  - Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
  - Provide three referees relevant to this tender submission, including the most recent work completed;
  - 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*).  
*Provide examples of past related work outputs*  
*For the Technical and Financial proposals you may attach these separately.*
  - Must meet local registration requirements
- 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 in 3.3 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 consultant satisfies the conditions stated above and in the Terms of Reference and is capable of meeting the specifications and timeframes. 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:
- 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).*

*Provide examples of past related work outputs*

*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** which contains the details to achieve the tasks outlined in the Terms of Reference.
- e) **Financial Proposal** – provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
- f) Where relevant provide:
  - i. Business registration/license (For Entities/ Individual consultant's as per relevant national legislations)
  - ii. Tax Identification Number (TIN) Letter (If applicable for Individual consultant's as per relevant national legislations)

- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. Tenderers/bidders 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/bidder 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. The Proposal must remain valid for 90 days from date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of tender.

## 5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to [procurement@sprep.org](mailto:procurement@sprep.org) before 16 December 2024. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 18 December 2024.
- 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 tender satisfies the following criteria:
- 6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

### I. Technical Score – 80%

Criteria	Detail	Weighting
<b>Qualifications</b>	Professional videographer with over 10 years of demonstrated experience in producing broadcasting and media content.	5%
<b>Experience</b>	Have a strong track record in producing explainer videos on complex subjects for broadcasting and online media in Vanuatu. Previous experience in similar assignments for internal or regional organisations like SPREP will be an advantage. Please provide at least three (3) relevant examples of past work via online links.	15%
	Demonstrated experience in writing video scripts, leading video productions and post-production and projects of similar scale and working collaboratively with inter-disciplinary teams across multiple time zones.	15%
<b>Technical Proposal / Methodology</b>	Detailed technical proposal to demonstrate understanding of the design brief, knowledge of production and post-production techniques, attention to detail, and have the capacity to deliver high quality outputs in the required delivery format and within the specified timeframe.	30%
<b>Language requirements</b>	Excellent command of spoken and written English and Bislama	5%
<b>Other requirements</b>	Currently operating in Vanuatu; and be able to show videographer business license to work in Vanuatu	10%

### II. 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: 17 January 2025, 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 2024/044: Videography support to the Climate Information Services for Resilient Development Planning in Vanuatu Project (VanKIRAP)**'

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. If 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.

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.**



**SPREP**  
Secretariat of the Pacific Regional  
Environment Programme

**For any complaints regarding the Secretariat's tenders please refer to the Com-  
plaints section on the SPREP website <http://www.sprep.org/accountability/complaints>**

## Annex A: Terms of Reference

### A. The project

The 'Climate Information Services for Resilient Development in Vanuatu' (known in Vanuatu as VanKIRAP– Vanuatu Klaemet Infomesen blong Redi, Adapt mo Protekt) Project is supporting the strengthening and application of Climate Information Services (CIS) in five targeted development sectors: tourism, agriculture, infrastructure, water, and fisheries.

Project financing for the VanKIRAP Project is provided by the Green Climate Fund (GCF). The Project is co-managed by the Secretariat of the Pacific Regional Environmental Program (SPREP), together with implementing agency, the Vanuatu Meteorological and Geo-hazards Department (VMGD).

The VanKIRAP Project is building technical capacity to:

- A. Harness and manage climate data.
- B. Develop and deliver practical Climate Information Services (CIS) tools and resources.
- C. Support enhanced coordination and dissemination of tailored information.
- D. Enhance CIS information and technology infrastructure, and
- E. Support the application of relevant CIS through real-time development processes.

### B. Project goal

The VanKIRAP Project's goal is to increase the ability of decision-makers, communities, and individuals in Vanuatu, including those in the five target sectors, to plan for and respond to the long and short-term impacts of climate variability and change, using climate information services (CIS).

#### Project Communications Strategy

The VanKIRAP Project Communications Strategy directs the strategic communications activities of the Project in order to achieve its goal and objectives. It has three main objectives:

- OBJECTIVE 1: Make VMGD Vanuatu's primary source of climate and weather information.
- OBJECTIVE 2: Inform audience(s) about the availability of all VMGD/VanKIRAP-produced CIS products and motivate them to use them.
- OBJECTIVE 3: Promote engagement with VMGD/VanKIRAP-produced CIS products by demonstrating their practicality and relevance.

As such this is to be a Terms of Reference (ToR) for a single supplier that has the widest reach across Vanuatu in the areas of Broadcast (Television and Radio) as well as internet (social media and website).

### C. Scope of works

The following Terms of Reference is seeking the services of a professional videographer to produce a package of twenty (20) x 5-minute videos on selected CIS topics for web hosting and viewing.

#### C.1 Target Audience

The target audiences for the videos are:

PO Box 240, Apia, Samoa T +685 21929 F +685 20231 [sprep@sprep.org](mailto:sprep@sprep.org) [www.sprep.org](http://www.sprep.org)

A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.



- Primary audience: sector specialists and practitioners working in government and non-government (i.e. consultancy, academia, civil society) organisations

Secondary audiences: decision makers and policy managers, and other interested stakeholders in Vanuatu more generally, for purposes of raising awareness of the utility and value of CIS relevant to sectoral level climate change adaptation planning and climate-related disaster risk management in Vanuatu. Regional and international partners and donors.

The videos will be produced with the above target audiences in mind, with particular emphasis on meeting needs of the primary audience in first instance. Further details on the audience for each video are provided in the next section of the brief.

At some stage, the videos may have a wider public reach through the SPREP social media platforms or possible television broadcasting on VBTC. However, it is not the primary intent to produce videos for the general public.

## **C.2. Part 1- Videography services (retainer)**

The supplier will support the project in taking video footage and images to capture important project events as required by SPREP.

## **C.3 Part 2 - Filming and Video Production Specifications**

A total of twenty (20) 5-minute videos will be created on selected topics and impact stories. The videos will be hosted on the SPREP Youtube channel, and the Vanuatu Climate Futures portal <https://www.vanclimatefutures.gov.vu/dashboard/home>.

### **Voice overs:**

The videos will be narrated in both Bislama and English; with English and Bislama subtitles (closed caption). The pre-production tasks (developing the concept and writing the script) will be done by the client with support from the SPREP Communications team, the supplier is required to assist with general planning of the video production. All production (filming) and post-production (editing and sound) tasks fall under the responsibility of the supplier.

### **D. Video briefs**

All videos will feature VanKIRAP Communications consultant as a voice over (to be confirmed), plus footages and images of the subject matter. The SPREP and PMU will prepare and translate all scripts into Bislama prior to production. All voice overs will be recorded in a studio by the supplier. Suitable soundtrack for the videos is to be provided by the supplier.

### **1. Agriculture:**

A video on the impact of the Agriculture sector case study and how the local farmers are using climate tools (eg OSCAR and agromet bulletin) in making on the farm decisions and enhancing the resilience to climate risks.





## **2. Tourism:**

A video for tourism sector case study and the benefits planning and adaptation to climate change impacts including the new Rapid Climate Risk Assessment Framework and Methodology for the tourism sector.

## **3. Water:**

A video for hydrologists, engineers, disaster managers and other water sector specialists, consultants and researchers which explains how current and projected extreme rainfall may affect the flood risk of Port Vila and Luganville. The video will also look at current and future droughts and impacts on water security.

## **4. Fisheries:**

A video for conservationists, marine biologists and other marine and fisheries sector specialists, consultants and researchers which summarises the implications of current and projected marine heatwaves, sea surface temperature, ocean chemistry, sea level rise and other climate variables on the health and sustainability of corals, seagrass, mangroves and sea turtles in Vanuatu. The video will also examine the implications of current and projected wind speed for fishing boat safety and number of days available for fishing.

## **5. Infrastructure:**

A video for engineers, urban planners and other infrastructure specialists, consultants and researchers which explains the impact of the VanKIRAP Project to the Vanuatu Public Works Department. The inclusion of current and projected coastal inundation and extreme rainfall affects civil infrastructure (e.g., roads, bridges and airports). The video will also examine the capacity development associated with the LIDAR drone capability provided through the project and the licensing of two drone pilots.

## **6. Vanuatu weather radar system**

A video on the benefits of the weather radar system on enhancing Vanuatu's early warning system and the enhancement of the accuracy of the weather forecasts and warnings for all citizen.

## **7. VanKIRAP Project video**

A video for specialists, consultants, researchers and other users of CIS portal to introduce the concepts of historical climate variability and change, the associated causes, future climate projections (including greenhouse gas emissions scenarios and climate model simulations), confidence and uncertainty. The video will also describe how information about climate hazards can be combined with information about exposure and vulnerability to assess climate risk.

## **8. Community Climate Centres**

A video on the benefits of Community Climate Centres to communicate climate information to the communities in the 'last mile'.

## **9. Traditional Knowledge**

A video on the impact of the VanKIRAP Traditional Knowledge program to the communities and the public and the cutting-edge TK products and App developed to engage the local communities and build the ability to respond to climate risks using TK.



## 10. Data rescue and digitisation

A video on the impact of the VanKIRAP data rescue project and how paper records were digitised and converted to electronic format. The new data extended the climate data and time series used in climate research and increasing the understanding of climate at the local level

## 11. Vanuatu Ocean Monitoring Network

A video on the contributions the new Vanuatu ocean monitoring network to increasing knowledge and understanding of the ocean science and information to support marine safety, early warnings, resource management and conservation.

Videos: 12. to 20. To be announced by the project team.

## E. Style

All videos produced under this brief will need to comply with the Van-KIRAP Brand Identity Guide and SPREP Identity Guide.

The videos produced must include at least the following indicative information (final wording to be confirmed by the client):

- This video was produced for Government of Vanuatu by SPREP and VMGD as part of the Van-KIRAP project with support from the Green Climate Fund;
- The videos are to be marked with Van-KIRAP brand identity (To be confirmed);
- The videos must include project and partner logos in the credits and in the specified order. The PMU will provide the successful supplier with access to the logos.

The project adheres to a zero-tolerance approach to child exploitation and abuse. Filming and video production activities undertaken for this assignment must strictly follow the SPREP Child Protection Policy, which has the following requirement for audio-visual products:

- Ensure any imagery of children used in our communications products or activities has the signed consent form from the parent or guardian of the child in the image. Should there be a group of children, a blanket form can be signed;
- Assess and endeavour to comply with local traditions or restrictions for reproducing personal images before photographing or filming a child;
- Ensure photographs, films, videos and such present children in a dignified and respectful manner and not in a vulnerable or submissive manner. Children should be adequately clothed within the relevant cultural context and not in posts that could be seen as sexually suggestive;
- Signed consent forms must be scanned (or have images taken of them) and copied into the SPREP Sharepoint Drive - [https://sprep-my.sharepoint.com/:f/g/personal/sunnys\\_sprep\\_org/EpLr0wJZs-FFhJEOrOJHkOg-BIICfbi6XhX\\_OF4GZappzqQ?e=OHKhGn](https://sprep-my.sharepoint.com/:f/g/personal/sunnys_sprep_org/EpLr0wJZs-FFhJEOrOJHkOg-BIICfbi6XhX_OF4GZappzqQ?e=OHKhGn).

The successful supplier will be required to complete and sign the SPREP Child Protection Code of Conduct prior to commencing the assignment.

## F. Deliverable format

The supplier is to produce all videos at a broadcast production standard:

- 1920 x 1080 pixels in an aspect ratio of 16:9;
- 1080i50 video format;
- colour sub-sampled at a ratio of 4:2:2;



- HD encoding: AVCAIntra Class 100, High Intra 4:2:2 profile at level 4.1;
- Audio encoding: sampled at 48kHz, 16 channels;
- Closed captions supplied as separate .srt files;

The delivery file format for the videos:

- Single MXF wrapper containing video, audio & ancillary data including metadata (MXF 1a); and
- As separate .MOV and .MP4 files.

New Intellectual Property Rights in the deliverables become the property of the Client when they are created. The photographer grants to the Client a perpetual, non-exclusive, world-wide and royalty-free licence to use, for any purpose, all Intellectual Property Rights in the deliverables that are not owned by the Client. This licence includes the right to use, copy, modify and distribute the deliverables. For more details, please refer to the Intellectual Property clause of SPREP standard contract.

#### **G. Review/Acceptance of final deliverables**

The supplier is required to submit all deliverables by the due date specified in the table above. Any changes to the due date must be made in writing (email) and agreed to by both parties.

For each video, the supplier will submit a rough and final cut to the Project Management Unit and the VanKIRAP and SPREP Communications teams for review and approval. The payment will be made upon the client's acceptance of final deliverables submitted by the supplier, in accordance with the above table. The successful supplier is required to enter into an agreement using SPREPs Standard Terms of Contract prior to commencement of services.