



## REQUEST FOR PROPOSALS

### RFP PUCW14-004

### **PROPOSAL for the Preparation & Implementation for an Action Plan for Water Conservation & Climate Change Education & Awareness Activities for Palau.**

*The Palau Public Utilities Corporation (PPUC) requests competitive proposals from qualified SUPPLIER to Prepare and Implement an Action Plan for Water Conservation and Climate Change Education and Awareness Activities in Palau.*

*Sealed Proposals will be accepted starting on [September 16, 2014](#) and no later than [October 15, 2014](#) at 4:00pm—Palau time. Sealed proposals will be accepted at the PPUC Main Office, 2<sup>nd</sup> Floor, Oldiais Building—Medalaih. Interested Contractors may contact Mr. Sofronio B. Mahor for further details regarding proposal requirements or any other inquiries at contact details below:*

Address:	P.O. Box 1372 Koror, Palau 96940
Telephone:	(680) 488-5320/3877
Fax:	(680) 488-4499
Email:	<a href="mailto:ponz@ppuc.com">ponz@ppuc.com</a>

A copy of the RFP document is available also in the PPUC website: <http://www.ppuc.com/announcements.html>.

Proposals must be submitted in a sealed envelope bearing the name and address of offeror, and identified with the proper Request for Proposal number [In Big Fonts]. Proposals must be received by the contact person above at the PPUC Administration Office no later than 4:00pm Palau time, on the closing date.

***PPUC reserves the right to extend the closing date. PPUC also reserves the right to cancel or modify this notice and the RFP in any manner.***

**RFP: PUCW-004**  
**Requesting Proposals for the Preparation and Implementation of an Action Plan for Water Conservation and Climate Change Education & Awareness Activities in Palau**



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### Water Conservation and Climate Change Education & Awareness Activities in Palau

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#### **I. EXECUTIVE SUMMARY**

The Palau Public Utilities Corporation (PPUC) is soliciting individuals and/or companies for the **Preparation and Implementation of an Action Plan for Water Conservation and Climate Change Education & Awareness Activities in Palau**. Interested contractors can submit sealed proposals beginning **September 16, 2014 and no later than October 15, 2014** at 4:00pm Palau time. Sealed proposals will be accepted at address [P.O. Box 1372, PPUC Main Office, 1<sup>st</sup> Floor--Oldia's Building--Koror, Palau 96940]. If you have any inquiries please refer to contacts provided at end of this document. . Further details and information such as the scope of work, work duration, payment terms, contract clauses, and other relevant details relating to the RFP are provided below and in the following pages.



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### **Water Conservation and Climate Change Education & Awareness Activities in Palau**

## **II. BACKGROUND**

The Republic of Palau is located in the north-west tropical Pacific, 500 miles (800 km) east of the Philippines. There are over 500 islands in Palau most of which are the small, uninhabited Rock Islands. Only nine islands are currently inhabited and divided into 16 states, 5 of which – Anguar, Kayangel, Hatahobei (Tobi), Peleliu and Sonsorol- are outlying island or atoll states. The total land area is 206 square miles (535 km<sup>2</sup>). About 80% of the approximately 20,000 population live on Koror Island, which is also a state. Tourism, government services and fishing are the main forms of formal economic activity in Palau.

The availability of fresh water in the outlying island communities of Palau is dependent upon favourable environmental conditions. Access to a supply of good quality water in the outlying states has been degrading over the last couple of decades. Several underground aquifers tapped by wells are considered no longer fit for human use having become stagnant with an unpleasant sulphuric stench or having become salty as a result of saltwater intrusion. This groundwater supply has been declared unsafe for human consumption and food preparation by the Environmental Quality Protection Board. Poor water quality is not confined to underground sources since household and community water tanks have been tested and found to have unsafe levels of e-coli contamination.

Insufficient water supply and poor quality are also related to a lack of maintenance, difficulties with obtaining spare parts, incorrectly sized generators and the remoteness of the outlying island states.

Climate change can affect water security in these communities in a number of ways, including: (i) higher air temperatures can affect evaporation rates and the availability of quality water, (ii) changes in precipitation (rainfall) and extreme weather events aggravate water scarcity, and (iii) the sea level will continue to rise, which can affect the availability and quality of water supply in small, low-lying islands.

Sea-level rise, shifting rainfall patterns and warmer temperatures are impacting the water lenses of the outlying island states, by decreasing the quantity and quality of available water. The residents are dependent on groundwater supply or roof catchment that is already insufficient in volume and poor in quality. The poor quality water affects health, tourism as well as agricultural productivity.

Against this background the improvement of water services to the outlying island states by the PPUC is a serious challenge. While there are currently some major water sector activities commencing for Babeldaob and Koror drawing on support from the Government of Japan and the Asian Development Bank (ADB), there has not yet been significant activity implemented in the outlying island states. Outlying island states have been urgently seeking assistance with addressing water issues related to climate change and variability and this project provides a timely opportunity for developing an effective comprehensive and replicable approach rather than piecemeal water sector development that does not fully incorporate climate change.

The Global Climate Change Alliance Pacific Small Islands States (SPC-GCCA: PSIS) project is funded by the European Union and implemented by the Secretariat of the Pacific Community and



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focuses on nine smaller Pacific Island Countries including the Republic of Palau. The overall objective of the Palau climate change adaptation project: “Addressing Water Sector Climate Change Vulnerabilities in the Outlying States of Palau” is to increase the resilience of the water sector to climate change impacts in Palau. The project is being implemented in Palau from 2012 to 2015.

The project’s focus was determined by the Government of Palau and included widespread consultation. This project is consistent with the climate change adaptation needs and priorities for Palau as identified in the 2012 Water Policy and recent national consultation processes as well as Palau’s Medium Term Development Strategy: Action for Palau’s Future 2009–2014, linked to the National Master Development Plan – Palau 2020.

The project result areas are as follows: (i) Capacity of key stakeholders in Palau is enhanced for monitoring and maintaining water systems in the outlying island states (ii) Appropriate water sector infrastructure improvements are made in the outlying island states (iii) Availability and quality of water resources in the outlying island states assessed; and (iv) Level of awareness on water conservation raised and appropriate water security measures implemented by Palauan residents.

The project purpose is to help ensure water quality and supply meets the needs of the people in the outlying island states of Palau and contributes to these communities’ adaptation plans for the impacts of climate change on fresh water resources.. The project results relating to capacity building and awareness raising for water resources will have benefits for the whole of the population(20,643) of Palau, while outlying states population of approximately 1354 people will directly benefit from the assessments and enhanced water quality and supply infrastructure..

The project will provide the Government of Palau through the Palau Public Utilities Corporation (PPUC) with staff support, equipment, technical assistance, capacity building and training, to help the key water sector stakeholders, to strengthen and improve the water systems operations in the outlying island states, and to ensure that maintenance and monitoring programs are in place.

The project will also enable the PPUC-WWO and outlying island states to enhance water quality, access, availability, and safety, with upgrading of both ground water and rainwater catchment and storage systems in Angaur, Hatohobei, Sonsorol, Kayangel and Peleliu. The project also links with a water conservation incentive loan programme with the National Development Bank of Palau funded by EU under the SPC GCCA: PSIS. Involvement of community members is important for this project.

To achieve these results public education and outreach, relating to water conservation, monitoring and management for the outlying islands of Palau are to be conducted building on related ongoing work and partnerships. This should especially target key community groups such as women, children and the disabled using locally appropriate participatory approaches and Palauan language. It is envisaged that the action plan and water conservation resource materials could be replicable to other states of Palau.



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#### **III. PURPOSE**

The purpose of this consultancy is to (i) prepare an action plan that will guide the implementation of education and awareness activities relating to water conservation and climate change in Palau, with a particular focus on the monitoring and maintenance of water storage systems in outlying island states; and (ii) design materials and implement activities contained in the action plan.

Key Result Area: Level of awareness about water conservation raised and appropriate measures in the context of climate change implemented by Palauan residents.

Measurable Indicators that this consultancy aims to deliver on are

- Water security education and awareness raising action plan focusing on PPUC's work in the outlying islands states, and including consideration of vulnerable groups, prepared and distributed by 01/2015
- At least two water conservation awareness programs implemented and evaluated, so as to reach 10% of the population by 05/2015 using baseline and end-of-project surveys to determine uptake of water conservation and climate change adaptation education activities
- Education materials on water conservation and maintenance in the context of climate change distributed to at least two outlying island states by 05/2015, including: materials in English and Palauan languages using print, radio and other media;

#### **IV. SCOPE OF WORK**

*Please refer to Attachment I for an application form to be filled and submitted along with proposal(s).*

The outputs of this consultancy are as follows:

##### **1. Preparation of a Work Plan to undertake the consultancy**

Prepare a work plan and schedule for undertaking the work involved to complete these Terms of Reference and agree this with the Palau Public Utilities Corporation Project Officer who will consult with colleagues at the Office of Environmental Response and Coordination and the SPC GCCA:PSIS Climate Change Advisor.

Deliverable1: Agreed work plan.

##### **2. Review of Relevant Documentation and Stakeholder Analysis**

Discuss with key stakeholders and review relevant documents relating to water resources, climate change, and previous and ongoing education and awareness activities.



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Stakeholder analysis will include consultation with key government partners responsible for implementation of the plan and the identification of target groups impacted by the plan. Stakeholder outreach to be conducted through various means, including, but not limited to, workshops, focus group discussions, surveys, one on one consultations, etc.

- Government partners to include, but are not limited to PPUC, MOE, MNRET, MOH, EQPB, OERC, NEMO, State Governments.
- National and regional non-Governmental partners to include, but not be limited to PREL, IOM, SPC Divisions, SPREP
- Target Groups to include, but are not limited to, community based organizations (Traditional Leaders, Governors Association, women's groups, men's groups, and youth groups), school aged children, householders.

The Consultant shall review relevant documents for water conservation and climate change communication strategies and plans available from other Palau organizations and other relevant Pacific organizations, including but not limited to:

- Palau 2011 Water Policy
- Pacific Islands Framework for Action on Climate Change 2006-2015
- Palau IWRM Water Outlook Report
- Palau Ministry of Education
  - Sustainable Education Development Initiative
  - Palau Science Curriculum Framework
  - Palau Health Education Framework
- IWRM Ngerikiil Watershed Management Plan
- EQPB Water Quality Standards and Regulations
- Public Health/Division of Environmental Health Water and Sanitation (WASH) Resources, Climate Change and Health Action Plan.
- Water Catchment Manual Ministry of Health and EQPB
- Draft SPC Climate Change and Water Key learning messages for the education sector
- Summaries of work conducted as part of Palau's National Policy Framework Development
- ADB Water Sector Analysis,
- SPC-SOPAC socioeconomic survey (water consumption and costs benefit analysis)
- Pacific Resource for Education and Learning (PREL)
  - Pacific Climate Education Partnership (PCEP)
  - Climate Science Education Framework
  - Climate Science Education Resources
  - Water for Life
  - Palau Water Conservation Outreach and Drought Mitigation Plan
  - Water Conservation Education Resources

Deliverable 2: Assessment report with bibliography covering ongoing and recent (completed within last 3 years) education and awareness activities relating to water conservation and climate change in Palau and the region, key stakeholders for implementation, and target audiences.





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#### 3. Knowledge, Aptitude, Practice Survey

Conduct a baseline survey of knowledge and use of water conservation measures in the context of climate change, focusing on outlying island States (Q4 2014), and present findings back to stakeholders to inform action plan. This survey is to be repeated at the end of the project for monitoring and evaluating project impact.

Deliverable 3: Baseline survey report identifying current, knowledge, aptitude and practice.

#### 4. Preparation of Water Conservation and Climate Change Awareness Action Plan

Prepare water conservation and climate change education and awareness action plan and hold discussions with relevant stakeholders identifying areas for collaboration. The Action Plan must fit within the context of Palau's existing and planned water and climate change education awareness work and any broader regional communication plans relating to water conservation and climate change. It must identify entry points for different organizations working in the area in Palau, and in particular the first year of activities for funding by the European Union through the SPC-GCCA: PSIS. Specific visibility requirements of individual donors will be included in the Action Plan.

The action plan should cover: Background, Objectives, Target Audiences, Key Messages, Communications Tactics, Schedule, Responsibilities, Budget, Monitoring and Evaluation, and Provision for Review and Update of the Plan. The action plan should provide options for continuation beyond the project time period. The Consultant will act as the primary resource person for a one-day workshop in Palau with stakeholder representatives to conduct a review of the draft Action Plan.

Deliverable 4: Action plan for Water Conservation and Climate Change Education and Awareness activities to cover the period Q4 2014 to Q3 2015, with proposals to continue the activities (possibly in a reduced form) beyond 2015.

#### 5. Implementation of Water Conservation and Climate Change Awareness Action Plan Activities

Design and implement water conservation and climate change education and awareness activities (to mid-2015), all in Palauan, to include at the minimum:

- One competition (e.g. song, quiz challenge, branding related to project objectives)
- Four media programs (e.g. radio, video, TV, website)
- Two community workshops in outlying island States: the first to include a stakeholder analysis, and the second to test materials and key messages.
- Two public awareness events for water conservation in the context of climate change involving PPUC and other partners (2015 World Water Day or Earth Day).
- Written materials in 2 languages (English, Palauan) e.g. information sheets, stickers and/or other printed materials relating to water storage and system monitoring and maintenance (repairing leaks



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at home, leak reporting water tanks, collection, conservation, health), wherever possible adapting existing materials, and always incorporating donor visibility requirements.

- Repeat of Deliverable 2 Knowledge, Aptitude, Practice survey in Q3 of 2015 and analysis of the results.

Deliverable 5: Report (in English) describing the implementation and impact of all the water conservation and climate change education and awareness activities conducted as part of this consultancy, accompanied by copies of the relevant materials. This will include the Knowledge, Aptitude and Practice Survey Report with an analysis of the impact of the education and awareness activities.

#### A. Institutional arrangements

The consultancy will be managed by the PPUC SPC GCCA:PSIS Project Officer, in collaboration with OERC and the Project Manager and the Climate Change Adviser of the GCCA: PSIS project, within the SPC Programmes Directorate.

#### B. Duration of the work

This will be delivered over the period **1 November 2014 – 30 September 2015.**

### V. PAYMENT TERMS

This is an output based contract and will be paid in accordance with the payment schedule below:

<u>Milestones/Outputs</u>	<u>Deadline (Date)</u>	<u>% Payment</u>
Signed copy of the contract and <b>Deliverable 1</b> – agreed work plan and schedule for conducting the consultancy.	30.10.14	20%
<b>Deliverable 2:</b> Assessment report covering ongoing and recent (completed within last 3 years) education and awareness activities relating to water conservation and climate change, key stakeholders for implementation and target audiences. <b>Deliverable 3:</b> Baseline survey report identifying current, knowledge, aptitude and practice. <b>Deliverable 4:</b> Action plan for Education and Awareness activities to cover the period Q4 2014 to Q3 2015, with proposals to continue the activities (possibly in a reduced form) beyond 2015.	31.12.14	40%
<b>Deliverable 5:</b> Report (in English) describing the implementation and impact of all the water conservation and climate change education and awareness activities conducted as part of this consultancy, accompanied by copies of the relevant materials. This will include the Knowledge, Aptitude	30.09.15	40%





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<u><i>Milestones/Outputs</i></u>	<u><i>Deadline (Date)</i></u>	<u><i>% Payment</i></u>
and Practice Survey Report with an analysis of the impact of the education and awareness activities.		

All activities to be conducted in close consultation with the PPUC SPC GCCA:PSIS Project Officer, the Palau SPC GCCA: PSIS Associate Climate Change Officer, Office of Environmental Response and Coordination, and the SPC-GCCA: PSIS Climate Change Advisor based in Pohnpei.

This will be an output-based, lump sum contract and financial quotations should cover all costs including: professional fees, travel and per diem, consultations, workshops, costs relating to the delivery of the education and awareness activities (e.g. printing, broadcasting etc.). It is anticipated that preparation of the water conservation and climate change education and awareness action plan will take around 33% of the effort, and implementation of the water conservation and climate change education and awareness activities and measurement of their impact will take around 67% of the effort.

The funding by the European Union through the Global Climate Change Alliance will be reflected as appropriate in the project activities, including the use of the following logos: EU flag accompanied by the text “Funded by the European Union” and the Global Climate Change Alliance logo,



together with those of SPC and Government of the Republic of Palau and other partners where applicable:



## **VI. EVALUATION AND SELECTION PROCESS**

All proposals received shall be evaluated by a specially convened committee. The following criteria (NOT Necessarily in Order) will be used to evaluate proposals:

1. The Minimum required benefits and services that are covered by the proposal.
2. The company's ability to provide the required benefits and services.
3. Authorized participating service providers.
4. The proposed over-all cost of proposal(s).
5. Proposed additional value-added provisions/options



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6. Extras such as additional service coverage.

PPUC seeks to engage a consultant or consultancy team with expertise in education and awareness activities particularly as they relate to water conservation and climate change. Skills required are as follows:

- Degree or equivalent in communications, or a related field.
- At least 5 years' experience in the research, design (including action plans), implementation, monitoring and evaluation of education, awareness, and behavior change communications
- At least 3 years' experience in communication activities related to water conservation and/or climate change in the Pacific; and similar experience in Palau would be an advantage.
- Excellent command of written and spoken English and written and spoken Palauan
- Experience and skills in liaison and balancing the requirements and needs of different groups including technical and communities, and in running community training and workshops.
- Ability to work independently and provide deliverables to schedule
- Computer literacy and demonstrated knowledge of software packages, particularly the Microsoft suite of programs

Competency Requirements	Score Weight (%)	Total Obtainable Score
1. To what extent does the Consultant's overall proposal address the Scope of Work outlined in the Request for Proposals (RFP).	15%	15
2. To what extent does the Consultant's proposal demonstrate an understanding of the specific issues around water conservation and climate change in the outlying island states of Palau.	15%	15
3. To what extent does the Consultant's proposal demonstrate experience with the design of (i) communication action plans and (ii) implementation of communication activities relating to water conservation and climate change in Pacific Small Island States	20%	20
4. To what extent is the Consultant's delivery schedule for the work comprehensive and realistic.	15%	15
5. Do the qualifications of the Consultant(s) meet the requirements for this consultancy for the design and implementation of a Communications Action Plan for Education and Awareness relating to water conservation and climate change	20%	20
6. How would you assess the Consultant(s) analytical, project management and reporting/delivery skills	15%	15
Scope of bid price Total Score	100%	<b>100</b>



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**Selections will be made and announced within 45 days after Bid Closing Date.**

#### **VII. GENERAL CONDITIONS**

A. Vendors are required to submit their proposals based upon the conditions expressed in these instructions

- i. **Assignment of Contract:** The contract shall not be assigned to any party without prior written consent from PPUC.
- ii. **RFP Modification:** This RFP does not commit PPUC to award a contract, to pay any costs incurred in the preparation of the proposal under this request, or to procure or contract for services. PPUC also reserves the right to accept or reject any or all proposals received under this request, to negotiate with qualified offeror, or to cancel in whole or in part this RFP, if it is in the best interest of PPUC to do so. Offerors under this RFP may be required to participate in negotiations and to submit any price, or technical revisions to their proposals as may result from the negotiation process.
- iii. **Performance Bond:** PPUC requires that all contractors with contracts in excess of \$100,000 should acquire performance and payment bonds tendered in a manner and through a surety acceptable to the PPUC General Manager, which guarantees satisfactory completion of a project. The performance and payment bonds shall be in an amount equal to the total price specified in the contract.
- iv. **Transfer of property:** All proposals shall become PPUC property.
- v. **Conformity:** The PPUC procurement regulations shall apply to all proposals and bids and all winning bidders and contractors shall be bound by them.
- vi. **All proposals shall be submitted in the following format:**
  1. A cover page with a table of contents.
  2. An executive summary page that summarizes the corporate history, contractor's ability to satisfy the requirements of this RFP, project cost and a synopsis of salient details required in this RFP.
  3. Extensive detailed description of each of the requirements of the RFP which shall include engine efficiency in kWh/gallon, maintenance schedule in running hours, and other relevant details.
  4. The proposals shall be sealed in a package and should include:
    - a. The Contractors information (i.e., Name, Address, and Contact) on the outside package



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- b. The RFP# on the outside of the package that should be submitted NO LATER THAN 4:00 PM of CLOSING DATE-Palau Time.  
[Note: The RFP # should be in big fonts.]
- c. The sealed package should include the *original plus five (5) copies* of the proposal.

**vii. *Inquiries:*** Any inquiries, requests, clarification, or additional information pertaining to this RFP shall be made in writing, by email or fax through the contacts provided

### **VIII. CONTRACT CLAUSES**

**A.** All contracts shall, at a minimum, contain the following clauses:

- 1. Governing Regulations
- 2. Penalties for Violation of Regulations
- 3. Contract Disputes
- 4. Gratuities
- 5. Kickbacks
- 6. Representation of Contractor Concerning Contingent Fees
- 7. Changes
- 8. Stop Work Order
- 9. Termination for Defaults or Convenience
- 10. Approvals, Certificates, Permits and Licenses
- 11. Laws and Regulations
- 12. PPUC's right to inspect
- 13. Commencement of Work
- 14. Liquidated Damages
- 15. Schedule
- 16. Clear Title
- 17. Taxes
- 18. Force Majeure
- 19. Relationship
- 20. Entire Agreement
- 21. Assignment
- 22. Subcontracts.



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23. Contracting Officer

#### **IX. CONTACT DETAILS**

P.O. Box 1372, PPUC Main Office, 1st Floor--Oldiais Building--Koror, Palau 96940.

If you have any inquiries please contact:

Name	Title	Contact No.	E-mail Address
Sofronio Ponx Mahor	Procurement Officer	(680)488-5320/3870	<a href="mailto:onz@ppuc.com">onz@ppuc.com</a> .
Clarissa Adelbai	Grant Manager	(680) 488-5320/3870	<a href="mailto:adelbai@ppuc.com">adelbai@ppuc.com</a> .
John Kintaro, Jr	Project Coordinator	(680) 488-5320/3870	<a href="mailto:jkintaro@ppuc.com">jkintaro@ppuc.com</a> .
Dee Lola Reklai	Project Finance Assistant	(680) 488-5320/3870	<a href="mailto:lola@ppuc.com">lola@ppuc.com</a> .