

Wildlife Conservation Society (WCS) - Request for Proposal Letter of invitation

RFP: WASH consultant for Manus, PNG

May 26, 2025

Dear Sir/Madam:

1. Wildlife Conservation Society (hereinafter called “Client”) has received financing (hereinafter called “the funds”) from the Agence Française de Développement through the Financing Agreement AFD CZZ.2749 02 L dated 22nd August 2022 (hereinafter “the Agreement”) in support of the *Kiwa WISH+ (Watershed Interventions for Systems Health Plus)* Project. The Client intends to apply a portion of the funds to eligible payments under the contract for which this Request for Proposals is issued.
2. Wildlife Conservation Society now invites proposal from a consultant to provide the following consulting services (hereinafter called “Services”): “WASH consultant for Manus, PNG”. More details on the Services are provided in the Terms of Reference.
3. A Consultant shall be selected under the selection method based on quality and cost. Namely, the ideal consultant should possess demonstrated experience in conducting site assessments and designing WASH interventions in remote communities in the Pacific, preferably in PNG, and in integrating Nature-based Solutions into WASH programs. The consultant will also have a strong understanding of sustainable and climate-resilient WASH systems.

Proposals will be evaluated based on the following criteria:

Evaluation criteria	Score
Relevant experience	/40
Response to ToR – robust methodology and plan for executing contract	/40
Financial proposal	/20
Total score	/100

The indicative budget for those Services is 12,000 USD.

4. The RFP includes the following documents:
 - This Letter of Invitation
 - The Proposal Submission Letter
 - Technical Proposal Template
 - Financial Proposal Template
 - Terms of Reference
 - Declaration of integrity

5. Please inform us upon receipt by email to nsabak@wcs.org and alatinne@wcs.org.
 - a) That you have received the Letter of Invitation; and
 - b) Whether you intend to submit a Proposal or not
6. Your proposal shall comprise of:
 - 1) Proposal Submission letter,
 - 2) Technical Proposal (including your CV)
 - 3) Financial Proposal net of taxes and
 - 4) the signed Declaration of Integrity

The proposal documents must be sent to nsabak@wcs.org and alatinne@wcs.org by **June 18, 2025**.

If necessary, you may request any clarifications by sending an email to the same email addresses.

Yours sincerely,

Nella Sabak and Alice Latinne

Proposal submission letter

[Location, Date]

To: Nella Sabak and Alice Latinne
Wildlife Conservation Society

Dear Madams:

We, the undersigned, offer to provide the consulting Services for “WASH consultant for PNG” in accordance with your Request for Proposal dated May 26, 2025, and my attached Technical and Financial Proposals.

I understand you are not bound to accept any Proposal you receive.

We remain, Yours sincerely,

Name and Title of Signatory:

Name of Firm:

Address:

Contact information (phone and email):

Technical Proposal Template

A. Expert's Curriculum Vitae (CV) or company history detailing relevant experience

A detailed and up-to-date CV or company profile including information on the team that will be allocated to the project shall be provided. An indication of the key staff, their experience and what they would be responsible for in the delivery of this proposal will help us evaluate the proposal. Please also include a sample of a previous relevant project.

B. Description of Approach, Methodology, and Work Plan in accordance with the Terms of Reference

Please note the following:

- a) Approach and methodology. Specify your understanding of the objectives of the assignment, your approach and methodology for carrying out the activities and meeting the expected outputs that shall be detailed. Issues to be addressed and their consequences shall be highlighted, and the methodology to tackle them shall be provided. Please include under this section any comments and suggestions on the TORs provided by the Client if any.
- b) Work Plan. Specify the nature and duration of each activity of the assignment, phasing and interrelations, milestones (including interim approvals by the Client), and delivery dates of the reports. The proposed work plan should evidence clear understanding of the TORs and ability to translate them into a realistic working plan. A list of the final documents, including reports to be delivered as final output, should be included here.

Financial Proposal Template

Please include both your professional fees for management and execution as well as unit costs for other expenses. **Please note that accommodation while on Manus and transport to project communities from Lorengau (Manus) will be covered by WCS and should not be included in your financial proposals.** (Please note the following table is an example that should be adapted)

	<i>Unit price (USD)</i>	<i>Quantity</i>	<i>Total (USD)</i>
Remuneration / Professional fees	(fee net of taxes per day)	(to be specified)	
Other expenses: <i>For example</i> Per diems Billboard Video Flights (specify list of items)	(for each item specify if Lump sum or reimbursable)	(to be specified)	

Consultant's signature:

Address:

Terms of Reference

Terms of Reference: WASH consultant for Manus, PNG

1. Background: Melanesia (Fiji, Papua New Guinea [PNG], and Solomon Islands) is globally renowned for its high levels of biological diversification and endemism, which underpin all aspects of sustainable development across its natural resource-dependent economies. Yet Melanesia's biodiversity and the human well-being that it supports are extremely vulnerable to forest loss, with rates far exceeding global averages. Loss of intact forest systems within Melanesian coastal watersheds is linked to multiple, adverse impacts to biodiversity and human health and well-being, as well as increased vulnerability to climate shocks. In Melanesia, outbreaks of water-related diseases are common, amplified by environmental factors related to climate change, land use change, and changing social conditions. Pacific Island Countries, including those in Melanesia, have the lowest coverage of improved drinking water and sanitation on earth, with two-thirds of people relying on unprotected water sources for drinking and cooking that are influenced by environmental contamination. This contaminated water leads to declines and disease in freshwater and coral reef organisms.

The Wildlife Conservation Society (WCS), with partners from the University of Sydney and University of Queensland, is implementing the Kiwa Watershed Interventions for Systems Health Plus (WISH+) project, a multi-country project funded by the Kiwa Initiative. The Kiwa Initiative is a multi-donor program that aims to strengthen the climate change resilience of Pacific Island ecosystems, communities and economies through Nature-Based Solutions (NbS). The overall goal of the project is to successfully implement Integrated Water Management (IWM) for biodiversity, climate resilience and human health co-benefits, as well as provide a model for managing systems health for the Pacific that is upscaled through decision-support tools, long-term sustainable financing and effective public policy. WCS and its partners are implementing IWM at key sites in Fiji, Solomon Islands and PNG, while developing Water and Sanitation Safety Plans (WSSP) with village-level water committees and implementing priority interventions to minimize risks.

2. Consultancy Objectives: Provide recommendations and technical advice on WASH interventions and Nature-based Solutions needed to improve the sanitation and water systems in nine project communities on Manus Island, PNG.

3. Scope of work:

1. Review the Water and Sanitation Safety Plans that were developed for each project community and provide suggestions for refinement of the improvement plans.
2. Visit at least 4 project communities to gain better understanding of the local context and specificities. The communities to visit will be selected based on the WSSP and in consultation with the WCS team.
3. Using data available in the WSSP and collected during the site visits and conversations with the WCS team, develop a comprehensive list of tailored infrastructure interventions (toilets, septic tanks, dams, water tanks, piping systems...) recommended for each project community to upgrade existing water and sanitation

systems, improve water quality and availability, reduce risk of water-borne diseases and strengthen climate resilience.

4. Recommend appropriate and detailed designs for the listed infrastructure. Recommended designs must be sustainable, climate-resilient and adapted to the local environment and PNG standards.
5. Identify priority interventions to be implemented by the Kiwa WISH+ project in consultation with the WCS team based on available budgets and local context.
6. Develop a comprehensive list of materials to be procured to build the priority infrastructure.
7. For each project community, develop a comprehensive description of Nature-based Solutions that can be implemented to complement the infrastructure interventions in the project communities.

4. Deliverables:

1. Reviewed WSSPs with suggestions for refinement of the improvement plans
2. Report on the site visit in project communities
3. Report including:
 1. Description of infrastructure interventions recommended to upgrade existing water and sanitation systems and tailored for each of the Kiwa WISH+ communities in Manus, including detailed descriptions of recommended designs
 2. List of interventions identified as priority to be implemented by the Kiwa WISH+ project
 3. Comprehensive list of materials to be procured to build the priority infrastructure
 4. Description of recommended Nature-based Solutions to complement the infrastructure interventions for each of the Kiwa WISH+ communities in Manus

5. Timeline: The consultant will carry out the work remotely with a site visit to Manus Island, PNG. The consultancy work will start by August 2025 and should be completed by the end of October 2025.

6. Requirements and Qualifications: The consultant will have demonstrated experience in conducting site assessments and designing WASH interventions in remote communities in the Pacific, preferably in PNG, and in integrating Nature-based Solutions into WASH programs. The consultant will also have a strong understanding of sustainable and climate-resilient WASH systems.

Declaration of Integrity

Reference name of the Services Agreement: WASH consultant in Manus, PNG (The "**Contract**" or "**Agreement**")

To: Wildlife Conservation Society (The "**Contracting Authority**")

- 1) We recognise and accept that *Agence Française de Développement* ("AFD") only finances projects of the Contracting Authority subject to its own condition, which are set out in the Financing Agreement which benefits directly or indirectly to the Contracting Authority. As a matter of consequence, no legal relationship exists between AFD and our organization, company, our joint venture or our suppliers, contractors, subcontractors, consultants or subconsultants. The Contracting Authority retains exclusive responsibility for the preparation and implementation of the selection process and performance of the Contract.
- 2) We hereby certify that neither we or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations:
 - 2.1) Being bankrupt, wound up or ceasing our activities, having our activities administered by the courts, having entered into receivership, reorganisation or being in any analogous situation arising from any similar procedure;
 - 2.2) Having been:
 - a. convicted within the past five years by a court decision, which has the force of *res judicata* in the country where the Contract is implemented, of fraud, corruption or of any other offense committed during a selection process or performance of a contract (in the event of such conviction, you may attach to this Statement of Integrity supporting information showing that this conviction is not relevant in the context of this Contract);
 - b. subject to an administrative sanction within the past five years by the European Union or by the competent authorities of the country where we are constituted, for fraud, corruption or for any other offense committed during a selection process or performance of a contract (in the event of such sanction, you may attach to this Statement of Integrity supporting information showing that this sanction is not relevant in the context of this Contract);
 - c. convicted within the past five years by a court decision, which has the force of *res judicata*, of fraud, corruption or of any other offense committed during the selection process or performance of an AFD-financed contract;
 - 2.3) Being listed for financial sanctions by the United Nations, the European Union and/or France for the purposes of fight-against-terrorist financing or threat to international peace and security; For information purposes only, the Contracting Authority is providing the following references: For the lists maintained by the United Nations, the following website may be consulted: <https://www.un.org/securitycouncil/fr/content/un-sc-consolidated-list>; For the lists maintained by the European Union, the following website may be consulted: https://eeas.europa.eu/headquarters/headquarters-homepage/8442/consolidated-list-sanctions_fr; For the lists maintained by France, the following website may be consulted:

<https://www.tresor.economie.gouv.fr/services-aux-entreprises/sanctions-economiques/dispositif-national-de-gel-des-avoirs>.

- 2.4) Having been subject within the past five years to a contract termination fully settled against us for significant or persistent failure to comply with our contractual obligations during contract performance, unless this termination was challenged and dispute resolution is still pending or has not confirmed a full settlement against us;
- 2.5) Not having fulfilled our fiscal obligations regarding payments of taxes in accordance with the legal provisions of either the country where we are constituted or the Contracting Authority's country;
- 2.6) Being subject to an exclusion decision of the World Bank and being listed on the website <http://www.worldbank.org/debar> (in the event of such exclusion, you may attach to this Statement of Integrity supporting information showing that this exclusion is not relevant in the context of this Contract);
- 2.7) Having created false documents or committed misrepresentation in documentation requested by the Contracting Authority as part of the selection process of this Contract.
- 3) We hereby certify that neither we, nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants are in any of the following situations of conflict of interest:
 - 3.1) Being an affiliate controlled by the Contracting Authority or a shareholder controlling the Contracting Authority, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;
 - 3.2) Having a business or family relationship with a Contracting Authority's staff involved in the selection process or the supervision of the resulting Contract, unless the stemming conflict of interest has been brought to the attention of AFD and resolved to its satisfaction;
 - 3.3) Being controlled by or controlling another bidder or consultant, or being under common control with another bidder or consultant, or receiving from or granting subsidies directly or indirectly to another bidder or consultant, having the same legal representative as another bidder or consultant, maintaining direct or indirect contacts with another bidder or consultant which allows us to have or give access to information contained in the respective applications, bids or proposals, influencing them or influencing decisions of the Contracting Authority;
 - 3.4) Being engaged in a consulting services activity, which, by its nature, may be in conflict with the assignments that we would carry out for the Contracting Authority;
 - 3.5) In the case of the Contract involving my purchase of goods, works or plants:
 - i. Having prepared or having been associated with a consultant who prepared specifications, drawings, calculations and other documentation to be used in the selection process of this Contract;
 - ii. Having been recruited (or being proposed to be recruited) ourselves or any of our affiliates, to carry out works supervision or inspection for this Contract;

- 4) If we are a state-owned entity, and to compete in a selection process, we certify that we have legal and financial autonomy and that we operate under commercial laws and regulations.
- 5) We certify that the origin of the funds of the company legal entity and the company founder(s) and chief executive officer is not due to a crime or misdemeanour, including any act or omission intended to damage the European Union budget and involving (i) the use or presentation of false, inaccurate or incomplete statements or documents, which has as its effect the misappropriation or wrongful retention of funds or any illegal reduction in resources of the general budget of the European Union; (ii) the non-disclosure of information with the same effect; and (iii) misappropriation of such funds for purposes other than those for which such funds were originally granted .
- 6) We undertake to bring to the attention of the Contracting Authority, which will inform AFD, any change in situation with regard to points 2 to 5 here above and will take all necessary measures to remedy the situation.
- 7) In the context of the selection process and performance of the corresponding contract:
 - 7.1) We have not and we will not engage in any dishonest conduct (act or omission) deliberately intended to deceive others, to intentionally conceal items, to violate or vitiate someone's consent, to make them circumvent legal or regulatory requirements and/or to violate their internal rules in order to obtain illegitimate profit;
 - 7.2) We have not and we will not engage in any dishonest conduct (act or omission) contrary to our legal or regulatory obligations or our internal rules in order to obtain illegitimate profit;
 - 7.3) We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to (i) any Person who holds a legislative, executive, administrative or judicial mandate within the State of the Contracting Authority regardless of whether that Person was nominated or elected, regardless of the permanent or temporary, paid or unpaid nature of the position and regardless of the hierarchical level the Person occupies, (ii) any other Person who performs a public function, including for a State institution or a State-owned company, or who provides a public service, or (iii) any other person defined as a Public Officer by the national laws of the Contracting Authority's country, an undue advantage of any kind, for himself or for another Person or entity, for such Public Officer to act or refrain from acting in his official capacity;
 - 7.4) We have not promised, offered or given and we will not promise, offer or give, directly or indirectly to any Person who occupies an executive position in a private sector entity or works for such an entity, regardless of the nature of his/her capacity, any undue advantage of any kind, for himself or another Person or entity for such Person to perform or refrain from performing any act in breach of its legal, contractual or professional obligations;
 - 7.5) We have not and we will not engage in any practice likely to influence the contract award process to the detriment of the Contracting Authority and, in particular, in any anti-competitive practice having for object or for effect to prevent, restrict or distort competition, namely by limiting access to the market or the free exercise of competition by other undertakings;
 - 7.6) Neither we nor any of the members of our joint venture or any of our suppliers, contractors, subcontractors, consultants or subconsultants shall acquire or supply any equipment nor operate in any sectors under an embargo of the United Nations, the European Union or France;

- 7.7) We commit ourselves to comply with and ensure that all of our suppliers, contractors, subcontractors, consultants or subconsultants comply with international environmental and labour standards, consistent with laws and regulations applicable in the country of implementation of the Contract, including the fundamental conventions of the International Labour Organisation (ILO) and international environmental treaties. Moreover, we shall implement environmental and social risks mitigation measures when specified in the environmental and social commitment plan (ESCP) provided by the Contracting Authority.
- 7.8) In the context of the project financed through the Contracting Authority, we undertake to bring to the attention of the Contracting Authority, which will inform AFD, any acts in relation to sections 7.1 to 7.7 above which we become aware or suspect that any third party has committed in relation to the project, and to take all necessary measures to remedy the situation.
- 8) We, as well as members of our joint venture and our suppliers, contractors, subcontractors, consultants or subconsultants authorise AFD to inspect accounts, records and other documents relating to the selection process and performance of the contract and to have them audited by auditors appointed by AFD.

Name: _____

In the capacity of: _____

Duly empowered to sign in the name and on behalf of: _____

Signature: _____

Dated: _____