



TERMS OF REFERENCE

Activity Title:	Review and Update of the Vanuatu Plant Import Specification Manual
Estimated Duration:	6 months
Estimated Budget:	AUD 70,000 (inclusive of consultancy fees, consultancy travel costs and other consultancy related costs)
Location:	Remote, with travel to Vanuatu
Estimated Start Date:	October 2026
Reporting to:	Trade in Goods Adviser

I. BACKGROUND

The Pacific Agreement on Closer Economic Relations Plus (PACER Plus) provides a framework to facilitate trade while ensuring Parties maintain appropriate measures to protect human, animal and plant life and health. Its Sanitary and Phytosanitary (SPS) Chapter promotes the use of science-based measures, transparency and alignment with relevant international standards. It also supports strengthening the technical and institutional capacity of Parties to effectively implement SPS measures and facilitate safe trade.

In Vanuatu, the Plant Import Specification Manual is the principal operational reference for plant and plant product import conditions. Originally developed in 2009, the Manual requires updating to reflect changes in pest and disease risks, trade pathways, pest risk analysis and international phytosanitary standards. The current Manual therefore needs to be reviewed to ensure plant import requirements are current, risk-based, technically justified, transparent and practical to administer, and consistent with Vanuatu's legislation and relevant International Standards for Phytosanitary Measures (ISPMs).

Accordingly, PPIU seeks to engage a suitably qualified Consultant to review and update the Vanuatu Plant Import Specification Manual and strengthen the capacity of Biosecurity Vanuatu to effectively apply and maintain the revised plant import requirements.

II. OBJECTIVE & SCOPE

The objectives of the consultancy are to:

1. **Review and update the Vanuatu Plant Import Specification Manual** to ensure plant import requirements are current, risk-based, scientifically justified and practical to implement.
2. **Align plant import requirements with relevant international phytosanitary standards**, Vanuatu's legislation and obligations under the PACER Plus SPS Chapter.
3. **Strengthen Biosecurity Vanuatu's capacity** to consistently implement, administer and maintain the updated Manual.

To achieve these objectives, the Consultant will:

- Review the existing Manual, plant import specifications, permit conditions, operating procedures and associated phytosanitary measures, and identify gaps, inconsistencies and requirements for updating.



- Review relevant pest records, interceptions, surveillance information, pest status, trade pathways and other available scientific and technical information to inform the revised requirements.
- Assess the legal, scientific and operational basis of existing plant import requirements and undertake relevant pest risk assessments, where required.
- Review relevant IPPC requirements, ISPMs and regional good practices and incorporate these, as appropriate, into the revised Manual.
- Consult with Biosecurity Vanuatu and relevant government and private-sector stakeholders to inform the review and proposed revisions.
- Prepare a revised Plant Import Specification Manual, including clear and practical import conditions and phytosanitary requirements.
- Develop practical guidance, procedures and tools to support consistent implementation and ongoing maintenance of the revised Manual.
- Facilitate validation of the revised Manual and incorporate agreed feedback.
- Deliver targeted capacity building to Biosecurity Vanuatu officials on the application and maintenance of the revised Manual.

III. DELIVERABLES

The Consultant shall deliver the following:

- Inception Report and Work Plan:** outlining the proposed methodology, detailed work plan and timeline, including the approach to the technical review, stakeholder consultations and development of the revised Manual.
- Technical Review and Draft Plant Import Specification Manual:** A technical review of the existing Plant Import Specification Manual, identifying key gaps and areas requiring revision, together with a complete draft of the revised Manual incorporating updated, risk-based plant import requirements.
- Revised Plant Import Specification Manual and Implementation documents:** A revised Plant Import Specification Manual incorporating feedback from Biosecurity Vanuatu and relevant stakeholders, together with practical guidance, procedures, templates and tools to support consistent implementation and ongoing maintenance of the Manual.
- Final Plant Import Specification Manual and Capacity-Building:** A final Plant Import Specification Manual incorporating agreed feedback, together with final implementation and training materials and delivery of targeted capacity building for Biosecurity Vanuatu officials.

All outputs shall be provided in Microsoft Office formats or other formats agreed with the PPIU.

IV. TIME AND PAYMENT SCHEDULE

The assignment shall be completed within six (6) months, according to the indicative timeframes below. Exact commencement and completion dates, as well as the scope of work, may be amended in consultation with the PPIU and the Biosecurity Vanuatu.

Nr.	Deliverables	Indicative Time Frame (delivered by)	Payment Schedule
1.	Inception Report and Work Plan	October 2026	20%



2.	Technical Review and Draft Plant Import Specification Manual	January 2027	30%
3.	Revised Plant Import Specification Manual and Implementation documents	February 2027	30%
4.	Final Plant Import Specification Manual and Capacity-Building	March 2027	20%

Note: Travel expenses for the Consultant(s) are included in the Consultancy Fees. Costs for stakeholder consultations must have prior approval from the PPIU and must follow the PPIU Procurement Policy.

V. REPORTING

- The Activity will be supervised by the Trade in Goods Adviser and Biosecurity Vanuatu and will hold responsibility for guiding progress and technical advice on delivering the activity.
- The Consultant is required to report to the Trade in Goods Adviser and Biosecurity Vanuatu, who will ensure that the deliverables are submitted according to the indicated timeframes and quality standards.
- Regular discussions with the Trade in Goods Adviser and Biosecurity Vanuatu will also be carried out during the consultancy period to monitor progress and constraints, support required and proposed solutions.

VI. QUALIFICATIONS, SKILLS AND EXPERIENCE REQUIRED OF CONSULTANT(S)

Qualifications

A postgraduate qualification in plant biosecurity, plant pathology, entomology, plant protection, phytosanitary science, pest risk analysis, agricultural science, or a related field.

Skills and Experience

- At least 10 years of relevant professional experience in plant biosecurity, phytosanitary measures, pest risk analysis, plant import requirements or related SPS areas.
- Demonstrated experience reviewing or developing plant import specifications, import requirements, pest risk assessments or similar phytosanitary regulatory instruments.
- Strong knowledge of the International Plant Protection Convention (IPPC) and relevant International Standards for Phytosanitary Measures (ISPMs).
- Demonstrated ability to assess scientific and technical evidence and translate findings into practical, risk-based plant import requirements.
- Experience developing technical manuals, operational guidance, procedures and tools for biosecurity or phytosanitary authorities.
- Demonstrated experience in stakeholder consultation, technical training and capacity building with government and relevant private-sector stakeholders.
- Experience working in Pacific Island countries or similar small island contexts is highly desirable.
- Strong analytical, facilitation, stakeholder engagement and report-writing skills, with excellent written and spoken English.