



# REQUEST FOR TENDERS

RFT: 2024/032  
File: AP\_2/39  
Date: 20 September, 2024  
To: Interested consultants  
From: Kenneth Kassem, BIEM Initiative Manager

**Subject: Request for tenders (RFT): Navua Catchment Ecosystem-based Adaptation Ridge to Reef Native Forest Community Nurseries, READVERTISEMENT**

## 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. 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 consultants (individuals or teams) to engage with communities on Beqa and Yanuca Islands – Central Province, Fiji to build their understanding and support for the initiative, in Ecosystem-based Adaptation (EbA) for improving livelihood through the establishment of certified native forest community nurseries.
- 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:
  - i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;



- ii. Provide three referees relevant to this tender submission, including the most recent work completed;
  - iii. 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.*
  - iv. Must meet local registration requirements where the consultant is based.
- 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:
  - a) **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 27 September 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 30 September 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 – 90%

Criteria	Detail	Weighting
----------	--------	-----------



<b>Experience</b>	a. Expertise and experience in working on community forestry in Pacific Island contexts with particular emphasis on native tree nursery establishment particularly in degraded landscapes or climate-vulnerable areas.	30
	b. Demonstrated experience and qualifications from a recognised tertiary institute forestry, agroforestry, or botany.	10
	c. Effective strategies for building local capacity and engaging communities throughout all stages of the project for conducting training sessions, workshops, and educational campaigns to raise awareness and foster community ownership, as well as experience in nursery construction.	15
	d. Experience in conducting community engagement, capacity building initiatives and other technical areas of ecosystem-based adaption using strong Gender Equality Disability Social Inclusion (GEDSI) lenses and approaches, including experience in conducting a rapid GEDSI analysis.	20
<b>Technical Proposal / Methodology</b>	e. <b>Proposed methodology and workplan</b> to undertake the tasks outlined in these terms of reference, including timelines to complete the deliverables.	15

## II. Financial Score – 10%

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: 04 October 2024, 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 2024/032: **Navua Catchment Ecosystem-based Adaptation Ridge to Reef Native Forest Community Nurseries.**'

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.**

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

## Annex A: Terms of Reference

### CONSULTANT - Navua Catchment Ecosystem-based Adaptation Ridge to Reef Native Forest Community Nurseries

#### Project Background

As part of the Pacific-European Union Marine Partnership (PEUMP) Programme, funded through the Eleventh Round of the European Development Fund (EDF 11), SPREP is the executing agency for Key Result Area 5, the Bycatch and Integrated Ecosystem Management (BIEM) Initiative.

Through the BIEM Initiative SPREP is working with the Ministry of Environment and Climate Change in Fiji to deliver their priorities to halt the decline of biodiversity and strengthen the sustainable management of their coastal and marine ecosystems through an integrated ridge-to-reef management approach. Specifically, two Key Result Areas are focused on developing and implementing a widely supported Gender Equality Disability Social Inclusion (GEDSI) and human rights sensitive integrated ecosystem management (IEM) plan for Navua catchment and Beqa Lagoon area, Central Division. One of the main threats to the marine ecosystems of Beqa Lagoon is sedimentation and chemical pollutants from unsustainable land-based activities (logging, forestry, agriculture) in the catchment and on nearby islands.

In 2020 the Prime Minister of Fiji announced an initiative to plant 30,000,000 trees across Fiji. The Rehabilitation of Degraded Forests (RFD) project has planted 19,129,390 trees since 2019. As part of the initiative the Ministry of Forestry purchases tree seedlings to be planted in forests across the islands. Approved vendors can be local communities. The Ministry of Forestry is mandated to oversee the national forestry sector by formulating and implementing strategies and policies, administering regulations, and monitoring their effectiveness. It promotes training, communication, and advisory services, supports community and industry networks, and maintains international commitments. Additionally, the Ministry conducts applied research to ensure sustainable forest management and product development.

As part of the BIEM Initiative, Ecosystem and Social Resilience Mapping (ESRAM) and Ecosystem and Social Vulnerability and Opportunity Assessment (ESVOA) exercise returned preliminary recommendations for Ecosystem-based Adaptation livelihood options that include:

- 1. Multi-species reforestation of cleared or degraded land** – The project support Fiji's 30 Million Trees program and initiate native species nurseries or enhance existing nursery operations, providing opportunities for community development and capacity building.
- 2. Analysis and refinement of buffer zones around highly eroding waterways** – This would restrict clearing, agriculture, housing to protect water quality and local climate-dependent water supplies, particularly in the highlands.
- 3. Maintenance and enhancement of mangroves on fringe of coastal communities** – This would mitigate the need to expand hard infrastructure (e.g. seawalls). Implementation would need to consider species composition (e.g. mangroves, ivi trees, etc) to maximise effectiveness and co-benefits. Furthermore, consideration should be given to the feasibility of a mangrove nursery as feedstock for community-led potential projects.
- 4. Mangrove planting to protect key road infrastructure** – Work would need to be undertaken to determine whether this EbA option is feasible given wave energy, current erosion levels and critical assets at risk. Again, if feasible, this could link to a mangrove nursery as feedstock for community-led potential projects.
- 5. Research and pilots into biocontrol of Crown of Thorns Starfish (COTS)** – Local species such as Davui predate on COTS and avenues of strengthening these populations could be assessed for

feasibility and risks. This could be supported by the reinstatement of previous programs where payments were made to villagers for physical removal and reuse (e.g. fertilizer).

The Navua catchment is characterized by its diverse geography, encompassing rugged mountains, fertile plains, and pristine coastal areas along the Navua River. This catchment exhibits a complex geological history, featuring volcanic formations, sedimentary rocks, and alluvial deposits, contributing to its varied landscapes and fertile soils. The hydrology of the Navua Catchment is defined by the Navua River and its tributaries, supporting a range of aquatic ecosystems and providing essential water resources for agriculture, domestic use, and hydropower generation. Its tropical climate, characterized by warm temperatures, high humidity, and distinct wet and dry seasons, fosters lush vegetation including tropical rainforests, mangroves, and grasslands, which in turn sustain a rich biodiversity. This combination of physical, geological, hydrological, climatic, and ecological characteristics renders the Navua Catchment a unique and valuable natural environment worthy of preservation and sustainable management efforts.

Beqa and Yanuca Islands are the largest islands in Beqa Lagoon. Beqa Island is 3737 ha with 9 villages and 1356 (Fiji Bureau of Statistics - Population 2017 Census) people. Yanuca is 177 ha with only 1 village and 146 people (Serua Provincial Office – June 2024). Both islands are forested but show signs of intensive use, conversion, and degradation. Land use/Land cover studies conducted by the BIEM project indicate that both islands have 8.5 % degraded forest, that is, cleared land or forest cleared for agriculture. Currently there are some community-based reforestation efforts on Beqa Islands only and this is targeted at habitat restoration. Seedlings for the restoration efforts are being sourced from the mainland through the Ministry of Forestry. Yanuca Islands has no active reforestation plans and there are no known certified seedling vendors on either island.

Establishing a native tree sapling nursery will assist in addressing livelihood issues by providing sustainable economic opportunities for the local communities on both the islands. It will have the potential to generate employment through nursery management, tree planting, and ongoing maintenance activities. The nursery will potentially support agroforestry initiatives, enhancing agricultural productivity and resilience by integrating trees into farming systems. Additionally, reforestation will aid ecosystem restoration, ensuring the long-term availability of natural resources such as timber, fruits, and medicinal plants. This diversification will improve income sources and food security in the communities and among disadvantaged members of the community. This initiative will contribute to environmental conservation while simultaneously boosting local economies and enhancing community resilience to climate change. This diversification will improve income sources and food security with specific attention given to marginalised groups such as women, youth or people living with disabilities. Improved forest condition and management will reduce key pressures on near-shore marine ecosystems.

### **Services Required**

SPREP is seeking the services of a qualified and experienced consultant (individual or team) or organisations to engage with communities and stakeholders in the Navua Catchment specifically on Beqa and Yanuca Island, Central Province, Fiji (identified in Annex 2) to build their understanding and support for the initiative, in EbA for improving livelihood. In doing so, the service provider shall use GEDSI sensitive and context appropriate approaches to engage women, youth, people living with disabilities and other marginalised groups. A GEDSI informed understanding of livelihood needs and options including associated GEDSI barriers and challenges such as poverty risks, time burdens will be crucial to ensure equitable benefits to a wider and diverse group of people in the communities while minimising risks for unintended harm. Specifically, the following outputs are required against each of the project objectives by the milestones identified under Livelihood Option 1 (as reported in the ESRAM Report) **Multi-species reforestation of cleared land:**

Activities	Deliverables	Timeline
Ground truthing existing Land Use Land Cover (LULC) map	Ground Truthing of LULC map based on ESRAM mapping results	September 2024 – October 2024
Conduct community consultations using GEDSI sensitive approaches on Beqa and Yanuca islands to determine priorities for tree planting	Community consultation reports with recommendations from the community on reforestation options including a rapid GEDSI analysis based on community consultations to highlight GEDSI specific needs, gaps and risks	September 2024 - October 2024
Work with Ministry of Forestry to train community member to establish, populate, and maintain nurseries	Training reports	October 2024 – November 2024
Establish at least 2 nurseries on Beqa and 1 on Yanuca islands based on Ministry of Forestry guidelines	Nursery completion report with photographs	November 2024 - December 2024
Assist communities to register their nurseries as vendors with Ministry of Forestry based on 2024 EOI guidelines	At least 2 Vendor registration prepared for submission and/or submitted	December 2024 - February 2025
Develop a replanting and maintenance plan with Ministry of Forestry and communities	Replanting and maintenance plan	January 2025 – March 2025

The consultant will be expected to liaise and consult with technical experts, the Fiji Government Ministry of Environment, relevant Ministries including Ministry of Forestry, BIEM Project Manager and Coordinator.

The consultant will follow the PEUMP Programme Communications and Visibility Strategy and BIEM Initiative Communications and Visibility Guidance in the development and approval of all external documents and publications.

## Requirements

To be considered for this tender, interested suppliers must meet the following conditions (also, refer Evaluation Criteria):

- a. Be able to demonstrate that he/she has the technical qualifications from a recognised tertiary institution.
- b. Have strong knowledge and a proven track record in ecosystem-based adaptation principles and conservation and management.
- c. Demonstrate a proven track record in advising Pacific Island Countries and Territories (PICTs) or small island developing states on ecosystem-based adaptation with an emphasis on native species afforestation. Establishing certified nurseries for native forest saplings will be an advantage.





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

- d. Have experience in applying GEDSI sensitive community engagement approaches with basic GEDSI analysis skills and experience in the delivery of effective communication to government and community stakeholders in the Pacific.
- e. Have an excellent command of spoken and written English.

#### **Remuneration**

The budget allocated for these activities is up to USD 50,000 This is to include all out-of-pocket expenses incurred by the consultant, including any travel and field activities.

#### **Duration of the Consultancy**

This consultancy is expected to run over a 6-month period from September 2024 to end March 2025.



**ANNEX 2:**

