



REQUEST FOR TENDERS

RFT: 2024/048
File: AP_2/46
Date: 30 September, 2024
To: Interested consultants
From: Turang Teuea, Project Coordinator (MACBLUE)

Subject: Request for tenders (RFT): Consultancy services to implement the Local Management Approaches for the MACBLUE project in Rewa, Fiji

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.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services to implement the local management approaches for the MACBLUE project in Rewa, Fiji.
- 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;



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- 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 before 15 October 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 17 October 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
Qualifications	<ul style="list-style-type: none">• Holds a Master level with extensive experience in field relevant to the successful execution of the tender (environment, ecology and other related fields)	15
Experience	<ul style="list-style-type: none">• Extensive knowledge in mangrove/seagrass management, ecological restoration, environmental protection or related fields• Strong understanding of the protocols and processes in working with national governments, Non-Governmental Organisations (NGOs) and local communities in biodiversity management and conservation programmes• Established partnerships in Fiji in the spaces of resource management, in particular mangroves.• Can communicate with the local communities in the local Fijian language	20
	<ul style="list-style-type: none">• At least 10 years-experience working in the Pacific Islands region on local management approaches or biodiversity conservation• Demonstrated experience in implementation of community-based management projects in Fiji	20
Technical Proposal / Methodology	<ul style="list-style-type: none">• Proposed methodology and suggested timeline for the delivery of the tasks for the selection of a community-based local management site, stakeholder engagement and implementation strategy• Preference will be given to consultants who have a Fiji-based team and provide details of their preferred structure and specific information on how they will deliver and manage the requested tasks	25

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: 29 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 2024/048: **'Consultancy services to implement the Local Management Approaches for the MACBLUE project in Rewa, Fiji'**

Mail: SPREP
Attention: Procurement Officer
PO Box 240

Apia, SAMOA
Email: 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

Consultancy services to implement the Local Management Approaches for the MACBLUE project in Rewa, Fiji

Background

1. Blue Carbon Ecosystems (BCEs) such as seagrass, mangroves and salt marshes sequester carbon significantly faster than terrestrial forests and store up to 5 times more carbon dioxide equivalent Greenhouse Gas (GHG) emissions per hectare. A number of Pacific Island Countries and Territories (PICTs) possess important BCE resources that provide ecosystem services related to shoreline protection, habitats, marine species nurseries, food security, tourism revenue and water quality. Despite their diverse social, environmental and economic values, these ecosystems are rapidly decreasing, and human activities are the major causes for this decline.
2. Local management and restoration of these ecosystem by the local people or communities is now a widely advocated approach based on the principle that suggests local people make effective stewards. In Fiji, many coastal communities rely on these ecosystems for their livelihood.
3. The “Strengthening coastal biodiversity conservation and management through protection and rehabilitation incentives for coastal carbon sinks in Pacific Island Countries” (MACBLUE) is an agreement between the Deutsche Gesellschaft für International Zusammenarbeit (GIZ), the Pacific Community (SPC), the Secretariat of the Pacific Regional Environment Programme (SPREP) and the Governments of Fiji, Papua New Guinea, Solomon Islands and Vanuatu, with funding from the German Federal Ministry for the Environment, Nature Conservation, Nuclear Safety and Consumer Protection under the International Climate Initiative (IKI).
4. The MACBLUE Project aims to develop government or community plans or guidelines for the management, protection and rehabilitation approaches for mangroves and seagrass habitats at selected sites in Fiji, PNG, Solomon Islands and Vanuatu. The proven management approaches will be implemented at priority sites and demonstrated as a model for national replication.
5. In Fiji, a community-based Mangrove Management Guideline was established in 2022 by Conservation International for the Ministry of Forestry Fiji through the support of the International Tropical Timber Organisation (ITTO) through its project ‘Community-based restoration and Sustainable Management of Vulnerable Mangrove Forest’. The guideline was one of the recommendations that stemmed from the Fiji Mangrove Ecosystems for Climate Change Adaptation and Livelihoods (MESCAL) project, also funded by IKI. The project sites for MESCAL and the ITTO project are identical: Natila, Nasilai, Waicoka, Naivakacau, Narocake and Muanaira in the provinces of Tailevu and Rewa on the island of Viti Levu.
6. Recognising the Community-based Mangrove Management Guideline and the gaps identified in the MESCAL project, the MACBLUE project aims to complement these existing efforts by identifying important areas of support for a community-level implementation of the guideline.

Scope of Work

1. SPREP is seeking a suitably qualified Consultant (qualified consortia and organisations with a Fiji-based office or team can apply) to undertake a gap and needs assessment for the local implementation of the Community-based Mangrove Management Guideline and support the implementation of selected local mangrove management approaches within the Rewa Delta.
2. The consultant will be responsible for the following tasks:

<p>Planning</p>	<ul style="list-style-type: none"> • Lead a meeting with the MACBLUE Project Implementing Partners (SPREP/GIZ/SPC), and representatives from the key government ministries (Forestry, Lands, <i>iTaukei</i>, Environment etc), Rewa Province and relevant NGOs/CSOs and national stakeholders to discuss and agree on the pilot site(s) within the Rewa Delta, implementation approach and a workplan for the LMA activities • The Consultant shall create and submit a workplan that shall ensure a timely and effective execution and delivery of the services under this contract 	<ul style="list-style-type: none"> • Meeting report which should document the outcomes of the meeting and include an Implementation plan (including the FPIC process) for the LMA activities • Final and approved workplan (A draft to be submitted to SPREP for review and consideration before finalisation and approval)
<p>FPIC Process and Consultation</p>	<ul style="list-style-type: none"> • The consultant will meet with the Provincial Office for the LMA pilot site(s) to introduce the project and activities • The Consultant will conduct community consultations at agreed sites to introduce the MACBLUE project and to inform the communities on project activities • The Consultant will obtain a free and prior informed consent approval letter from the concerned communities/landowners for the undertaking of the Gap and Needs Assessment (Deliverable 3) and the LMA implementation 	<ul style="list-style-type: none"> • Meeting minute detailing the meeting outcomes • A mission report detailing the FPIC process • Approval letters from all the communities/landowners for the site
<p>Gap and Needs Assessment</p>	<ul style="list-style-type: none"> • The Consultant, in consultation with SPREP, relevant government ministries and the Rewa Provincial Office, will conduct a gap and needs assessment for the local implementation of the Community-based Mangrove Management Guideline, including the status of its implementation and the need for a locally translated guideline, and 	<ul style="list-style-type: none"> • A report detailing the findings from the Gap and needs assessment, status of implementation for the Mangrove Management Guideline and recommendations for support • Drafting instructions for the translation of the guideline

	<p>recommend areas of support for implementation. The Consultant will also make recommendations for local management actions (either from the Guideline or findings from the Gap and Needs assessment) to be implemented by MACBLUE.</p>	
Translate the guideline	<ul style="list-style-type: none"> Based on the recommendations above, the Consultant will translate the Community-based Mangrove Management Guideline either in part or full. 	<ul style="list-style-type: none"> A draft translated guideline to be submitted to SPREP and stakeholders for review A final draft of the translated guideline
Support Implementation, awareness raising and capacity building	<ul style="list-style-type: none"> In collaboration with the local communities, the landowners, the provincial and the relevant national stakeholders, the consultant will lead and engage in the implementation of the local management actions identified and agreed upon by SPREP under Deliverable Rewa Delta Design and implement awareness and capacity building programmes with selected communities for mangroves management 	<ul style="list-style-type: none"> Activity report for the management actions which should include at the minimum, the description of the management action(s), activity site(s), methods, participants, and recommendations. An awareness and capacity building programme Activity report to describe in detail the awareness and capacity building programmes, including the sites, and participants involved.

Institutional Arrangements

1. The Consultant will be based in Fiji and will report to the SPREP Project Coordinator, MAC-BLUE, based at the SPREP Office in Suva, Fiji, and work closely with the Director of Island and Ocean Ecosystems and the Coastal and Marine Ecosystems Adviser at SPREP.
2. The Consultant will work closely with the MACBLUE implementing partners GIZ and SPC, the Rewa Conservation Officer, the Rewa Provincial Office and any other relevant government, provincial and NGO partners of the project.
3. The Consultant will be responsible for the delivery of the activities in a coherent manner, scheduling meetings with SPREP team, and all travel arrangements to the sites.

Deliverables and timelines

1. The total expected duration of the engagement is 9 months. All activities should be completed by 31st August 2025
2. The Consultant will be responsible for the following deliverables:

Deliverable	Description	Indicative timeline
D1 Planning meeting report and workplan	<ol style="list-style-type: none"> 1) Planning meeting report with the MACBLUE implementing partners, the government, provincial and NGO partners which should include meeting outcomes and implementation plan for the local management approach (LMA) activities 2) A detailed workplan outlining schedules, engagement with stakeholders and field activities 	By 30 November 2024
D2 FPIC Process and Consultation Report	Meeting reports for the FPIC and community consultations including the signed approval letters from the necessary authorities i.e the provincial administration, community leaders and landowners	By 10 January 2025
D3 Gap and Needs Assessment Report	Assessment report detailing the findings from the Gap and Needs assessment, status of implementation for the Community-based Mangrove Management Guideline with recommendations and a drafting instruction for an <i>i-Taukei</i> translated guideline	By 10 February 2025
D4 Final draft of the translated mangrove management guideline	A final draft of the translated mangrove management plan/guideline for the protection, conservation and rehabilitation of mangroves in the Rewa Delta	By 10 June 2025
D5 Local management approaches, awareness and capacity building report	Activity report which should outline the following: <ol style="list-style-type: none"> 1) the implementation of local management approaches outlining best practices, challenges and recommendations for replication 2) the awareness raising and capacity building programmes 	By 10 August 2025

3. The Consultant should explain in the Technical Proposal how the timeline will be met.

Requirements

1. The successful applicant should meet the following requirements:

Qualifications	<ul style="list-style-type: none"> • Holds a Master level with extensive experience in field relevant to the successful execution of the tender (environment, ecology and other related fields)
Expertise and capacity	<ul style="list-style-type: none"> • Extensive knowledge in mangrove/seagrass management, ecological restoration, environmental protection or related fields



	<ul style="list-style-type: none">• Strong understanding of the protocols and processes in working with national governments, NGOs and local communities in biodiversity management and conservation programmes• Established partnerships in Fiji in the spaces of resource management, in particular mangroves.• Can communicate with the local communities in the local Fijian language
Experience	<ul style="list-style-type: none">• At least 10 years-experience working in the Pacific Islands region on local management approaches or biodiversity conservation• Demonstrated experience in implementation of community-based management projects in Fiji

Evaluation criteria and submission guidelines

1. Bidders should outline in their Technical Proposal:
 - Relevant qualifications and experience of the team,
 - Suggested timeline for the delivery of the tasks
 - Methodology for the selection of a community-based local management site, stakeholder engagement and implementation strategy
2. The Financial proposal should provide a costed breakdown of all costs, including travel costs, and to be inclusive of applicable taxes in Fiji.
3. Offers above USD 140,000 will not be considered.