



REQUEST FOR TENDERS

File: AP_3/29
Date: 16 June, 2020
To: Interested Consultants
From: Semi Qamese – PACRES M&E Officer

Subject: Request for tenders: Consultancy to develop the Honiara CBD Greening and Landscaping Master Plan.

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 would like to call for tenders from qualified and experienced local consultants who can offer their services to SPREP to develop the Honiara CBD Greening and Landscaping Master Plan.
- 2.2. The Terms of Reference and the specific statement of work for the consultancy are set out in Annex A.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
 - i. Submit details of qualification and previous experience in developing or reviewing urban greening and landscaping plans in the Pacific region or equivalent developing countries;
 - ii. Must be legally able to work in Solomon Islands for the duration of the consultancy;
 - iii. Fluency in Solomon Islands pidgin is highly desirable;
 - iv. Provide at least three referees as part of their tender application;
 - v. Provide examples of related past work outputs; and
 - vi. Complete the **tender application form** – *(please note you are required to complete all areas in full as requested on the form, particularly the Statements to demonstrate you meet the*



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*selection criteria – DO NOT refer us to your CV or your Technical Proposal. Failure to do this will result in the application **not** being considered).*

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria. Describe any additional minimum content and format requirements.
- 4.2. Tender documentation should outline the interested supplier's complete proposal and include:
 - a. The CVs of proposed personnel highlighting related experience relevant to the tender;
 - b. A Technical Proposal which should outline the interested consultant's approach, including timelines to achieve the tasks outlined in the Terms of Reference.
 - c. A Financial Proposal which break down costs for the main components of the project.
 - d. A Completed Tender Application Form.
- 4.3. Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to Maraea Pogi on maraeap@sprep.org and Semi Qamese semitq@sprep.org before **29 June 2020**. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by **01 July 2020**.

6. Evaluation criteria

- 6.1. SPREP will select a preferred supplier 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 tenderer satisfies the following criteria.
 - i. A qualification from a recognised tertiary institution in a field related to environmental management, landscaping, geospatial science and/or climate change (10%);
 - ii. Proven track record in developing or reviewing environment-related strategies and plans including landscape planning or assessment of green/recreational spaces that includes field assessment, facilitating public forums, engaging and partnering with local authorities and communities, communication and reporting across diverse audiences in a multicultural and multi-disciplinary environment in any municipality in the Pacific region (20%);
 - iii. Record of working successfully with government, non-government stakeholders, private sector organisation and communities in the Pacific region in the urban/landscaping/land use sector (15%);
 - iv. Ability to work effectively as part of a team or independently with minimal oversight (10%);
 - v. Detailed technical proposal/workplan and methodology (25%); and
 - vi. Detailed financial proposal (20%).



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7. Deadline

- 7.1. **The due date for submission of the tender is: 07 July 2020 midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked 'TENDER: Consultancy to develop the Honiara CBD Greening and Landscaping Master Plan' to one of the following methods:

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.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

**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

DEVELOPMENT OF THE HONIARA CBD GREENING AND LANDSCAPING MASTER PLAN

Background and Rationale

Solomon Islands is one of five Pacific ACP countries where the €12 million EU funded Intra-ACP GCCA+ Pacific Adaptation to Climate Change and Resilience Building (PACRES) is scaling up adaptation/ecosystem-based adaptation (EbA) pilots. This work is being implemented jointly by the Secretariat of the Pacific Regional Environment Programme (SPREP), the Pacific Community (SPC) and the University of the South Pacific (USP).

Honiara is the capital of Solomon Islands and is located on Guadalcanal Island, the largest island in Guadalcanal Province. The city is located on the north-western coast of the island and is flanked inland by steep hills that have largely been cleared of forest (UN-Habitat 2012). The boundary of Honiara City Council (HCC) is approximately 11.5 km by 2.7 km at its longest and widest (total area is around 23 square kilometres)¹

Urban growth remains fast and at current growth rates it is expected the population within the boundaries will increase from an estimated 87,000 in 2015 to 120,000 by 2030². As an urban environment, much of Honiara is comprised of the built features of its residential, commercial, and industrial precincts. Competing land use options for urban expansion, peri urban development, infrastructure expansion, and demand for housing must be balanced with the need to improve social services, public amenities, green spaces, and recreational areas. The Honiara Capital Business District is located from Mataniko River to Rove Stream.

To ensure better development and management of green spaces and recreational areas, a Honiara CBD Greening and Landscaping Master Plan will be developed in collaboration with the Honiara City Council (HCC) and the Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM), Ministry of Forestry and Research and other ongoing initiatives to support the greening of Honiara city through rehabilitation of natural and built ecosystems. To that end SPREP requires the services of a suitably qualified local consultant to develop this master plan. Due to COVID-19 and the current uncertainty with travel arrangements, there will be no international travel. Non-Solomon Islands residents can apply but need to identify a local counterpart as part of your proposal who will undertake the in-country consultations.

The master plan will have a primary focus on the Honiara CBD and will consider options identified in the Ecosystem-based Adaptation: Options Assessment and Master Plan and related documents³ prepared by the Pacific Ecosystem-based Adaptation to Climate Change (PEBACC) project for Honiara.

The legislation, policies and plans that support the development of the Honiara CBD Greening and Landscaping Master Plan include the:

- Ecosystem-based Adaptation: Options Assessment and Master Plan – Honiara⁴;
- Honiara Urban Resilience and Climate Change Adaptation Plan: a joint strategy for the Honiara City Council and Solomon Islands Government (UN-Habitat 2016a)⁵;

¹SPREP, Honiara Ecosystem and Socio- economic Resilience Analysis and Mapping

² UNHABITAT Honiara Urban Resilience & Climate Action Plan (2016)

³ <https://www.sprep.org/attachments/Publications/IOE/pebacc/solomon-islands-esram-eba-options-assessment-honiara.pdf>.

⁴ Key document for the Master Plan

⁵ Key document for the Master Plan



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- Greater Honiara Urban Development Strategy and Action Plan (Volume I & II);
- National Tourism Development Strategy;
- Solomon Water 30-Year Strategic Plan and 5-Year Action Plan;
- Waste Management and Pollution Control Strategy (2017-2026);
- Planning and Development Act 2017;
- National Urban Policy Framework 2035 (draft);
- National Disaster Management Plan;
- Cities and Climate Change Initiative, Honiara, Solomon Islands, Climate Change Vulnerability Assessment (UN-Habitat 2014);
- Solomon Islands National Climate Change Policy 2012–2017; and
- National Development Strategy 2016-2035.

The Honiara CBD Greening and Landscaping Master Plan will identify land use planning priorities in urban and peri-urban areas. Development of the Plan will include, but not be limited to:

- Reviewing relevant legislation, policies and plans described above;
- Working with HCC and other stakeholders to map the main area of focus for the CBD (from Mataniko River to Rove Stream) area;
- Consultations to identify and documenting multiple land use, ownership and lease arrangements within the CBD;
- Consulting with HCC, MECDM, Ministry of Forests and property owners within the CBD to identify proposed landscaping designs, appropriate plant species for landscaping and related matters. Consideration must be given to plants that give shade for the CBD to reduce temperature and roots systems that do not destroy, walkways and road infrastructure;
- Identifying greening outcomes expected from each planning area or zone within the CBD and associated sites;
- Identifying urban green space for recreation based on targeted areas of the Honiara CBD for landscaping and tree planting.
- Identifying beautification activities that will include improved waste management of the selected area and the installation of interpretive signs;
- Supporting urban habitat connectivity and biodiversity corridors through designing a network of linked green spaces (islands and corridors) to enable species migration so that populations remain viable (using biogeography concepts);
- Identifying actions to address waste management in and around rivers, streams and waterways through waste disposal bins and pick up points (collection) designs and locations;
- Developing architectural drawings, concepts and layouts using GIS applications to develop master landscaping architecture design for the proposed landscaping that are eco-friendly and contribute to climate resilience.
- Accommodating where possible existing trees and plants in the landscaping architecture layout for the CBD area;
- Strategies to reduce or mitigate negative impacts from proximate but different land uses, and protect existing land use; and
- Identifying lessons learned.

Scope of Work

Working closely with the PACRES Project Management Unit (PMU), HCC, MECDM and Ministry of Forestry and Research, the consultant will:



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- 1 Conduct a desktop review of relevant legislation, policies and plans described above;
- 2 Consult all relevant stakeholders for information on, but not limited to:
 - Mapping of the main area of focus for the CBD (from Mataniko River to Rove Stream) area;
 - Identifying and documenting multiple land use, ownership and lease arrangements within the CBD;
 - Identifying greening outcomes expected from each planning area or zone within the CBD and associated sites;
 - Identifying proposed landscaping designs, appropriate plant species for landscaping and related matters. Consideration must be given to plants that give shade for the CBD to reduce temperature and roots systems that do not destroy, walkways and roads;
 - Identifying urban green space for recreation based on targeted areas of the Honiara CBD for landscaping and tree planting;
 - Identifying beautification activities that will include improved waste management of the selected area and the installation of interpretive signs;
 - Supporting urban habitat connectivity and biodiversity corridors through designing a network of linked green spaces (islands and corridors) to enable species migration so that populations remain viable (using biogeography concepts);
 - Identifying actions to address waste management in and around rivers, streams and waterways through waste disposal bins and pick up points (collection) designs and locations;
 - Developing architectural drawings, concepts and layouts using GIS applications to develop master landscaping architecture design for the proposed landscaping that are eco-friendly and contribute to climate resilience.
 - Accommodating where possible existing trees and plants in the landscaping architecture layout for the whole CBD;
 - Strategies to reduce or mitigate negative impacts from proximate but different land uses, and protect existing land use; and
 - Identifying lessons learned.
- 3 Drafting a skeleton Honiara CBD Greening and Landscaping Master Plan drawing on outcomes of the desktop review and stakeholder consultations
- 4 Facilitating a stakeholder consultation to review the draft skeleton of the Honiara CBD Greening and Landscaping Master Plan;
- 5 Drafting the Honiara CBD Greening and Landscaping Master Plan based on feedback from the first stakeholder consultation;
- 6 Facilitate a second stakeholder consultation to review the draft Honiara CBD Greening and Landscaping Master Plan; and
- 7 Finalise the Honiara CBD Greening and Landscaping Master Plan.

Project Schedule

The activities are to be completed by **30 September 2020**. Expected project activity is detailed in Table 1 below. The tender response should detail how and when these steps will be delivered by submitting a Technical Proposal.



Table 1 Project schedule

#	Activity
1	Notification of successful consultant.
2	Contract signed.
3	Commencement meeting via Skype or telephone between successful consultant, PACRES Project Management Unit, PEBBAC Country Manager, MECDM and HCC.
4	Approval of work plan and methodology.
5	Desktop review of relevant legislation, policies and plans
6	Face-to-face meetings or individual consultations with all relevant stakeholders to gather information needed to develop Honiara Urban Greening Master Plan
7	Draft a skeleton of the Honiara CBD Greening and Landscaping Master Plan, drawing on outcomes of the desktop review and stakeholder consultations
8	Facilitate a stakeholder consultation to review the initial skeleton draft of the Honiara CBD Greening and Landscaping Master Plan.
9	Draft Honiara CBD Greening and Landscaping Master Plan based on feedback from the first stakeholder consultation.
10	Facilitate a second stakeholder consultation to review the draft Honiara CBD Greening and Landscaping Master Plan.
11	Submit the draft Honiara CBD Greening and Landscaping Master Plan.
12	SPREP, MECDM, HCC and Ministry of Forestry and Research provide comments on the draft Honiara CBD Greening and Landscaping Master Plan.
13	Submit final draft of Honiara's CBD Greening and Landscaping Master Plan.

Note: The PACRES PMU and MECDM will organize the two national stakeholder consultations.

Budget

The Financial Proposal to be priced based on a work plan on where, when and how the technical assistance will be conducted. The proposal should be for the **fees component only** associated with undertaking the work outlined above. SPREP will fund at least 2 national stakeholder consultations. Any requirements outside of the fee's component should be costed but not included in the proposal.



Expertise

The Consultant is expected to have the following qualifications and expertise:

- A qualification from a recognised tertiary institution in a field related to environmental management, landscaping, geospatial science and/or climate change;
- Proven track record in developing or reviewing of environment related strategies and plans including landscape planning or assessment of green/recreational spaces that includes field assessment, facilitating public forums, engaging and partnering with local authorities and communities, communication and reporting across diverse audiences in a multicultural and multi-disciplinary environment in the Pacific region;
- Record of working successfully with government, non-government stakeholders, private sector organisations and communities in the Pacific region in the urban/landscaping/land use sector; and
- Ability to work effectively as part of a team or independently with minimal oversight.
- The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct

https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf