

REQUEST FOR TENDERS

RFT: 2021/084
File: AP_3/29
Date: 10 November, 2021
To: Interested suppliers
From: Semi Qamese – PACRES M&E Officer

Subject: Consultancy to raise and plant tree seedlings and wildings in the Barana Nature and Heritage Park, Honiara, Solomon Islands.

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 a suitably qualified and experienced local consultants, local community groups or organisations who can offer their services to raise and plant tree seedlings and wildings in the Barana Nature and Heritage Park, Honiara, Solomon Islands.
- 2.2. The Terms of Reference and the specific statement of work for 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://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
 - i. Must be legally able to work in Solomon Islands for the duration of the contract;
 - ii. Excellent command of spoken and written English and basic knowledge of Solomon Islands pidgin will be an advantage;

- iii. Provide three references relevant to this tender submission, including the most recent work completed;
- iv. Provide examples of related past work outputs;
- v. 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 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);* and
- vi. Sign the **Conflict of Interest** form.

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.
- 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 describes the interested tenderer's approach, including timelines to achieve the tasks described in the Terms of Reference.
 - c. A Financial Proposal which breaks down costs for all components of the proposed approach.
 - d. A Completed Tender Application Form and conflict of interest 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 procurement@sprep.org before 22 November 2021. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by 24 November 2021.

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.
 - 1. Qualifications and expertise (30%):
 - a. More than five (5) years of experience in Tree planting work.
 - b. Familiarity with landscaping, woodlots and forest plantations establishment.
 - c. Record of having successfully worked with communities and government institutions in Solomon Islands.
 - d. The service provider provides tools and equipment for community seedling and wilding plantings.
 - e. The service provider must have all necessary legal requirements to work in Solomon Islands.
 - 2. Detailed technical proposal (60%) to include:
 - a. recommended approach to deliver scope of work in the attached terms of reference;
 - b. key sources/data to inform the assignment and relevant stakeholders; and
 - c. detailed work plan clearly outlining milestones and delivery timelines.

3. Detailed financial proposal (budget) (10%).
 - a. Develop a cost model based on the budget available and scope of work; and
 - b. Bidders must include all costs associated with delivery of monthly tree planting targets as per the scope of work and cost model identified above.

7. Deadline

- 7.1. The due date for submission of the tender is: **02 December 2021 midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3. Please send all tenders clearly marked '**RFT 2021/084: Consultancy to raise and plant tree seedlings and wildings in the Barana Nature and Heritage Park, Honiara, Solomon Islands.**' 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.

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.

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

Raising and planting tree seedlings and wildings in the Barana Nature and Heritage Park, Honiara, Solomon Islands.

Background and Rationale

Solomon Islands is one of five Pacific ACP countries where the 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).

The Solomon Islands PACRES project is building on and extending activities by the Pacific Ecosystem-based Adaptation to Climate Change (PEBACC) and International Waters Ridge to Reef projects, promoting the use of EbA approaches to reduce vulnerability and increase resilience to climate change. One PACRES activity will be reforestation of areas of the Barana Nature and Heritage Park (BNHP)

This work is being undertaken in close partnership with the Solomon Islands Ministry of Forestry and Research (MFR), Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM) Climate Change Division (CCD) and Honiara Town Council (HCC). USP is leading a capacity development programme targeting change agents at sub-national and community levels to support this work.

PACRES is expanding the existing BNHP Nursery to facilitate propagation of seedlings and wildings. Species will be mostly indigenous (see Table 1 below).

Table 1: List of existing species at the BNHP Nursery

Common Name	Scientific Name	Common Name	Scientific Name
Vasa	<i>Vitex Cofassus</i>	Ngali Nut	<i>Canarium indicum</i>
Akwa	<i>Pometia pinnata</i>	Bread fruit	<i>Artocarpus altilis</i>
Koilo (inland spp)	<i>Calophyllum peekeli</i>	Sour Soap	<i>Annona muricata</i>
Rose Wood	<i>Pterocarpus indicus</i>	Mahogany	<i>Swietenia macrophyllia</i>
White/ Bass wood	<i>Endospermum medullosum</i>	Eucalyptus	<i>Eucalyptus camaldulensis</i> , <i>E. deglupta</i> , <i>E. pelita</i>
Kwila/ Ironwood	<i>Intsia bijuga</i>	Albizia	<i>Albizia falcata</i>
Mamavua	<i>Flueggea flexuosa</i>		

The focus of the PACRES tree planting is to rehabilitate deforested areas and catchments in Honiara (Barana Nature and Heritage Park) using a reef to ridge approach. This includes the degraded forest in the catchment areas of major tributaries. Once planting begins, the planting targets are expected to increase based on the success of the initial planting. The targeted areas for BNHP are tabulated below.

Table 2: Reforestation zones

Zones	Area	Site descriptions
1 Deforested Areas	400 ha	Situated on a flat area with fertile loam soils. Site is accessible and consist of secondary, open canopy vegetations with subsistence farming exist. The area needs replanting of forest
2 Catchment Zones (Streams) (Blue line)		The sites have a flat to gentle slopes where the streams are. Streams provide the primary source of water for the BNHP community. There are currently 6 streams that are dependent on by the community. 5 of which are use daily for drinking, cooking etc. The 6 th is a proposed water source for supplying water to the community. To conserve and protect these streams, there is a need for tree planting at the surrounding area of the streams.
3 Along the BNHP Road (red line)		Site has flat to gentle slopes that is accessible. Contain mostly fertile clay soils. Primary forests and secondary vegetations and subsistence farming exist nearby. From the BNHP resources center to inland about 4km.

Note: The given areas and the location of reforested sites need to be verified before tree planting can take place.



Figure 1: BNHP reforestation area (Zone 1: White line; Zone 2: Blue line; Zone 3: Redline)

Services required

SPREP is seeking the services of a suitably qualified local consultant or local community groups or organisations to work with MFR, CCD, HCC and BNHP Committee to facilitate tree planting in agreed targeted areas.

Scope of Work

The successful tenderer will:

1. Raise the required number of seedlings at the BNHP Nursery. This will include:
 - a. collection of seedlings/wildings;
 - b. provision of required soil and planter bags
 - c. potting of seedlings/wildlings in planter bags; and
 - d. maintenance of seedlings/wildings.
2. Develop a detailed technical proposal, based on the budget provided, that includes:
 - a. a cost model for engaging community groups to undertake replanting in degraded areas of the BNHP (see Figure 1- target area for replanting in the BNHP).
 - b. indicative costs to include:
 - i. handling and transporting of seedlings from BNHP Nursery to planting sites;
 - ii. clearing and pegging of planting sites in designated areas;
 - iii. indicative type and density of seedlings/wildings to be planted;
 - iv. engagement of community groups (including costs of tools etc) for planting;
 - v. an indicative number (target) of seedlings and wildlings to be planted each month (i.e., based on costs of i-iv above, XX number of seedlings or wildlings can be planted month).
 - vi. sustainment of plantings for six months after planting;
3. Facilitate tree planting by community groups in agreed zones. Decision on planting targets will be agreed by the MFR, CCD, HCC and SPREP in consultation with the BNHP Committee. Activities are to be undertaken by the successful tenderer with daily consultations with the PACRES Project Officer and the USP PACRES Research and Community Officer. All tree planting to be completed by 31 December, 2022;
4. Monitor and report on the status of replanted seedlings/wildlings for at least 6 months after planting; and
5. Develop a strategy on how to sustain activities after project closure.

Note

An iterative approach needs to be undertaken and considered to this work to provide flexibility to respond to any unforeseen circumstances. The range of variables inherent to community-based tree planting, includes:

- a) The nature of terrain including extent of site clearing required prior to tree planting;
- b) Availability and willingness of community groups to undertake planting at any given time;
- c) Ease of access to the proposed replanting sites and zones;
- d) The weather and time of the year suitable for replanting;



- e) Potential extreme weather events or other natural disasters; and
- f) Free range or feral animals that may trample or uproot seedlings.

Financial Proposal

The total budget for this work is **USD 30,000.00**. Bidders must include all costs associated with delivery of monthly tree planting targets as per the scope of work and cost model identified above.

Project Oversight and Reporting.

The successful tenderer will work closely with MFR, CCD, HCC, SPREP and the PACRES project officer based at Climate Change Division (CCD) to implement activities. This will include but not limited to:

- Participating in community inception and training workshops;
- Preparing monthly progress reports on the planting targets and any issues likely to slow implementation; and
- Preparing and submitting a project closure report.

Project Schedule

This activity is to be completed by **30 June 2023**. Expected project activity is detailed in Table 2 below. The tender response should detail how and when these steps will be delivered by submitting a Technical Proposal.

Table 3: Project schedule and deliverables

No.	Activity
1	Notification of successful consultant
2	Contract signed
3	Commencement meeting via virtual means with the successful contractor, SPREP, Director of Forestry and PACRES Project Officer.
4	Participate in a community inception and training workshops.
5	Implementation of seedling and wilding activities with communities, including sustaining plantings for six (6) months after planting, and strategy for sustaining plants after initial six (6) months
6	Prepare monthly progress reports on the tree monthly planting meeting monthly targets to be provided to SPREP through the PACRES Project Officer
7	Project closure report

Expertise and qualifications

- i. More than five (5) years of experience in Tree planting work.
- ii. Familiarity with landscaping, woodlots and forest plantations establishment.
- iii. Record of having successfully worked with communities and government institutions in Solomon Islands.
- iv. The service provider provides tools and equipment for community seedling and wilding plantings.
- v. The service provider must have all necessary legal requirements to work in Solomon Islands.