



# REQUEST FOR TENDERS

RFT: 2022/069  
File: AP\_2/42  
Date: 6 December, 2022  
To: Interested consultants  
From: Amanda Wheatley – Biodiversity Adviser

**Subject: Request for tenders (RFT): Consultancy to undertake Ecosystem and Socio-economic Resilience Analysis and Mapping (ESRAMs) in four provinces of the Solomon Islands**

## 1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization 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 who can offer their services to undertake Ecosystem and Socio-economic Resilience Analysis and Mapping (ESRAMs) in four provinces of the Solomon Islands
- 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://www.sprep.org/attachments/Publications/Corporate\\_Documents/spreporganisational-values-code-of-conduct.pdf](https://www.sprep.org/attachments/Publications/Corporate_Documents/spreporganisational-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;



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- ii. Provide three referees relevant to this tender submission, including the most recent work completed;
  - iii. Provide examples or reference past related work outputs;
  - iv. 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*).  
*For the Technical and Financial proposals you may attach these separately.*  
Provide a Financial Proposal which should outline the schedule of priced tasks in accordance with tasks outlined under the Terms of Reference; and
  - v. Provide a copy of valid business registration/license.
- 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*).  
*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.



- 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 09 January 2023. 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 11 January 2023.
- 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 – 100%

Criteria	Detail	Weighting
	PO Box 240, Apia, Samoa T +685 21929 F +685 20231 <a href="mailto:sprep@sprep.org">sprep@sprep.org</a> <a href="http://www.sprep.org">www.sprep.org</a>	



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Experience and qualifications	A qualification from a recognised tertiary institution (master's degree or higher) in a field related to environmental management, natural resources management, water resources management.	<b>20</b>
	In-depth knowledge of and experience in undertaking baseline biodiversity and/or ecological assessments	<b>15</b>
	In-depth knowledge of and experience with undertaking natural resources and ecosystem service economic valuation and assessments	<b>15</b>
	Demonstrated record of having successfully worked with government and non-government stakeholders, sub-national governments, and communities in the Pacific Islands. Previous working experience in the Solomon Islands will be an advantage.	<b>10</b>
Technical Proposal /Workplan	Detailed technical proposal and workplan showing how the tasks described in the Scope of Work will be undertaken	<b>20</b>
Financial Proposal	Detailed financial proposal (Budget)	<b>20</b>

## II. Financial Score

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.



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## 8. Deadline

- 8.1. **The due date for submission of the tender is: 20 January 2023, 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 2022/069: Consultancy to undertake Eco-system and Socio-economic Resilience Analysis and Mapping (ESRAMs) in four provinces of the Solomon Islands**

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

### Consultancy to undertake Ecosystem and Socio-economic Resilience Analysis and Mapping (ESRAMs) in four provinces of the Solomon Islands

#### 1. Background

The 'Ensuring Resilient Ecosystems and Representative Protected Areas in the Solomon Islands' (EREPA) is a GEF6-funded project implemented by the IUCN Oceania Regional Office with the Solomon Islands Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM) and SPREP.

The project's goal is to "establish an effective network of protected areas to achieve healthy, productive and restored landscapes in **Guadalcanal, Malaita, Rennell-Bellona and Temotu provinces**". The project will be implemented in these four provinces of the Solomon Islands. As part of achieving this goal, the project aims to reduce the degradation of terrestrial ecosystems while also multiplying co-benefits. It is expected that the project interventions will lead to improved community livelihoods through the diversification of income-generating sources, increased direct economic value and benefits from natural resources, and increased resilience to the effects associated with climate change.

At the national level, baseline information gathered on natural resources and other variables as well as capacity building will contribute to sound and efficient decision making in the Solomon Islands. The project will contribute to addressing terrestrial biodiversity loss and ecosystem decline through the improved management of natural resources, and the creation of protected and conserved areas within four Key Biodiversity Areas.

#### 2. Ecosystem and Socio-economic Resilience Analysis and Mapping - Rationale

The main objective of these ESRAM assessments is to generate a robust planning baseline to inform the identification of protected areas in accordance with the EREPA project's overall goal of establishing an effective network of protected areas to achieve healthy, productive and restored landscapes.

ESRAM assessments can include:

1. Identification of ecosystems, ecosystem services, community dependencies and existing threats
2. Identification of socio-economic and governance factors
3. A current state analysis of ecosystems, trends and drivers of change
4. Ecosystem service valuations
5. Climate change vulnerability assessment; and
6. Recommendations for protected areas and EbA options.

Examples of ESRAM assessments conducted around Honiara in Solomon Islands and Port Vila in Vanuatu can be found at <https://www.sprep.org/pebacc/pebacc-esources>. These assessments shared the following steps:

1. Map Ecosystem – identify and map ecosystem types.
2. Define ecosystem functions and services – how do ecosystem support communities?
3. Define economic value of ecosystem services – calculate value of ecosystem services for communities.
4. Identify threats to ecosystem services.

In accordance with its mandated role of regional environmental technical support agency, the Secretariat of the Pacific Regional Environment Programme (SPREP), as an EREPA executing partner is implementing specific project activities on identifying and addressing knowledge gaps. To that end,



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SPREP is seeking the services of a suitably qualified team of experts to undertake ESRAM assessments in the project sites of the four target provinces mentioned.

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/spreporganisational-values-code-of-conduct.pdf](https://www.sprep.org/attachments/Publications/Corporate_Documents/spreporganisational-values-code-of-conduct.pdf)

### 3. Scope of Work

The Consultancy is required to:

a. Conduct island-level ESRAM assessments in two provinces (Rennell and Temotu) and watershed-level ESRAM assessments in two provinces (Guadalcanal and Malaita), these assessments will:

1. Incorporate findings of an initial desktop analyses of existing literature and field-based studies to be undertaken by the consultant at the outset of the project
2. Map ecological and socio-economic baseline and conditions
3. Map Ecosystems – identify and map ecosystem types in the selected sites
4. Assess ecosystem condition/health and sources of degradation
5. Map current resource management initiatives
6. Map current land tenure, landuse and land usage patterns
7. Define ecosystem functions and services – how do ecosystems support communities
8. Assess the value of ecosystem services and biodiversity for communities
9. Map operating licenses for activities such as timber felling and milling and mining (exploitation, storage and transportation routes); and main infrastructure both existing and proposed.
10. Identify threats to ecosystem services – this can include current and projected climate change impacts, population pressures, pollution or other threats affecting ecosystem services

b. Consult with relevant government ministries and agencies, non-government organisations, local authorities and community representatives in each of the four provinces.

c. Based on (a) and (b) above, prepare and submit four ESRAM technical reports to the Solomon Islands Environment Ministry (MECDM) and SPREP.

d. Further requirements to note:

- The consultant will undertake surveys in each province and actively engage local counterparts (where needed) to conduct mapping of key ecosystems and their services and assess the condition of key ecosystem services provided to the communities.
- Ecosystem services assessed will cover mostly terrestrial environments with an emphasis on cross-boundary ecosystem connectivity and the linkages between social and biological systems.

An assessment of baseline data and information availability for the provinces and project sites has been undertaken by SPREP and partners and this can form the basis of data needed for the ESRAM. Important to note that significant data availability challenges may still exist.

- The consultant is expected to lead and facilitate trainings, workshops and stakeholder community meetings in the process of undertaking the ESRAMs. SPREP and project partners (IUCN-ORO and Government of Solomon Islands) will provide support (logistical and technical) to enable stakeholder engagement processes relating to the above activities.

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- The consultant is expected to provide their own equipment such as computers, cameras, GPS and any other equipment required by the experts to undertake the tasks.

#### 4. Technical proposal and workplan

The consultant will submit a detailed technical proposal and workplan showing how they will undertake the tasks described in the Scope of Work above.

#### 5. Project Schedule

This activity is to be completed by 01 June 2023. The expected sequence of project activities is detailed in the table below. The tender response should detail how and when these steps will be delivered through preparation and submission of a Technical Proposal.

No.	Activity
1	Notification of successful consultant
2	Contract signed
3	Commencement/Inception meeting with SPREP and MECDM
4	Approval of workplan and methodology
5	ESRAM assessments in accordance with the Scope of Work
6	Participation in and facilitation of community consultations to inform the ESRAM assessment
7	Submission of draft ESRAM reports to MECDM and SPREP
8	Review of draft ESRAM reports by MECDM and SPREP
9	Submission of final ESRAM reports to MECDM and SPREP by 01 June 2023

#### 6. Financial Proposal (Budget)

The Financial Proposal is to be priced based on a work plan on where, when and how the technical assistance will be conducted. The proposal should include the following:

- expert fees for the entire period of the contract including survey work and report writing
- all international and domestic travel for members of the consultancy team
- boat (if needed), vehicle and survey equipment purchase and hire for the duration of the contract
- associated communication and office costs
- domestic travel and per diems for local counterparts/government officials while they are away from their normal place of work/home to assist surveys and community consultations.
- food costs during the surveys, and consultations.

#### 7. Expertise:

The consulting team is expected to have the following qualifications and expertise:

- A qualification from a recognised tertiary institution (master's degree or higher) in a field related to environmental management, natural resources management, water resources management.
- In-depth knowledge of and experience in undertaking baseline biodiversity and/or ecological assessments

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- In-depth knowledge of and experience with undertaking natural resources and ecosystem service economic valuation and assessments
- Demonstrated record of having successfully worked with government and non-government stakeholders, sub-national governments, and communities in the Pacific Islands. Previous working experience in the Solomon Islands will be an advantage.

## **8. Provision of Monitoring and Progress Control**

The consultant will be working under the direct supervision of the EREPA project component Manager at SPREP, as well as the Director of the Environment and Conservation Division (ECD), MECDM and will consult closely with the local counterparts - the EREPA-assigned ECD staff, and the EREPA Technical Committee, who will also support and monitor the survey work.

## **9. Working arrangements**

The consultant will be expected to work from their own premises and to travel to the Solomon Islands to conduct the required survey/assessment and consultation work in the project sites.