



REQUEST FOR TENDERS

RFT: PBS 2024_007
File: AP_2/43
Date: 25 April, 2024
To: Interested consultants
From: Etienne Delattre, Pacific BioScapes Programme Manager

Subject: Request for tenders (RFT): Consultancy to undertake Ecosystem and Socio-economic Resilience Analysis and Mapping (ESRAM) in the Central Islands Province of the Solomon Islands (SI). (Act 2.1.7)

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 undertake Ecosystem and Socio-economic Resilience Analysis and Mapping (ESRAM) in the Central Islands Province 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://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
- 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 06 May 2024. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 08 May 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
Experience	A qualification from a recognised tertiary institution (master's degree or higher) in a field related to environmental management, forest and/or water resources management and governance.	10%
	In-depth knowledge of and practical experience in biodiversity and ecosystem assessment, and in mapping and evaluation of goods and services in the context of social and ecological resilience to climate change, preferably in the Pacific Island context	20%
	Demonstrated experience in using gender-sensitive and socially inclusive participatory approaches in consultations and facilitations	10%
	In-depth knowledge and practical experiences in the use of ecosystem-based adaptation approaches	10%
	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 a distinct advantage.	10%
Technical Proposal/ Methodology	Detailed technical proposal and workplan showing how the tasks described in the Scope of Work will be undertaken	20%

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: 23rd May 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 _ 007: Consultancy to undertake Ecosystem and Socio-economic Resilience Analysis and Mapping (ESRAM) in the Central Islands Province of the Solomon Islands (SI). (Act 2.1.7)'

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 to undertake Ecosystem and Socio-economic Resilience Analysis and Mapping (ESRAM) in the Central Islands Province of the Solomon Islands (SI)

1. Background

The Secretariat of the Pacific Regional Environment Programme (SPREP) is implementing a proposed component within the framework of an existing Financing Agreement between the Organisation of African, Caribbean and Pacific States (OACPS) and the European Union (EU) for the implementation of the Intra-African Caribbean Pacific (ACP) Support Programme for ACP Small Island Developing States (SIDS) and Coastal Countries. The programme has been approved under the Intra-ACP Cooperation - 11th European Development Fund Strategy Paper and Indicative Programme 2014-2020 programming actions for ACP regional organizations/institutions and countries.

The programme component for the Pacific ACP region with the title *The Pacific Biodiversity and Sustainable Land-Seascapes (Pacific BioScapes) Programme*, managed and implemented SPREP, will contribute to the sustainable development of Pacific SIDS by supporting and improving the management and sustainable use of marine and coastal resources. The programme will apply ridge-to-reef and other management approaches for both marine and terrestrial environments and to contribute to addressing barriers to effective conservation and sustainable use of biodiversity.

One of the largest initiatives under this programme, Key Result Area 2; Activity 2.1.7 is focused on developing integrated island and ocean management plans within the Central Islands Province of the Solomon Islands (SI) to support biodiversity, livelihoods and wellbeing outcomes. The target area is the seascape comprising Ngella Islands, Russell Islands and Savo Island, with a combined land area of 615 km², and a possible inclusive ocean area of around 5,000 km². The terrestrial and marine areas are notable for very high biodiversity values. Marine areas are critically important as locations for major tourism diving activities. The islands are also subject to intense land use pressures and communities are vulnerable to the impacts of land degradation and climate change.

The plans will strengthen protection of key coastal ecosystems through targeted management that simultaneously achieves multiple objectives for climate resilience, livelihoods and human wellbeing for over 30,000 people. Implemented jointly by SPREP and the Wildlife Conservation Society (WCS), in close partnership with the Central Islands Provincial Government, Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM), Ministry of Fisheries Community Based Resource Management (CBRM) Unit, the Solomon Islands Community Conservation Partnership, the project will undertake a three-phased approach to facilitate integrated island and ocean management in order to achieved desired biodiversity, climate and human well-being outcomes. Activities will include: ecological and social resilience assessment mapping; integrating fine-scale resource use and management priority information from the Central Islands Province into the national marine spatial plan; formalizing management around priority areas for biodiversity conservation through participatory, human-rights based approaches that consider gender and social inclusion; and development of holistic watershed management plans parts of an innovative land-sea-health model to prioritize places for investment in ecosystem-based adaptation (EbA) and alternative livelihood interventions within the context of broader ecosystem-based adaptation plans covering management and development actions from forest to sea.



Ecosystem and Socio-economic Resilience Analysis and Mapping - Rationale

The main purpose of an ESRAM assessment is to serve as a robust reference base and mapping tool for the vulnerability and resilience of ecosystems, populations, and the economy, as a planning and decision-making tool for the various stakeholders involved (Government, Provinces, Communes, Private Sector, Civil Society...). Such ESRAM assessment 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 and resource uses, trends and drivers of change,
4. Ecosystem service valuations,
5. Climate change vulnerability assessment, and
6. Recommendations for priority areas and EbA options.

A report of ESRAM assessment conducted at the national scale in the Solomon Islands is available at <https://www.sprep.org/attachments/Publications/IOE/pebacc/solomon-islands-esram-vol1.pdf>.

Examples of ESRAM assessments conducted at sub-national level are available for Honiara, Wagina, Guadalcanal, Malaita, Rennell and Temoto. These assessments usually 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 – estimate value of ecosystem services for communities.
4. Identify threats to ecosystem services.

2. Objective

SPREP is seeking the services of a consulting firm or consortium to carry out a resilience analysis for the Central Islands Province of the Solomon Islands (SI) during 2024. The objective is to generate a robust planning baseline to increase knowledge of priority resource use and management, and to inform the identification of priority areas for biodiversity conservation and EbA-based watershed management.

3. Scope of work

The Consultancy is required to:

a. Conduct one ESRAM assessment in SI's Central Islands Province centred on the seascape comprising Ngella Islands, Russell Islands and Savo Island. This assessment will:

1. Incorporate findings of 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, land-use 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. (*if applicable*) Map operating licenses for extractive 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 the province.
- c. Based on (a) and (b) above, prepare and submit one ESRAM technical report to the Solomon Islands Environment Ministry (MECDM) and SPREP.
- d. Further requirements to note:
 - The consultant will undertake surveys in the 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 terrestrial, coastal, and marine environments with an emphasis on ecosystem connectivity and the linkages between social and biological systems.
 - The consultant is expected to lead and facilitate trainings, workshops, and stakeholder community meetings in the process of undertaking the ESRAM. SPREP and project partners (WCS and national/provincial agencies) may provide support to enable stakeholder engagement processes relating to the above activities.
 - 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 30 November 2024. 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
-	Notification of successful consultant
-	Contract signed
1	Commencement/Inception meeting with SPREP (WCS) and MECDM
2	Approval of workplan and methodology
3	ESRAM assessments in accordance with the Scope of Work
4	Participation in and facilitation of community consultations to inform the ESRAM assessment
5	Submission of draft ESRAM report to MECDM and SPREP
6	Review of draft ESRAM report by MECDM and SPREP
7	Submission of final ESRAM report to MECDM and SPREP

6. Financial proposal with 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 all field-based survey work and desk-based research and report writing
- (if applicable) all international travel for members of the consultancy team
- local transportation for members of the consultancy team for the duration of the contract



- local travel and per diems for national counterparts/government officials while they are away from their normal place of work/home to assist field surveys and community-based consultations.

7. Expertise

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

- A qualification from a recognized tertiary institution (master's degree or higher) in a field related to environmental management, forest and/or water resources management and governance.
- In-depth knowledge of and practical experience in biodiversity and ecosystem assessment, and in mapping and evaluation of goods and services in the context of social and ecological resilience to climate change, preferably in the Pacific Island context.
- Demonstrated experience in using gender-sensitive and socially inclusive participatory approaches in consultations and facilitations.
- In-depth knowledge and practical experiences in the use of ecosystem-based adaptation approaches.
- 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 a distinct advantage.

8. Work 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. The consultant will work closely with and liaise regularly via email and through virtual calls with the Pacific BioScapes Programme Management Unit (PMU) in Suva (Fiji).

9. Remuneration

The budget for services provided is up to **USD \$ 40,000** based on submission and acceptance by the Pacific BioScapes Programme Manager of the set deliverables with corresponding invoices.

10. Duration

This consultancy is expected to run for a total of 5 months and will end no later than 30th November 2024.