



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 Botanical Gardens Landscape Architecture 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 in developing the Honiara Botanical Gardens Landscape Architecture 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 qualifications and previous relevant experience in developing or reviewing botanical gardens master plans or similar work 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 semiq@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 environment management, forestry management, natural resource management or similar (10%);
 - ii. Expertise in forestry, conservation, landscape architecture, agro-forestry, spatial planning and mapping, botanical gardens and community based natural resource management in the Pacific Region (15%);
 - iii. Demonstrated experience in developing or reviewing of environment related strategies and plans including landscape planning or assessment of botanical gardens or urban environment architecture 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 (15%);
 - iv. Record of working successfully with government, non-government stakeholders, private sector organisations and communities in the Pacific region in the urban landscaping/botanical/land use sector (10%);
 - v. Ability to work effectively as part of a team or independently with minimal oversight (10%);



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- vi. Detailed technical proposal/workplan and methodology (20%); and
- vii. Detailed financial proposal (20%).

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 Botanical Garden Landscape Architecture 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 - TERM OF REFERENCE

DEVELOPMENT OF THE HONIARA BOTANICAL GARDENS LANDSCAPE ARCHITECTURE 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 pilots. The Project 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 Botanical Gardens are Honiara's largest green space covering an estimated 19 hectares. Located approximately two kilometres from the city centre in Rove, the gardens showcase a range of local and exotic plant species. The area also provides a sanctuary for native fauna, including a vast array of reptiles, birds and insects¹.

However limited resources, insufficient management and competing land uses have seen the gardens deteriorate over the years. The Ministry of Forestry and Research's Corporate Plan 2019-2022 and Forestry Policy strategic actions support the improvement of the Honiara Botanical Gardens.²

In addition, SPREP through the Pacific Ecosystem-based Adaptation to Climate Change project (PEBACC) supported the establishment of the Botanical Gardens Management Committee to coordinate all activities amongst national stakeholders for the restoration of the Botanical Gardens.

The Honiara Botanical Gardens Management and Business Plan 2020-2030 has identified specific activities to be included in a Honiara Botanical Gardens Landscape Master Plan. A 1965 design provides a very good base network of paths, open spaces, and some buildings with which to work. However, the Landscape Architecture Master Plan will also need to take stock of what is valuable and determine a new way forward. Development of the Plan will integrate the valuable existing assets on site and combine them with new elements to expand and develop the gardens to reflect the aspirations and its principles.

The Honiara Botanical Garden Landscape Architecture Master Plan will be developed in collaboration with the Honiara City Council (HCC), Ministry of Forestry and Research, Ministry of Environment, Climate Change, Disaster Management and Meteorology (MECDM), Ministry of Culture and Tourism, Solomon Water, Solomon Islands National University, University of the South Pacific (PACRES component), Ministry of Infrastructure and Development and the Botanical Garden Management Committee.

The Honiara Botanical Garden Management and Business Plan is the key document to guide development of the Landscape and Architecture Master Plan.

Other legislation, policies and plans that support the development of the Honiara Botanical Gardens Landscape Architecture Master Plan include:

- Ministry of Forestry and Research (2018) Corporate Plan 2019 – 2022
- Ecosystem-Based Adaptation Options Assessment and Master Plan, SPREP
- Honiara Urban Resilience & Climate Action Plan
- Greater Honiara Urban Development Strategy and Action Plan (Volume I and II),

¹ <https://www.sprep.org/news/national-committee-in-place-to-rehabilitate-honiara-botanical-gardens>

² <http://mofr.gov.sb/forpf/stActions.do>



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- National Tourism Development Strategy (NTDS)
- Honiara Ecosystem and Socioeconomic Resilience Analysis and Mapping
- Honiara City Council Summary of Honiara City Environmental Education and Environmental Learning Promotion Plan (2019 – 2024)
- River Waters Act 1996
- Solomon Islands National Climate Change Policy 2012–2017.

Scope of work

SPREP is seeking the services of a consultant to develop the Honiara Botanical Gardens Landscape Architecture Master Plan in close consultation with key stakeholders. 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 consultant will:

1. In accordance with the Honiara Botanical Gardens Management and Business Plan and under the guidance of the Botanical Gardens Management Committee, develop a draft skeleton of the Honiara Botanical Gardens Landscape Architecture Master Plan including:
 - Acknowledging of multiple land use, ownership and lease arrangements within the Botanical Gardens;
 - GIS maps to show the layout of the whole garden and landscaping interventions;
 - Concept designs, layouts, materials required and costings for the landscaping work;
 - Identification of priority landscaping features such as the entrance of the garden and other values;
 - Ensuring gardens design reflect the different environmental typologies on site e.g. rain forest, riverine environment, grassland.
 - Incorporating the key attractions identified in the Honiara Botanical Gardens Management and Business plan under *Strategic Action 117: Review the key attractions suggested for the botanic gardens*. Sketch plans and views have been drafted as an example of what the design of a developed part of the masterplan might look like, along with a diagram showing the existing site and its current configuration. These drawings can be found in the appendices Part 1³ of the Honiara Botanical Gardens Management and Business Plan.
 - Specification of greening outcomes expected, based on Solomon Islands Government priorities, the Botanical Gardens Management Committee's priorities, the environment, and stakeholders' aspirations; and
 - Botanical Gardens landscaping architecture green design options with costings and recommended locations for various types of greening development.

The Master Plan should incorporate climate change projections into the Botanical Garden's greening planning processes. Where possible, consideration should be given to using

³ Honiara Botanical Gardens Management and Business Plan



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endangered plant species as per IUCN red list and those whose conservation status is likely to deteriorate as a result of climate change.

2. Facilitate national stakeholder consultations to review the initial skeleton draft of the Honiara Botanical Garden Landscape Architecture Master Plan;
3. Draft the Honiara Botanical Garden Landscape Architecture Master Plan based on feedback from the national stakeholder consultations;
4. Facilitate a national stakeholder workshop to review the draft Honiara Botanical Garden Landscape Architecture Master Plan; and
5. Finalise the Honiara Botanical Garden Landscape Architecture 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, Solomon Islands Climate Change Director, HCC, Ministry of Forestry and Research and Botanical Garden Management Committee
4	Approval of work plan and methodology.
5	Draft a skeleton on the development of the Honiara Botanical Gardens Landscaping and Architecture Master Plan as per the scope of work
6	Facilitate national stakeholder consultations to review the initial skeleton draft of the Honiara Botanical Gardens Landscape Architecture Master Plan.
7	Draft Honiara Botanical Gardens Landscape Architecture Master Plan based on feedback from the national stakeholder consultations.
8	Facilitate a national stakeholder workshop to develop the draft Honiara Botanical Gardens Landscape Master Plan.



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9	Submit the draft Honiara Botanical Garden Landscape Architecture Master Plan.
10	SPREP, MECDM, HCC, Botanical Garden Management Committee, Ministry of Culture and Tourism, Ministry of Infrastructure and Development and Solomon Water to provide comments on the draft Honiara Botanical Gardens Landscape Architecture Master Plan.
7	Submit final draft of Honiara's Botanical Gardens Landscape Architecture Master Plan.

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 include the **fees component only** associated with undertaking the work outlined above. SPREP will organise and fund at least 2 community 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 environment management, forestry management, natural resource management or similar;
- Expertise in forestry, conservation, landscape architecture, agro-forestry, spatial planning and mapping, botanical gardens and community based natural resource management in the Pacific Region;
- Demonstrated experience in developing or reviewing environment related strategies and plans including landscape planning or assessment of botanical gardens or urban environment architecture 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/botanical/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



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