

# REQUEST FOR TENDERS

RFT: 2024/055\_ReAd  
File: AP\_2/48  
Date: 14 March, 2025  
To: Interested consultants  
From: Utulei Lui – PPIN-PC

**Subject: Request for tenders (RFT): “Consultant to Develop Natural Resources and Environmental Management Policy for iTaukei Land Trust Board of Fiji, READVERTISEMENT”**

## 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](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 develop Natural Resources and Environmental Management Policy for iTaukei Land Trust Board of Fiji.
- 2.2. The Terms of Reference 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://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 where the consultant is based.
- 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](mailto:procurement@sprep.org) before 21 March 2025. 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 25 March 2025.
- 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 80% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

### I. Technical Score – 80%

Criteria	Detail	Weighting
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<b>Qualifications</b>	i. Advanced degree in Environmental Science, Environmental law, Natural Resource Management, Public Policy, land use planning, land management or a related field.	20
<b>Experience</b>	ii. At least 10 years of experience in environmental policy development and natural resource management, land management, direct experience in Fiji is essential.	15
	iii. Demonstrated experience in engaging with indigenous communities and understanding of iTaukei land issues.	20
	iv. Strong analytical, facilitation, and report-writing skills.	4
	v. Familiarity with national and international environmental standards and best practices.	5
<b>Technical Proposal / Methodology</b>	vi. Methodology and approach, including timelines to effectively carry out the work.	12
	vii. Demonstrated understanding of the TOR.	4

## 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: 31 March 2025, 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 2024/055: **Consultant to Develop Natural Resources and Environmental Management Policy for iTaukei Land Trust Board of Fiji, READVERTISEMENT**'

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**

### **TERMS OF REFERENCE (TOR) FOR FORMULATION OF NATURAL RESOURCES AND ENVIRONMENTAL USE AND MANAGEMENT POLICY FOR ITAUKEI LAND TRUST BOARD (TLTB)**

#### **1. BACKGROUND**

The iTaukei Land Trust Board (TLTB) is the custodian of iTaukei land, tasked with managing 90% of iTaukei lands on behalf of the iTaukei landowners for development purpose. In recent years while conservation of natural resources on iTaukei land has been an initiative of many local communities in Fiji, landowning units continue to battle with unsustainable land development resulting mostly from farming, logging, infrastructure setup etc that have been implemented without taking into consideration local conservation or environmental management approaches already in place. These increasing impacts necessitate the integration of sustainable and nature-based solutions (NbS) into land use policies. NbS are approaches that protect, sustainably manage, and restore natural or modified ecosystems, addressing societal challenges while providing human wellbeing and biodiversity benefits.

To ensure sustainable development and management of the iTaukei land issued through lease arrangements, TLTB seeks to develop a comprehensive policy that will contribute to the preservation and management of natural resources or the integration of ecosystem-based management approaches. The policy will provide a framework for balancing land use needs for development with environmental conservation and management, aligning with national and international standards of best practices. Furthermore, integrating NbS into land use policy will enhance ecosystem resilience, improve biodiversity, and contribute to climate change mitigation and adaptation.

#### **2. OBJECTIVE**

The primary objective is to engage a consultant or a team of consultants to draft a Natural Resources and Environmental Use and Management Policy with a specific focus to effectively mainstream NbS into the policy, ensuring that environmental sustainability and resilience are integral components of land use planning and management for TLTB. This policy will guide the sustainable use and management of natural resources on iTaukei land while also undergoing development, ensuring that environmental protection and compliance with relevant laws and regulations are taken into consideration.

#### **3. SCOPE OF WORK**

The consultant will undertake the following tasks:

##### **1) Inception Phase:**

- a. Conduct an inception meeting with SPREP/TLTB to clarify objectives, expectations, and methodologies.
- b. Conduct a preliminary review of existing TLTB documentation, including relevant laws, regulations, policies, and previous reports on TLTB land use arrangements, with an emphasis on natural resource use management or conservation.



- c. Conduct a preliminary assessment to gain an understanding of the current land use and lease types of TLTB
- d. Report and present the results of the preliminary review and factor them into the development of the policy structure.
- e. Develop a detailed work plan and methodology for the work to be carried out through this consultancy.
- f. Develop a draft policy structure with the proposed section headings and content.

## **2) Drafting the Policy:**

- a. Develop the policy framework, including the vision, mission, goals, and objectives.
- b. Ensure the policy aligns with national laws and regulations, as well as international environmental standards and commitments (e.g., UN Sustainable Development Goals, Convention on Biological Diversity).
- c. Formulate detailed policy statements, implementation, and responsibilities on key areas such as:
  - i. Land use planning and zoning.
  - ii. Nature-based Solutions
  - iii. Ecosystem Based Adaptation
  - iv. Sustainable resource management (e.g., forestry, fisheries, agriculture)
  - v. Environmental protection and conservation
  - vi. Climate change adaptation and mitigation
  - vii. Waste management and pollution control.
  - viii. Biodiversity conservation
- d. In conjunction with the above (c), formulate relevant lease conditions (including appropriate revocation of lease clauses due to non-compliance) taking into account the above key areas, to be standardised into lease agreements to reflect the objectives of this policy.
- e. Develop as an annex guideline for implementation, monitoring, and evaluation of the policy.
- f. Identify key performance indicators (KPIs) to measure progress and impact and to evaluate the effectiveness of the integrated NbS in land use policy.

## **3) Review and Validation:**

- a. Present the draft policy to TLTB and key stakeholders for review and feedback.
- b. Organise validation workshops to discuss the draft policy and incorporate stakeholder feedback.
- c. Revise the draft policy based on inputs received during the validation process.
- d. Conduct a final review meeting with TLTB to finalise the policy document.

## **4) Capacity Building:**

- a. Provide recommendations for the implementation of the policy, including institutional and governance arrangements.

- b. Design a capacity-building plan for TLTB staff and other stakeholders to ensure effective implementation and monitoring of the policy.
- c. Develop training materials and conduct a TLTB staff training session on the policy.

#### **4. DELIVERABLES**

The consultant is expected to deliver the following:

- 1) Inception Report detailing the work plan and methodology including draft Policy Structure.
- 2) Draft Natural Resources and Environment Policy document, including implementation guidelines.
- 3) Validation and Capacity-Building Workshop Outcomes Report
- 4) Finalised Policy document incorporating feedback from stakeholders and TLTB.
- 5) Capacity Building Plan for policy implementation, including training materials and recommendations.

#### **5. DURATION AND TIMELINE**

The assignment is expected to take six months, commencing from the date of contract signing. Key milestones are:

- Month 1: Inception Phase
- Month 2-3 : Drafting the Policy
- Month 4: Review and Validation
- Month 5: Finalization of the Policy and Capacity Building

#### **6. CONSULTANT'S QUALIFICATIONS AND EXPERIENCE**

The consultant should possess the following qualifications:

- Advanced degree in Environmental Science, Environmental law, Natural Resource Management, Public Policy, land use planning, land management or a related field.
- At least 10 years of experience in environmental policy development and natural resource management, land management, direct experience in Fiji is essential.
- Demonstrated experience in engaging with indigenous communities and understanding of iTaukei land issues.
- Strong analytical, facilitation, and report-writing skills.
- Familiarity with national and international environmental standards and best practices.
- Proven track record of developing and implementing policies in Fiji, or similar Pacific region contexts.

#### **7. EVALUATION CRITERIA**

Proposals will be evaluated based on:

- Relevant qualifications and experience.
- Methodology and approach.
- Demonstrated understanding of the TOR.
- Budget and cost-effectiveness.



- References and past performance.

## 8. Work arrangements

The consultant is expected to

- Be based at TLTB office on a schedule to be discussed and agreed between the successful consultant, TLTB and the PPIN-PC.
- Engage in agreed meetings with SPREP and TLTB.
- The consultant will be expected to provide and cover the costs of their own mobile phone, laptop/computer equipment and associated software and stationery as part of the contract agreement.

## 9. Budget

Submissions are required to itemise all financial elements of this proposal in USD, including, but not limited to the following:

- **Fees**
- **Travel costs where applicable for consultants based outside of Suva**
- **All applicable taxes**