

REQUEST FOR TENDERS

RFT: 2025/014
File: AP_2/42
Date: 7 March, 2025
To: Interested consultants
From: Biodiversity Conservation

Subject: Request for Tender (RFT): Supply of High Spatial Resolution Pre-processed Satellite Imageries, and carry out analysis with Land Use/Landcover mapping of EREPA project sites in 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 wishes to call for tenders from qualified and experienced consultants who can offer their services to
 - Provide the latest 50cm 4 bands (Visible + infrared) satellite coverage pre-processed satellite images.
 - Undertake landcover classifications derived from the satellite imagery including oceans, freshwater, bare soil, Habitat, Urban area, Paths / roads, Sparse vegetation, Low vegetation, Shrubby vegetation, tall vegetation, Wetlands and mangroves. for 2 sites
- 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:

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- i. Have carried out similar activities in the Pacific and familiar with the satellite data limitations/challenges.
 - ii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 - iii. Provide three referees relevant to this tender submission, including the most recent work completed;
 - 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*).
Provide examples of past related work outputs
For the Technical and Financial proposals you may attach these separately.
 - v. 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:

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- 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 tender/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 the tender.

5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 19 March 2025. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 21 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 70% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

I. Technical Score – 80%

Criteria	Detail	Weighting
Qualifications	i. Advanced qualification in Environmental science, especially in Remote Sensing and /or GIS or related field.	10%
Experience	ii. Demonstrate experiences in providing, handling and processing fresh high-resolution satellite imagery.	30%
	iii. Demonstrate experiences in using satellite image processing and conducting land cover mapping using GIS and remote sensing technologies.	
	iv. Demonstrate the approach to ensuring accuracy using available ground-truthing or validation dataset, and use of appropriate classification methods.	
	v. Demonstrated strong analytical, communication, and report-writing skills.	
	vi. Demonstrate proficiency in using GIS software and remote sensing tools (e.g., ENVI, ERDAS Imagine, ArcGIS). Ability to maintain image quality standards, ensuring accurate metadata tagging.	10%
Technical Proposal / Methodology	vii. Demonstrate understanding with the ecological and environmental context of the Solomon Islands is an advantage.	10%
	viii. Understanding of indigenous knowledge and ability to integrate them at the local stakeholder's requirements into the mapping process	
	ix. Detailed methodology to deliver the required output and provide details to the panel of the value proposed.	10%
	x. Risk Plan (with mitigation measures) will ensure the successful delivery of the project.	10%

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: 04 April 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 2025/014 - **Provision of High Spatial Resolution Pre-processed Satellite Imageries with Land Use/Landcover mapping of EREPA project sites in Solomon Islands**'

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 (TOR)

Supply of High Spatial Resolution Pre-processed Satellite Imageries, and carry out analysis of the acquired images to produce Landcover maps of EREPA project sites in Solomon Islands

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 has been implemented in these four provinces of the Solomon Islands since 2022.

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.

Objective:

The primary objective of this consultancy is to deliver a comprehensive and current environmental baseline for the selected KBAs in the Solomon Islands. This will be achieved through the analysis of high-resolution satellite imagery and land cover classification to inform conservation planning and Protected Areas extension in the selected sites.

Scope of Work:

1. Satellite Image Analysis:

- Acquire and process the latest high resolution satellite imagery for the four selected provinces in the Solomon Islands.
- Ensure that the imagery is pre-processed for accurate analysis, including atmospheric correction and geometric rectification.

2. Land Cover Classification:

- Undertake land cover classification for the 2 project sites using the processed satellite imagery. The classification should include the following categories:
 - Oceans
 - Freshwater
 - Bare Soil
 - Habitat
 - Built-up areas
 - Paths / Roads
 - Sparse Vegetation
 - Low Vegetation
 - Shrubby Vegetation



- Tall Vegetation
 - Wetlands
 - Mangroves
 - Grassland
 - Cropland
 - Non-Forest
 - Utilize appropriate classification techniques and tools to ensure high accuracy and reliability of the results.
- 3. **Reporting and Documentation:**
 - Compile a detailed report outlining the methodology, findings, and classifications. The report should include maps, statistical summaries, and any relevant visualizations of the land cover types.
 - Provide recommendations for identifying potential areas for PA extension based on the classification results.
 - Present the findings to stakeholders in a clear and accessible format, including any necessary presentations or workshops.
- 4. **Coordination and Communication:**
 - Work closely with the project team in country and SPREP to ensure alignment with project goals and requirements.
 - Maintain regular communication and provide updates on progress, challenges, and preliminary findings.

Deliverables:

1. Processed satellite imagery ready for analysis.
2. Land cover classification results for key sites in the project sites, including detailed maps and statistical data.
3. Comprehensive final report with methodology, findings, and recommendations.
4. Presentation of findings to stakeholders (if required).
5. Creation of an online system accessible for the delivery of the final products where end users can view and download final product and results.

Qualifications and Experience:

- Advanced qualification in Environmental Science, Remote Sensing, Geography, or a related field.
- Proven track record in providing fresh high-resolution satellite imagery
- Approach to ensuring accuracy using available ground-truthing or validation dataset, and use of appropriate classification methods.
- Proven experience in satellite image processing and conducting land cover mapping using GIS and remote sensing technologies.
- Expertise in using GIS software and remote sensing tools (e.g., ENVI, ERDAS Imagine, ArcGIS).
- Familiarity with the ecological and environmental context of the Solomon Islands is an advantage.
- Understanding of indigenous knowledge and ability to integrate them as well as local stakeholder's requirements into the mapping process
- Strong analytical, communication, and report-writing skills.



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Payment Terms:

- Payment will be made in instalments based on the completion and approval of key deliverables as outlined in the scope of work.

Application Procedure:

Interested consultants should submit the following:

- SPREP Application form and declaration of honour
- A detailed proposal outlining their approach to the tasks, including methodology and timeline.
- A brief CV highlighting relevant experience and qualifications.
- A financial proposal indicating the total cost.

Reporting Arrangements

The consultant will be working very closely with the SPREP Biodiversity team and the GIS team at the Environmental Governance program. And if required the EREPA Project Management Unit (PMU) team in Solomon Islands.