REQUEST FOR TENDERS

RFT: 2025/054
File: AP_2/44
Date: 16 September 2025
To: Interested Service Providers
From: Loraini Sivo, Project Manager PEBACC+

Subject: Request for Tender - Honiara Botanical Garden Rapid Vegetation Assessment, 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 experienced consultants to conduct a rapid vegetation assessment in the Honiara Botanical Garden, Solomon Islands.

The vegetation assessment will focus on identifying plant species, assessing their abundance and distribution, and documenting the habitat types of native species, including any endangered plants. The primary goal is to update the garden's inventory of local and native flora while evaluating the impacts of climate change on key native species that may require targeted conservation efforts.

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 as per the scope of work;
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 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 – Breakdown cost for the services to render as per deliverables outlined in Annex A. The cost must be inclusive of all the expenses foreseen.
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 29 September 2025. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 01 October 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 contractor 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	Details	Weighting
Qualifications and Experience	i. Bachelor's degree in a related field such as environmental science, ecology, botany, natural resources management	5
	ii. More than 5 years of experience in the field of biodiversity conservation and environmental assessments	10
	iii. Familiarity with environmental impact assessments (EIA) and habitat restoration if applicable.	5
	iv. Practical experience in conducting vegetation surveys, including knowledge of plant identification, ecological site assessments, and ecological monitoring techniques.	5
	v. Experience working with invasive species, identifying, mapping, and developing management strategies.	10
	vi. Field Experience is crucial, including using field survey techniques such as transects, quadrats, and vegetation sampling.	10
	vii. Experience with GIS (Geographical Information Systems) for mapping and analyzing vegetation patterns would be an advantage for this assignment.	5
	viii. Knowledge of local or regional flora, especially when working in a specific area (e.g., understanding local invasive species and their impacts) in Solomon Islands flora and fauna is crucial for this assignment.	10
	ix. Strong communication skills for reporting findings clearly and working with clients, stakeholders, or governmental bodies	5
Technical Proposal	x. Technical Proposal in undertaking the activities as per deliverable	15

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: 07 October 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 2025/054 - Honiara Botanical Garden Rapid Vegetation Assessment, 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

Honiara Botanical Garden Rapid vegetation assessment, Solomon Island

Duty Station	Honiara, Solomon Islands
Type of Assignment	Technical Support
Level of Engagement	In-country
Expected Start Date	As soon as the contract is signed
Contract Duration	**Till December 2025 with possible extension**
Contact	**PEBACC+ Solomon Islands Project Coordinator, SPREP**

Project Background and Rationale

The Secretariat of the Pacific Regional Environment Programme (SPREP) is implementing the Pacific Ecosystem-based Adaptation to Climate Change Plus (PEBACC+) project. It is a sub-regional project designed to explore and promote the uptake of ecosystem-based management approaches in planning for climate change adaptation in the Pacific Island Region. The 4-year project is an initiative supported by Kiwa with funds from France, the European Union, Canada, New Zealand, and Australia. It is implemented by SPREP in collaboration with the Governments of Fiji, Vanuatu and Solomon Islands, New Caledonia, and Wallis and Futuna, and in partnership with conservation and community development NGOs.

The project is expected to support the continuous implementation of activities carried forward from the former PEBACC and PACRES projects in Barana Nature and Heritage Park (BNHP), Guadalcanal Province, and in the Honiara Botanical Garden (HBG), Honiara with and to South Malaita in Malaita Province. The project is aimed to address the current challenges of climate change adaptation through the implementation of nature-based solutions (NbS) in the Pacific and in so doing, the project seeks to strengthen the resilience of ecosystems, economies and people to the impacts of climate change, how human activities are impacting on ecosystems and ensuring that interventions are targeted at addressing the root causes while at the same time investing in restoration activities.

A range of EbA (Ecosystem-based Adaptation) and Nature Based Solutions (NbS) activities has been identified for implementation under Component 1, 1.1.3 of the project documents. These activities focus on the landscaping and capacity development of the Honiara Botanical Garden. Specifically, they involve conducting rapid assessments of vegetation coverage for the PEBACC+ sites, Honiara Botanical Garden.

Project intervention specific rationale

Honiara gains valuable ecosystem services from the city's Botanical Gardens. This urban green space not only offers residents and visitors recreational opportunities, but it also helps improve air quality by absorbing carbon dioxide and releasing oxygen. The gardens

contribute to cooling the city by providing shade and mitigating the urban heat island effect. Moreover, the Botanical Gardens support local biodiversity, offering habitats for native plants and wildlife. This green space also serves as a hub for education and environmental awareness, highlighting the importance of conservation and sustainable practices. The Botanical Garden works to enhance the resilience, environmental sustainability, and overall quality of life for Honiara's residents.

The Honiara Botanical Garden faces challenges that stem from a lack of knowledge about vegetation(flora) cover and limited information regarding invasive species. These issues can significantly impact the health and functionality of these ecosystems. There is often insufficient data on the native plant species and overall vegetation cover and the Botanical Gardens. This lack of understanding makes it difficult to effectively manage these ecosystems, especially in terms of conserving biodiversity, maintaining water flow, and preventing soil erosion. Without accurate information about the types of plants that are most suited to the local environment, it becomes harder to protect and restore these areas to their natural state, particularly in the face of climate change or urban expansion.

These gaps in knowledge hinder the ability of local authorities and communities to make informed decisions regarding conservation and management strategies, including demarcating these important ecosystems as protected areas under the Solomon Islands Protected Areas Act. This ultimately reduces the resilience of the Botanical Gardens in supporting Honiara's ecosystem services.

Against this backdrop, the PEBACC+ Project will undertake a vegetation survey of the Honiara Botanical Garden.

The assessment—the vegetation survey in the Honiara Botanical Garden—will focus on identifying plant species, assessing their abundance and distribution, and documenting the habitat types of native species, including any endangered plants. The primary goal is to update the garden's inventory of local and native flora while evaluating the impacts of climate change on key native species that may require targeted conservation efforts.

These efforts will improve understanding of vegetation cover in the Botanical Gardens. The data-driven recommendations generated will guide Nature-based Solutions (NbS) and Ecosystem-based Adaptation (EbA) approaches to climate change. Moreover, they will support the Solomon Islands government in implementing effective management and protection strategies, thereby safeguarding the vital ecosystem services provided by these important green spaces.
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Objective of the Assignment:

The objective of this assignment is to conduct an ecological assessment— a vegetation survey in the Honiara Botanical Garden, with the aim of enhancing the understanding and management of key urban and peri-urban ecosystems in Honiara.

Specifically, the assignment seeks to:

Document and assess the diversity, distribution, and condition of plant species in the Honiara Botanical Garden, including identification of endangered or climate-vulnerable native species and classification of vegetation types to support conservation planning and potential protected area designation.

The findings from these assessments will inform nature-based solutions (NbS) and ecosystem-based adaptation (EbA) approaches to climate change, while supporting improved ecosystem governance and the protection of vital ecosystem services such as water regulation, soil stability, biodiversity conservation, and sustainable tourism.

Scope of the assignment:

The scope of work that will need to be carried out will be as follows:

1. Honiara Botanical Garden
- Assess and document the diversity of plant species present within the Honiara Botanical Garden.
- Evaluate the distribution and abundance of both native and non-native plant species.
- Classify vegetation types (e.g., forest, grassland, riparian) and assess the health and structure of native plant communities.
- Assess the impacts of climate change on native vegetation and evaluate the resilience of these species.
- Provide recommendations to support the potential designation of the Honiara Botanical Garden as a Protected Area.

Study Area Definition
- Honiara Botanical Garden:

The entire Botanical Garden, including all themed gardens, forested sections, and other ecologically significant areas.

Expected Outputs
The work conducted through this assignment should be able to contribute to the indicators mentioned of the project:

i. Strategic Objective Indicators
- # and type of EbA activities implemented and % of implementation.

ii. Result-based Indicators
- 3.2 # of women and young people engaged/consulted in the studies and decision-making processes on EbA interventions
- 4.1.1 # study or feasibility study related to conservation or NbS approach

conducted and used effectively during the project timeframe

Key Reporting Deliverables

The following will be the key deliverables of the assignment:

1. **Inception Report**
- Detailed work plan and methodology for assessments and activities.
- Stakeholder engagement plan.
- Clear timelines and milestones.

2. **Honiara Botanical Garden Assessment Report**
- Comprehensive inventory of plant species, including native and non-native species.
- Vegetation classification maps (forest, grassland, riparian, etc.).
- Analysis of species distribution and abundance.
- Assessment of native vegetation health and structural conditions.
- Evaluation of climate change impacts and resilience of key native species.
- Recommendations supporting the designation of the Botanical Garden as a Protected Area.

4. **Presentation of Findings and Recommendations**
- A clear, concise presentation for key stakeholders including government agencies, local communities, and partners.
- Visual aids such as maps, charts, and photographs to support findings.
- Facilitation of a feedback and discussion session to inform next steps

5. Final Consolidated Report
- Executive summary highlighting key findings and recommendations from all assessments.
- Integrated recommendations for Nature-based Solutions (NbS) and Ecosystem-Based Adaptation (EbA) strategies applicable to both sites.
- Policy and management guidance for local authorities and community stakeholders.
- Appendices containing raw data (GPS coordinates), maps, species lists, and training resources.

Deliverables and Payment Percentage

No.	Deliverables	Tentative Timeline	%
1	Inception report outlining the methodology/workplan that will be used for the survey, and the timeframe	October 2025	10 %

2	Approved 1st draft report – Honiara Botanical Garden Assessment	November 2025	30%
3	Validation Presentation – HBG vegetation survey	December 2025	30%
4	Final Consolidated Report – Reflecting all feedback and comments into the respective document	December 2025	30%
	Total		**100%**

Competencies:

Technical:

- Demonstrated understanding of ecosystem, environment and biodiversity surveys and assessments including environment impact assessments or similar work in the Solomon Islands
- Demonstrated interest and/or involvement in sustainable development, environment management and climate change adaptation issues.
- Ability to identify local plant species, both native and non-native, using field guides, keys, and expert resources.
- Knowledge of how invasive species spread, their ecological impacts, and how they interact with native vegetation.
- Demonstration of data collection and use of Geographic Information systems

Functional:

Communications

- Able to communicate effectively in writing to a varied and broad audience in a simple and concise manner.

Professionalism

- Capable of working in a high- pressure environment with sharp and frequent deadlines, managing many tasks simultaneously.
- Excellent analytical and organizational skills.
- Exercises the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.

Teamwork

- Works well in a team;
- Projects a positive image and is ready to take on a wide range of tasks;
- Focuses on results for the client;
- Welcomes constructive feedback

Information on Working Arrangements

- The work is based at Honiara Botanical Garden, Ministry of Forestry & Research, Honiara, Solomon Islands, and the Barana Community Nature and Heritage Park. Therefore, requires that the service provider must be accessible to the site.
- In liaison with the Solomon Islands Country Coordinator, submit required deliverables and reports to the PEBACC+ PMU reporting against agreed deliverables and outputs.
- He/She will be responsible for providing her/his own field gears and all other working equipment, including a computer and mobile phone and GPS and any additional field support needed.
- Financial proposal must be inclusive of all costs.
- Payments will be made upon submission of approved deliverables as per TOR

Qualifications and Experience

Qualifications:

- Bachelor's degree in a related field such as environmental science, ecology, botany, natural resources management
- Having a Geographical Information systems (GIS) experience will be an advantage.

Experience:

- More than 5 years of experience in the field of biodiversity conservation and environmental assessments
- Familiarity with environmental impact assessments (EIA) and habitat restoration if applicable.
- Practical experience in conducting vegetation surveys, including knowledge of plant identification, ecological site assessments, and ecological monitoring techniques.
- Experience working with invasive species, identifying, mapping, and developing management strategies.
- Field Experience is crucial, including using field survey techniques such as transects, quadrats, and vegetation sampling.
- Experience with GIS (Geographical Information Systems) for mapping and analyzing vegetation patterns would be an advantage for this assignment.
- Knowledge of local or regional flora, especially when working in a specific area (e.g., understanding local invasive species and their impacts) in Solomon Islands flora and fauna is crucial for this assignment.
- Strong communication skills for reporting findings clearly and working with clients, stakeholders, or governmental bodies

Language Requirements:

- A good understanding of spoken and written English is essential

Documentation to be submitted:

- A detailed CV outlining qualifications and work achievements.
- Certificate of qualifications
- Certificate as a tax registered individual/company
- Breakdown cost for the services to render as per deliverables in the table above. The cost must be inclusive of all the expenses foreseen.
- A signed declaration on exclusion criteria and selection criteria – form will be provided
- Detailed methodology of the survey work that will be carried out