

REQUEST FOR TENDERS

RFT: 2025/061
File: AP_2/48
Date: 15 August, 2025
To: Interested consultants
From: Utulei Lui – PPIN-PC

Subject: Request for tenders (RFT): Consultancy: Development of NbS Guideline for Climate-Resilient Agriculture and Forestry in Tonga

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 develop a Guideline on NbS Guideline for Climate-Resilient Agriculture and Forestry in Tonga.
- 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 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 before 25 August 2025. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 27 August 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
Qualifications	i. Advanced degree in forestry, agriculture, climate policy, natural resource management, or a related field	12
Experience	ii. At least 10 years of professional experience in forest, or agriculture or sustainable land management, climate adaptation, NbS.	10
	iii. Demonstrated knowledge of ecosystem-based approaches and climate adaptation planning relevant to agriculture and forestry	10
	iv. Proven ability to develop practical guidelines, policy tools, or capacity-building resources in developing countries	15
	v. Direct experience working in Tonga (essential) and/or Pacific Island contexts (desirable)	8
Technical Proposal / Methodology	vi. Quality, clarity, and feasibility of the methodology and approach, including timelines and stakeholder engagement strategy	20
	vii. Demonstrated understanding of the TOR, including risks and opportunities identified	5
TOTAL		80

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.

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A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.

- 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: 09 September 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 2025/061: **Request for tenders (RFT): Consultancy: Consultancy: Development of NbS Guideline for Climate-Resilient Agriculture and Forestry in Tonga**'

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

Consultancy Title: Development of NbS Guideline for Climate-Resilient Agriculture and Forestry in Tonga

1. Background

The Promoting Pacific Island Nature-based Solutions (PPIN) project supports the development of policy and legislation for Nature-based Solutions (NbS), build awareness and capacity, and strengthen regional cooperation amongst PICTS on NbS. This project is a key component of New Zealand's Ministry of Foreign Affairs and Trade (MFAT) "Resilient Ecosystems for Climate Change Adaptation" (RECCA) Activity. This project will be implemented by four organizations, IUCN (lead), SPREP, GGGI and SPC. SPREP will support the medium-Term Outcome 1 of the PPIN project which is - By 2026 NbS are increasingly integrated into national frameworks, laws and policies.

The Kingdom of Tonga is implementing its Joint National Adaptation Plan (JNAP) 2, which outlines integrated strategies to enhance resilience to climate change and disaster risks. The agriculture and forestry sectors play a vital role in ensuring food security, rural livelihoods, ecosystem services, and economic development. Strengthening their adaptive capacity is a national priority.

In support of this, the Government of Tonga recently launched the Agriculture, Food and Forestry Sector Plan (TASP II), which outlines sectoral priorities through to 2035. A key objective of the TASP II is to enhance the resilience of agriculture and forestry systems to climate change and disasters, with a strong emphasis on ecosystem-based approaches and sustainable land management.

Nature-based Solutions (NbS), including agroforestry, reforestation, watershed protection, and integrated farming systems, offer practical, cost-effective, and ecologically sound approaches to meet these resilience objectives. NbS contribute to climate adaptation, biodiversity protection, sustainable livelihoods, and soil and water conservation.

However, there is currently no dedicated national guidance on how to systematically identify, design, and implement NbS in the context of Tonga's agriculture and forestry sectors. This consultancy will help fill that gap by developing a practical, evidence-based guideline to support the mainstreaming of NbS in both sectors. It will contribute to achieving the objectives of both the JNAP and the Agriculture, Food and Forestry Sector Plan (TASP II), enabling more climate resilient and sustainable land use practices in Tonga.

2. Objective

To develop a practical, evidence-based Guideline on Nature-based Solutions (NbS) that supports the integration of NbS into the climate adaptation planning and programming of Tonga's agriculture and forestry sectors, in alignment with the JNAP and Tonga Agriculture Sector Plan (TASP II)

3. Specific Tasks

Inception Phase (Week 1)

- Conduct an inception meeting with MAFF, MEIDECC, and SPREP
- Submit an Inception Report outlining methodology, work plan, and stakeholder engagement strategy

Situational Analysis (Weeks 2 to 4)

- Review relevant national policies, frameworks, and plans, including the TASP II, JNAP, forestry legislation, and climate strategies, National Forestry Policy
- Identify existing and suitable NbS approaches applicable to both agriculture and forestry in Tonga
Assess institutional, technical, and policy gaps and opportunities
- Assess Organizational Plans (CPs and AMPs) and how it can be link to JNAP, TASP etc.

Stakeholder Engagement (Weeks 3 to 6)

- Consult with key government agencies, civil society, traditional leaders, local communities, and private sector actors
- Capture traditional ecological knowledge, gender considerations, and local practices
- Ensure inclusion of perspectives from both the agriculture and forestry sectors

Guideline Development (Weeks 5 to 9)

- Draft the NbS Guideline for Climate Resilient Agriculture and Forestry, including tools, case studies, and implementation pathways
- Validate the draft guideline through a national stakeholder workshop

Finalization and Capacity Support (Weeks 10 to 12)

- Revise and finalize the guideline based on stakeholder input
- Prepare a Summary Policy Brief targeting decisionmakers and technical staff
- Design and deliver a capacity building session for sectoral staff, implementing partners, and local stakeholders

4. Deliverables

Deliverable	Timeline
Inception Report (including methodology and work plan)	End of Week 1
Situational Analysis Report (agriculture and forestry focus)	End of Week 4
Stakeholder Engagement Summary Report	End of Week 6
Draft NbS Guideline for Agriculture and Forestry	End of Week 9

Validation Workshop and Feedback Summary	Week 10
Final NbS Guideline and Summary Policy Brief	End of Week 12
Capacity building Session Materials and Final Report	End of Week 12

5. Qualifications and Experience

- Advanced degree in Forestry, Agriculture, Climate Policy, Natural Resource Management, or a related field
- Minimum 10 years of professional experience in climate adaptation, NbS, or sustainable land, forest, or agriculture management. Direct Experience in Tonga is essential
- Proven track record in developing technical guidelines, policy tools, or capacity building products in Tonga, or in similar Pacific small island developing states.
- Strong understanding of NbS, including their application in both forestry and agricultural systems in Tonga or similar Pacific Small Island Developing States
- Experience facilitating stakeholder consultations and participatory processes.
- Familiarity with Tonga's policy landscape and traditional land management systems is an advantage

6. Reporting and Supervision

The consultant will report jointly to the following primary focal points:

- CEO, MAFF and Head of Policy and Planning Division, Ministry of Agriculture, Food and Forests (MAFF)
- Director, Department of Climate Change, Ministry of MEIDECC
- SPREP Pacific Islands Nature based Solutions (PPIN) Project Coordinator.

These three entities will provide coordinated oversight, technical input, and strategic guidance throughout the assignment. Regular coordination will be maintained through scheduled check ins, such as biweekly virtual meetings or written updates. Logistical and stakeholder engagement support will be jointly facilitated by MAFF, MEIDECC, and SPREP.

7. Budget

The budget is \$34,000 USD, proposals over this amount will not be considered. 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 Tonga.
- All applicable taxes