

REQUEST FOR TENDER

RFT: 2026-033
File: AP_2/44
Date: 30 July 2026
To: Interested Service Providers
From: Loraini Sivo, Project Manager PEBACC+

Subject: Request for Tender (RFT): The Development of a Master Plan for the Port Vila Botanical Gardens, Tagabe Water Catchment Area, Vanuatu

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization 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 Botanical Garden Master Planning Designers to develop a visionary Master Plan for the Tagabe - Botanical Gardens. The Master Plan will establish the garden as a globally recognized, sustainable tourism destination and world-class living museum dedicated to the conservation, research, display, and celebration of Vanuatu's unique endemic flora and fauna, while protecting and enhancing the ecological integrity of the Tagabe Water Catchment.
The Master Plan will be expected to:
 - **Conduct Initial Site Assessments:** Perform inception planning, baseline spatial mapping, hydrological risk evaluation, and rapid biological/cultural audits of the site.
 - **Develop Concept Designs:** Design draft master spatial layouts, landscape features, circulation paths, and visual renderings for the gardens and visitor facilities.
 - **Engage Stakeholders:** Facilitate participatory validation workshops with government agencies, local community members, traditional landowners, and key inclusion groups.
 - **Deliver the Final Master Plan Package:** Produce the complete 30-Year Botanical Garden Master Plan, including detailed visual landscape packages, architectural guidelines, an implementation roadmap, cost estimates, and operational management strategies.
- 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. Must be able to work in Vanuatu, has the capacity to understand the local language
 - 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 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 required skills and experience to carry out this contract successfully.
- d) **Technical Proposal** which contains the details of achieving the tasks outlined in the Terms of Reference. Also sample of work must be submitted.
- 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 17 August 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 19 August 2026.
- b. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- c. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFQ or any other information given or made available by SPREP, the Tenderer should promptly notify the Requesting 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	1. Advanced degree or professional certification in Landscape Architecture, Urban/Environmental Planning, Ecosystem Management, Eco-tourism Designing and Planning, or a closely related field. (For firms: The Lead Consultant/Design Lead MUST hold a qualification in Landscape Architecture or Spatial Planning).	10
	2. i. Minimum of 5 to 7 years of demonstrated experience in master planning and conceptual landscape design for botanical gardens, public parks, nature reserves, or eco-tourism destinations. ii. Proven ability to produce high-quality visual outputs (e.g., 2D rendered master plans, spatial layouts, cross-sections, and visual mood boards). iii. Practical experience integrating low-impact environmental design, such as Water-Sensitive Urban Design (WSUD), rain gardens, or soil erosion control, to protect sensitive water catchments. iv. Demonstrated experience designing visitor-friendly, low-impact infrastructure (e.g., footpaths, visitor centers, boardwalks, interactive displays). Provide examples (3 or more) of previous work	30
	3. i. Proven track record of leading participatory workshops, engaging diverse stakeholders (government, community leaders, traditional landowners), and building consensus. ii. Experience working in Vanuatu or the wider Pacific region, with a strong understanding of local customary land tenure systems (kastom), traditional governance, and community dynamics.	10
	4. i. Working knowledge of Vanuatu's (or South Pacific) endemic flora, fauna, and local ecosystems to inform "Live Museum" display strategies. ii. Experience developing basic revenue models, governance frameworks, and operational plans for public parks or eco-tourism sites. iii. Proficiency or working knowledge of Bislama (in addition to fluent English) is highly desirable to ensure effective community consultation in Vanuatu.	20
Technical Proposal and Methodology	5. Detailed methodology and workplan in undertaking the activities as per deliverable, including timelines	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.
- c. 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 this process and inform unsuccessful bidders accordingly.

8. Deadline

- 8.1. **The due date for submission of the tender is: 31 August 2026 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 2026-033: Development of a Master Plan for the Port Vila Botanical Gardens, Tagabe Water Catchment Area

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)

Position: Botanical Garden Landscaping Professional / Master Planning Consultant (Firm/Group of Technical Consultants)

Project: Development of a Master Plan for the Port Vila Botanical Gardens, Tagabe Water Catchment Area

Location: Port Vila, Efate, Vanuatu

Duration: 2 months

1. BACKGROUND AND CONTEXT

The PEBACC+ project supports the implementation of ecosystem-based adaptation (EbA) and nature-based solutions (NbS) to strengthen climate resilience in participating Pacific Island countries, including Vanuatu. The project is financed by the Kiwa Initiative's donor partners, including the Agence Française de Développement (AFD), the European Union, and the French Facility for Global Environment (FFEM), and is implemented by SPREP in collaboration with national governments and regional partners, in Fiji, Vanuatu, Solomon Islands, New Caledonia and Wallis and Futuna.

In Vanuatu, PEBACC+ continues to work closely with the Vanuatu Department of Forestry and local communities to strengthen ecosystem restoration and climate resilience initiatives, particularly within the Tagabe River Catchment and Tanna Island. Building on restoration efforts initiated under PEBACC Phase 1 and the EU-funded PACRES project, the project has supported the establishment of community nurseries, planting of over 21,000 native seedlings and vetiver grass, and delivery of training and awareness activities for communities along the Tagabe River. Collaboration with the Department of Forestry has been central to these efforts, particularly in technical guidance, nursery management, restoration planning, and community engagement. In Tanna, the project has supported the development of the Port Resolution Protected Area Management Plan, establishment of sustainable livelihood initiatives, marine conservation activities, and community nurseries to address erosion and strengthen terrestrial conservation. To continue and scale up these efforts, PEBACC+ is supporting ongoing restoration and community resilience activities in the Tagabe River Catchment while expanding ecosystem-based adaptation interventions to Lenakel and surrounding communities in Tanna.

PEBACC+ is working with the Department of Forestry to restore a designated site that has been identified by Forestry as a potential green space in the town vicinity of Vila as its Botanical Garden. The Department of Forestry is the custodian of the Port Vila Botanical Gardens, in collaboration with the Tagabe Water Catchment Committee [TWMC], seeks to transform the existing gardens into a premier tourism icon as a arboretum "Live Museum" for Vanuatu's endemic flora and fauna.

The proposed site is located within the Tagabe Water Catchment area, adjacent to the Agriculture Station at Tagabe, along the lower ridge of the riverbank extended along the south-east direction. This area forms part of a critical watershed for Port Vila. The site covers approximately 40,000 m².

The Master Plan will serve as the definitive blueprint to guide all future development, investment, and management of the gardens for the next 20-30 years.

2. VISION AND OBJECTIVES OF THE ASSIGNMENT

2.1 Vision statement:

"To establish the Port Vila Botanical Gardens as a globally recognized, sustainable tourism icon and premier 'Live Museum'—celebrating, conserving, and researching Vanuatu's unique endemic biodiversity, while serving as a benchmark for ecological stewardship, climate resilience, and community heritage within the Tagabe Water Catchment."

2.2 Principal Objective

The primary objective of this assignment is to develop a comprehensive, multi-phased, and fully costed 30-Year Botanical Garden Master Plan. This plan will act as the strategic and physical spatial blueprint to protect this crucial urban green space against urban encroachment, rehabilitate the Tagabe watershed, curate Vanuatu's living biological heritage, and create a self-sustaining eco-tourism destination

2.3 Specific Objectives

To achieve this vision, the Botanical Master Plan developed must focus on 7 main areas:

1. Landscape Architecture & Master Spatial Design

Visual Site Master Plan: Develop a cohesive, visually engaging landscape design (including rendered 2D plans, site cross-sections, and perspective sketches) that illustrates the layout of the entire 40,000 m² site.

Integrated Park Aesthetic: Establish unified design guidelines for materials, walking trails, boardwalks, outdoor seating, signage, and natural building styles that reflect local architecture and harmonize with the surrounding environment.

2. Saving Urban Green Space & Protecting Clean Water

Protect the Land: Keep this vital piece of land safe from city expansion, dumping, and deforestation, ensuring Port Vila keeps a healthy "green lung."

Keep the River Clean: Use natural landscape design techniques (such as rain gardens, tree planting, and bio-swales) to stop soil washing away and keep the Tagabe River and local drinking water clean and safe.

Build Resilience: Use nature-based solutions to help the park withstand hot weather, heavy rain, flooding, and cyclones.

3. Creating a "Living Museum" for Wildlife & Plants

Living Display Layout: Design a natural park layout that showcases Vanuatu's rare native plants across themed garden zones, along with safe, ethical spaces and aviaries for local birds and animals.

Conservation Facilities: Allocate space for seed storage, native plant nurseries, and educational centers so students, scientists, and visitors can learn how to protect native species.

4. Building a Great Visitor Experience

A Top Tourist Spot: Create a safe, modern, and welcoming eco-tourism destination, complete with comfortable walking paths, clear interpretive signage, an arrival visitor center, and clean amenities.

A Park for Local Families: Provide a peaceful, green outdoor space where local residents and families can relax, exercise, and enjoy nature close to town.

5. Honoring Local Culture & Community

Celebrate Customary Uses: Highlight traditional knowledge (kastom) by showcasing how native plants have always been used for food, medicine, construction, and cultural traditions within the landscape.

Involve Local People: Work closely with traditional landowners, nearby communities, and local groups including key GEDSI groups during the design process so everyone feels proud of and connected to the project.

6. Making the Gardens Financially Self-Sustaining

Revenue Models: Create a sensible business plan with regular income streams (such as entry tickets, guided tours, an eco-café, gift shops, and event space hires) so the park can cover its own operational costs.

Clear Cost Breakdown: Provide a realistic, step-by-step capital and maintenance budget (short-term, medium-term, and long-term) to help attract donors, government funding, and investors.

7. Setting Up Clear Management & Upkeep

Clear Governance: Define clear roles for who will run, maintain, and manage the gardens daily, including the Department of Forestry, local water committees, and community members.

Daily Maintenance & Safety: Establish clear protocols for daily landscape upkeep, invasive weed removal, site security, and keeping the park safe during natural disasters.

3. SCOPE OF WORK

The project is seeking a group of technical consultants or firm with multidisciplinary capacities in landscape architecture, hydrological engineering, regional biodiversity, and eco-tourism economics. The scope is divided into three phases:

Phase 1: Inception, Site Analysis & Spatial Assessment

1.1 Inception & Stakeholder Alignment: Confirm project objectives, design priorities, site parameters, and work plan with the Department of Forestry, Tagabe Water Catchment Committee (TWMC), and key partners.

1.2 Site Analysis & Base Mapping (40,000 m²): Assess the site's topography, existing tree canopy, views, microclimates, soil conditions, and neighboring urban context to create the visual baseline map.

1.3 Hydrological & Environmental Constraints Mapping: Map water flow paths, flood risk zones, and river buffers to establish visual "no-build" conservation boundaries.

1.4 Rapid Biological & Cultural Audit: Identify significant existing native trees to retain and integrate into the visual landscape layout, along with any culturally sensitive areas.

Phase 2: Landscape Concept & Visual Design Development

2.1 Master Spatial Zoning & Layout Design: Design a spatial master plan establishing distinct visual zones:

- **Live Museum & Endemic Collections Zone:** Visual layouts for thematic plant displays (e.g., coastal, lowland rainforest, medicinal garden) and integrated animal exhibits/aviaries.
- **Water Protection & Buffer Zone:** Eco-friendly riverbank buffer layouts utilizing native riparian vegetation.
- **Visitor Gateway & Entry Hub:** Spatial design for arrival plaza, visitor center, eco-café, parking, and amenities.
- **Research & Community Hub:** Spatial layout for plant nurseries, seed banks, and traditional Nasara gathering spaces.

2.2 Circulation & Landscape Feature Design:

- Visual design of footpaths, boardwalks, viewing platforms, and accessible routes.

- Landscape integration of green infrastructure (e.g., rain gardens, bio-swales, permeable paving).

2.3 Draft Visual Presentation Deliverables:

- 2D Draft Rendered Master Plan: Fully colored, scaled visual map showing overall site layout, building footprints, and landscape zones.
- Landscape Look-and-Feel / Palette: Visual material boards showing proposed natural materials (timber, stone, bamboo), native plant selections, and architectural styles.

Phase 3: Final Master Plan, Visual Package & Implementation Strategy

3.1 Stakeholder Visual Presentation & Validation Workshop: Present the draft visual design and spatial plan to key stakeholders also focusing as well on GEDSI key groups to collect feedback and build consensus.

3.2 Final Landscape Master Plan Package: Deliver the final Master Plan document, explicitly including the following **Visual Landscape Deliverables**:

- **Colored Rendered Master Site Plan (2D):** A detailed, professional visual plan showing the complete layout of gardens, buildings, trails, and zones.
- **Cross-Sections & Elevation Drawings:** Key cross-sectional views showing the visual profile (e.g., transition from entry hub through the live museum down to the riverbank buffer).
- **Concept Perspectives & Sketches:** Hand-rendered or digital illustrative perspectives showing key visitor experiences (e.g., the main entry plaza, live museum boardwalks, and aviaries).
- **Landscape & Planting Design Palette:** Illustrated guide detailing plant arrangements, target endemic species, native trees, and hardscape materials.
- **Design Guidelines:** Vernacular architectural and landscape style guidelines to maintain visual identity across all future developments.
- **Implementation Roadmap & Cost Estimates:** Phased development plan, capital cost breakdown, and governance framework for long-term operations.

4. DELIVERABLES AND TIMELINE

All deliverables must be submitted in English, in both digital (editable, PDF, and GIS-compatible) and hard copy formats.

Deliverable Indicative Timeline

#	Deliverables	Date line
1.	Submission of a detailed workplan	5 September 2026
2.	Successful completion of Phase 1 with a summarized report on work output	20 September 2026
3.	Successful completion of Phase 2 with a summarized report on work output	20 October 2026
4.	Successful completion of the validation workshop under Phase 3 with a summarized report on output	3 rd November 2026
5	Submission of Final Landscape Master Plan Package as per 3.2 detail	15 November 2026

5. EXPERTISE AND QUALIFICATION REQUIREMENTS

This assignment may be undertaken by an Individual Consultant (with a multi-disciplinary skill set) or a Consulting Firm/Team. If applying as a firm, the lead consultant must meet the principal qualifications, with team members fulfilling complementary technical roles.

Essential Qualification and Experience:

1. Education & Professional Background (10)

Degree/Qualification: Advanced degree or professional certification in Landscape Architecture, Urban/Environmental Planning, Ecosystem Management, Eco-tourism Designing and Planning, or a closely related field. *(For firms: The Lead Consultant/Design Lead MUST hold a qualification in Landscape Architecture or Spatial Planning).*

2. Relevant Professional Experience (30) – Do provide sample of work conducted

- Minimum of 7 years of demonstrated experience in master planning and conceptual landscape design for botanical gardens, public parks, nature reserves, or eco-tourism destinations.
- Proven ability to produce high-quality visual outputs (e.g., 2D rendered master plans, spatial layouts, cross-sections, and visual mood boards).
- Practical experience integrating low-impact environmental design, such as Water-Sensitive Urban Design (WSUD), rain gardens, or soil erosion control, to protect sensitive water catchments.
- Demonstrated experience designing visitor-friendly, low-impact infrastructure (e.g., footpaths, visitor centers, boardwalks, interactive displays).

Stakeholder Engagement & Cultural Sensitivity (10)

- Proven track record of leading participatory workshops, engaging diverse stakeholders (government, community leaders, traditional landowners), and building consensus.
- Experience working in Vanuatu or the wider Pacific region, with a strong understanding of local customary land tenure systems (kastom), traditional governance, and community dynamics.

Desirable Qualifications (20)

- Working knowledge of Vanuatu's (or South Pacific) endemic flora, fauna, and local ecosystems to inform "Live Museum" display strategies.
- Experience developing basic revenue models, governance frameworks, and operational plans for public parks or eco-tourism sites.
- Proficiency or working knowledge of Bislama (in addition to fluent English) is desirable to ensure effective community consultation in Vanuatu.

6. REPORTING AND MANAGEMENT

The contracted firm will work in close coordination with the Department of Forestry and Tagabe Water Catchment Steering Committee [TWCC] comprising representatives from the Department of Forestry

and the Tagabe Water Catchment Committee. Day-to-day coordination will be managed by a designated PEBACC+ Project Coordinator and Technical Support Officer on the ground.

7. EVALUATION CRITERIA

Proposals will also be evaluated based on the following weighted criteria:

- The work required under this scope of work is carried out by a firm or a group of technical consultants with multidisciplinary capacities in landscape architecture, hydrological engineering, regional biodiversity, and eco-tourism economics competences.
- The Lead consultants/firm holds formal qualifications in Landscape Architecture/Spatial Planning, 7+ years relevant master planning experience, and proven track record in Vanuatu/Pacific island context.
- Submission of a detailed methodology and workplan (10% of the criteria scoring)
- Portfolio demonstrates exceptional ability to deliver clear, attractive, donor-ready visual designs (rendered maps, elevations, visual mood boards).
- Financial proposals will only be opened for applicants who pass the technical threshold (achieve 70% or more in the technical assessment).
- The maximum score (20 points) will be allocated to the lowest priced financial proposal.