

## REQUEST FOR TENDERS

RFT: 2021/062  
File: AP\_3/29  
Date: 2 August, 2021  
To: Interested suppliers  
From: Semi Qamese – PACRES M&E Officer

**Subject: Request for Tenders: Consultancy for Tree replanting at the Tagabe watershed: Port Vila, Vanuatu.**

### 1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple values. These values guide all aspects of our work:
  - We value the Environment
  - We value our People
  - We value high quality and targeted Service Delivery
  - We value Integrity
- 1.3. For more information, see: [www.sprep.org](http://www.sprep.org).

### 2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from a suitably qualified and experienced local consultants, local community groups or organisations who can offer their services to replant trees at the Tagabe watershed in Port Vila, Vanuatu.
- 2.2. The Terms of Reference and the specific statement of work for the consultancy are set out in Annex A.
- 2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct. [https://www.sprep.org/attachments/Publications/Corporate\\_Documents/sprep-organisational-values-code-of-conduct.pdf](https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf)

### 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
  - i. Must be legally able to work in Vanuatu for the duration of the contract;
  - ii. Excellent command of spoken and written English and basic knowledge of Vanuatu Bislama will be an advantage.
  - iii. Provide three references relevant to this tender submission, including the most recent work completed;

- iv. Provide examples of related past work outputs;
- v. Complete the **tender application form** – *(please note you are required to complete all areas in full as requested on the form, particularly the statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV or your Technical Proposal. Failure to do this will result in the application **not** being considered);* and
- vi. Sign the **Conflict of Interest** form.

#### **4. Submission guidelines**

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above 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 outline the interested supplier's complete proposal and include:
  - a. The CVs of proposed personnel highlighting related experience relevant to the tender.
  - b. A Technical Proposal which describes the interested tenderer's approach, including timelines to achieve the tasks described in the Terms of Reference.
  - c. A Financial Proposal which breaks down costs for all components of the proposed approach.
  - d. A Completed Tender Application Form and conflict of interest form.
- 4.3. Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

#### **5. Tender Clarification**

- 5.1. Any clarification questions from applicants must be submitted by email to [procurement@sprep.org](mailto:procurement@sprep.org) before 11 August 2021. A summary of all questions received with an associated response will be posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 13 August 2021.

#### **6. Evaluation criteria**

- 6.1. SPREP will select a preferred supplier 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 tenderer satisfies the following criteria.
  1. Qualifications and expertise (30%):
    - a. More than five (5) years of experience in Tree planting activities;
    - b. Familiarity with landscaping, woodlots and forest plantations establishment;
    - c. Record of having successfully worked with communities and government institutions in Vanuatu;
    - d. The service provider provides tools and equipment for community seedling and wilding plantings; and
    - e. The service provider must have all necessary legal requirements to work in Vanuatu.
  2. Detailed technical proposal (50%) to include:
    - a. recommended approach to deliver scope of work in the attached terms of reference;
    - b. key sources/data to inform the assignment and relevant stakeholders; and
    - c. detailed work plan clearly outlining milestones and delivery timelines.
  3. Detailed financial proposal (budget) (20%).
    - a. Develop a cost model based on the budget available and scope of work; and



- b. Bidders must include all costs associated with delivery of monthly tree planting targets as per the scope of work and cost model identified above.

#### 7. Deadline

- 7.1. The due date for submission of the tender is: **23 August 2021 midnight (Apia, Samoa local time)**.
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked '**RFT 2021/062: Consultancy for Tree replanting at the Tagabe watershed: Port Vila, Vanuatu**' to one of the following methods:

Mail: SPREP

Attention: Procurement Officer

PO Box 240

Apia, SAMOA

Email: [tenders@sprep.org](mailto:tenders@sprep.org) (MOST PREFERRED OPTION)

Fax: 685 20231

Person: Submit by hand in the tenders box at SPREP reception,  
Vailima, Samoa.

Note: Submissions made to the incorrect portal will not be considered by SPREP. If SPREP is made aware of the error in submission prior to the deadline, the applicant will be advised to resubmit their application to the correct portal. However, if SPREP is not made aware of the error in submission until after the deadline, then the application is considered late and will be returned unopened to the sender.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

**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

### Tree replanting at the Tagabe watershed: Port Vila, Vanuatu.

#### 1. Background and Rationale

Vanuatu is one of five Pacific ACP countries where the Intra-ACP GCCA+ Pacific Adaptation to Climate Change and Resilience Building (PACRES) is scaling up adaptation/ecosystem-based adaptation (EbA) pilots. This work is being implemented jointly by the Secretariat of the Pacific Regional Environment Programme (SPREP), the Pacific Community (SPC) and the University of the South Pacific (USP).

The Vanuatu PACRES project is building on and extending activities by the Pacific Ecosystem-based Adaptation to Climate Change (PEBACC) and International Waters Ridge to Reef projects, promoting the use of Ecosystem-based Adaptation (EbA) approaches to reducing vulnerability and increasing resilience to climate change. The geographic focus of the PACRES activities is the Tagabe River watershed and urban and peri-urban areas of Port Vila.

To implement PACRES activities around Port Vila, SPREP has engaged a Project Officer and a Forestry Officer to oversee implementation of on-ground activities and USP has engaged a Research and Community Officer (RCO) to lead a community-based capacity development programme around PACRES Project sites. The PACRES activities are being undertaken in close partnership with the Vanuatu Ministry of Climate Change Adaptation, Meteorology, Geo-Hazards, Environment, Energy and Disaster Management (MCCAMGEEDM) and the Ministry of Agriculture, Livestock, Forestry, Fisheries and Biosecurity (MALFFB).

PACRES is expanding the existing Tagabe Forestry Nursery to facilitate propagation of seedlings and wildlings. There are currently about 100,000 seedlings at the Nursery ready for transplanting. Initial species raised are mostly indigenous and coastal plant species that have been proven to effectively stabilise coastal and riparian areas and to prevent or minimise erosion in steep slopes including riverbanks. The planting stocks are sourced around Efate and from near-by islands.

*Table 1 List of existing plant species at the Tagabe Forestry Nursery*

Plant species at the Tagabe Forestry Nursery			
Common Name	Scientific Name	Common Name	Scientific Name
Natapoa	<i>Terminilia cattapa</i>	Nambiribiri	<i>Hernandia spp</i>
Natankura/Thatch	<i>Metroxylon wariburgii</i>	Mahagany	<i>Switenia macrophyllia</i>
Nakavika	<i>Syzygium spp</i>	Natongtong	<i>Myristica spp</i>
Pandanus	<i>Pandalus dubius</i>	Burau	<i>Cordia spp</i>
Tamanu/Nambakura	<i>Carolophyllum inophyllum</i>	Navel	<i>Barringtonia edulis</i>
Plam	<i>Veitchia avecina</i>	Natora	<i>Indisia bijuga</i>
Poision Fish Fruit	<i>Barringtonia asitica</i>	Namambe	<i>Incarpus fagiferus</i>
Whitewood	<i>Endospermum medullosum</i>	Namamau	<i>Fluggae flexuosa</i>
Sandalwood	<i>Santalum austrocaledonicum</i>	Coconut	<i>Cocos nusifera</i>
Nangai	<i>Canarium indicum</i>		

The focus of the PACRES planting is to rehabilitate deforested areas in the Tagabe watershed using a ridge to reef approach. This includes the degraded areas of the Tagabe catchments, including coastal areas, riverbanks and riparian zones. Once planting begins, the planting targets are expected to increase based on the success of the initial planting. The targeted areas for the Tagabe watershed are described in Table 2 and shown in Figure 2. The distributions are tabulated below.

Table 2 Zone description the lower, mid and upper catchments.

Zones	Area	Site descriptions
1 Lower catchment	20 ha	Situated on a flat area with fertile sandy loam soils. Site is accessible and consist of secondary, open canopy vegetations with subsistence farming. About 5 ha is the Blacksand coastal area of the Tagabe estuary, covered predominant with coastal shrubs, needs replanting too.
2 Mid catchment	100 ha	Situated on a flat terrain with sandy loam soils. Mostly pasture lands for cattle grazing (containing compacted soils). Open canopy vegetations exists and site is accessible.
3 Upper catchment	1, 000 ha	Site has flat to gentle slopes with steep slopes at the ridge. Contain mostly fertile clay soils. Primary forests and secondary vegetations and subsistence farming exist. Accessible but not steep slopes.

The PACRES Forestry Officer in conjunction with the USP Research and Community Officer will run training and capacity development activities to develop the capacity of community groups to undertake planting.

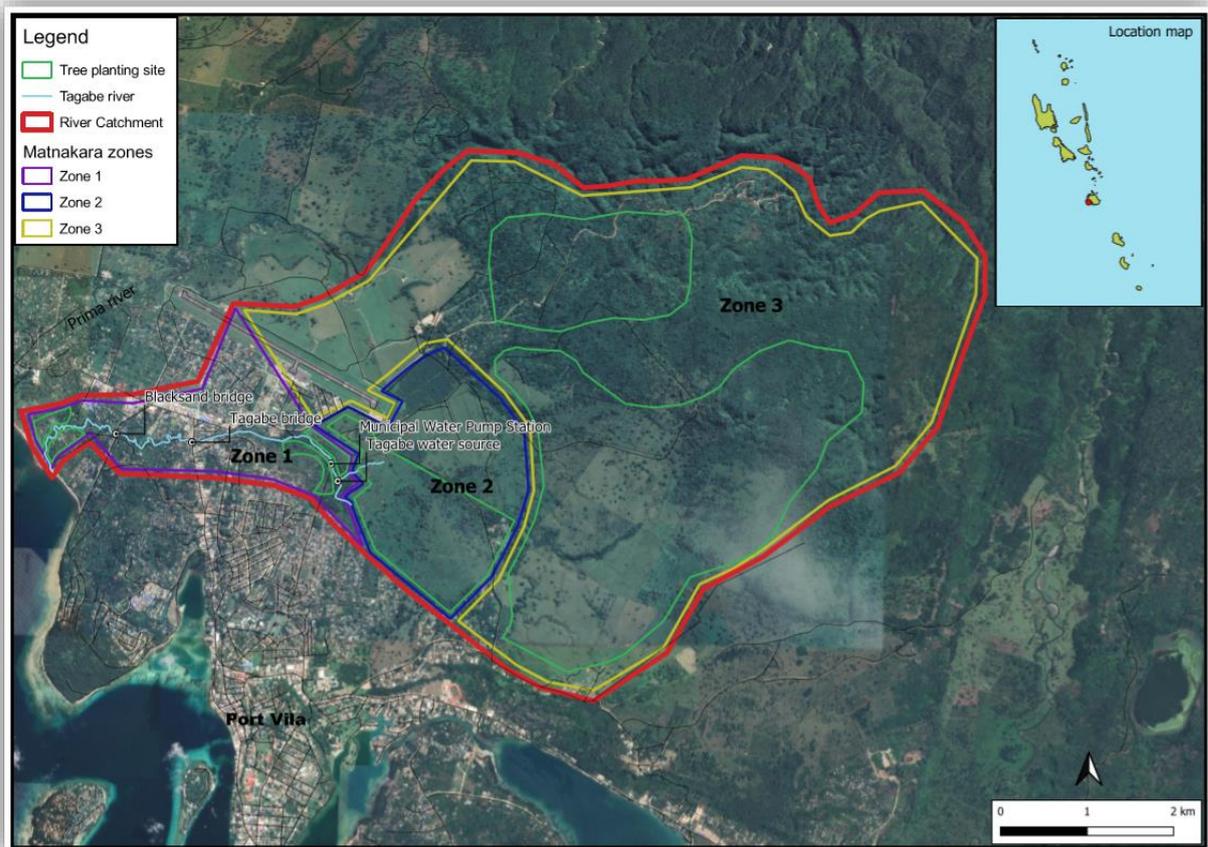


Figure 1 Replanting areas in zones 1 to 3 of the Tagabe watershed.

## 2. Services required.

SPREP is seeking the services of a suitably qualified local consultant or local community groups or organisations to work with the Department of Forestry, Department of Climate Change, Tagabe River



Community Leaders, Tagabe River Management Committee and the Tagabe community and stakeholders to facilitate tree re-planting in the agreed target areas.

### 3. Scope of work

The successful tenderer will:

1. develop a detailed technical proposal, based on the budget provided, that includes:
  - a. a cost model for engaging community groups to undertake replanting in degraded areas of the lower, mid and upper Tagabe catchment and coastal zone (see Figure 1).
  - b. indicative costs to include:
    - i. handling and transporting of seedlings from Tagabe Forestry Nursery to planting sites;
    - ii. clearing and pegging of planting sites in designated areas;
    - iii. indicative type and density of seedlings/wildings to be planted per zone;
    - iv. engagement of community groups (including costs of tools etc) for planting;
    - v. an indicative number (target) of seedlings and wildlings to be planted each month per zone (i.e. based on costs of i-iv above, XX number of seedlings or wildlings can be planted in each zone per month).
    - vi. sustainment of plantings for six months after planting;
2. Facilitate tree planting by community groups in agreed zones. Decision on planting targets will be agreed by the MCCAMGEEDM, MALFFB and SPREP in consultation with community representatives. Key activities are to be undertaken by the successful tenderer with daily consultations with the PACRES Nursery Officer and the USP Research and Community Officer. All tree planting to be completed by September 30, 2022;
3. Monitor and report on the status of replanted seedlings/wildings for at least 6 months after planting; and
4. A strategy must be submitted on how to sustain activities after project closure.

#### Note

An iterative approach needs to be undertaken and considered to this work to provide flexibility to respond to any unforeseen circumstances. The range of variables inherent to community-based tree planting, includes:

- a) The nature of terrain including extent of site clearing required prior to tree planting;
- b) Availability and willingness of community groups to undertake planting at any given time;
- c) Ease of access to the proposed replanting sites and zones;
- d) The weather and time of the year suitable for replanting;
- e) Potential extreme weather events or other natural disasters; and
- f) Free range or feral animals that may trample or uproot seedlings.

Potential suppliers are invited to submit proposals. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct [https://www.sprep.org/attachments/Publications/Corporate\\_Documents/spreporganisationalvalues-code-of-conduct.pdf](https://www.sprep.org/attachments/Publications/Corporate_Documents/spreporganisationalvalues-code-of-conduct.pdf).

### 4. Financial Proposal

The total budget for this work is **USD 35,000.00**.

Bidders must include all costs associated with delivery of monthly tree planting targets as per the scope of work and cost model identified above.

### 5. Project Oversight and Reporting.

The successful tenderer will work closely with MCCAMGEEDM, MALFFB, SPREP and the PACRES project officers based at Department of Climate Change and Department of Forest offices to implement the selected activities. This will include but not limited to:

- Participating in community inception and training workshops;



- Preparing monthly progress reports on the planting targets to be provided to SPREP, MCCAMGEEDM, MALFFB through the PACRES project officer; and
- Preparing and submitting a project closure report.

## 6. Project Schedule

This activity is to be completed by **31 March 2023**. Expected project activity is detailed in Table 3 below. The tender response should detail how and when these steps will be delivered by submitting a Technical Proposal.

*Table 3 Project Schedule and deliverables*

No.	Activity
1	Notification of successful consultant
2	Contract signed
3	Commencement meeting via virtual means with the successful contractor, SPREP, Director of Forestry, PACRES Project and Forestry Officers.
4	Participate in a community inception and training workshops.
5	Implementation of seedling and wilding activities with communities, including sustaining plantings for six (6) months after planting, and strategy for sustaining plants after initial six (6) months
6	Prepare monthly progress reports on the tree monthly planting meeting monthly targets to be provided to SPREP through the PACRES project officer
7	Project closure report

## 7. Expertise and qualifications

- More than five (5) years of experience in Tree planting activities.
- Familiarity with landscaping, woodlots and forest plantations establishment.
- Record of having successfully worked with communities and government institutions in Vanuatu.
- The service provider provides tools and equipment for community seedling and wilding plantings.
- The service provider must have all necessary legal requirements to work in Vanuatu.