

## REQUEST FOR TENDERS

RFT: 2021/041  
File: AP\_3/29  
Date: 8 June, 2021  
To: Interested suppliers  
From: Semi Qamese – PACRES M&E Officer

**Subject: Request for Tenders: Consultancy to develop the Urban Greening Master Plan for 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 (International consultants with a local counterpart in Vanuatu can also apply) who can offer their services to develop the Urban Greening Master Plan for 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 17 June 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 21 June 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. A qualification from a recognised tertiary institution in a field related to environmental management, landscaping, natural resources management and/or climate change;
    - b. Proven track record in landscape planning or assessment of green/recreational spaces that includes field assessment, facilitating public forums, engaging and partnering with government and community groups, communication and reporting across diverse audiences in a multicultural and multi-disciplinary environment, monitoring, evaluation and reporting;
    - c. Experience in developing or reviewing urban related strategies and plans that includes green space landscaping processes and planning in any municipality in the Pacific region; and
    - d. Record of working successfully with government and non-government stakeholders, sub-national government and communities in Vanuatu or the Pacific region in the urban/landscaping/land use sector.
  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. The Financial Proposal to be priced based on a work plan on where, when and how the technical assistance will be conducted. The proposal should be for the fees component only associated with undertaking this work; and
  - b. Any requirements outside of the fee's component (e.g. stakeholder workshops) should be described in the proposal but not costed.

## 7. Deadline

- 7.1. The due date for submission of the tender is: **29 June 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 2021/041: Consultancy to develop the Urban Greening Master Plan for 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>

## TERMS OF REFERENCE

### Development of the Urban Greening Master Plan: 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) pilot project. 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). One of the planned activities is to develop an Urban Greening Master Plan (UGMP) for Port Vila.

Port Vila, the capital city of Vanuatu, is located on the south-west coast of Efate Island and is the primary centre for economic and commercial activity in the country. The greater Port Vila area is evenly split between urban land under municipal jurisdiction and peri-urban land, or informal settlements, on customary land under provincial jurisdiction.<sup>1</sup> The urban population of Vanuatu is expected to double by 2035, as is its economic importance<sup>2</sup>. In 2018, 25% of the population was urban with an annual rate of increase of 2.55%. Therefore, urban land use planning challenges are mounting. Competing land use options for urban expansion, peri urban development, infrastructure expansion, and demand for housing must be balanced with the need to improve social services, public amenities, green spaces and recreational areas.

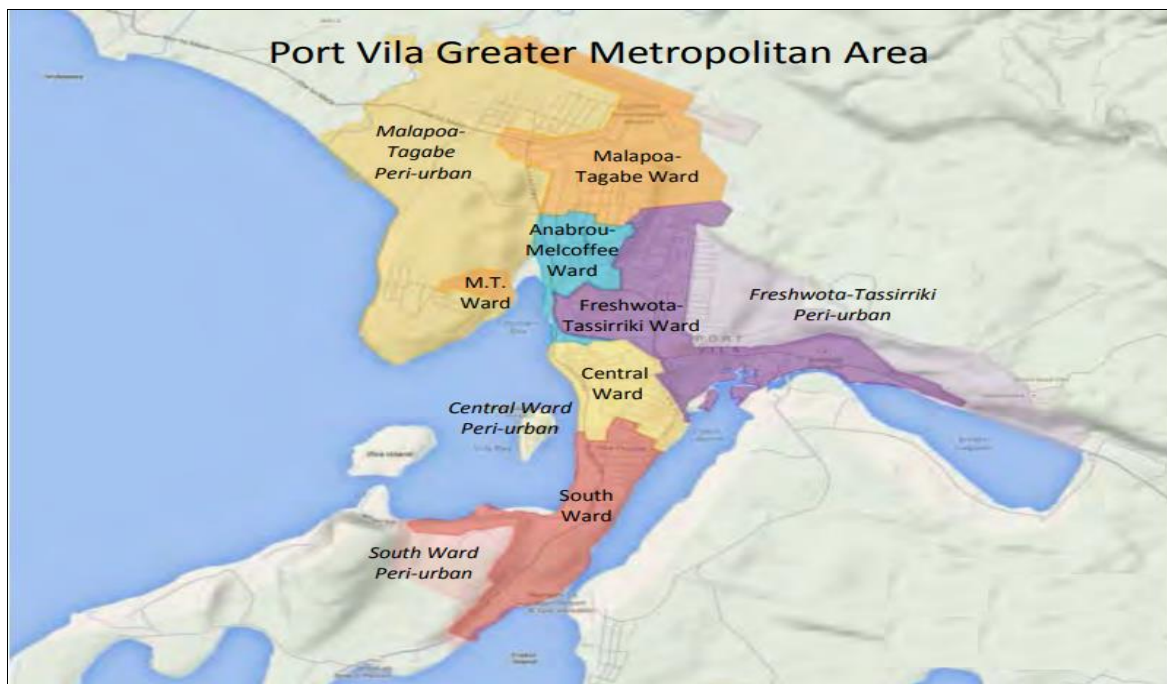


Figure 1 The Port Vila greater metropolitan area<sup>1</sup>

There is a need for a more strategic approach to urban greening, Vanuatu has advanced with their urban policies, but issues of land tenure and complexities of urban growth have slowed

<sup>1</sup> Planning for ecosystem-based adaptation in Port Vila, Vanuatu, Synthesis Report, SPREP, 2018, <https://library.sprep.org/sites/default/files/eba-port-vila-vanuatu.pdf>

<sup>2</sup> UNESCAP Ocean Cities: Regional Policy Guide: Delivering Resilient Solutions in Pacific Island Settlements (2019), [https://www.unescap.org/sites/default/files/Ocean%20Cities%20Policy%20Guide\\_300519.pdf](https://www.unescap.org/sites/default/files/Ocean%20Cities%20Policy%20Guide_300519.pdf)

the progress of urban greening. National legislation, policies and plans that may provide guidance in the development of the UGMP include:

- Land Lease Act
- Vanuatu National Land Use Planning and Zoning Policy
- Vanuatu Infrastructure Strategic Investment Plan 2015 - 2024
- Sustainable Development Goals
- National Sustainable Development Plan 2016 – 2030
- National Energy Roadmap
- Nationally Determined Contributions
- Nationally Appropriate Mitigation Action
- National Environment Policy and Implementation Plan 2016 – 2030
- Climate Change and Disaster Risk Reduction Policy 2016 – 2030
- Low Carbon Smart Cities and Vanuatu Country Planning Framework 2017 - 2021<sup>3</sup>

An urban greening planning process will assist in the identification, establishment and maintenance of green spaces and recreational areas for Port Vila’s growing population. In the first instance, development of the UGMP for Port Vila will provide a framework for urban and peri-urban land use planning. Greening peri-urban centres around Port Vila which are outside formal municipalities needs to be planned in close consultation with *kastom* landowners and local councils of chiefs, see Figure 1.

## **2. Scope of Work**

### ***Finalise Port Vila’s Urban Greening Master Plan submitted by June 2022***

- 1 Collate and review all relevant national legislation (laws and regulations), policies, strategies, plans and agreements at a local, national and regional/international level that directly relate to the development of the Port Vila’s UGMP These must be filed, sorted and stored electronically for easy access and retrieval;
- 2 Drawing on the review of relevant legislation, policies, strategies, plans agreements, develop an initial skeleton draft UGMP which outlines land use planning priorities in urban and peri-urban areas, and includes, but is not necessarily limited to:
  - acknowledgement of multiple land use, ownership and lease arrangements within urban and peri-urban areas;
  - specification of greening outcomes expected from each planning area or zone, based on Vanuatu Government priorities
  - mechanisms to reduce or mitigate negative impacts from proximate but different land uses, and protect features of existing land use;
  - identification of different urban greening options and an informed recommendation of optimum locations for various types of greening development;
  - greening plan to provide direction to the urban land use decision making especially in development applications and zoning;
  - incorporate growth, demographic projections in urban greening planning and urban expansion processes including growth considerations on transport, housing, amenities, recreational areas, infrastructure and public services; and
  - incorporate climate change projections and urban vulnerability assessments in urban greening planning processes.

<sup>3</sup> GGGI Vanuatu Country Planning Framework 2017 – 2021, <https://ggi.org/site/assets/uploads/2017/09/GGGI-Vanuatu-Country-Planning-Framework-2017-2021.pdf>

- 3 Identify protocols for stakeholder consultations in relation to greening planning decisions in urban and peri-urban centres contexts. These protocols should specifically consider *kastom* governance representatives, minorities, women, youth, economically disadvantaged groups, churches and the private sector;
- 4 Facilitate stakeholder consultations to review the initial skeleton draft of Port Vila's UGMP
- 5 Draft the UGMP based on feedback from the national stakeholder consultations;
- 6 Facilitate a national stakeholder workshop to review the final draft of Port Vila's UGMP
- 7 Finalise Port Vila's UGMP.

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)

### 3. Project Schedule

The activities are to be completed by 30 June 2022. Expected project activity is detailed in Table 1 below. The tender response should detail how and when these steps will be delivered by submitting a Technical Proposal.

**Table 1 Project schedule**

1	Activity
2	Notification of successful consultant.
3	Contract signed.
5	Commencement meeting via Skype or telephone between successful consultant, PACRES Project Management Unit, Director of Local Authorities, Director of Vanuatu Climate Change Director and Vanuatu Director of Environment.
6	Approval of work plan and methodology.
7	Collate and review all relevant national legislation (laws and regulations), policies, strategies, plans and agreements at a local, national and regional/international level that directly relate to the development of the Port Vila's UGMP. These must be filed, sorted and stored electronically for easy access and retrieval.
8	Draft a skeleton of the Port Vila's UGMP drawing on outcomes on the review of relevant legislation, policies, strategies, and plans..
9	Identify protocols for appropriate and inclusive stakeholder consultations
10	Facilitate national stakeholder consultations to review the initial skeleton draft of the Port Vila's UGMP.
11	Develop the Port Vila's UGMP based on feedback from the national stakeholder consultations.

12	Facilitate a national stakeholder workshop to review the draft Port Vila's UGMP.
13	Submission of draft Port Vila's UGMP.
14	SPREP, Ministry of Internal Affairs, Ministry of Climate Change, Adaptation, Meteorology, Geo-Hazards, Energy and Disaster Management (MCCAMGEEDM) and Department of Environment provide comments on draft developed Port Vila's UGMP.
15	Submission of final draft of Port Vila's UGMP.

#### **4. Budget**

The Financial Proposal to be priced based on a work plan on where, when and how the technical assistance will be conducted. The proposal should be for the **fees component only** associated with undertaking the work outlined above. Any requirements outside of the fee's component (e.g. stakeholder workshops) should be described in the proposal but not costed.

#### **5. Expertise**

The Consultant is expected to have the following qualifications and expertise:

- A qualification from a recognised tertiary institution in a field related to environmental management, landscaping, natural resources management and/or climate change;
- Proven track record in landscape planning or assessment of green/recreational spaces that includes field assessment, facilitating public forums, engaging and partnering with government and community groups, communication and reporting across diverse audiences in a multicultural and multi-disciplinary environment, monitoring, evaluation and reporting;
- Experience in developing or reviewing urban related strategies and plans that includes green space landscaping processes and planning in any municipality in the Pacific region;
- Record of working successfully with government and non-government stakeholders, sub-national government and communities in Vanuatu or the Pacific region in the urban/landscaping/land use sector; and
- Excellent command of spoken and written English and basic knowledge of Vanuatu Bislama will be an advantage.