

REQUEST FOR QUOTES

RFT: 2025/025_DS
File: AP_2/44
Date: 24 April 2025
To: Interested Service Providers
From: Loraini Sivo, Project Manager PEBACC+

Subject: Request for Quotes (RFQ): Develop an awareness booklet on the Blue Line Boundary for the Taveuni Forest Reserve & Ravilevu Nature Reserve, Fiji, READVERTISEMENT

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 service providers who can offer their services to deliver against the Scope of Work in the enclosed Terms of Reference.
- 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 based in Fiji, can speak local language and legally entitled to work

- 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 requisite 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.
 - 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 consultants as per relevant national legislation)
 - 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 for which a potential tenderer/bidder can provide services.
- 4.7. The Proposal must remain valid for 90 days from the date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of the tender.

5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 05 May 2025. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 07 May 2025.
- 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
Experience	<ol style="list-style-type: none"> i. A degree in media, communications, journalism, environmental studies, literature, or a related field would provide a strong foundation for understanding the principles and practices on sustainable management of forest reserves. ii. More than 5 years of experience in the field of community work relating to environmental management 	20

	<ul style="list-style-type: none"> i. Demonstrated experience in the development of community awareness materials in all three languages (English, iTaukei and Hindi). ii. Demonstrated experience in presenting complex topics in simplified form, experience in the Pacific community is preferable. iii. Demonstrated experience in communicating environment conservation, climate change, nature-based solutions, or related fields. 	25
	<ul style="list-style-type: none"> i. Capacity to work collaboratively with diverse stakeholders, including community leaders, government agencies, non-government organisations, and other partners involved in the project. ii. Cultural sensitivity and adaptability to work in multicultural settings, particularly in the context of Taveuni. 	25
	iii. Technical Proposal in undertaking the activities as per deliverable	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 RFQ process at any time.
- b. In the event that SPREP amends the RFQ 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 RFQ 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: 13 May 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: RFQ 2025/025_DS: Develop an awareness booklet on the Blue Line Boundary for the Taveuni Forest Reserve & Ravilevu Nature Reserve, Fiji
- 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 negotiation concerning one or more proposals before 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 do 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

Develop an awareness booklet on the Blue Line Boundary for the Taveuni Forest Reserve & Ravilevu Nature Reserve, Fiji

Duty Station	Suva/Taveuni, Fiji
Type of Assignment	Consultancy
Level of Engagement	National & Community
Languages Required	English & iTaukei/Hindi
Expected Start Date	As soon as contract is signed
Contract Duration	3 months
Supervisor	Communications Officer, PEBACC+

Background

SPREP is implementing the Pacific Ecosystem-based Adaptation to Climate Change plus (PEBACC+), a sub-regional project designed to explore and promote uptake of ecosystem-based management approaches in planning for climate change adaptation in the Pacific Islands region. The four-year project is an initiative funded by the Kiwa Initiative – through its donors the European Union, Agence française de développement (AFD), Global Affairs Canada, Australian Government Department of Foreign Affairs and Trade (DFAT) and New Zealand Ministry of Foreign Affairs and Trade (MFAT) – with co-financing from the French Facility for Global Environment (FFEM). PEBACC+ is implemented by SPREP in collaboration with the Governments of Fiji, Vanuatu, Solomon Islands, New Caledonia and Wallis and Futuna and in partnership with conservation and community development NGOs.

Project Introduction and Rationale

The PEBACC+ is implementing a series of continuous ecosystem-based adaptation (EbA) options as activities at project sites, as well as policy and institutional levels. The project aims to address the current challenges of climate change adaptation through the implementation of nature-based solutions (NbS) and EbA approaches in the Pacific. It is working to strengthen the resilience of ecosystems, economies and people to the impacts of climate change, how human activities are impacting ecosystems and ensuring interventions are addressing the root causes while investing in restoration activities.

PEBACC+ specific objectives are to develop, sustain and institutionalise EbA and NbS approaches to climate change adaptation in target countries and territories through:

Component 1: Strengthen stakeholders' experience in the practical implementation of EbA and NbS as a climate change adaptation strategy in Fiji, Vanuatu and Solomon Islands.

Component 2: Integrate and support the implementation of EbA and NbS approaches as a strategy contributing to climate change adaptation in New Caledonia and Wallis and Futuna.

Component 3: Strengthen regional cooperation among Pacific Island countries and territories on ecosystem-based adaptation by promoting the sharing of experiences and lessons learned from projects to increase the resilience of people and ensure the sustainability of EbA implementation activities.

In Fiji, PEBACC+ is implementing a range of EbA options and activities in Savusavu and Taveuni. In Savusavu, it is focused on the development of an EbA Master Plan. In Taveuni, the project is focused on mangrove rehabilitation and coastal restoration, native tree replanting and reforestation of key water catchment areas, supporting organic farmers, and agroforestry within the buffer zones of the blue line boundary of the Taveuni Forest Reserve and Ravilevu Nature Reserve.

Site-specific and Activity Rationale

On the island of Taveuni, deforestation and conversions to agriculture and abandonment over the past 100 years has had a profound effect on the island's ecosystems and supply of ecosystem services. The Ecosystem and Socio-economic Resilience Analysis and Mapping (ESRAM) work conducted through PEBACC phase 1 had prioritised EbA options to strengthen ecosystem services on the island one. Some of which has included the following:

- Improve forest health and extent - expand native forest into abandoned agricultural lands in high elevation
- Improve riparian function – attenuate terrestrial run-off to the marine environment.
- Biodiversity conservation – expand forest conservation, native forest restoration and reforestation, decrease fragmentation, monitor invasive species and diversify agricultural systems.
- Freshwater sustainability – protect and expand high elevation forests to slow run-off and increase cloud and rainwater infiltration to groundwater supply.

Under component 1, a number of Ecosystem based Adaptation (EbA) interventions have been identified for implementation referred to as activities. In Activity 1.1.1, PEBACC+ will be supporting a Reforestation and Restoration (R&R) Programme which will be to plant native trees along key watercourse edge (riparian zones) sites and inside or along the blue line boundary (or the boundary of the catchment protected area) on Taveuni. This aligns well to the priority identified in the ESRAM work.

The blue line boundary marks the Taveuni Forest Reserve and Ravilevu Nature Reserve that is under the Fiji Forestry government's mandate to manage. Noting the ecological significance of the reserve to protect biodiversity it has been noted that the demand for agricultural land to farm kava and dalo has resulted to the encroachment into the reserve thus breaking the blue line boundary that has been set up as a first line of defence to the reserve. One of the contributing factors to this is the lack of island communities' knowledge on the boundaries of the Blue Line itself and the importance of protecting the reserve and its connecting ecosystems.

Objectives

A comprehensive awareness booklet focusing on the function and importance of forests and the Blue Line Boundary is needed to support and enhance community engagement and awareness about the importance of the forests in the Reserves. The booklet will serve as a vital tool for educating residents, visitors and stakeholders about the ecological value, conservation efforts, and opportunities for sustainable interaction with the Reserves and adhering to the National Forest Act 1992.

The primary objective of this consultancy is to develop a community awareness booklet that will

1. Show the general function and importance of trees/forests and its ecosystem services
2. Inform local communities and visitors about the significance of the Taveuni Forest Reserve and the Ravilevu Nature Reserve.
3. Provide a map of the blue line boundary for the Reserves and inform local communities and visitors the significance of the boundary under the Forest Act 1992.
4. Highlight conservation efforts, its significance, and how individuals can contribute to these efforts to protect the Reserves.
5. Provide practical information on visiting and engaging with the Reserves.

Scope of Work

The consultant is required to work the Ministry of Fisheries and Forest to do the following:

1. Research and Information Gathering

- Consult relevant stakeholders to gather latest information including the Ministry of Fisheries and Forest managing the Forest Reserves, the blue line boundary and the buffer zones around the boundary.
- Conduct thorough research on the Taveuni Forest Reserve and Ravilevu Nature Reserve, including its ecological features, biodiversity, conservation status, and community impacts.
- Review existing materials, reports, and publications related to the Reserves and the blue line boundary.

2. Content Development

- Develop clear, engaging, and accurate content for the booklet in English, iTaukei and Hindi languages that includes:
 - Functions and importance of trees/the forests.
 - An overview of the Taveuni Forest Reserve and Ravilevu Nature Reserve.
 - The map of the blue line boundary including the buffer zones around the boundary.
 - An overview of the National Forest Act 1992.
 - Importance of protecting the Reserves including details of the unique flora, fauna and natural features of the Reserves.
 - Guidelines for responsible behaviour and sustainable practices.

3. Design and Layout

- Create a visually appealing design that reflects the natural beauty of the Reserves.
- Ensure the booklet is user-friendly and accessible, with clear headings, informative graphics, and high-quality images.
- Incorporate feedback from the PEBACC+ project team and partners where relevant into the design and layout.
- Ensure SPREP and Kiwa Initiative style guides are adhered to. The guides can be provided by the Communications Officer, PEBACC+.

4. Review and Revision

- Present draft versions of the booklet the PEBACC+ project team and partners where relevant for review.
- Revise the content and design based on feedback to ensure accuracy and effectiveness.

5. Final Production

- Prepare the final version of the booklet for printing and digital distribution. SPREP will be responsible for printing the booklets.
- Ensure all materials meet quality standards and are ready for use by target audience.

Expected Outputs

At the end of this consultancy, an awareness booklet is finalised in the English version, in the Hindi version, and iTaukei version. All versions are prepared in two formats – one ready for the printers (high resolution with bleeds etc.) and another ready for web distribution.

The work conducted through this consultancy should be able to contribute to the following targets of the project:

Key Deliverables

The following key deliverables will be expected from this assignment:

- Submission of a research and content development process or plan.

- A comprehensive draft booklet for review (including layout and design) in the English, Hindi and iTaukei translations.
- A final version of the booklet in the English, Hindi and iTaukei translations, all in print-ready format and web/digital format. (SPREP will be responsible printing hard copies).

Required Deliverables and Payment Percentage

The total allocated budget for this work is FJD\$15,000 with the detail breakdown deliverable payment in the table below.

No.	Deliverables	Timeline	Deliverable Payment (%)
1.	Submission of a research and content development process or plan.	2 weeks	20%
2.	A comprehensive draft booklet for review (including layout and design) in the English, Hindi and iTaukei translations.	4 weeks	40%
3.	A final version of the booklet in the English, Hindi and iTaukei translations, all in print-ready format and web/digital format. (SPREP will be responsible printing hard copies).	4 weeks	40%

Information on Working Arrangements

- The work will require travel to Taveuni, and all travel expenses will be covered by the consultant (please include in financial proposal).
- The consultant will report to the PEBACC+ Project Management Unit, mainly the Project Communications Officer and will work closely with the Ministry of Fisheries and Forest team based in Taveuni.
- Any community consultation should include equal engagement of men, women and youths.
- The consultant will provide regular updates on progress as well as attend any meetings to discuss the status of the work and receive feedback.
- Payments will be made upon submission of approved and completed deliverables as per TOR. Anything outside the scope of work will not be considered.
- Deliverable payment is inclusive of all costs that will be covered to carry out the work assigned hence SPREP will not be responsible to cover any additional cost.
- All invoices must be forwarded to SPREP with approved deliverable report.

Qualification and Experiences: Apart from individual applications, qualified consortia and organisations are also encouraged to apply and must be based in Fiji. A primary application representing a consortia or organisation should meet both the qualification and experience identified.

Qualification

A degree in media, communications, journalism, environmental studies, literature, or a related field would provide a strong foundation for understanding the principles and practices on sustainable management of forest reserves.

Experiences

- Demonstrated experience in the development of community awareness materials in all three languages (English, iTaukei and Hindi).

- Demonstrated experience in presenting complex topics in simplified form, experience in the Pacific community is preferable.
- Demonstrated experience in communicating environment conservation, climate change, nature-based solutions, or related fields.
- Cultural sensitivity and adaptability to work in multicultural settings, particularly in the context of Taveuni.
- Capacity to work collaboratively with diverse stakeholders, including community leaders, government agencies, non-government organisations, and other partners involved in the project.

Documentation to be submitted

- Detailed CV of the main applicant or team that will work together to deliver the work.
- If an organisation is applying, background detail of the organisation and work being carried out that is similar to the work required.
- Detailed technical proposal outlining proposed timeline, capacity building approach, stakeholders' analysis and sites that you will work in using the ESRAM mapped information as a guide.