

## REQUEST FOR TENDERS

RFT: 2025/035  
File: AP\_2/44  
Date: 15 May 2025  
To: Interested Service Providers  
From: Loraini Sivo, Project Manager PEBACC+

**Subject:** Request for Tenders: Development of the Savusavu Blue Town Ecosystem Based Adaptation Master Plan

### 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 wishes to call for tenders from a consortium of consultant or service providers to support the development of the Savusavu Blue Town Ecosystem Based Adaptation Master Plan. This service provider will work closely with Savusavu Town Council, Savusavu Blue Town Committee, Cakaudrove Provincial Office, Savusavu District Office and other key stakeholders including nearby communities, resource users and owners etc.
- 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. Not necessary to be based in Fiji but must be able to travel to Fiji and Savusavu. Fluency in English is required, and proficiency in Fijian or other local languages may be beneficial for engaging with communities.
  - 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).
  - v. Provide examples of past related work outputs
  - vi. For the Technical and Financial proposals, you may attach these separately.
  - vii. 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 with 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 demonstrates 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 be rendered 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](mailto:procurement@sprep.org) before 02 June 2025. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 04 June 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 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	i. A post-graduate or master's degree in fields such as environmental science, marine biology, sustainable development, urban planning, or related	5
	ii. Experience in conducting socio-economic assessment and/or vulnerability assessment would be an advantage	10
	iii. Previous experience working on similar projects related to sustainable development, coastal management, or community-based conservation initiatives, particularly in small island developing states (SIDS) or Pacific Island countries, would be highly advantageous.	10
	iv. Experience in working with diverse stakeholders, including government agencies, local communities, NGOs, and private sector partners, is essential.	5
	v. Proficiency in conducting technical assessments, such as ecological surveys, economic valuations of ecosystems, and cost-benefit analyses, is crucial. Familiarity with geographic information systems (GIS) software for spatial analysis and mapping would also be beneficial.	10
	vi. Demonstrated expertise in facilitating participatory stakeholder engagement processes, including conducting workshops, focus group discussions, and interviews, to gather input and build consensus among diverse stakeholders.	10
	vii. Understanding of relevant policies, regulations, and governance frameworks related to sustainable development, environmental conservation, and coastal management, particularly in the context of Fiji	10
	viii. Technical Proposal in undertaking the activities as per deliverable	20

## 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 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: 12 June 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 2025/035 - Development of the Savusavu Blue Town Ecosystem Based Adaptation Master Plan.

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.

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

#### Development of the Savusavu Blue Town Ecosystem Based Adaptation Master Plan

Duty Station	Savusavu, Fiji
Type of Assignment	Technical Support
Level of Engagement	National and/or International
Languages Required:	English
Expected Start Date	As soon as contract is signed (tentatively June 2025)
Contract Duration	<b>6 months</b>
Supervisor:	<b>PEBACC+ Fiji Project Coordinator</b>

#### **Background**

The Secretariat of the Pacific Regional Environment Programme (SPREP) is implementing the Pacific Ecosystem-based Adaptation to Climate Change Plus (PEBACC+) project. It is a sub-regional project designed to explore and promote the uptake of ecosystem-based management approaches in planning for climate change adaptation in the Pacific Island Region. The 4-year project is an initiative supported by Kiwa with funds from France, the European Union, Canada, New Zealand and Australia. It is implemented by SPREP in collaboration with the Governments of Fiji, Vanuatu and Solomon Islands, New Caledonia and Wallis and Futuna and in partnership with conservation and community development NGOs.

The aim of the PEBACC+ project is to strengthen the resilience of the ecosystem, economies and people in the targeted countries. The project has three key components:

**Component 1:** Strengthen stakeholders experience in the practical implementation of ecosystem-based adaptation (EbA) and nature-based solution (NbS) as a climate change adaptation strategy in Fiji, Vanuatu and Solomon Islands

**Component 2:** Integrate and support the implementation of the Ecosystem-based Adaptation (EbA) and Nature based solutions (NbS) approach as a strategy contributing to climate change adaptation in New Caledonia and Wallis and Futuna

**Component 3:** Strengthen regional cooperation among Pacific 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 ecosystem-based adaptation implementation activities

In order to expand ecosystem-based adaptation and nature-based solution demonstrations to diversify funded adaptation options under component 1, PEBACC+ project is working with key ministries and local government, NGOs, private sectors to support the initiative of developing Savusavu as a first Blue Town in Fiji. This initiative sets a pioneering model for investing in marine biodiversity through partnership agreement between private sector, government and civil society.

In September of 2019, the Fijian Cabinet formally recognised the Savusavu Blue Town Model “as Fiji’s practical approach to climate action in areas of mitigation and adaptation that ultimately contribute to the achievement of the Sustainable Development Goals.” This model is expected to develop a pathway that will create a circular blue economy in island and coastal communities, linking economic opportunities and development based on marine conservation, environmental protection and preservation. It will also draw upon Fiji’s strong record of Ocean stewardship, and climate-change leadership.

The intention of the Blue Town Model is to recognise the crucial role and value the contribution made by Private sector partners and conservation groups in creating sustainable livelihoods and highlights the importance of protecting the marine biodiversity of coastal communities in Pacific Island countries. It will also recognise that Fiji lies on the outskirts of what is known scientifically as the “Coral Triangle”, which, while comprising roughly 0.1% of the planet’s surface area, is home to an estimated 40% of all living marine organisms on earth.

The Savusavu Blue Town Model is expected to specifically target developing island and coastal communities in areas that boast the highest concentration of tropical marine biodiversity on the planet. The value of tropical marine biodiversity to climate change adaptation and mitigating warming sea temperatures is immeasurable as existing temperate fisheries will be replaced by these warm water species. Poverty is the greatest threat to tropical marine biodiversity hence the Blue Town Model will be a mechanism to transfer existing practices and technology from developed nations to these developing islands and coastal communities.

The next critical step in launching the Blue Town model in Savusavu will be to finalise the development of a Blue Town Master Plan which will serve as a multi-year strategy for the implementation of Fiji's first sustainable blue town.

The Savusavu Blue Town Model (SBTM) will be a development pathway that will create a circular blue economy in the small coastal community, linking economic growth and development with environmental protection and preservation. It is also expected to support a ridge to reef approach that will address environmental degradation as a result of development and climate change to build up communities' resilience and opportunities to sustainable livelihoods while also safeguarding the environment.

The key outcome areas of the proposed Savusavu Blue Town model are:

1. Creation of a **masterplan** to manage future development within Savusavu
2. Implementation of an **integrated waste management plan**
3. Integrated coastal management programs for **Marine Conservation**
4. Coastal income generation and environmental preservation initiative to create **sustainable livelihoods** opportunities.
5. Implementation of an **environmental education program**
6. Creation of an **ecotourism** program, showcasing the blue town model in action
7. Transition to alternative sources of energy via **renewable energy**.

The model is also aimed at tackling the environmental and social issues related to the global climate crisis in the microcosm of the small town of Savusavu. The successful implementation of this model will provide a blueprint for the sustainable development of other small coastal communities that are bearing the brunt of the effects of climate change. The model will also be a pragmatic way of localising and demonstrating Fiji's commitment to the Sustainable Development Goal 14: Life Below Water and helps to localise Fiji's National Ocean Policy ('NOP') which sets the national agenda for sustainable ocean-based development.

#### **Objectives:**

The German Agency for International Cooperation (GIZ), through the City Climate Finance Gap Fund, recently completed a prefeasibility study focusing on coastal protection for Savusavu Town. This study was aimed at assessing coastal hazards and evaluating the feasibility of various coastal protection interventions, including both Nature-Based Solutions (NbS) and traditional approaches. Key components of the study involved analysing the current state of the Savusavu shoreline, performing a stakeholder analysis, and developing technical designs for proposed protection measures. PEBACC+ will be supporting recommended NbS intervention in zones that will contribute to the Savusavu NbS Master Plan. Further details can be referenced in the GIZ study report.

Through World Bank funding, the Na Vualiku Fiji Tourism Development Program will be implementing projects that will focus on the designing and construction of the Savusavu Terminal, fire station, pavement enhancements, and seawall remediation. Additionally, the program will focus on resilient tourism infrastructure development, investments in nature-based tourism attractions, and the promotion and management of protected areas. At this point in time, detailed activities to be rolled out by World Bank is still in a planning stage hence the outcome of the work designed under PEBACC+ in the development of the EbA MP through this consultancy work will contribute to recommendations on investments in NbS tourism attractions.

In June 2024, the Fiji Cabinet approved the development of a National Blue Town Framework (NBTF), aiming to provide a blueprint for sustainable township development across Fiji, including rural, regional, and maritime areas. This framework is designed to guide the creation of sustainable growth and stable incomes for communities while protecting the environment, aligning with Fiji's vision for green and blue growth. It incorporates essential town planning principles to prevent unplanned developments that could negatively impact the economy and environment. The PEBACC+ project was able to support UNDP in the submission to cabinet.

Building on these initiatives, PEBACC+ will work with existing partners in two phases:

1. Supporting the development of a Savusavu Blue Town Ecosystem-Based Adaptation Master Plan (referred to as the "EbA MP") through a series of consultations and planning with key stakeholders. These Terms of Reference (TORs) correspond to this first phase
2. Support the implementation of NbS recommendations that came out of the GIZ prefeasibility study focusing on coastal protection.

The primary objective of developing the Savusavu Blue Town EbA Master Plan is to create a comprehensive, community-driven roadmap that guides sustainable development in Savusavu by integrating ecosystem-based adaptation principles into town planning. The Master Plan will aim to ensure that all future project development and investment decisions are aligned with environmental sustainability, social equity, and economic resilience, particularly in the face of climate change and ocean pollution.

Specifically, the Master Plan will:

- Support the transition of Savusavu into a model Blue Town by combining climate adaptation with marine and coastal ecosystem conservation.
- Guide future project development by identifying and prioritising ecosystem-based interventions that offer both environmental protection and socio-economic benefits.
- Ensure long-term resilience by promoting nature-based solutions that preserve natural resources while enabling diversified, sustainable livelihoods (e.g., eco-tourism, mangrove rehabilitation, aquaculture).
- Facilitate community ownership and multi-stakeholder collaboration, making local voices and governance structures central to the planning and implementation process.
- Provide a replicable model for other towns in Fiji and the Pacific, combining governance, science, and financing strategies under a unified approach.
- Promote public-private partnerships and innovative financing mechanisms to invest in infrastructure and conservation while delivering measurable social and economic returns.
- Demonstrate the value of EbA through cost-benefit analyses and risk scenarios, including "business as usual" projections with and without NbS interventions.

#### **Scope of the PEBACC+ assignment:**

PEBACC+ will be supporting the development of a Savusavu Blue Town Ecosystem Based Adaptation Master Plan that will contribute to the development of Savusavu's overall Blue Town Model.

The Blue Town Ecosystem Based Adaptation Master Plan will serve as a road map for any future project development decisions in Savusavu, including also those key sites connected to the ecosystem of Savusavu's marine and coastal environment to ensure environment sustainability. The Master Plan must be developed around the input of key stakeholders (including communities) and investors and should ensure the long term and short-term visions that will capitalise on Savusavu's unique diversity to showcase a powerful replicable model that requires a community driven implementation of best environmental practices.

The EbA Master Plan will take into account a social, economic and environmental baseline study to highlight existing situations and how all these key sectors are inherently connected. The outcome of the GIZ coastal risk assessment study on Savusavu coastline (provided to successful applicant) can also be used as baselines to guide the planning of the EbA Master Plan.

The EbA Master Plan should be able to also verify and quantify tangible economic and social benefits to the people and Fiji that invests in sustainable development, infrastructure and conservation.

The concept behind the development of the Blue Town Ecosystem Based Adaptation Master Plan should:

- address climate change and ocean pollution while building sustainable livelihoods
- create economic development and community resilience by diversifying economic activities
- promote income generation based on preservation rather than resource extraction
- develop public-private partnerships to preserve and improve the natural environment

The development of the Savusavu Blue Town Ecosystem Based Adaptation Master plan should take into account local ownership in terms of working very closely with local governance structure and with key local government officials, ministries, businesses and NGOs. The EbA Master Plan will serve as a blueprint to best practices that reflects an integrated approach between preserving the environment and economic development and vice versa and hence priorities project development that is focused on this. It should also include approaches to governance, science, and financing that will serve as a guide to other towns wanting to adopt a Blue Town approach.

#### **Task 1: Technical Assessment and Planning**

- Provide a short synthesis about the status of key marine and coastal ecosystems surrounding the Savusavu lagoonal area (taking into account interconnected ecosystems outside the Savusavu town boundary) and its social and environmental vulnerability through secondary data analysis and mapping.
- Provide an update about the status of each of those activities identified during the PEBACC+ project feasibility to support Blue Town Model concept, e.g. LMMA set up, scuba diving activities and financing mechanism to support communities, training etc and confirm if they still aligned with the needs for Blue Town Planning
- Identify other relevant project interventions to be designed into the EbA Master Plan (e.g. ecotourism, aquaculture farming, mangrove rehabilitation, coastline rehabilitation and others activities related to key outcomes areas, #3 to 6 of the Blue Town Model mentioned above) that are able to preserve rather than extract the environment and do a SWOT while also taking into account a cost benefit analysis of these interventions.
- Conduct a social and economic assessment of proposed interventions
- Update / Conduct a stakeholder mapping and analysis that will contribute to the decision making, planning, implementation and monitoring of the EbA Master Plan
- Conduct needed consultation and planning discussion meetings, workshops etc with key stakeholders and based on these propose and prioritise interventions and sites suitable taking into account the findings of the SWOT analysis and other EbA coastal measures identified through the work of GIZ coastal risk assessment study.

#### **Task 2: Technical design of the Blue Town Ecosystem Based Adaptation Master Plan**

- Based on the outcome of Task1, design a Blue Town Ecosystem Based Adaptation Master Plan for Savusavu.
- Identify prioritised EbA interventions for implementation around Savusavu and its inter-connecting ecosystems and map these accordingly
- Detail the prioritised interventions and formulate estimated costing. These costing should also provide scenarios of no NbS intervention considered with business as usual.

Emphasis on the development on EbA Master Plan should be placed on local ownership and collaboration with local governance structures, government officials, ministries and other key stakeholders.

### Expected Outputs

At the end of assignment, the work conducted should contribute to the mentioned target of the PEBACC+ project:

- The existence of the Blue Town EbA master plan
- # of target groups involved/engaged/participating in the process of planning and developing the EbA Master Plan and making relevant contributions

### Key Deliverables

The following key deliverables will be expected from the Service Provider:

- a) A **technical assessment report** reflecting findings of the technical assessment, including synthesis on the status and vulnerability of marine and coastal ecosystems, a list of proposed interventions and the results of their social and economic assessment, and all actions listed under Task 1 mentioned above, as well as the list of people consulted/involved.
- b) A comprehensive Savusavu **Blue Town Ecosystem Based Adaptation Master Plan that will provides a** roadmap for future project development decisions in the Savusavu. The EbA Master Plan should be able to identify Savusavu's unique marine and coastal environmental scenarios both within and beyond town areas and design sustainable economic development options that supports ecosystem resilience, conservation of natural resources and biodiversity and adaptation to climate change. Noting that the health of the marine environment is also dependent on inland activities, the EbA Master Plan should also factor ridge to reef management approaches. Sustainable economic development options should be able to create income-generating opportunities that both public-private business investors and local communities can rely on. The EbA master plan should also include detailed strategies, action plans and an indicative potential cost over time, and timelines for implementation, as well as mechanisms for monitoring and evaluation.

### Required Deliverables and Payment Percentage

No.	Deliverables	Tentative Timeline	Fee (%)
1	Inception report including at least a clear update of activities pre-identified in the feasibility study, and update of the governance context, description on needs, methodology, timeline	June 2025	20%
2	Technical Assessment Report	August 2025	30%
3	Finalised Blue Town Ecosystem Based Adaptation Master Plan	November 2025	50%
	Total		<b>100%</b>

### Information on Working Arrangements

- The work is based in Savusavu, Fiji working with multiple stakeholders at national, provincial and site level.
- Strong coordination of work is expected with Savusavu Town Council, Savusavu Blue Town Committee, Cakaudrove Provincial Office and Cakaudrove District Office.
- Work update on the ground to be reported to Project Manager based in Suva Office. This will also include the submission of deliverable reports for review.
- Free, Prior and Informed Consent must be obtained prior to any community consultation.
- Payments will be made upon submission of approved met deliverables as per TOR. Anything outside the scope of work will not be accepted.
- Financial proposal submitted should be inclusive of all cost including all travel

### Competencies:

**Technical:**

- Ability to perform the technical assessment needed and planning required under the ToR.

**Functional:**Communications

- Able to communicate effectively in writing to a varied and broad audience in a simple and concise manner.

Professionalism

- Capable of working in a high- pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;
- Excellent analytical and organisational skills;
- Exercises the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.

Teamwork

- Works well in a team;
- Projects a positive image and is ready to take on a wide range of tasks;
- Focuses on results for the client;
- Welcomes constructive feedback.

**Required Education and Experience**

Apart from individual applications, qualified consortia/organisations/institutions are also encouraged to apply. A primary applicant representing a consortia/organisation/institution should meet both the qualification and experience identified.

**Qualifications:**

- A post-graduate or master's degree in fields such as environmental science, marine biology, sustainable development, urban planning, or related

**Experience:**

- Experience in conducting socio-economic assessment and/or vulnerability assessment would be an advantage
- Previous experience working on similar projects related to sustainable development, coastal management, or community-based conservation initiatives, particularly in small island developing states (SIDS) or Pacific Island countries, would be highly advantageous.
- Experience in working with diverse stakeholders, including government agencies, local communities, NGOs, and private sector partners, is essential.
- Proficiency in conducting technical assessments, such as ecological surveys, economic valuations of ecosystems, and cost-benefit analyses, is crucial. Familiarity with geographic information systems (GIS) software for spatial analysis and mapping would also be beneficial.
- Demonstrated expertise in facilitating participatory stakeholder engagement processes, including conducting workshops, focus group discussions, and interviews, to gather input and build consensus among diverse stakeholders.
- Understanding of relevant policies, regulations, and governance frameworks related to sustainable development, environmental conservation, and coastal management, particularly in the context of Fiji

**Language Requirements:**

- Excellent written and verbal communication skills, including the ability to prepare clear and concise reports, presentations, and technical documents for diverse audiences, are essential. Fluency in English is required, and proficiency in Fijian or other local languages may be beneficial for engaging with communities.