



## REQUEST FOR TENDER

File: AP\_3/29  
Date: 19 June, 2020  
To: Interested Consultants  
From: Semi Qamese – PACRES M&E Officer

**Subject: Request for tenders: Nursery Expert (Service-Based Consultancy):  
Vanuatu PACRES Project Component.**

### 1. Background

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

### 2. Specifications: statement of requirement

- 2.1. SPREP is seeking to recruit a Nursery Expert (Service-Based Consultancy) for the Vanuatu Component of the Pacific Adaptation to Climate Change and Resilience Building (PACRES) project. Working on a consultancy basis commencing as soon as practicable until 30 June 2022 to provide the necessary expertise in establishing and managing nurseries for riverbank, riparian and coastal plant species, and supporting nursery training.
- 2.2. The Terms of Reference (ToRs) and the specific statement of work for the consultancy are set out in Annex A.

### 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
  - Be able to demonstrate that he/she is legally entitled to work in Vanuatu
  - Be willing and able to travel to project sites



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#### 4. Submission guidelines

- 4.1. Tender documentation should demonstrate the interested supplier satisfies the conditions stated above and is capable of meeting the requirements as stipulated in the ToRs. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should comprise the interested supplier's complete proposal, comprising:
  - CV to demonstrate that they have the requisite skills and experience to carry this contract successfully.
  - Three referees including most recent work relevant to this position
  - Completed **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).*
- 4.3. Prospective supplier must commit to an agreed amount of time per month to this consultancy and be willing to set aside extra time if needed for particular tasks.
- 4.4. Tenderers must insist on an acknowledgement of receipt of tenders.
- 4.5. The proposal must remain valid for 90 days from date of submission.

#### 5. Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to Maraea S. Pogi on [maraeap@sprep.org](mailto:maraeap@sprep.org) and copy Semi Qamese on [semiq@sprep.org](mailto:semiq@sprep.org) before 29 June 2020. 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 01 July 2020.

#### 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 consultant offers the best value for money, and that the tenderer satisfies the following criteria:
  - a) Qualification from a recognized tertiary institution in a field related to environmental management, natural resources management, forestry management and/or climate change (15%);
  - b) Strong track record in nursery management including work planning, field assessment, stakeholder consultations and oversight, communication and reporting across diverse audiences in a multicultural and multi-disciplinary environment, monitoring and evaluation (25%);
  - c) Experience working in watershed, catchment management, environment and forest management in Vanuatu or the Pacific region (25%);



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- d) Record of working successfully with government and non-government stakeholders, sub-national government, and communities in the water/forestry/land use sector in Vanuatu or the Pacific region (20%); and
- e) Excellent command of spoken and written English and basic knowledge of Vanuatu Bislama will be an advantage (15%).

### 7. Deadline

- 7.1. **The due date for submission of the tender is: 10 July 2020, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.
- 7.3 Please send all tenders clearly marked '**TENDER: Nursery Expert (Service-Based Consultancy): Vanuatu PACRES Project Component**' 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 tender's box at SPREP reception, Vailima, Samoa.

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

### **Nursery Expert (Service Based Consultancy): Vanuatu PACRES project.**

#### **Background and Rationale**

Vanuatu is one of five Pacific ACP countries where the €12 million EU funded 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 titled: 'Restoration of the Tagabe River watershed and key urban and peri-urban areas in Port Vila' (the Project). The Project will build on and extend activities by the Pacific Ecosystem-based Adaptation to Climate Change (PEBACC) and Ridge to Reef (R2R) projects, promoting the use of EbA approaches to reduce vulnerability and increase resilience to climate change in the Tagabe River watershed.

An activity under the Project is to raise at least 500,000 seedlings for re-planting in urban centres, along riverbanks and coastal and degraded land areas of the Tagabe and near-by watersheds. Expansion of the existing nursery in the periphery of Tagabe watershed and establishing a coastal species nursery is mandatory to raise the required tree seedlings to rehabilitate deforested areas of Tagabe using a ridge to reef approach.

SPREP has overall responsibility for coordinating project activities in collaboration with SPC, USP and the Ministry of Climate Change, Adaptation, Meteorology, Geo-Hazards, Energy and Disaster Management (MCCAMGEEDM). The overall project manager is the PACRES Monitoring and Evaluation (M & E) Officer who will work in close consultation with MCCAMGEEDM, the SPC PACRES coordinator, the USP Research and Community Officer based with the Emalus Campus and the PACRES Project Officer based at the Climate Change Department.

#### **Services Required**

SPREP is seeking the services of a suitably qualified Nursery Expert to be appointed on a full-time service consulting basis to provide the necessary support in establishing and managing nurseries for riverbank, riparian and coastal plant species and nursery training.

#### **Scope of Consultancy**

The Nursery Expert will provide technical support to establish and manage nurseries for the project, including engaging with communities within the Tagabe watershed, relevant national and sub-national government agencies, consultants, and projects/donors delivering specific activities.

Specific responsibilities for the Nursery Expert will include:

- planning and organising nursery training workshops on seed collection, storage and planting and producing meeting reports;
- providing logistical support to Shefa's forestry staff for nursery training and distribution of seedlings to planting sites;



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- developing standard operating procedures (SOPs) for seed collection, storage and planting;
- establishing appropriate riverbank and riparian plant species and trees seedlings species in existing nursery and establishing a new nursery for coastal plant species seedlings;
- where necessary, working with consultants and contractors, MCCAMGEEDMM and the PACRES M & E Officer to address any issues that have an impact on project delivery;
- working with all stakeholders to develop lessons learned and awareness raising products; and
- preparing a closure report on nursery establishment, management, and training.

### Requirements

The Nursery Expert is expected to have the following qualifications and expertise:

- Qualification from a recognized tertiary institution in a field related to environmental management, natural resources management, forestry management and/or climate change;
- Strong track record in nursery management including work planning, field assessment, stakeholder consultations and oversight, communication and reporting across diverse audiences in a multicultural and multi-disciplinary environment, monitoring and evaluation;
- Experience working in watershed, catchment management, environment and forest management in Vanuatu or the Pacific region;
- Record of working successfully with government and non-government stakeholders, sub-national government, and communities in the water/forestry/land use sector in Vanuatu or the Pacific region; and
- Excellent command of spoken and written English and basic knowledge of Vanuatu Bislama will be an advantage.

### Remuneration

Remuneration will be USD16,500.00 per annum, paid monthly upon receipt of a satisfactory report on milestones achieved against an agreed workplan.

### Work arrangements

The Nursery Expert will be based in Port Vila and work from the Department of Forestry office. The service consultant will work under the direction of the Director Forestry and submit monthly reports to the PACRES M&E Officer reporting against agreed work plans and project deliverables.

The service consultant will need to demonstrate that he/she is legally entitled to work in Vanuatu.

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)



**Duration of the Consultancy**

This service consultancy will run to 30 June 2022 commencing as soon as practicable.