

## REQUEST FOR TENDERS

File: AP 2/35/4  
Date: 16 October, 2018  
To: Interested suppliers  
From: Fred Siho Patison – PEBACC Country Manager – Solomon Islands

**Subject: Request for tenders: Formulation of the Honiara Botanical Gardens Management and Business 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. The Pacific Ecosystem-based Adaptation to Climate Change (PEBACC) project 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 5 year project forms part of the International Climate Initiative (IKI) supported by the German Federal Ministry of Environment. It is implemented by SPREP in collaboration with the Governments of Fiji, Vanuatu and Solomon Islands.
- 1.3. For more information, see: [www.sprep.org/pebacc](http://www.sprep.org/pebacc)

### 2. Specifications: statement of requirement

- 2.1. SPREP is calling for tenders from qualified and experienced contractors to formulate the **Honiara Botanical Gardens Management and Business Plan**.
- 2.4 The Terms of Reference are set out in the Attachment.

### 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
  - i. Submit details of previous relevant experience and proposal outlining a methodology, work plan and process on how the tasks required will be undertaken ;
  - ii. The consultant must hold the necessary documents to lawfully work as a consultant in Solomon Islands; and
  - iii. Provide three referees as part of their tender application.

### 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.

- 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 should outline the interested consultant's approach, including timelines to achieve the tasks outlined in the Terms of Reference.
  - c. A Financial Proposal which break down costs for the main components of the project.
  - d. A Completed Tender Application Form.
- 4.3 Tender submissions must be in United States Dollars (USD).
- 4.4 The Proposal must remain valid for 60 days from date of submission.
- 4.5 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 Maraea Pogi on [maraeap@sprep.org](mailto:maraeap@sprep.org) and copy [fredp@sprep.org](mailto:fredp@sprep.org) before **22 October 2018**. 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 **23 October 2018**.

## 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.

### Technical – 80%

- At least a University Degree in Forestry, Botany, Landscape Architecture, Environmental studies, Geography, Natural Science and Natural Resources Management.
- At least 5 years work experience working in forestry, botany, landscaping, environment, conservation, natural resources management, and watershed management and environment related fields.
- Good written and verbal communication in English.
- Experience and ability to consult with stakeholders especially Government and non-government agencies in Honiara and Guadalcanal province.
- Experience in working with stakeholders in multicultural environment and broad consultation with the private sector.
- Expertise in forestry, conservation, landscape architecture and agro-forestry business planning An understanding of integrated forest management (IFM), landscaping, spatial planning and mapping on Integrated Catchment Management (ICM), Integrated Environmental Management (IEM), Participatory Forest Management (PFM) and Community Based Natural Resource Management (CBNRM).
- Knowledge of and experience in working in Solomon Islands and the Pacific Islands region.
- Knowledge of Solomon Island pidgin will be an advantage.

**Financial – 20%**

- i. The value of the consultancy is fixed at US\$20,000. The financial proposal will be assessed against the technical proposal in order to determine the best value and approach for the monies available.

<b>7. Deadline</b>
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- 7.1. **The due date for submission of the tender is: 31 October 2018, 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: Formulation of the Honiara Botanical Gardens Management and Business Plan, Solomon Islands**' to one of the following methods:

Mail: SPREP  
Attention: Procurement Officer  
PO Box 240  
Apia, SAMOA  
Email: [tenders@sprep.org](mailto:tenders@sprep.org)

Person: Submit by hand in the tenders 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>



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*The Pacific environment, sustaining our livelihoods and natural heritage in harmony with our cultures.*

## **Pacific Ecosystem-based Adaptation to Climate Change Project (PEBACC)**

### **Consultancy to formulate the Honiara Botanical Gardens Management and Business Plan**

#### **Terms of Reference**

##### **1. Background**

The Secretariat of the Pacific Regional Environment Programme (SPREP) is implementing the Pacific Ecosystem-based Adaptation to Climate Change (PEBACC) project, 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 5 year project forms part of the International Climate Initiative (IKI) supported by the German Federal Ministry of Environment. It is implemented by SPREP in collaboration with the Governments of Fiji, Vanuatu and Solomon Islands and in partnership with a number of conservation and community development NGOs. The project will be managed from the SPREP office in Fiji with project staff assigned to the participating countries.

The Solomon Islands PEBACC project component has completed a comprehensive ecosystem and socio-economic resilience analysis and mapping (ESRAM) as a basis for adaptation planning focusing on Wagina on Choiseul province and Honiara city. This was followed by the formulation of EbA options report for adaptation planning and an EbA implementation plans. Based on this plan the project has committed to undertake demonstration EbA activities at four project sites, one at Wagina and another three sites for Honiara city. Communications and outreach products to promote the integration of EbA options into climate change policies, plans and projects also form part of the implementation plans.

The Botanical gardens has been identified as one of the demonstration site for EbA implementation. Included in the EbA implementation plan is the need for the development of a management and business plan that will guide the future management of the gardens. The management and business plan will be broad based and will consider the role of HCC as the owners of the gardens and the Ministry of Forests as operational managers through the Botanical gardens and herbarium division. The management plan will also be used for the designation of the sites a forests reserve and/or a protected area under the country PA legislation.

##### **2. Scope of the Work**

The expert will be responsible for the formulation of a management and business plan for the botanical gardens. The management and business plan is expected provide strategic directions and priorities for the on-ground management, the designation of new activity zones, conservation and phased developments of the garden. The botanical gardens established in the 1960s have the following objectives;

1. Scientific/Biological Research – to provide a place for the scientific studies of the country's Flora (Plant Resources) by overseas and local researchers and institutions.

2. Plant & Biodiversity Conservation – to provide a place for conserving and protection of rare, threatened and important plants of the country.

3. Education & Demonstration – to provide a place for students to learn about plants and forests and to show visitors the different plants in the forests of the Solomon Islands.

4. Amenity & Recreation – to provide a place for the residents and visitors of Honiara to come and relax and enjoy nature and the aesthetic values and beauty of such a place.

5. Watershed catchment management as source for Honiara city managed by Solomon Water.

The plan should also identify suitable sustainable finance and income generating options for the gardens' ongoing maintenance and services, perhaps derived in part from tourism-based enterprises: e.g. guided tours (walking/trekking, bird watching, historical); consumable, floral or handicraft goods etc.

In so doing the consultant will need to:

- Consult and meet with key stakeholders of the botanical gardens in particular the Ministry of Forest and Honiara city council on the approach for the formulation of the plan.
- Work in close collaboration with the Honiara City Council, Ministry of Forests and Research and SPREP PEBACC project in undertaking all required task in the formulation of the management and business plan.
- Reflect in the background of the plan the role of the gardens as a natural ecosystem contributing to the resilience of Honiara city against the impacts of climate change.
- Organise multi- government stakeholder meetings and workshops to determine what the plan should encompass and the role of stakeholders in the formulation and implementation of the management and business plan.
- Utilise GIS data, maps and information of the natural vegetation, different land use, human settlements and population for the botanical gardens.
- Consult all stakeholders within Honiara city, Guadalcanal province and private sector organisations who have vested interests in botanical gardens and reflect on their roles in the management and business plan.
- Include in the plan the Ministry of Forests plans for the Herbarium, ongoing activities and plans for the future.
- Collate all environment and socio-economic baseline information relevant for the management of the gardens.
- Use the SPREP-PEBACC Botanical gardens EbA implementation plan and the Honiara ESRAM report and other project reports as supporting documents where relevant.
- Align the management plan with the existing HCC policies, bylaws and national policies on forests, climate change and environment.
- Take into consideration the site as a watershed for the existing water source used by Solomon Water to supply part of Honiara city.
- Give special attention to watershed ecosystems and biodiversity values of the botanical gardens and recommend effective management approaches.

- Conduct a preliminary landscape site analysis and assessment and provide a schematic site map of the overall property showing current status and proposed changes encompassing improvement, protection and the designation potential activity zones.
- Utilise the recommended guideline under the PA Act and PA regulation for formulation of the management and business plan.
- Undertake consultation workshops and meetings with the residents and communities around the botanical gardens and their roles in the management of the gardens
- Identify and recommend all income generation and business opportunities for sustainable income for the botanical gardens.
- Conduct an analysis and recommend institutional approaches and skills development for the implementation of the management and business plan.
- Formulate a detailed management and business plan for the botanical gardens

### 3. Services Required

A qualified consultant is sought to:

- a. Undertake a comprehensive consultation process with HCC and Ministry of Forest and all relevant stakeholders in the process of formulating the management and business plan.
- b. Formulate the botanical gardens management and business plan.

### 4. Methodology

The consultant is expected to submit as part of the proposal the methodology and work plan to undertake the consultancy in response to this Terms of Reference.

### 5. Qualification and Expertise

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

- At least a University Degree in Forestry, Botany, Landscape Architecture, Environmental studies, Geography, Natural Science and Natural Resources Management.
- At least 5 years work experience working in forestry, botany, landscaping, environment, conservation, natural resources management, and watershed management and environment related fields.
- Good written and verbal communication in English.
- Experience and ability to consult with stakeholders especially Government and non-government agencies in Honiara and Guadalcanal province.
- Experience in working with stakeholders in multicultural environment and broad consultation with the private sector.
- Expertise in forestry, botany, conservation, landscape architecture and agro-forestry business planning An understanding of integrated forest management (IFM), landscaping, spatial planning and mapping on Integrated Catchment Management (ICM), Integrated Environmental Management (IEM), Participatory Forest Management (PFM) and Community Based Natural Resource Management (CBNRM).
- Knowledge of and experience in working in Solomon Islands and the Pacific Islands region.
- Knowledge of Solomon Island pidgin will be an advantage.

## 6. Deliverables

The Consultant is expected to deliver the following:

- Provide a proposal outlining a methodology, work plan and process on how the tasks required will be undertaken.
- A proposed draft outline of the management and business plan after consultation with community and Stakeholders
- Facilitate consultative workshops and meeting for the management and business plan
- Draft management and business plan
- Final management and business plan

## 7. Time scale

90 days over 5 months from signing the consultancy contract.

## 8. Project budget and travel costs.

- The total cost for the consultancy is in the region of USD20, 000.
- SPREP will meet travel costs and DSAs for at least 14 days which is limited two international return air travel to the project site (Honiara) from the consultants' official location or country and will provide support for consultations, collection of data and information.

## 9. Provision of Monitoring and Progress Control

The consultant will be working under the direct supervision of the Solomon Islands PEBACC Country Manager, Mr. Fred Siho Patison. Email: [fredp@sprep.org](mailto:fredp@sprep.org), the Deputy Commissioner of Herbarium, Mr Fred Pitisopa Email: [fpitisopa@mofr.gov.sb](mailto:fpitisopa@mofr.gov.sb) and Honiara City Clerk Charles Kelly: [CKelly@hcc.gov.sb](mailto:CKelly@hcc.gov.sb)

## 10. Duty Station

The consultant is expected to be located within the Herbarium division, Ministry of Forest and Research when working in Honiara.