

## REQUEST FOR TENDERS

RFT: 2024/006  
File: AP\_2/44  
Date: 12 February 2024  
To: Interested Service Providers  
From: Loraini Sivo, Project Manager PEBACC+

**Subject: Request for tenders (RFT): Provision of Technical Training on Agroforestry/Agroecology for Taveuni Farmers, Fiji**

### 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 qualified and experienced technical trainers that can offer their expertise and undertake a series of continued capacity building programs to famers on Taveuni Island, Fiji.
- 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. 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.*

- iv. Must meet local registration requirements
- 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 to achieve 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 foreseen expenses.
  - 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 06 March 2024. 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 08 March 2024.
- 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
Qualifitcations	i. A post-graduate or master's degree level with extensive experience in a field relevant to successful execution of the tender (agriculture, agroforestry, climate change and other related fields).	5

	ii. Extensive knowledge of: a) Agroforestry and/or Agrofarming in the Pacific region and especially in Fiji; b) Sustainable farming practices in water catchment areas and soil assessment for farming. c) Agricultural improvement mechanisms and setting of diversified trial plots	15
	iii. Demonstrated capacity working with farmers in communities and partnership with various government and provincial sectors iv. Experience of 5+ years working in Fiji delivering technical training or conducting capacity-building programmes to farmers especially in formal and informal community setting that encourages Agroforestry practices and management.	30
	v. Proven records of work achievements at community site levels	10
<b>Workplan (Technical Proposal)</b>	vi. A detailed workplan / scope of works and proposed timeline as per deliverable listed in the TOR	20

## II. Financial Score – 20%

Provide a breakdown of costs for the services to render as per deliverables outlined in Annex A. The cost must be inclusive of all foreseen expenses.

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: 15 March 2024 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 2024/006: Provision of Technical Training on Agroforestry/Agroecology for Taveuni Farmers, Fiji

Mail: SPREP  
Attention: Procurement Officer  
PO Box 240  
Apia, SAMOA  
Email: [tenders@sprep.org](mailto:tenders@sprep.org) (MOST PREFERRED OPTION)  
Fax: 685 20231

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/award 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

### Terms of Reference

#### Provision of Technical Training on Agroforestry/Agroecology for Taveuni Farmers, Fiji

<b>Duty Station</b>	Taveuni, Fiji
Type of Assignment	Technical Support
Level of Engagement	In-country
Expected Start Date	April 2024
Contract Duration	<b>April 2024 - December 2025</b>
Contact	<b>PEBACC+ Fiji Project Coordinator, SPREP</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 PEBACC+ project is a scale up of the PEBACC phase 1 that was implemented between 2015 – 2020 in Vanuatu, Solomon Islands and Fiji. The project was funded by the German government International Climate Change Initiative and had focused on the development and implementation of a systematic approach to analysing climate and non-climate threats as a basis for adaptation planning and options in several pilot sites called Ecosystem and Socio-economic Resilience Analysis and Mapping (ESRAM).

Through the ESRAM work, a comprehensive Ecosystem- Based Adaptation Master Plan was developed for the 3 countries detailing a range of activities some of which are being supported through PEBACC+ project. The implementation of PEBACC phase 1 has had some significant number of relevant and promising results such as the inclusion of ecosystem-based adaptation in climate change strategies and policies and the implementation of numerous activities at the national and pilot sites in the targeted countries.

In Fiji, PEBACC phase 1 project had contributed to the integration of Ecosystem-based Adaptation approach in several policies and initiatives including Reforestation of Degraded Forest Programme (RDF), National Climate Change Adaptation Plan (NAP – 2018), National Strategic Action Plan for Biodiversity etc, National Disaster Risk Reduction Policy (2018 – 2030), At site level specific to Taveuni, the project was able to implement a few reforestation and agroforestry activities which had included the following:

1. Setting up of a centralised nursery to provide native and fruit trees
2. Employment of key positions – nursery manager and catchment coordinators to support the tree planning and community awareness.
3. Planting of 4500 native trees and fruit trees in 3 districts on the island including the monitoring and maintenance of the planted trees
4. Establishment of natural resource management committee at island and district level
5. Training and awareness through Wakatu Campaign

To continue the momentum of the work initiated through PEBACC phase 1, PEBACC+ will support the strengthening of Agroforestry initiatives as an option to EBA approaches. The Master Plan document highlights a few EbA actions critical to Taveuni (some of which are site specific depending on the threat levels encountered) which includes:

1. Training on agricultural improvement and diversification by conducting science-based field trials for diversified crop systems with goals of improving soil fertility and crop diversification.
2. Training on the establishment of agroforestry systems and implementation guidance to landowner (including leaseholders in formal and informal settlements).

3. Implementing diversified long- and short-term income alternatives, food security and land erosion protection
4. Rehabilitating of reclaimed leased lands for agroforestry and high-value plantation
5. Rehabilitating upper elevation farms with diversified crops (agroforestry plantation)
6. Develop agroforestry options in lower elevation working farms.

### Project Introduction

The PEBACC+ project is expected to support the continuous implementation of activities carried forward from the PEBACC phase 1 in Taveuni. The project aims to address the current challenges of climate change adaptation through the implementation of nature-based solutions (NbS) in the Pacific. In doing so, PEBACC+ will strengthen the resilience of ecosystems, economies and people to the impacts of climate change, how human activities are impacting on ecosystems and ensuring that interventions are targeted at addressing the root causes while at the same time investing in restoration activities.

PEBACC+ specific objective is to develop, sustain and institutionalise the EbA and NbS approach to climate change adaptation in the 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 & Solomon Islands

Component 2: Integrate and support the implementation of EbA and 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 EbA implementation activities

Under component 1, a number of Ecosystem based Adaptation (EbA) activities have been identified for implementation referred to as activities. In activity 1.1.1, PEBACC+ will be supporting the restoration and reforestation of Taveuni island which will also include setting up an Agroforestry Programme and engaging with and training farmers located in formal and informal settlement farming on their own land or lease land around Taveuni and are either operating on a commercial or subsistence scale.

Since the hit of Covid-19 pandemic, many farmers on the island of Taveuni diverted their practice objective to increase cultivation of taro and kava from the land without having a good understanding of sustainable agro-ecological practices. The current rate of farming on arable land on Taveuni island is beyond the rate in which it can be replenished hence encroachment into covered forest has rapidly increased over the years to cater for the increase demand of kava and taro production.

Through the PEBACC+ project, efforts will be made to promote some of the existing activities of agroforestry in degraded farmland and the buffer zones of protected forests, through dialogues with farmers on the island and the provision of technical trainings. The aim is to enhance skills and knowledge and tackle the problem of lack or limited understanding on the implications of current agricultural practices. Through PEBACC phase 1, a few community farmers in Taveuni voluntarily took on the practice of agroforestry farming to integrate tree planting alongside or within their farming ground.

### Objective of the Assignment:

The Agroforestry Programme of PEBACC+ project will be supported through partnership efforts with Teitei Taveuni, Ministry of Forestry, Itaukei Affairs (Cakaudrove Provincial Office) and Ministry of Agriculture. PEBACC+ will be working with Ministry of Forestry to set up of nurseries that will supply needed fruit and native tree seedlings for the training while the Itaukei Affairs (Cakaudrove Provincial Office) will support the

coordination of formal and informal community engagement with Taveuni District Office. The Ministry of Agriculture through the field extension office will work with the project to provide technical training support.

Through the engagement of Teitei Taveuni, two agroforestry demonstration sites will be established through the project in Taveuni. These demo sites will provide a learning platform to farmers in Taveuni on how different sustainable farming practices can be an alternative option to minimise or mitigate further degradation of arable land. The demo sites will be used for training to enhance hands-on practical skills and knowledge.

A consultancy service is required to undertake a continued series of capacity building program on Taveuni working specifically with farmers. The capacity-building program is needed to provide the technical understanding and skills needed for farmers to allow them to divert their current farming practices towards a more sustainable farming approach such as Agroforestry or Agroecology. Community-scale demonstration sites should be established as an outcome of the practical implementation of the learning through the capacity-building program provided. This on-the-ground initiative should be linked to Kiwa Organic Learning Farm network coordinated by SPC. Qualified consortia and organisations are encouraged to apply.

The timeframe for this assignment is 20 months (from April 2024 – December 2025) with expected deliverables detailed below. The service provider is expected to work in coordination with Teitei Taveuni, Ministry of Agriculture, Ministry of Forestry and Cakaudrove Provincial Office, District Office to deliver the activities outlined in this TOR.

#### **Scope of the assignment:**

Specific tasks are to include the following:

- a) Identify capacity-building needs for farmers on Taveuni that supports Agro-ecology or Agro-forestry Programme of PEBACC+. The Ecosystem Based Adaptation Options Assessment and Master Plan for Taveuni has outlined some of the training needs to be implemented, serving as a reference.
- b) Map out a capacity-building scheduled to be carried out on a quarterly basis between 2024 – 2025. Depending on funding to accommodate at least 2 sessions per quarter.
- c) Design the capacity-building program in a manner that will allow farmers to demonstrate practical implementation on the ground. The program must provide opportunities to those farmers to be certified agroforestry farmers through the course of this consultancy indicating a conversion of current farming practice towards an agroforestry approach.
- d) Monitor outcomes of each of the capacity building activities conducted focusing especially on the tangible/practical outcomes that reflect changed mindset and behaviors. This must also include the referencing of improved agroforestry practices and management on the ground.
- e) Identify and facilitate the development of an exit strategy to ensure the sustained continuation of the outcomes achieved through the training sessions as well as an upscaling strategy for other sites within Fiji or other islands. Synergies with the Kiwa Organic Learning Farm network coordinated by SPC and other initiatives should also be explored.

#### **Expected Outputs**

The work conducted through this assignment should be able to contribute to the mentioned targets of the project:

- a) 600 farmers trained on agricultural improvement/diversification and/or agroecology production and management (disaggregated men/women, youth - 200 men, 200 women, 200 youths)
- b) 300 farmers trained converted from normal farming practices to a more agro-forestry approach as an outcome of the trainings provided (disaggregated men/women, youth - 100 men, 100 women, 100 youths)

#### **Key Deliverables**

The following key deliverables will be expected from this assignment:



- a) A report with the list of training needs, taking into account past successes, failures, and lessons learnt on training initiatives; the identification and selection process of the farmers to be trained; and a detailed plan (modalities) on how this training will be executed on a quarterly basis between 2024 - 2025.
- b) Quarterly reports on the training conducted and plan for execution for the participant that can be monitored and reported on in the next quarterly reporting. Training feedback from participants must be submitted with the report.
- c) Exit strategy plan developed and implemented based on the delivered trainings and upscaling strategy developed (taking into account potential synergies with other farming network initiatives within and outside Taveuni). Contribution of the delivered trainings towards achieving the PE-BACC+ project targets has to be documented.

#### Required Deliverables and Payment Percentage

No.	Deliverables	Tentative Time-line	Fee (%)
1	Report including: <ul style="list-style-type: none"> <li>- List of capacity building needs, taking into account past successes, failures, and lessons learnt on training initiatives.</li> <li>- Identification and selection process of the farmers to be trained</li> <li>- A detailed plan on how this training will be executed on a quarterly basis between 2024 – 2025</li> <li>- A practical implementation plan.</li> <li>- Signed free, prior and informed consent from participating farmers.</li> </ul>	June 2024	25%
2	Quarterly report on the following: <ol style="list-style-type: none"> <li>a) Progress on capacity building activity conducted and summary of feedback received from participants.</li> <li>b) Plan for execution on lessons learnt from training.</li> <li>c) Monitored tangible or practical outcome based on the plan in (b) above.</li> </ol>	Quarterly reporting September 2024 & 2025 December 2024 & 2025 March 2025 June 2025	10% for each quarter
3	<ul style="list-style-type: none"> <li>- Certificate of completion for farmers</li> <li>- Exit strategy plan developed and implemented based on delivered capacity building exercise</li> <li>- Upscaling strategy developed (taking into account synergies with other farming network initiatives within and outside Taveuni).</li> <li>- Contribution to the overall project target is documented.</li> </ul>	September 2025	5%
	<b>Total</b>		<b>100%</b>

**Competencies:**

**Technical:**

- Demonstrated understanding of Agroforestry work in the region and specifically to Fiji
- Proven records of quality work in field research and analysis and developing capacity building programmes,
- Good understanding of environment, climate change impact and sustainable agriculture

**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.

**Information on Working Arrangements**

- The work is based in Taveuni targeting formal and informal settlement farmers – both commercial and subsistence scale farmers. Targeting farmers through youth based, women's group, church group initiative would also be an advantage. All trainings conducted must including equal number of men, women and youths.
- Free, Prior and Informed Consent must be obtained prior to rolling out of any activities on the ground especially when working with communities.
- Service provider will be responsible for carrying out all activities that will contribute to achieving the deliverables.
- Payments will be made upon submission of approved met deliverables as per TOR. Anything outside the scope of work will not be accepted.
- Deliverable payment is inclusive of all costs that will be covered to carry out the work assigned hence SPREP will not be responsible in covering any other additional costs.

**Qualification and Experience**

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

**Qualification**

- A post-graduate or master's degree level with extensive experience in a field relevant to successful execution of the tender (agriculture, agroforestry, climate change and other related fields).

**Experiences**

- Extensive knowledge of Agroforestry and/or Agrofarming in the Pacific region and especially in Fiji
- Demonstrated knowledge of sustainable farming practices in water catchment areas and soil assessment for farming.



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- Demonstrated knowledge of agricultural improvement mechanisms and setting of diversified trial plots
- Demonstrated capacity working with farmers in communities and partnership with various government and provincial sectors
- Experience of 5+ years working in Fiji delivering technical training or conducting capacity-building programmes to farmers especially in formal and informal community setting that encourages Agroforestry practices and management.
- Proven records of work achievements at community site levels

**Documentation to be submitted:**

- Detailed CV of the main applicant or of team that will work together to deliver this work.
- If an organisation is applying, background detail of organisation and work being carried that is similar to the work required in this TOR
- 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.
- Detailed breakdown of budget all-inclusive. **Offer above USD\$20,000 will not be considered.**