

TERMS OF REFERENCE (ToR)

Call For Qualified Suppliers to Supply High-Quality Mangrove Seedlings to Support Mangrove Restoration Under the “Improved Resilience of Coastal Communities in Ghana Project.”

1. BACKGROUND

ActionAid Ghana (AAG) is a national non-governmental organization and a member of the ActionAid International Federation. The organization is committed to promoting social justice, poverty eradication, and the realization of human rights. Our strategic focus includes climate resilience, youth empowerment, gender equality, and reducing inequalities. As part of the implementation of the “Improving Resilience of Coastal Communities (IRCC) in Côte d’Ivoire and Ghana” project, funded by the Adaptation Fund and coordinated by UN-Habitat, ActionAid Ghana (AAG) has been engaged by Habitat for Humanity International (HfHI) the Component 2 Executing Entity to lead implementation of the Ghana component.

The IRCC project aims to build resilience to coastal flooding and climate risks in 21 settlements across Ghana and Côte d’Ivoire. It focuses on three main output areas:

1. Reducing exposure to floods and coastal hazards through Early Warning Systems (EWS).
2. Mitigating risks with engineered and nature-based solutions (NbS).
3. Enhancing livelihoods through climate-resilient income-generating activities.

This Expression of Interest (EOI) relates to Output 2: Mitigating risks with engineered and nature-based solutions, specifically mangrove restoration. Mangroves play a critical role in ecosystem restoration and in enhancing the resilience of coastal communities to climate change. They serve as natural barriers against coastal erosion, storm surges, and flooding, thereby reducing the physical vulnerability of shoreline settlements. Their complex root systems stabilize sediments, prevent land degradation, and support the recovery of adjacent ecosystems such as coral reefs and seagrass beds. Mangroves also act as significant carbon sinks storing up to four times more carbon than terrestrial forests thus contributing to global climate mitigation efforts. Additionally, they provide vital breeding grounds for fish and shellfish, sustaining local livelihoods and food security. By restoring mangrove ecosystems, coastal communities benefit from enhanced natural protection, improved biodiversity, and strengthened adaptive capacity to withstand the increasing impacts of climate variability and sea-level rise.

1.1 Objective of the Assignment

To procure high-quality mangrove seedlings from qualified suppliers to support restoration activities in the selected coastal sites.

2. SCOPE OF WORK

The selected supplier will

1. Supply 988,750 healthy red (40%) and white (60%) mangrove seedlings.

2. Ensure seedlings are disease-free and suitable for transplantation
3. Deliver seedlings to designated sites
4. Maintain quality standards during handling and transport

3. TECHNICAL SPECIFICATIONS

- Seedlings must be well-rooted and hardened
- Preferred seedling height: 30 cm and above
- Appropriate salinity conditioning
- Uniform growth and vigor
- No signs of stress

4. QUALITY ASSURANCE AND INSPECTION

All seedlings will be inspected and approved by the ActionAid Ghana Mangrove Consultant and Forestry Commission. Substandard seedlings will be rejected and replaced at no additional cost to AAG.

5. PROJECT LOCATIONS

The mangrove restoration activities will be implemented in 11 coastal settlements across two regions of Ghana as shown below:

Region	District	Communities
Volta	Anloga	Agorkedzi/Atiteti, Agbledomi, Dzita, Whuti, Woe, Lashibi, Tegbi
Greater Accra	Ada West	Wokumagbe, Akplabanya and Goi
	Ada East	Kewunor/Azizanya

6. PROJECT DURATION

The assignment is expected to be completed within 4 weeks from signing agreement.

The supplier will commence immediately upon signing the contract and must adhere to all project deliverables and timelines.

7. DELIVERY REQUIREMENTS

The selected supplier must deliver seedlings to designated project sites within agreed timelines, ensuring minimal damage and stress during transport. The cost of delivery will be borne by AAG and shall be agreed upon with the Supplier before delivery.

8. COORDINATION, REPORTING AND OTHER COMPLIANCE REQUIREMENTS

The supplier will coordinate with ActionAid Ghana project team and mangrove specialist throughout the delivery period until such a time the entire consignment is delivered.

Additionally, the supplier shall abide by AAG Data Protection rules and protocols. Ensuring that data acquisition, including digital recording, and its processing, storage, transfer and utilisation are managed fairly, transparently and ethically in accordance with AAG Data Protection and Privacy Policy. Furthermore, relevant national data protection regulations shall be complied with

and mindful of the fact that breaches may result in commercial or legal sanctions. Full disclosure shall be made of data subjects on the purpose for which the data is being collected and whom it may be shared with, to enable the data subjects to give informed consent. Precautions must be exercised, and appropriate steps taken, including the use of pseudonyms (fictitious names), to protect the identity of data subjects around subject matter disclosure.

9. ELIGIBILITY CRITERIA

Interested individual suppliers or firms must demonstrate the following qualifications and competencies:

1. Proven experience in mangrove seedling production
2. Evidence of past work (photographs accepted)
3. Capacity to deliver required quantities within two (2) months of signing agreement
4. Understanding of mangrove nursery establishment and operation protocols.
5. The supplier must be able to explain to the AAG and its mangrove consultant the process used to produce the seedlings.
6. Evidence of a valid business registration certificate.
7. Proximity of supplier's nursery to project locations
8. Suppliers must meet statutory and tax obligations or requirements

10. SUBMISSION PROCESS

Interested suppliers must submit the following documents:

1. Cover Letter – Expressing interest and suitability for the assignment.
2. Technical Proposal (5 pages maximum) – Outlining the approach, methodology, work plan, deliverables, and quality assurance mechanisms.
3. Financial Proposal – Providing a detailed cost breakdown
4. Company/Supplier and core team Profile – Highlighting relevant experience, key personnel qualifications, experience, and/or organizational capacity.
5. References and Past Projects – At least two references and evidence of similar assignments completed.

Submissions must be delivered in sealed envelopes clearly marked: “Bid for Mangrove Seedlings Restoration” and submitted to: ActionAid Ghana Head Office, 3rd Asoyi Lane, East Legon, Accra – Ghana or electronically via: ***proposals.ghana@actionaid.org***

Deadline for submission: **Wednesday, May 21st, 2026, at 11:59 GMT.** Late submissions will not be considered.

11. ASSIGNMENT DELIVERY REQUIREMENTS

Seedlings must be delivered to designated project sites within agreed timelines, ensuring minimal damage and stress during transport. The cost of delivery will be borne by AAG and shall be agreed upon with the Supplier before delivery.

12. ETHICAL CONSIDERATIONS AND SHEA AND SAFEGUARDING COMPLIANCE

- Suppliers must ensure sustainable sourcing and comply with environmental regulations.

- The seedling development process should be devoid of modern slavery practices by not engaging in child labour, forced labour and unfair contract practices involving workers.
- The selected service provider will also be expected to sign and abide by relevant ActionAid policies, including its Sexual Harassment, Exploitation and Abuse (SHEA) and Safeguarding Policy, Protection from Sexual Exploitation and Abuse (PSEA) Policy, Anti-Sexual Harassment, Exploitation and Abuse at Work Policy and Child Protection Policy.
- The entire service delivery process must 'do no harm' to any actors involved.

For any further clarification kindly contact:

ActionAid Ghana

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