

REQUEST FOR TENDERS

RFT: 2026-BOLD-001
File: AP_3/41
Date: 17 February, 2026
To: Interested consultants
From: BOLD Response Project

Subject: Request for tenders (RFT): Monitoring, Evaluation, Reporting and Learning Specialist (Service- Based Consultancy) for the Building our Loss and Damage (BOLD) Response project

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.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced *Monitoring and Evaluation Specialists (Individual Consultants)* who can offer their technical expertise to develop and assess implementation of an M&E framework and associated M&E guidelines for the BOLD project.
- 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 for each proposed personnel;
 - 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 where the 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 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** – provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
 - 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 before 13 March 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 16 March 2026.
- 5.1. b. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
- 5.1. 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.
- 5.1. d. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- 5.1. 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 consultant 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%

II.



Criteria	Detail	Weighting
Education	<p>Master's Degree with expertise in the area of Development Studies, Social Sciences, Statistics, Research and Evaluation, or similar fields with at least seven (7) years of professional experience in MERL related work (ideally in the context of climate change projects or programmes)</p> <p>And/Or</p> <p>Bachelor's degree with expertise in the area of Development Studies, Social Sciences, Statistics, Research and Evaluation, or similar fields with at least ten (10) years of professional experience in MERL related work.</p>	15%
Experience and Competencies	<ul style="list-style-type: none"> a) Experience in design, development, administration, and implementation of qualitative and quantitative data analysis tools for projects b) Experience in capacity development and training in Monitoring, Evaluation and Learning methodologies and techniques c) Relevant experience in designing and developing impact evaluation for projects d) Excellent knowledge of project management techniques for planning, monitoring and controlling in the context of Development Cooperation e) Excellent analysis and report writing skills f) Ability to engage with inter-disciplinary audiences including government, non-state actors and communities g) Excellent interpersonal skills and cultural sensitivity h) Ability to work independently and as part of a core team i) Ability to apply innovative MERL methods which are practical and context relevant. j) Culturally sensitive, friendly, and effective inter-personal and communication skills that are conducive to effective presentations and networking, and building trust required to complete tasks. k) Fluency in English (oral and written) is a requirement, with sound written and presentation skills using plain English. 	25%
Technical Proposal/Methodology	Submitted technical proposal – demonstration of how applicant successfully carries out the activities listed under the scope of the consultancy.	20%

III. 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:

PO Box 240, Apia, Samoa T +685 21929 F +685 20231 sprep@sprep.org www.sprep.org



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: 1 April 2026, 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 2026-BOLD-001: Monitoring, Evaluation, Reporting and Learning Specialist (Service- Based Consultancy) for the Building our Loss and Damage (BOLD) Response Project'

Mail: SPREP
Attention: Procurement Officer
PO Box 240
Apia, SAMOA

Email: 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

Monitoring, Evaluation, Reporting and Learning Specialist (Service-Based Consultancy) for the Building Our Loss and Damage (BOLD) Response project

1. Project Description

Impacts from extreme events such as tropical cyclones and slow onset events like sea level rise and ocean acidification are already causing significant economic and non-economic loss and damage to the people and the environment in Pacific Island Countries (PICs). These impacts are endangering people's livelihoods, cultural heritage, land and biodiversity and, in extreme cases, their statehood and sovereignty. Several unique factors make Pacific Island Countries especially vulnerable to climate change impacts, in particular their high exposure to climate variability and their remote location.

PICs often have poorly developed infrastructure, limited natural, human, and economic resources, and a high dependence on marine resources for livelihoods. Some countries, especially atoll states such as the Republic of the Marshall Islands and Tuvalu, exhibit high population densities and growth. Most PIC economies are reliant on a limited resource base and are vulnerable to external forces, such as changing terms of trade, trade liberalization, and migration flows. Adaptive capacity to climate change is generally low. The combination of these factors make PICs highly vulnerable to climate change impacts.

Against this backdrop of high vulnerability and increasingly severe climate impacts, PICs are reaching limits to adaptation. This results in nations, communities and households experiencing climate-induced losses and damages. Despite the high risks that loss and damage poses, significant gaps and challenges remain for understanding and quantifying the extent to which both economic losses and non-economic losses (NELs) already impact, and will continue to impact, the Pacific region.

To address these issues the Secretariat of the Pacific Regional Environment Programme (SPREP) and project partner, Climate Analytics (CA), have co-designed the Building Our Loss and Damage Response (BOLD Response) project. This six-year initiative, including a one-year design phase, funded by the International Climate Initiative of the Federal Government of Germany aims to address loss and damage in the Pacific through a comprehensive set of interconnected work packages. The project will be implemented in Republic of Marshall Islands, Samoa, Tuvalu, Vanuatu and Fiji.

More specifically, the BOLD Response Project aims to better understand, measure, and respond to loss and damage in the Pacific. This will involve integration of loss and damage in national policies and institutions, regional collaboration and planning for loss and damage, and increased access to funding to help in addressing loss and damage. The project will have a particular focus on non-economic loss and damage. The project has four work packages outlined below.

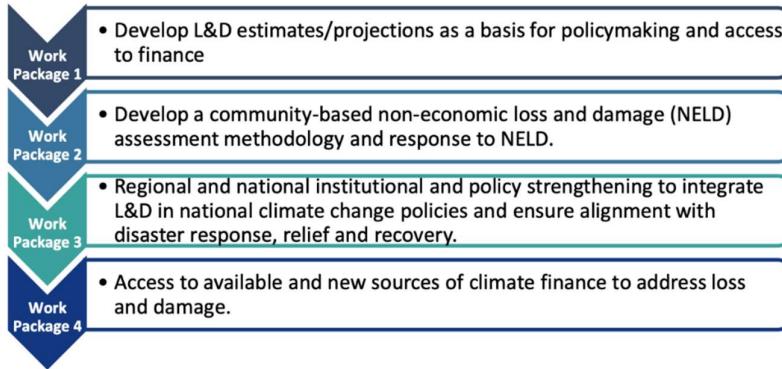


Figure 1 Components of the BOLD Response Project

Monitoring, Evaluation, Reporting and Learning (MERL) is a key element of any successful project or programme. It is especially important in an emerging area of climate action such as loss and damage where there is limited experience and examples to draw upon; gathering evidence of what works, in which contexts, for whom and why will therefore be vital. Facilitating and sharing learning within the project team, between participating countries and stakeholders and beyond the boundaries of the project will also be a critical component of effective MERL.

2. Objectives

The objective of this tender is to engage a suitably qualified individual consultant to support the development of the MERL Plan for the project informed and guided by the project's approved Result Framework.

3. Scope of Work

The M&E specialist will support the implementation of specific activities set out below.

1. Develop and implement a project Monitoring, Evaluation, Reporting and Learning Plan

- The MERL Plan will form a roadmap for all MERL activities during and, potentially, beyond the project.
- Develop the MERL Plan such that it aligns with, and builds upon, the project Theory of Change and meets both donor requirements and project needs.
- It must complement the project's Gender Action Plan and Gender responsive stakeholder engagement framework
- The Plan should outline how key learnings and other MERL outcomes will be communicated within and beyond the project.
- The development of the MERL Plan will also require:
 - The design and integration of impact evaluation processes, and measures within the project cycle as part of the MERL function that ensures positive impact of the project

- The development, piloting and validation of quantitative and qualitative monitoring tools and the design of corresponding data collection and management procedures including necessary forms for recording and collection of data and reporting templates

2. Supervise and coordinate the application of the MERL plan

- Support and engage in the design and management of constructive information feedback loops to inform project review.
- Provide leadership, technical support and training to project staff and partners in the implementation of their monitoring responsibilities to ensure correct and timely collection of monitoring data and information
- Design and lead the implementation of capacity building activities relating to MERL for project staff and partners through training delivery
- Provide guidance in qualitative monitoring among project beneficiaries and other stakeholders, such as surveys, focus group discussions, interviews and case studies.
- Organise and lead the facilitation of learning events throughout the implementation period of the project as necessary in collaboration with the national coordinators, national/local NGOs, SPREP and CA.
- Track project performance in line with the MERL plan

3. Support data management and performance reporting:

- Support the development of monitoring and performance reports in collaboration with SPREP through the Project Management Unit, CA and national coordinators.
- Lead the integration of relevant MERL considerations on all project inputs, outputs and outcomes to facilitate and enable collection of relevant data and information.
- In collaboration with the Communications teams from SPREP and CA, compile and publish monitoring results in visually attractive materials for internal and external audiences.

4. Deliverables

The consultant is expected to produce:

1. Inception report
2. A MERL Plan for the BOLD Response project that operationalises the evaluation and monitoring of the project's progress and performances against expected results including:
 - a) Conceptual alignment with project Theory of Change (ToC) and desired outcomes
 - b) Quantitative and qualitative M&E tools for data collection (e.g. Key Informant Interviews and Focus Group Discussions, mission monitoring tools, baseline survey, others) and the design of corresponding data collection and management procedures
 - c) M&E Report Template
 - d) Operational definitions of indicators and targets
 - e) A clear approach to facilitate and share learning, and to track the impact of this learning (for example guidance on how to create 'learning spaces')
 - f) Step-by-step guideline for implementing partners and project staff that will explicitly identify the processes pertinent to collecting, collating, analysing and reporting the required qualitative and quantitative data to assess the project performance



- g) Clear guidance on how MERL will complement the Gender Action Plan and Gender responsive stakeholder engagement framework
- h) Develop impact evaluation processes and metrics within the MERL Plan to assess the overall impact of the project and test and validate the outcomes and assumptions defined in the MERL Plan.

3. A consolidated summary report on the testing and validation of MERL tools. Once the tools, processes and methods identified in the MERL Plan have been tested/validated a succinct report will be produced outlining how effective these tools have been and outlining the broader lessons for MERL in the context of loss and damage.
4. Consolidated MERL report(s) feeding into the programme's Annual and Progress reports. These reports will reflect the application of the MERL Plan and will support effective lesson-learning and course-correction. These reports should include results from the impact evaluation work which will be especially important in the later years of the project. Findings will need to be presented to key project staff and, potentially, funders.
5. Final evaluation report. It is expected that the final progress report is accompanied by a detailed evaluation report outlining project effectiveness, impacts and lessons learnt

5. Institutional and Reporting Arrangement

The consultant will be directly responsible and report to SPREP through Climate Change Adaptation Advisor and the BOLD Project Manager. Progress reports are required at the end of each major milestone. The consultant is required to collaborate with the different actors of the project (Climate Analytics, the Climate Change focal points, the National Coordinators, national/local NGOs), and other international experts the project will engage such as the international GEDSI and ESS expert to name a few.

6. Duty Station

The consultant is expected to work remotely and undertake in-country missions outlined under section 7 of this document.

7. Schedule of the Assignment

Assignment is for 200 days from contract effective date.

The assignment will require trips to support in-country missions. The consultant should plan for 20 missions which will comprise:

- 1 mission per country per year for all five partner countries (Samoa, Vanuatu, Tuvalu, RMI and Fiji) for a period of 4 years starting in 2026 to December 2029.

The consultant should include indicative travel costs in their financial proposal. Expense estimates should be calculated using following assumptions for each mission:

- 7 days accommodation per mission
- Return flight from home base



- Local transportation
- Per diem and miscellaneous costs

Please note that the number of travels and scheduling may change in discussion with SPREP, CA and the successful candidate.

The successful tenderer will be responsible for booking and advance payment of all travel and travel-related expenses. All travel bookings will require approval from SPREP prior to booking.

8. Key Selection Criteria

	Requirements
Education	<p>Master's Degree with expertise in the area of Development Studies, Social Sciences, Statistics, Research and Evaluation, or similar fields with at least seven (7) years of professional experience in MERL related work (ideally in the context of climate change projects or programmes)</p> <p>AND/OR</p> <p>Bachelor's degree with expertise in the area of Development Studies, Social Sciences, Statistics, Research and Evaluation, or similar fields with at least ten (10) years of professional experience in MERL related work</p>
Experience	<ul style="list-style-type: none">a) Experience in design, development, administration, and implementation of qualitative and quantitative data analysis tools for projectsb) Experience in capacity development and training in Monitoring, Evaluation and Learning methodologies and techniquesc) Relevant experience in designing and developing impact evaluation for projectsd) Excellent knowledge of project management techniques for planning, monitoring and controlling in the context of Development Co-operation
Competencies	<ul style="list-style-type: none">e) Excellent analysis and report writing skillsf) Ability to engage with inter-disciplinary audiences including government, non-state actors and communitiesg) Excellent interpersonal skills and cultural sensitivityh) Ability to work independently and as part of a core teami) Ability to apply innovative MERL methods which are practical and context relevant.j) Culturally sensitive, friendly, and effective inter-personal and communication skills that are conducive to effective presentations and networking, and building trust required to complete tasksk) Fluency in English (oral and written) is a requirement, with sound written and presentation skills using plain English.



9. Payment Schedule

The consultant shall be paid upon completion of deliverables which will be outlined and agreed to within the Services Agreement. The following table provides the proposed schedule of payments, these will be agreed to and finalised in the Service Agreement.

Deliverables	Description	Payment (%)
Inception Report to articulate final methodology/approach and workplan to implement the scope of service	The inception report for this assignment should clearly articulate the consultant's approach and final methodology to implement the assignment and the final work plan for the whole assignment.	15%
A MERL Plan	<p>The MERL Plan should operationalise the measurement and monitoring of the project's progress and performance against expected outputs and outcomes, specifically:</p> <ul style="list-style-type: none">○ Conceptual alignment with the project Theory of Change (ToC) and desired outcomes○ Quantitative and qualitative M&E tools for data collection (e.g. Key Informant Interviews and Focus Group Discussions, mission monitoring tool, baseline survey, others) and the design of corresponding data collection and management procedures○ M&E Report Template○ Operational definitions of indicators and targets○ A clear approach to facilitate and share learning, and to track the impact of this learning (for example guidance on how to create 'learning spaces')○ Step-by-step guideline for implementing partners and project staff that will explicitly identify the processes pertinent to collecting, collating, analysing and reporting the required qualitative and quantitative data to assess the project performance○ Clear guidance on how MERL will complement the Gender Action Plan and Gender responsive stakeholder engagement framework○ Develop impact evaluation processes and metrics within the MERL Plan to assess the overall impact of the project and test and validate the outcomes and assumptions defined in the MERL Plan.	30%



Testing and validation of MERL tools	<p>MERL tools and templates (developed within the MERL plan) piloted/tested in each country and refined as required</p> <p>This might include mission monitoring tools, baseline survey, impact evaluation tools and corresponding data collection and management procedures</p>	25%
Consolidated M&E report feeding into the project biannual updates and interim reports	<p>The consolidated M&E report is to be compiled and submitted on a biannual and annual basis to the Project Management Unit. The report must include but not limited to:</p> <ul style="list-style-type: none">• A summary overview of findings from the monitoring and evaluation of project• Milestones/achievements against outcomes, outputs and activities set out in the MERL Plan• Gaps identified and recommendations on improvements• Revised MERL Plan to address gaps and needs of the project	20%
Final evaluation report.	<p>It is expected that the final progress report is accompanied by a detailed final evaluation report outlining project effectiveness, impacts and lessons learnt. The exact requirements will be determined once the MERL Plan is developed.</p>	10%