

REQUEST FOR QUOTES

RFQ: 2025-PBS-002
File: AP_2/43
Date: 13 October, 2025
To: Interested consultants
From: Belinda Norris; Coastal and Marine Specialist

Subject: Request for quotes (RFQ): Ecotourism feasibility study for Moata'a community, Samoa

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 quotes from qualified and experienced consultants who can offer their services to provide a feasibility study that assesses opportunities, challenges, and options for developing viable, sustainable ecotourism ventures led by the Moataa community, Samoa.
- 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, interested consultants must meet the following conditions:
 - i. Be based in Samoa and legally entitled to work.
 - i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 - ii. Provide three referees relevant to this submission, including the most recent work completed;
 - iii. Provide examples of past related work outputs;

- iv. 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*).
For the Technical and Financial proposals you may attach these separately.
 - v. 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 activity 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. 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. 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*).
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 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 Evaluation Committee requests further information for the purposes of the evaluation process. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6. The submitted 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 proposal.

5. Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 29th October 2025. A summary of all questions received complete with an associated response will be shared with all Tenderers by 31st October 2025.
- b. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- c. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFQ or any other information given or made available by SPREP, the Tenderer should promptly notify the Requesting 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 proposal 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	Detail	Weighting
Experience	a) A degree in sustainable tourism, environmental management, community development, business planning, or a related field. Postgraduate qualifications or certifications in ecotourism, enterprise development, or environmental planning will be an advantage.	10
	b) At least 5 years of experience conducting feasibility studies, business plans, or market assessments—preferably within tourism, ecotourism, or community livelihoods sectors. Experience designing or supporting community-based enterprises in island or rural settings is essential.	15
	c) Demonstrated experience engaging and working with Pacific communities, including facilitation of participatory processes that respect local protocols, customs, and governance structures.	15
	d) technical knowledge and proven experience in the design or evaluation of community-based tourism enterprises, especially in small island developing states (SIDS) or remote/rural contexts.	15

	e) technical knowledge and proven ability to assess and integrate financial, social, cultural, and environmental dimensions into practical feasibility or enterprise development work	15
Technical Proposal / Methodology	Costed workplan and methodology setting out activities to be undertaken and timing of activities	10

II. 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:

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 Quotes

- 7.1 a. SPREP may amend, suspend or terminate the RFQ process at any time.
- b. In the event that SPREP amends the RFQ or the conditions of tender, it will inform potential Tenderers.
- c. 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 RFQ process at any time. In such cases SPREP will cancel this process and inform unsuccessful bidders accordingly.

8. Deadline

- 8.1. **The due date for submission is: 10 November 2025, midnight (Apia, Samoa local time).**
- 8.2. Late submissions will be returned unopened to the sender.
- 8.3. Please send all quotes clearly marked '**RFQ 2025-PBS-003: Ecotourism feasibility study for Moata'a community**'

Mail: SPREP

PO Box 240

Apia, SAMOA

Email: belindan@sprep.org

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.

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

A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.

SPREP reserves the right to reject any or all proposals and the lowest or any proposal 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

Title: Ecotourism feasibility study for Moata'a community

Background and context

The Pacific BioScapes Programme, funded by the European Union (EU) through the 11th European Development Fund (EDF11) and managed by SPREP, aims to support the sustainable development of Pacific Small Island Developing States (SIDS) by improving the management and sustainable use of marine and coastal resources. The programme directly contributes to Sustainable Development Goals (SDGs) 14 (Life Below Water) and 15 (Life on Land), and supports the objectives of the Rio Conventions (CBD, UNFCCC, and UNCCD).

The Pacific BioScapes programme aligns to support integrated management solutions under the national Samoa Ocean Strategy 2020–2030 and the Community Integrated Management (CIM) Plans, with local, on-the-ground actions and investments developed, informed, and driven by national-level contexts and priorities. Accordingly, this contributes to Samoa's efforts to meet the global 30 by 30 biodiversity target, aiming to conserve 30% of marine and terrestrial habitats.

In Samoa, the Pacific BioScapes Programme aligns closely with the national Ocean Strategy 2020–2030 and Community Integrated Management (CIM) Plans. These frameworks emphasize community-led, integrated approaches that balance conservation with sustainable economic development. Through locally driven actions and investments, the programme contributes to Samoa's commitment to the global "30 by 30" target to conserve 30% of marine and terrestrial habitats by 2030.

Activity 2.1.6 focuses on the assessment and restoration of mangrove and coastal ecosystems in Samoa. Key components include:

- i. Management and restoration activities within the Moata'a mangrove area, which involve environmental surveys to assess ecosystem health and identify restoration priorities.
- ii. Rehabilitation of coral reef and mangrove ecosystems through nature-based solutions that protect biodiversity, enhance ecosystem function, and build coastal community resilience.

Moata'a village, located near Apia, is rich in natural and cultural resources, including mangrove forests, traditional fishing grounds, and heritage sites. The community and the Samoa Ministry of Natural Resources and Environment recognises the potential for ecotourism as a sustainable livelihood option that promotes environmental stewardship, creates employment, and generates income while preserving traditional knowledge and biodiversity.

This consultancy will conduct a feasibility study to assess the opportunities, challenges, and options for developing community-led, sustainable ecotourism enterprises in Moata'a, supporting both conservation and livelihood goals.

Description of Services

The overall objective is to assess the **technical, financial, social, cultural, and environmental feasibility** of community-led ecotourism enterprises in Moataa.

Specific objectives include:

- To identify viable ecotourism enterprise models appropriate to Moataa's cultural and ecological context;
- To assess market demand and potential visitor interest in proposed offerings;
- To evaluate required infrastructure, capacity needs, and environmental considerations;
- To provide clear recommendations for enterprise development, governance, and sustainability;
- To ensure alignment with Samoa's national tourism and environmental strategies and village development priorities.

The Consultant will undertake the following tasks:

Inception Phase

Meet with the Moataa Village Council and key stakeholders.

Review relevant national policies, tourism plans, environmental and cultural site information.

Prepare an Inception Report outlining methodology, timeline, and deliverables.

Situational Analysis

Conduct a site assessment of Moataa's natural and cultural assets.

Identify potential ecotourism activities (e.g., guided mangrove walks, cultural performances, homestays, eco-canoeing, etc.)

Assess current infrastructure, access, and services.

Market and Financial Analysis

Analyse current trends in Samoa's tourism market, especially post-COVID.

Identify target markets (local and international).

Provide financial projections and costing scenarios for proposed ventures.

Stakeholder Engagement

Facilitate participatory workshops with the Moataa community, especially youth and women's groups.

Consult with relevant government agencies (e.g., Samoa Tourism Authority, MNRE, MWCSD).

Identify potential partners (e.g., local NGOs, tour operators, donors).

Risk and Environmental Assessment

Identify environmental and cultural risks of proposed activities.

Ensure alignment with environmental and cultural safeguarding policies.

Feasibility Study and Recommendations

Develop a final Feasibility Study report, including:

- Proposed enterprise models and governance options;
- Market and financial analysis;
- Infrastructure and capacity development needs;
- Recommendations for pilot implementation;
- Potential funding and partnership opportunities.

Documentation and Accessibility

Ensure all outputs, reports, and supporting materials are systematically organised and made accessible to MNRE and SPREP.

Establish a shared digital repository, such as Google Drive, to facilitate transparent and efficient access to all consultancy-related documents.

Communications

All Pacific BioScapes Programme activity communications outputs must be in line with the overall PBP communications and Visibility Plan. The Pacific BioScapes Communications and Outreach Specialist

must be consulted before the publication of any Pacific BioScapes Programme-related materials. The consultant will provide the final document to SPREP for final editing, translation, design and printing.

Remuneration

SPREP will cover internal travel costs, workshop costs including venue hire and catering. An indicative budget of USD \$15,000 is allocated for this activity payment is based on submission and acceptance by the PBS Programme Manager of agreed deliverables and milestone invoices.

Work Arrangements

- The contractor shall work closely with the Samoa Ministry of Natural Resources and Environment
- The contractor shall report to the SPREP/Pacific BioScapes Coastal and Marine Specialist Belinda Norris through regular virtual calls or emails, and the Coastal and Marine Ecosystems Advisor

Duration of Consultancy

This consultancy is expected to run for 4-6 months and will end no later than May 2026.