

REQUEST FOR QUOTES

RFQ: 2026-052
File: AP 1/4/3
Date: 30 April, 2026
To: Interested consultants
From: Joeli Bili, Partnerships and Donor Relations Officer

Subject: Request for quotes (RFQ): Development of SPREP Capability Statement

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 develop a comprehensive and professionally designed SPREP Capability Statement that clearly articulates SPREP's mandate, technical expertise, institutional strengths, governance, delivery mechanisms, and track record.
- 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. 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 06 May 2026. A summary of all questions received complete with an associated response will be shared with all Tenderers by 08 May 2026.
- 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
Qualifications Experience	A Bachelor's degree in a relevant discipline such as Communications, Marketing, International Relations, Development Studies, Public Policy or a related field. A postgraduate qualification is an advantage.	20
Experience	- Proven experience in developing capability statements, corporate profiles, annual reports, strategic communications products, or similar institutional documents. Please provide 2-3 examples of previous work. - Strong understanding of development cooperation, donor engagement, and results-based communication, including how organisations position their value proposition to partners and donors - Demonstrated experience working with regional or international organisations, preferably within the Pacific context	40



- Strong writing, editing, and content structuring skills, with the ability to produce clear, concise, and audience-appropriate messaging
- Experience in visual communication and layout coordination (e.g. working with designers, structuring content for publication) is a strong asset

**Technical Proposal
/ Methodology**

Proposed methodology and workplan to undertake the tasks outlined in these terms of reference, acknowledging the timelines to complete the deliverables.

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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: 15 May 2026, 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 2025-052: Development of Capability Statement**'

Mail: SPREP

PO Box 240

Apia, SAMOA

Email: joelib@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.

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>



**SPREP
PROE**

Annex A: Terms of Reference

1.0 INTRODUCTION

The Secretariat of the Pacific Regional Environment Programme (SPREP) is the intergovernmental organisation mandated to promote cooperation in the Pacific region and provide assistance to protect and improve the environment and ensure sustainable development for present and future generations.

SPREP works closely with its Member States and Territories, development partners, donors, regional organisations, civil society, and the private sector. As SPREP's portfolio and partnerships continue to expand, there is a need for a clear, concise, and high-quality Capability Statement that effectively communicates SPREP's strengths, experience, comparative advantage, and delivery capacity to current and prospective partners and funders.

To support this, the consultant will undertake the development of compendiums of success stories (at least 10) or examples of impact, which will inform and strengthen SPREP's Capability Statement by clearly demonstrating SPREP's proven results, regional leadership, and delivery track record. This Capability Statement will be used as a strategic communication and business development tool to support fundraising, partnership development, and positioning SPREP for regional and international opportunities.

2.0 OBJECTIVES OF THE CONSULTANCY

The purpose of this assignment is to develop a comprehensive and professionally designed SPREP Capability Statement that clearly articulates SPREP's mandate, technical expertise, institutional strengths, governance, delivery mechanisms, and track record.

The specific objectives of this assignment are to:

- Clearly present SPREP's mandate, strategic priorities, and areas of technical expertise
- Demonstrate SPREP's institutional capacity, governance structures, and implementation mechanisms
- Highlight SPREP's experience and track record in delivering regional and national-level programmes
- Strengthen SPREP's positioning as a trusted regional partner and implementation agency
- Produce a concise, visually appealing, and donor-friendly document that can be used in both print and digital formats

3.0 SCOPE OF WORK

Under the guidance of the Partnerships and Donor Relations Officer, the consultant/team will undertake the following tasks:

3.1 Review and Analysis

- Review relevant SPREP strategic and corporate documents, including:
- Strategic Plan
- Annual Reports
- Programme and project documentation
- Partnership and donor engagement materials
- Consult with relevant SPREP staff to identify key capability areas, competitive advantages, and priority messaging.

3.2 Content Development

Draft clear and compelling content covering, but not limited to:

- SPREP's mandate and governance
- Core thematic areas and technical expertise
- Regional implementation and coordination mechanisms
- Organisational structure and human resource capacity
- Financial management and accountability systems
- Selected case studies or examples of impact

3.3 Design and Format

- Propose and develop a user-friendly structure and layout for the Capability Statement.
- Ensure the final product is concise (suggested length: 6 –10 pages), professional, and visually engaging.
- Ensure compatibility for both print and digital use (PDF).

3.4 Validation and Finalisation

- Incorporate feedback from SPREP Partnerships Team and programmes.
- Finalise content and design based on agreed revisions.

4.0 DELIVERABLES

The expected deliverables are:

- Outline/Table of Contents for the Capability Statement
- Draft Capability Statement (content and draft design)
- Final Capability Statement (including graphic design), incorporating SPREP feedback, delivered in:
 1. Editable format (e.g. Word and/or InDesign)
 2. Final PDF version suitable for dissemination

5.0 REQUIRED QUALIFICATIONS AND EXPERIENCE

Qualifications

A Bachelor's degree in a relevant discipline such as Communications, Marketing, International Relations, Development Studies, Public Policy or a related field. A postgraduate qualification is an advantage.

Experience

- Proven experience in developing capability statements, corporate profiles, annual reports, strategic communications products, or similar institutional documents
- Strong understanding of development cooperation, donor engagement, and results-based communication, including how organisations position their value proposition to partners and donors
- Demonstrated experience working with regional or international organisations, preferably within the Pacific context

- Strong writing, editing, and content structuring skills, with the ability to produce clear, concise, and audience-appropriate messaging
- Experience in visual communication and layout coordination (e.g. working with designers, structuring content for publication) is a strong asset

6.0 DURATION AND LEVEL OF EFFORT

Indicative total level of effort: 41 working days, allocated approximately as:

- Development of Template and Desktop Review: 14 Days
- First Draft: 13 Days
- Final Draft: 14 Days

Final allocation to be agreed in the Inception meeting.

7.0 REPORTING AND SUPERVISION

The consultancy team will report to the Partnerships and Donor Relations Officer, with technical oversight from the Strategic Partnerships and Donor Relations Adviser.