

REQUEST FOR QUOTES

RFQ: 2026-PBS-003
File: AP_2/43
Date: 4 June, 2026
To: Interested consultants
From: Sharon Tohaimae, Joanne Aihunu, Tuileva Tuileva
CC: Etienne Delattre, Loraini Sivo, James Faiumu, Tagaloa Cooper-Halo

Subject: Request for quotes (RFQ): Consultant: Conduct Training of Trainers on Ecosystem and Socio-economic Resilience Analysis and Mapping (ESRAM) Methodology – Solomon Island

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 consultant to develop a training package and conduct training workshop on the application of the ESRAM Methodology for ecosystem management and resilience planning, using methodologies and lessons learned from PEBBAC, PEBBAC+, Pacific BioScapes Programme and other SPREP programmes. The training workshop of this assignment will only be conducted in-country for Solomon Islands.
- 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 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 12th June 2026. A summary of all questions received complete with an associated response will be shared with all Tenderers by 16th June 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
Qualification	High level qualifications from a recognised tertiary institution in a field related to environmental management, ecological assessments, natural resources management, climate change adaptation, and water resource management.	15
Experience	Demonstrated experience in undertaking ecosystem-based vulnerability and adaptation assessments and climate change adaptation related work in the Pacific region and Solomon Islands (Preferred). Experience in conducting assessment using the ESRAM tool is essential. Previous experience in similar assignments for internal or regional organisation like SPREP will be an advantage. Provide at least two (2) relevant examples of past work via online links.	25

	Experience designing and delivering similar capacity building or technical training workshops. In-depth knowledge of and experience with undertaking natural resources and ecosystem service economic valuation and assessments. In-depth knowledge of and experience in undertaking baseline biodiversity and/or ecological and socio-economic assessments. Demonstrated record having a successfully worked with government, non-government stakeholders, provincial governments, and communities in the Solomon Islands. Strong facilitation, communication, and report writing skills.	25
Technical Proposal / Methodology	Costed workplan setting out the activities to be undertaken and timing of activities	15

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: 19 June 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 2026-PBS-003: Consultant: Conduct Training of Trainers on Ecosystem and Socio-economic Resilience Analysis and Mapping (ESRAM) Methodology – Solomon Islands**'

Mail: SPREP
PO Box 240
Apia, SAMOA



SPREP PROE

Email: sharont@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>

Annex A: Terms of Reference

Consultant: Conduct Training of Trainers on Ecosystem and Socio-economic Resilience Analysis and Mapping (ESRAM) Methodology – Solomon Islands

1. Background

1.1 Project Background

Pacific Island countries have identified many critical issues and national priorities to protect biodiversity, communities and ecosystems in our region. In response, the Pacific Biodiversity and Sustainable Land-Seascapes (Pacific BioScapes) Programme was developed to support 30 regional and in-country activities across 11 participating countries, with the overall aim of better managing our coastal and marine resources and adapting to climate change through ecosystem-based responses. The 5-year programme is funded by the European Union and implemented by the Secretariat of the Pacific Regional Environment Programme (SPREP) in collaborations with governments, international Non-governmental Organisations (NGOs) and target communities.

1.2 Project Introduction and Rationale: Solomon Islands Project

The Solomon Islands Project “Central Solomon Islands Seascape” is implemented by the Secretariat of the Pacific Regional Environment Programme (SPREP) and the Wildlife Conservation Society (WCS), in collaboration with the Central Provincial Government, Ministry of Environment, Climate Change, Disaster Management, and Meteorology (MECDM), Ministry of Fisheries and Marine Resources (MFMR)’s Community Based Resource Management (CBRM) Unit. The project will design and implement integrated coastal, marine and island conservation and community-centred plans for the central seascape comprising Ngella Islands, Russell Islands and Savo Island. The site-based, community-led plans will contribute to strengthen protection of key coastal ecosystems sites through targeted management that simultaneously achieves multiple objectives for climate resilience, livelihoods, and human wellbeing for targeted sites in Central Province, Solomon Islands.

The overall goal of the project is to develop integrated island and ocean management plans in Central Island Province, Solomon Islands, to support biodiversity, livelihoods, and wellbeing outcomes.

1.3 Ecosystem and Socio-economic Resilience Analysis and Mapping

Over the past decade, there has been growing recognition on the use of Ecosystem and Socio-economic Resilience Analysis and Mapping (ESRAM) by SPREP, partners and members as an innovative assessment tool for Ecosystem-based Adaptations (EbA) and resilience building to climate change impacts. The methodology tested and implemented through the Pacific Ecosystem-based Adaptation to Climate Change (PEBACC)/PEBACC+ projects provide a good basis to implement nature-based solution options. Over the past years, ESRAM assessment has also been conducted by other SPREP programmes and projects including the Pacific BioScapes Programme. The Pacific Climate Change Centre (PCCC) and SPREP see ESRAM as a key, innovative and tested assessment tool for nature-based solutions and EbA to climate change. The

development of the ESRAM guide is a collaboration between the PCCC and PEBACC+¹ project to develop a standardised guide for PICTs to ensure consistency in the application but also promote ESRAMs as a Pacific led, designed and tested tool for the region.

The ESRAM assessment serve as a robust planning information base and mapping tool providing knowledge on the vulnerability and resilience of ecosystems, populations, and the economy to existing and future threats, including the expected impacts of climate change. It also serves as a planning and decision-making tool for the numerous stakeholders involved (e.g. government, provinces, communities, private sector, civil society etc.). It is as a systematic approach for identifying and prioritising EbA options based on analysis of social and ecological factors in the context of climate change and non-climate change threats. The ESRAM methodologies has been well received by national governments and communities as the basis for EbA approaches.

Following a Rapid Capacity Building Needs Assessment conducted with the Solomon Islands key implementing partners under the Pacific BioScapes Programme in 2025, namely Ministry of MECDM and MFMR, the application of ESRAM methodology as a planning and decision-making tool was identified as an area with knowledge gap. Therefore, to enhance the capacity of national stakeholders, SPREP through the Pacific BioScapes Programme, PCCC and PEBACC+ seeks to hire a firm/consortium of consultants/consultant to develop training package and deliver a training on the application of ESRAM Methodology (concepts, tools and practical application) for ecosystem management and resilience planning.

2.0 Consultancy Objective

To develop a training package and conduct training workshop on the ESRAM Methodology for ecosystem management and resilience planning, using methodologies and lessons learned from PEBBAC, PEBBAC+, Pacific BioScapes Programme and other SPREP programmes.

3.0 Scope of Work

The consultant will be expected to work closely with the Pacific BioScapes Programme Project Management Unit to deliver the objective within the following scope of work:

3.1 Training package design and development

- Review and finalise the draft ***“Guide to conducting an Ecosystem and Socio-economic Resilience and Mapping (ESRAM) Study in the Pacific study in the Pacific”*** or ‘ESRAM Guide’ as referred to herein, which was developed previously by SPREP through the Pacific Climate Change Centre (PCCC) and PEBBACC+.
- Using the finalised Guide, prepare training materials, including:
 - A facilitator guide
 - A participant booklet

¹ Pacific Ecosystem-based Adaptation to Climate Change Project

- Presentations
- Practical exercises and case studies (to also include hands-on exercise in the field).
- Submit training package to the Pacific BioScapes Programme PMU for review and approval before conducting the training.

3.2 Delivery of Training and reporting

- In close coordination with the Pacific BioScapes Programme - Solomon Islands Coordinator:
 - determine training workshop dates;
 - facilitate the training using the ESRAM Guide with relevant government stakeholders including national and provincial (Central Provincial Government), NGOs and other project stakeholders. Additionally, facilitate a peer-to-peer learning exchange with national stakeholders on NbS and EbA approaches.
- Submit a training report following the completion of the training.
- Submit all the training materials to SPREP.

4.0 Deliverables

The following key deliverables are expected:

- i. Inception report
- ii. Finalised approved ESRAM Guide including related training materials.
- iii. Training workshop report and submission of all training materials including evaluation.

5.0 Qualifications and Experience

The consulting team/individual is expected to have the following qualifications and expertise:

- High level qualifications from a recognised tertiary institution in a field related to environmental management, ecological assessments, natural resources management, climate change adaptation, and water resource management.
- Demonstrated experience in undertaking ecosystem-based vulnerability and adaptation assessments and climate change adaptation related work in the Pacific region and Solomon Islands (Preferred). Experience in conducting assessments using the ESRAM tool is essential. Previous experience in similar assignments for internal or regional organisation like SPREP will be an advantage. **Provide at least two (2) relevant examples of past work via online links.**
- Experience designing and delivering similar capacity building or technical training workshops.
- In-depth knowledge of and experience with undertaking natural resources and ecosystem service economic valuation and assessments.
- In-depth knowledge of and experience in undertaking baseline biodiversity and/or ecological and socio-economic assessments.

- Demonstrated record having a successfully worked with government, non-government stakeholders, provincial governments, and communities in the Solomon Islands.
- Strong facilitation, communication, and report writing skills.

6.0 Schedule of the Assignment

The schedule of this assignment is for a period of 60 working days over a period of no more than 4 months (July – October 2026) to deliver against all the activities outlined in these terms of reference. The consultant shall develop and submit a detailed schedule for the assignment and distribute the days accordingly among the different activities as part of the Inception Report.

Deliverable	Due Timeline
i. Inception report	31 st July 2026
iii. Finalised approved ESRAM Guide including related training materials.	21 st August 2026
iii. Training workshop report and submission of all training materials including evaluation	2 nd October 2026

7.0 Payment Schedule

The consultant shall be paid upon the completion of deliverables which will be outlined and agreed to within the Contract (Service Agreement). The total amount allocated budget for this work is USD \$20,000.

8. Information on Working Arrangements

- The consultant will coordinate with the Solomon Islands Country Coordinator (SICC) and report to the Pacific BioScapes Programme Manager.
- The consultant in carrying out this assignment will adhere to the SPREP Policies and Pacific BioScapes Programme Communications and Visibility Guidelines for all materials produced.
- Pacific BioScapes Programme team will provide technical guidance and relevant project documents where relevant.
- The consultant shall provide all the training materials developed under this assignment to SPREP and might be reused in the future.

Documentation to be submitted

- Detailed CV
- Detailed Technical proposal to demonstrate experience in designing and development for training materials; facilitation of training workshops and the capacity to deliver high quality outputs as required and within the specified timeframe.
- Detailed finance proposal in USD inclusive of all costs except for the workshop/training expenses such as venue and catering hire which will be covered directly by SPREP.

Additionally, the travel costs (Economy returns Airfare and per diem while in Solomon Islands to conduct the training) for oversea-based consultant will be paid directly by SPREP.