

REQUEST FOR QUOTES

RFQ: 2026-PBS-001
File: AP_2/43
Date: 12 March, 2026
To: Interested consultants
From: Juney Ward, CMEA

Subject: Request for quotes (RFQ): Identify and consolidate national priority actions for marine turtle conservation in participating Pacific Island countries

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 work closely with the National turtle monitoring coordinators and SPREP to clearly develop nationally owned priority actions for marine turtle conservation, informed by the latest regional extinction risk analysis and aligned with the Pacific Islands Regional Marine Species Programme specifically the Turtle Action Plan and National Marine Turtle Action Plans where relevant.
- 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
- 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 20 March 2026. A summary of all questions received complete with an associated response will be shared with all Tenderers by 25 March 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	Holds a post-graduate degree or relevant degree in Marine Science, Environmental Management, Fisheries, Ecology, Marine Species Management or a Bachelor's degree with proven relevant technical knowledge and work experience in excess of the minimum required work experience of at least 5 years.	10
Experience	Minimum of 5 years' work experience and proven strong technical knowledge and experience on marine conservation and/or resource management with strong emphasis and focus on marine turtle conservation, including knowledge of threats and mitigation strategies.	15
	Demonstrated experience engaging and working with and across the Pacific Islands countries, stakeholders, communities, including facilitation of participatory processes that respect local protocols, customs, and governance structures.	10

	Demonstrated experience with policy and regulatory frameworks and alignment of national actions with regional and global frameworks. Practical knowledge of IUCN Red List categories and criteria, how extinction risk analyses are conducted/used, and how to translate risk findings into prioritised national actions.	15
	Technical knowledge and proven track record in planning, coordinating, leading the development and delivering environmental management plans or strategies relating to the marine environment.	15
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: 27 March 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: Identify and consolidate national priority actions for marine turtle conservation in participating Pacific Island countries'**

Mail: SPREP

PO Box 240

Apia, SAMOA

Email: juneyw@sprep.org

Fax: 685 20231

Person: Submit by hand in the tenders' box at SPREP reception,



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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

Title: Identify and consolidate national priority actions for marine turtle conservation in participating Pacific Island countries

Background

SPREP is implementing a proposed component within the framework of an existing Financing Agreement between the Organisation of African, Caribbean and Pacific States (OACPS) and the European Union (EU) for the implementation of the Intra-African Caribbean Pacific (ACP) Support Programme for ACP Small Island Developing States (SIDS) and Coastal Countries. The programme has been approved for a total of EUR 35 million under the Intra-ACP Cooperation–11th European Development Fund Strategy Paper and Indicative Programme 2014-2020 programming actions for ACP regional organizations/institutions and countries. The programme contributes directly to Sustainable Development Goals (SDGs) 14 and 15, as well as the three Rio Conventions - the United Nations Convention on Biological Diversity (UNCBD), the United Nations Convention to Combat Desertification (UNCCD) and the United Nations Framework Convention on Climate Change (UNFCCC). It will also promote gender equality and good governance. Its overall goal is to support implementation of SDGs 14 (Life Below Water) and SDG 15 (Life on Land) concentrating on climate change, resilience building and the environment and to contribute to addressing the development challenges of ACP SIDS and coastal countries by focusing on the implementation of the SAMOA Pathway.

The programme component for the Pacific ACP region with the title The Pacific Biodiversity and Sustainable Land-Seascapes (Pacific BioScapes) Programme is managed and implemented by the Secretariat of the Pacific Regional Environment Programme (SPREP). The programme contributes to the sustainable development of 11 Pacific Island countries by supporting and improving the management and sustainable use of marine and coastal resources. The programme applies ridge-to-reef and other management approaches for both marine and terrestrial environments and to contribute to addressing barriers to effective conservation and sustainable use of biodiversity.

Within Key Result Area (KRA) 1 of the Pacific BioScapes Programme is Activity 1.2: Build the technical capacities of relevant stakeholders to sustainably manage key coastal and marine species more effectively, through inter alia, training and marine conservation educational programmes. Specifically, sub-Activity 1.2.2 is: To develop specific priority activities in participating countries to conserve marine turtles.

The deliverable of this activity is a set of clearly articulated, nationally owned priority actions for marine turtle conservation, informed by the latest regional extinction risk analysis and aligned with the Pacific Islands Regional Marine Species Programme Turtle Action Plan 2022–2026 and with National Marine Turtle Action Plans where appropriate.

Context

Marine turtles in the Pacific

Marine turtles are of high ecological, cultural and economic importance to Pacific Island countries and territories. All five species occurring in the region are globally threatened and face a range of pressures including overharvest, fisheries bycatch, habitat loss, pollution and climate change. Recent regional extinction risk analyses conducted under the Pacific-European Union Marine Partnership (PEUMP) Programme indicate that, under current trajectories, several Pacific turtle populations face a high risk of collapse within decades.

These findings underscore the urgent need for targeted and coordinated action at the national level to address the most significant drivers of turtle mortality and population decline. While regional strategies and action plans exist, many countries face constraints in translating these frameworks into prioritised, implementable national actions due to limited capacity, data gaps and competing development pressures.

Pacific Islands Regional Marine Species Programme 2022–2026

The Pacific Islands Regional Marine Species Programme 2022–2026, developed by SPREP in consultation with Members and partners, provides a regional framework for the conservation and management of key marine species groups, including marine turtles. The Turtle Action Plan under this programme is structured around nine thematic areas, including research and monitoring, threat reduction, legislation and policy, cultural values, capacity building and collaboration.

Activity 1.2.2 of the Pacific BioScapes Programme directly supports the implementation of the Turtle Action Plan by facilitating structured national-level discussions to identify a short list of priority actions that can be realistically implemented in the near to medium term and that address the most urgent threats identified through recent scientific assessments.

Pacific Regional Marine Turtle Forum (April 2025)

In April 2025, SPREP through the EU-funded PEUMP/BIEM Initiative and the Pacific BioScapes Programme, convened a joint Pacific Regional Marine Turtle Forum bringing together government representatives, technical specialists and partners from across the region to review new scientific findings on turtle extinction risk, turtle use, bycatch and regional connectivity. The Forum provided a critical platform to socialise the results of recent PEUMP/BIEM-supported analyses and to discuss their implications at both national and regional levels.

A key outcome of the Forum was Breakout Session 2 on National-level Action Planning, during which participating countries identified preliminary priority actions to address the most significant drivers of turtle decline within their jurisdictions. While these initial priorities provided an important foundation, they were recognized as representing an initial articulation of national needs and therefore benefiting from further refinement, consolidation and technical support to ensure they are targeted, realistic and implementable.

Activity 1.2.2 builds directly on the outcomes of the April 2025 Regional Turtle Forum. It is designed to deepen and formalise the national-level discussions initiated during Breakout Session 2, translating early priority lists into a concise set of well-defined national actions grounded in evidence, existing policy frameworks and country capacity. The work has been piloted in Kiribati and the Solomon Islands in late 2025, to be reviewed and completed before being extended to the other target countries.

National Turtle Monitoring Coordinators (NMTCs)

SPREP through the Pacific BioScapes Programme is supporting the establishment of National Marine Turtle Monitoring Coordinators (NMTCs) in 11 Pacific Island countries under Activity 1.2.4. These Coordinators are intended to strengthen in-country coordination, technical oversight and information flow for marine turtle monitoring and conservation activities, and to act as the primary technical focal point between SPREP and national stakeholders.

The Coordinators play a critical role in consolidating and coordinating turtle monitoring efforts undertaken by government agencies, NGOs and civil society organisations, including ensuring consistency of monitoring approaches, supporting data quality assurance, and facilitating the reporting of turtle data to national authorities and SPREP's Turtle Research and Data System (TREDS). They are also supported through targeted training and capacity-building activities facilitated by SPREP under the Pacific BioScapes Programme.

Activity 1.2.2 will be implemented in close collaboration with the Coordinators (where applicable). The priority actions identified through this activity may help guide and inform the focus of ongoing and future monitoring efforts, including the identification of priority sites for long-term turtle nesting beach surveys to be implemented under Pacific BioScapes' Activity 1.2.5 and well beyond. In turn, the Coordinators will provide essential national context and technical input to ensure that identified priority actions are realistic, coordinated and grounded in existing monitoring and conservation efforts.

Description of Services

The Consultant/Facilitator will work in close collaboration with SPREP and the nominated National Marine Turtle Monitoring Coordinators to coordinate and facilitate a series of structured engagements aimed at identifying and consolidating national priority actions for marine turtle conservation in participating countries. The main tasks to be undertaken include:

- Lead and provide overall coordination and facilitation of Activity 1.2.2, ensuring consistency of approach and outputs across participating countries.
- Prepare and present an inception briefing to SPREP within two weeks of contract signing, including a detailed work plan, methodology, indicative timeline and proposed engagement approach for national consultations.
- Review and synthesise relevant background materials, including regional extinction risk analyses, turtle use surveys, bycatch assessments, connectivity studies, and existing national or regional action plans as appropriate, to inform country-level discussions.



- Undertake an initial 'state of the art' assessment for each participating country, documenting the current status of marine turtle policy and planning instruments (including where applicable, existing National Plans of Action for Turtles, draft plans, relevant fisheries or biodiversity strategies, and key legislative measures). This assessment will be used to contextualize and validate the preliminary national priority actions identified during Breakout Session 2 of the April 2025 Pacific Regional Marine Turtle Forum, identifying gaps, overlaps and opportunities to strengthen alignment, synergies, feasibility and implementation.
- Develop a simple and practical template to guide national discussions and ensure consistent documentation of priority actions, including identification of key threats, proposed actions, responsible agencies and indicative timeframes.
- In close collaboration with SPREP and the nominated National Marine Turtle Monitoring Coordinators (where applicable), identify and engage appropriate national technical stakeholders (including government officers, NGOs, community representatives and other turtle specialists) for each participating country.
- Facilitate a series of (online only) national-level consultations to:
 - Reflect on the implications of extinction risk and other recent findings for the country;
 - Identify the most critical drivers of turtle decline at the national level; and
 - Agree on a concise set of priority actions to be pursued over the next 12–18 months.
- Document agreed national priority actions for each participating country in a clear and concise format suitable for national use and for reporting under the Pacific BioScapes Programme.
- Support alignment of identified national priority actions with existing national biodiversity strategies, fisheries or environment plans, singularly National Turtle Action Plans where appropriate, and relevant regional commitments.
- Prepare a consolidated summary report synthesising national priorities across countries, highlighting common themes, opportunities for regional collaboration and key support and capacity needs.
- Ensure that all materials, notes, reports and draft outputs that are collated and developed throughout this contract are shared with SPREP and relevant national counterparts in a timely manner, and that final documents are suitable for editing, endorsement and future use.

Communications

The Consultant will follow the Pacific BioScapes Programme Communications and Visibility Strategy in the development and approval of all external documents and communications products. The Pacific BioScapes Programme Communications and Outreach Specialist will provide guidance as required. Draft texts, summaries and visuals

produced under this assignment will be provided to SPREP for review prior to dissemination.

Remuneration

The budget for services provided will be up to **USD 20,000**, based on submission and acceptance by SPREP of agreed deliverables and corresponding invoices. Specific payment tranches will be linked to the completion of key milestones, including inception, completion of (virtual) national consultations and submission of final report.

The Consultant will provide all final documents to SPREP for editing, design, translation and dissemination as required.

Work Arrangements

The Consultant will work remotely. The Consultant will report to the SPREP Threatened and Migratory Species Adviser and the Pacific BioScapes Programme Manager through regular virtual meetings and written updates.

If travel is requested and agreed by both Parties,

- a) SPREP will provide the Consultant with a return economy airfare by the most direct and economical route available.
- b) A per diem allowance at current SPREP rates on the approved itinerary will be paid in advance by SPREP, or where appropriate by the agreed work commencement date.
- c) If there are any variations to the initially approved itinerary, a reconciliation of actual entitlement against actual advance must be submitted to SPREP at the completion of the Agreement and any refunds by either Party made at that time.

Duration of Consultancy

This consultancy is expected to run for up to 5 months and shall be completed no later than on 30th September 2026.



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