

# REQUEST FOR TENDERS

RFT: 2025/006  
File: AP\_4/12/18  
Date: 27 February, 2025  
To: Interested consultants  
From: Vainuupo Jungblut, EMRA (EMG)

**Subject: Request for tenders (RFT): Consultancy – Development of the State of Environment and Conservation in the Pacific Islands (SOEC) Regional Report 2025**

## 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](http://www.sprep.org).

## 2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services to develop the State of Environment and Conservation in the Pacific Islands (SOEC) Regional Report 2025.
- 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](mailto:procurement@sprep.org) before 17 March 2025. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 19 March 2025.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
- 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.
- d. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- 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%

Criteria	Detail	Weight
<b>Qualifications &amp; Experience</b>	Minimum qualification of a Master's degree in environmental science, Environmental Engineering, Climate Change, Natural Resources Management or related field OR a Bachelor's degree with at least 7 years' working experience in environmental management, natural resources management, climate change and other related areas.	10%
<b>Related Experience</b>	Proven extensive experience with the application of Assessment Analytical Models such as the Driver, Pressure, State, Impact, Response (DPSIR) framework, and modelling and scenario development.	10%
	Proven experience in working with international or regional organizations on similar assignments. Experience working with members of Pacific consortiums such as the Pacific Islands Roundtable for Nature Conservation (PIRT) would be an asset.	5%
	Prior working experience in Pacific Islands region or knowledge of its current socio-economic situation, current and emerging issues and related challenges.	10%
	Demonstrated track record in engaging with a diverse range of stakeholders.	10%
	Demonstrated analytical skills, interpersonal skills, and experience in conducting technical presentations.	10%
	Excellent written and verbal communication and demonstrated science communication skills.	10%
<b>Technical Proposal/ Methodology</b>	a) recommended approach to deliver scope of work in the attached terms of reference. b) key sources/data to inform the assignment and relevant stakeholders; and c) detailed work plan clearly outlining milestones and delivery timelines.	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 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: 28 March 2025, 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 2025/006: Development of the State of Environment and Conservation in the Pacific Islands (SOEC) Regional Report 2025**'

Mail: SPREP  
Attention: Procurement Officer  
PO Box 240  
Apia, SAMOA  
Email: [tenders@sprep.org](mailto: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>



**SPREP**  
Secretariat of the Pacific Regional  
Environment Programme

## ANNEX A

### TERMS OF REFERENCE

# Development of the State of Environment and Conservation in the Pacific Islands (SOEC) Regional Report 2025

## 1. Background

The New Zealand Government, through the Ministry of Foreign Affairs and Trade (MFAT) has provided a significant investment to the Secretariat of the Pacific Regional Environment Programme (SPREP) to strengthen the organisation's capability and capacity to better support its member countries to respond to the region's biggest climate change and environmental challenges. Part of this investment is aimed at bolstering core priority activities of SPREP, which include supporting Pacific Island countries and territories' (PICTs) engagement and dialogue in the biodiversity-related multilateral environmental agreements and supporting regional State of the Environment reporting.

The first *State of the Environment and Conservation in the Pacific Islands (SOEC) regional report* (2020) was developed to inform the state of conservation and the environment in the Pacific Islands region. The SOEC regional report reflected an indicator-based approach to reporting on the status and trends of 31 conservation and environment indicators in 22 Pacific Island countries and territories. The SOEC regional report utilised country endorsed, publicly available data and information and drew on input from countries and regional technical experts across many fields.

SPREP is committed to continuous monitoring and reporting on the status of the Pacific environment to support science-based decision making on key regional and national issues. In 2025 SPREP has prioritised an update of the SOEC report to build on and complement the findings of the 2020 SOEC, and to further analyse and verify the status and trends of Pacific environmental priorities defined by Pacific Leaders, as well as assess the availability and quality of data to determine these trends.

## 2. Consultancy Objectives

The overall Objective of this consultancy is to assess the current state of the environment and conservation for the Pacific Islands region, and to update the SOEC Regional Report.

### 2.1 Specific Objectives:

The consultant will meet the following specific objectives:

- To conduct a comprehensive review of data presented in the SOEC 2020 Regional Report including identification of key gaps and recommendations on improvements to be made for strengthening monitoring and data collection and analysis at national and regional levels, and to ensure alignment with data needs for monitoring of key frameworks, such as the Kunming-Montreal Global Biodiversity Framework and the 2050 Strategy for the Blue Pacific Continent.
- To consult with SPREP staff and with the consultants leading the process to review and update

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



the Pacific Islands Framework for Nature Conservation to ensure there is alignment between the SOEC and Framework.

- To work with and liaise closely with the consultants undertaking the review of the regional environment indicators to ensure alignment of the SOEC with the indicators.
- To widely consult with member countries and territories, regional technical experts and partners in collation and validation of the content of the SOEC 2025 Report.
- To draft and finalise an updated SOEC Regional Report (2025).
- To promote and increase the visibility of the SOEC 2025 Report and its findings.
- Develop a summary of the SOEC 2025 Report showcasing highlights for each of the thematic areas to be featured on an online web-based version of the report.

### 3. Scope of Work

The scope of work includes the following tasks and deliverables:

Tasks	Deliverable(s)
<b>3.1 Stocktake and Review Exercise</b> Conduct a detailed stocktake and review of existing information (regional reports etc.) and data to support collation of the updated SOEC 2025 Regional Report. As part of this task, 1) ensure that there is ample initial consultation with SPREP Technical Programmes and Departments on available data and related issues (ie – limitations of use) and 2) refer to and use existing data platforms such as national environmental portals to assist this task.	<ul style="list-style-type: none"> <li>• Draft Stocktake and Review (Microsoft Word, in a matrix format, e-copy)</li> <li>• Final Stocktake and Review (Microsoft Word, in a matrix format, e-copy)</li> </ul>
<b>3.2 Consultation and Validation</b> Organise and conduct a comprehensive consultation and content validation process with member countries and territories, SPREP Technical Programmes and Departments, regional technical experts and partners for the SOEC 2025 regional report.	<ul style="list-style-type: none"> <li>• Draft report of consultations with SPREP Technical Programmes and Departments (e-copy)</li> <li>• Draft report of consultations with countries and territories (e-copy)</li> <li>• Draft report of consultations with regional experts and partners (e-copy)</li> <li>• Final versions of the three reports above (e-copies)</li> </ul>
<b>3.3 Updated SOEC Report</b> Develop the updated SOEC Report for 2025 utilising the DPSIR model (Driver, Pressure, State, Impact, Response), the SOEC framework thematic areas and SPREP's regional environmental indicators.	<ul style="list-style-type: none"> <li>• Draft SOEC Regional Report (e-copy)</li> <li>• Final SOEC Regional Report (e-copy)</li> </ul>



<p>The updated SOEC Report should also make clear and explicit linkages to key regional frameworks and strategies including the 2050 Strategy for the Blue Pacific Continent and its Implementation Plan, SPREP Strategic Plan 2017-2026, Framework for Nature Conservation and Protected Areas, Cleaner Pacific Strategy, relevant Sustainable Development Goals and national MEA commitments (eg – Kunming-Montreal Global Biodiversity Framework).</p>	
<p><b>3.4 Data and Information Collected</b> Compile all data, information and images collected to update the SOEC Report for uploading to the Pacific Environment Data Portal and provide to SPREP for archiving.</p>	<ul style="list-style-type: none"> <li>• Collected data securely archived.</li> <li>• Public data shared on the Pacific Environment Data Portal (PEP)</li> </ul>
<p><b>3.5 Online version (Summary) of the updated SOEC Regional Report</b> Curate content for the online summary/synthesis version of the updated SOEC Regional Report, including highlights for each of the thematic areas and related indicators, similar to that done for the 2020 SOEC Report, see - <a href="https://soec.sprep.org/report_online.html">https://soec.sprep.org/report_online.html</a></p>	<ul style="list-style-type: none"> <li>• Content for the online summary prepared, finalised and approved by SPREP.</li> <li>• Content for the report highlights is developed for each of the thematic areas and related indicators.</li> </ul> <p>Note - This task is to be reported on in both the draft and final consultancy reports.</p>
<p><b>3.6 Media, Communications and Visibility</b> In consultation with SPREP's Communications and Outreach team, produce promotional material, knowledge products and media releases to highlight milestones in the development of the updated SOEC report and its main findings. In collaboration with SPREP, plan and conduct a Launch event for the updated SOEC regional report.</p>	<ul style="list-style-type: none"> <li>• Promotional material (brochure/pamphlet) summarising key findings for the updated SOEC report produced (print ready e-copy).</li> <li>• Media releases for the updated SOEC report produced.</li> <li>• Regional webinar on the SOEC report successfully completed.</li> <li>• Launch event for the updated SOEC successfully completed.</li> </ul>

#### 4. Reporting requirements

In addition to the reports outlined in 3.3 above, the consultant will be required to prepare and submit the following reports (e-copies):

- End of consultancy report (Draft)
- End of consultancy report (Final)

## **5. Primary working arrangements**

The consultant will work closely and consult regularly with the SPREP Biodiversity team led by the Biodiversity Adviser (BA) of the SPREP Biodiversity Conservation (BC) Programme and with the Monitoring and Reporting team led by the Environmental Monitoring and Reporting Adviser (EMRA) of the SPREP Environmental Governance (EG) Programme. The same will provide oversight of the contractual arrangements and reporting requirements of this consultancy.

## **6. Workplan and Methodology**

Bidders are required to submit a technical proposal that outlines a workplan and a proposed methodology for carrying out the prescribed work. The proposed methodology should also outline a clear and practical approach to working arrangements for the overall successful completion of the consultancy.

## **7. Travel**

The consultant will be required to travel to SPREP headquarters (Apia, Samoa) at the commencement of the consultancy to hold an inception meeting with the SPREP leads and to meet with key staff from SPREP Technical Programmes and Departments. Therefore, travel to SPREP headquarters must be reflected in the technical proposals (workplan) and the cost of return economy airfare and related costs (daily subsistence allowance) included in financial proposals of tenders submitted for this consultancy.

## **8. Communication**

All communications related to the delivery of the tasks outlined in these terms of reference will be conducted through both online/virtual means and in-person, between the consultant and SPREP leads mentioned in no.5 above.

## **9. Duration**

The maximum term of this consultancy is 10 months. A no-cost extension may be granted upon request, if required and justified.