

REQUEST FOR TENDERS

RFT: 2025/007
File: FN_3/2/16, FN_3/2/17
Date: 26 February 2025
To: Interested consultants
From: Salome Tukuafu

Subject: Request for tenders (RFT): Partnerships and Engagement Strategy and Strategic Engagement Plan

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 IntegrityFor more information, see: www.sprep.org.
- 1.3. The consultancy is funded by the Project Coordination Unit.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from a qualified and experienced consultant who can offer the relevant services to enhance its strategic engagement capacity in support of its resource mobilisation efforts.
- 2.2. The Terms of Reference of the consultancy is set out in Annex A.
- 2.3. The successful individual must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: https://www.sprep.org/attachments/Publications/Corporate_Documents/spreporganisational-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. Provide a copy of valid business registration/license.
- 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 individual'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.

- 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 before 12 March 2025. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 14 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	Weighting
Qualifications and Experience	Advanced degree in international relations, public policy, strategic engagement or communications, or a related field.	5
	Proven experience in developing partnership and engagement strategies, particularly for regional or intergovernmental organisations with demonstrated expertise in strategic engagement including stakeholder mapping and relationship management.	15
	Excellent writing and communication skills, including the ability to develop clear messaging, engagement tools, and strategic outreach materials.	15
	Familiarity with Pacific regional institutions and development priorities, with an understanding of cultural and political dynamics in the Pacific.	15
	Desirable understanding of environmental issues in the Pacific and relevant stakeholders.	5
	Good understanding of Pacific donor landscape and technical agencies/development partners relevant to SPREP programmes	15
Technical Proposal / Methodology	Proposed methodology and workplan to undertake the tasks outlined in these terms of reference, including timelines to complete the deliverables.	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 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: 26 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 2025/007: Technical Assistance – Partnerships and Engagement Strategy and Strategic Engagement Plan'

Mail: SPREP
Attention: Procurement Officer
PO Box 240
Apia, SAMOA

Email: 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>

Annex A – Terms of Reference

Technical Assistance – Partnerships and Engagement Strategy and Strategic Engagement Plan

1.0 INTRODUCTION

Partnerships are essential to fulfilling SPREP's mandate as set out in the 1993 Agreement Establishing the South Pacific Regional Environment Programme. SPREP's Strategic Plan 2017-2026 emphasises the importance of partnerships in delivering its four core priorities: Climate Change Resilience, Ecosystem and Biodiversity Protection, Waste Management and Pollution Control, and Environmental Governance. These priorities require effective collaboration with member countries and territories, donors, regional organisations, the private sector, and technical agencies to ensure impactful environmental outcomes for the Pacific.

To provide structure to SPREP's engagement with partners, the ***Partnerships, Engagement, and Resource Mobilisation Strategy (PERMS) Guidelines*** were developed. These guidelines establish the processes for engaging with member countries (demand-side engagement) and donors and technical partners (supply-side engagement) to mobilise financial and technical resources. However, while these guidelines provide an operational framework, they were developed without an overarching strategic direction to guide SPREP's partnership and engagement priorities, approaches, and long-term objectives.

These terms of reference will address this gap by developing a *Partnership and Engagement Strategy* to provide a clear, high-level framework that aligns SPREP's partnerships and resource mobilisation efforts with its Strategic Plan and international and regional priorities, such as the Blue Pacific Strategy 2050 and those under relevant Multilateral Environment Agreements. The strategy will articulate SPREP's priorities for partnerships, define engagement approaches, and establish criteria for strategic collaboration.

Additionally, these terms of reference will develop a *Strategic Engagement Plan* to strengthen SPREP's positioning with key partners. This plan will outline organisational champions and official leads for external engagement, tailored messaging, and engagement tools and processes to enhance SPREP's ability to build and sustain impactful partnerships; throughout different levels of the organisation.

2.0 CONSULTANCY OBJECTIVES

The primary objective of this consultancy is to design a Partnership and Engagement Strategy that strengthens SPREP's collaboration with donors, partners, and stakeholders to enhance resource mobilisation, technical cooperation, and programmatic synergies.

Additionally, the consultancy will develop a Strategic Engagement Plan, providing a framework for how SPREP can leverage different champions, messaging, tools, and processes at various levels of the organisation to enhance external engagement.

3.0 SCOPE OF WORK

The consultant will work closely with the Strategic Partnerships and Donor Relations Adviser and relevant SPREP staff to:

3.1 Stocktake/Assessment of Current Partnerships and Gaps:

- Conduct an analysis of SPREP's existing partnerships and stakeholder relationships.
- Identify strengths, weaknesses, gaps, and opportunities for engagement.

3.2 Stakeholder Mapping and Prioritisation:

- Develop a comprehensive map of key donors, partners and stakeholders including regional institutions; private sector actors; philanthropies and foundations
- Prioritise stakeholders based on shared objectives, funding priorities and alignment with SPREP's thematic programmes.

3.3 Strategy Development:

- Draft a Partnerships and Engagement Strategy outlining clear objectives, engagement approaches, and partnership modalities.
- Define key areas of collaboration (eg. Technical cooperation, financial support, research partnerships, advocacy initiatives) etc.
- An operational plan including timelines, key actions and responsibilities for implementing the Partnership and Engagement Strategy as well as the following Strategic Engagement Plan
- Provide recommendations on institutional processes to improve partnership management, monitoring and reporting

3.4 Strategic Engagement Plan:

- Develop a Strategic Engagement Plan that outline:
 - Key champions and official leads at different levels of SPREP to drive engagement
 - Messaging strategies tailored for different stakeholder groups (members, donors, regional agencies, private sector, etc.)
 - Proposed platforms, tools and processes to enhance strategic engagement, including briefing templates, key message frameworks and engagement tracking systems.
 - A tiered engagement approach that defines different levels of outreach (high-level strategic partners vs. technical collaborators).

4.0 DELIVERABLES

Specific deliverables include:

- Inception Report** : outlining the work plan and timelines for key activities;
- Stakeholder Mapping and Analysis Report**: comprehensive mapping of existing and potential partners;
- Draft Partnerships and Engagement Strategy**: including objectives, engagement approaches and priority partnerships; alignment to SPREP strategic documents and regional/international obligations; and linked to the existing PERMS processes and SPREP Finance & Resource Sustainability Strategy.
- Strategic Engagement Plan**: including identification of champions, lead roles, messaging and tools/processes for structured engagement.
- Final approved strategy documents**: based on incorporated feedback from consultations/validation through existing SPREP partnerships and engagement governance mechanisms.

5.0 QUALIFICATIONS AND EXPERIENCE

- Advanced degree in international relations, public policy, strategic engagement or communications, or a related field.

- Proven experience in developing partnership and engagement strategies, particularly for regional or intergovernmental organisations with demonstrated expertise in strategic engagement including stakeholder mapping and relationship management.
- Desirable understanding of environmental issues in the Pacific and relevant stakeholders.
- Excellent writing and communication skills, including the ability to develop clear messaging, engagement tools, and strategic outreach materials.
- Familiarity with Pacific regional institutions and development priorities, with an understanding of cultural and political dynamics in the Pacific.
- Good understanding of Pacific donor landscape and technical agencies/development partners relevant to SPREP programmes.

6.0 SCHEDULE OF ASSIGNMENT

The assignment will be carried out for up to a maximum of 100 working days, over a period of 11 months up to end of December 2025.

7.0 INSTITUTIONAL ARRANGEMENT

The consultant will report to the Strategic Partnerships and Donor Relations Adviser (also the contract manager) under the Strategic Planning, Partnerships and Resource Mobilisation Department (SPRRD). Through this reporting arrangement, it is expected that the consultant will engage with other team members of SPRRD as well as with SPREP's technical programmes.

It is expected that the consultant will be home-based and undertake the above scope of work, through desktop based research; and virtual consultations where necessary with some face-to-face engagement to present final recommendations.

Any travel associated with this consultancy will be arranged by SPREP.