

# REQUEST FOR TENDERS

RFT: 2025/068  
File: AP\_4/12/18  
Date: 28 October, 2025  
To: Interested consultants  
From: Environmental Governance Programme

**Subject: Request for tenders (RFT): Streamlining SPREP's Data Management on the Pacific Environment Portal – Development Consultancy**

## 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 for the redesign of the Pacific Environment Portal front-end and the development of interactive dashboard templates. The objective is to enhance the portal's user interface (UI) and user experience (UX), ensuring streamlined data visualization, improved content presentation, and intuitive navigation for end users.
- 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;

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

- 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 12 November 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 14 November 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
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<b>Experience</b>	i.	Minimum qualifications of a bachelor's degree in computer science, Information Technology / Data Management, or related field (Relevant IT professional certifications for Systems Analyst or Solutions Developer would be an advantage)	10%
	ii.	At least 5 years relevant work experience in the following: <ul style="list-style-type: none"> <li>Applications development and information systems administration/management.</li> <li>Internet and associated web frameworks and emerging technologies (including AI)</li> <li>Technical project management</li> </ul>	20%
	iii.	Demonstrated experience in the following technical areas: <ul style="list-style-type: none"> <li>Front-End Web Development</li> <li>User Interface (UI) and User Experience (UX) Design</li> <li>Interactive Data Visualization and Dashboard Development</li> <li>Web Content Management Systems</li> <li>Familiarity with Drupal</li> <li>API integration and theme customization</li> <li>Testing, Deployment, and Maintenance</li> <li>Capacity Building and Documentation</li> </ul>	20%
	iv.	Demonstrated analytical skills, and excellent written and verbal communication skills including high level of presentation and interpersonal skills and maintaining effective relationships with a diverse group of people.	10%
	v.	Demonstrated knowledge of accepted and emerging information technology issues and challenges in the Pacific islands, familiarity with the CROP agencies	5%
	vi.	Demonstrated experience working within a multi-disciplinary and multi-cultural team environment including designing and conducting IT-related training programmes.	5%
<b>Technical Proposal / Methodology</b>	vii.	Development of workplan and schedule of activities	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 November 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 2025/068: **Streamlining SPREP's Data Management on the Pacific Environment Portal – Development Consultancy**

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>**

## Annex A: Terms of Reference

### Streamlining SPREP's Data Management on the Pacific Environment Portal – Development Consultancy

#### 1. Background:

The Secretariat of the Pacific Regional Environment Programme (SPREP) plays a pivotal role in supporting Pacific Island countries and territories (PICTs) in environmental management, data sharing and reporting. Through its Environmental Governance Programme, the Secretariat is implementing the **New Zealand Ministry of Foreign Affairs (NZMFAT) Climate Change, Policy, Operational and Advisory and Enabling and Support** and the **UNEP CIS-Pac5 Programme** through funding support from the Green Climate Fund.

Under the NZ MFAT SPREP Support, one of the outcomes is to improve climate resilient planning and decision making through environmental data collection, monitoring, analysis and reporting. Similarly, the UNEP CIS-Pac5 Programme aims to enhance climate information and knowledge services for resilience in 5 island countries of the Pacific Ocean which includes Cook Islands, Niue, Palau, The Republic of the Marshall Islands and Tuvalu.

The Pacific Environment Portal (PEP) (Also known as the Inform portal) and the network of national data portals is SPREP's primary platform for hosting and sharing environmental data to inform decision making, support national planning and strengthen national reporting to Multilateral Environmental Agreements (MEAs). With increasing demand for integrated data and interactive information products, there is a pressing need to streamline the PEP's user interface to align with SPREP's digital identity and to improve the overall user experience. This is essential to support regional and national environmental governance, reporting obligations under MEAs and initiatives such as the State of Environment reports.

In addition to the PEP, SPREP maintains a range of Drupal based applications for a variety of projects, so the successful applicant will be working amongst web development peers and will be expected to work closely with SPREP's Information Services Department alongside the Environmental Governance (EMG) programme of SPREP.

#### 2. Objectives

SPREP is seeking a skilled UI/UX or front-end developer to lead a comprehensive redesign of the Pacific Environment Portal (PEP) interface and the related national data portals. The objective is to modernize and streamline the user experience, making the platform more visually engaging, interactive and accessible. The redesigned PEP and national data portals should reflect SPREP's thematic priorities and strategic direction through a clean, modern visual identity and intuitive content presentation. All required development work is to be tracked and documented utilising Gitlab.

The support requires development hours allocated towards completing tickets. Completion of these tickets are the deliverables for the consultancy. They are to be created, prioritised and allocated on the Gitlab platform. Detailed documentation is required with each ticket and where necessary, the creation or modification of help files (text and/or video) to ensure end users can utilise introduced or updated functions.



**The Scope of Work, timeframe and payment schedule are outlined as follows**

18 Month retainer basis (up to the consultancy remuneration value)	
Priority Tickets	Payment
<ul style="list-style-type: none"> <li>• Develop a workplan to provide an accurate implementation timeline for the consultancy objectives.</li> <li>• Develop interactive prototypes and mockups to illustrate proposed UI and UX changes. Propose visual themes that can be (re)used to reflect SPREP branding including any icons, motifs, images and other design elements as required.</li> <li>• Work with SPREP team to segment and prioritize UI/UX redesign changes into development tickets               <ul style="list-style-type: none"> <li>○ Implement high priority tickets</li> <li>○ Deploy changes to PEP and related data portals</li> </ul> </li> <li>• Work with SPREP team to review existing dashboards and related dashboard templates (external) to develop a reusable, dynamic and customizable template.</li> <li>• Work with the SPREP team to develop the Pacific MEAs dashboard and National MEAs dashboard.</li> <li>• Develop documentation on the update process of the PEP and national data portals</li> <li>• Ensure all changes are compatible with existing CI/CD and ongoing development workflows</li> <li>• Additional feature requests as required</li> </ul>	Quarterly based on hours

**Qualifications**

**Essential**

1. Minimum qualifications of a bachelor's degree in computer science, Information Technology / Data Management, or related field (Relevant IT professional certifications for Systems Analyst or Solutions Developer would be an advantage)

**Knowledge / Experience**

**Essential**

2. At least 5 years relevant work experience in the following:
  - Applications development and information systems administration/management.

- Internet and associated web frameworks and emerging technologies (including AI)
  - Technical project management
3. Demonstrated experience in the following technical areas:
    - Front-End Web Development
    - User Interface (UI) and User Experience (UX) Design
    - Interactive Data Visualization and Dashboard Development
    - Web Content Management Systems
    - Familiarity with Drupal
    - API integration and theme customization
    - Testing, Deployment, and Maintenance
    - Capacity Building and Documentation
  4. Demonstrated advisory and analytical skills
  5. Demonstrated knowledge of accepted and emerging information technology issues and challenges in the Pacific islands, familiarity with CROP agencies.
  6. Demonstrated experience working within a multi-disciplinary and multi-cultural team environment including designing and conducting IT related training programmes.
  7. Excellent written and verbal communication skills including high level of presentation and interpersonal skills and maintaining effective relationships with a diverse group of people.

### **Work arrangements**

The consultant will work closely with and liaise regularly via email and through teleconference calls with the Pacific Environment Portal Systems Developer and Analyst and the Environmental Monitoring and Reporting Officer at SPREP. Where necessary and upon request, the consultant may travel to SPREP Headquarters in Apia, Samoa or to SPREP member countries

### **Remuneration**

The budget for the services provided is up to **USD 50,000** , exclusive of travel costs and subject to the submission and acceptance of quarterly progress reports and invoices by the Pacific Environment Portal Systems Developer and Analyst, and with the approval of the Director of the Environmental Governance Programme at SPREP.

### **Duration of Consultancy**

This consultancy is expected to run for 18 months and will end no later than 30th June 2027