

REQUEST FOR TENDERS

RFT: 2025-BOLD-004
File: AP_3/41
Date: 10 December 2025
To: Interested consultants
From: Filomena Nelson, Climate Change Adaptation Advisor

Subject: Request for tenders (RFT): Gender, Equality, Disability and Social Inclusion Consultant for the Building Our Loss and Damage Response Project

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 tenders from qualified and experienced individual consultant to develop a gender equality, disability and social inclusion (GEDSI) responsive stakeholder engagement framework focusing on climate change loss and damage; develop training module on GEDSI for loss and damage and deliver necessary trainings; develop methods and protocols for collection of disaggregated data; and support development of GEDSI responsive monitoring, evaluation, reporting and learning system for the project.
- 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 before 16 January 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 19 January 2026.
- 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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Experience	Master's degree with expertise in the areas of gender studies, social science, environmental studies, political science, Pacific studies, geography, anthropology or another relevant field with at least 7 years of professional experience in gender related work.	
	And/or	20%
	Bachelor's degree with expertise in the areas of gender studies, social science, environmental studies, political science, Pacific studies, geography, anthropology or another relevant field with at least 10 years professional experience in gender related work.	
	<ul style="list-style-type: none"> a) Demonstrated experience in designing / developing a GEDSI assessment and strategy related to climate change adaptation and/loss and damage; b) Demonstrated experience providing gender training to various target groups; c) Demonstrated experience in undertaking similar assignments in the Pacific, ideally including non-economic loss and damage community-based assessments; d) Familiarity with GEDSI analysis tools and methodologies; e) Knowledgeable about environmental issues, climate change impact and challenges, resilience building opportunities particular to Pacific Small Islands Developing States. 	20%
	<ul style="list-style-type: none"> f) Culturally sensitive, friendly and effective interpersonal and communication skills that support high-quality presentations, productive networking and the building of trust required to complete tasks, with fluency in English (oral and written) and strong plain-English writing and presentation skills. g) Strong data collection and analytical skills; h) Strong skills in report writing and delivery of training; i) Proactive in updating work progress and raising any challenges and proposing practical solutions when delays and / or change of plans occur. 	20%
Technical Proposal / Methodology	Technical proposed on the approach and methodology to undertake the activities outlined in the terms of reference, including timelines to complete the deliverables.	20%

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: 02 February 2026, 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-BOLD-004: Gender, Equality, Disability and Social Inclusion Consultant for the Building Our Loss and Damage Response Project'

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

Gender Equality, Disability and Social Inclusion (GEDSI) Specialist (Individual Consultant)

for the

Building Our Loss and Damage (BOLD) Response Project

1. Introduction

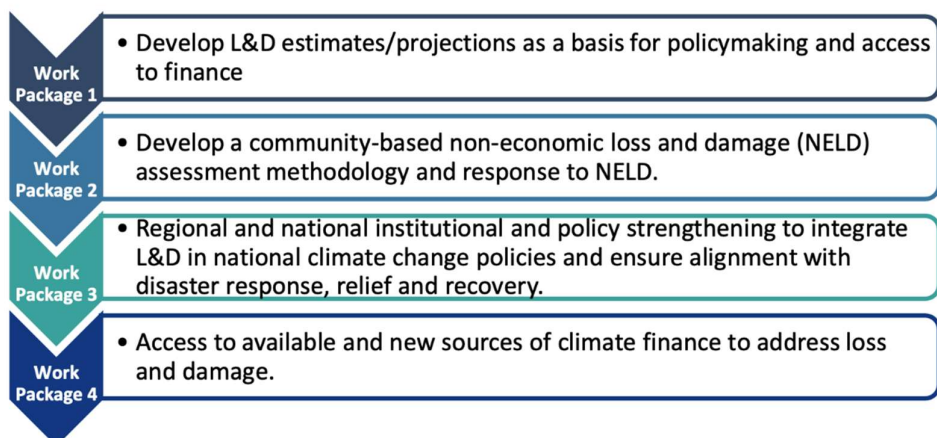
Impacts from extreme events such as tropical cyclones and slow onset events like sea level rise and ocean acidification are already causing significant economic and non-economic loss and damage to the people and the environment in Pacific Island countries (PICs). These impacts are endangering people's livelihoods, cultural heritage, land and biodiversity and, in extreme cases, their statehood and sovereignty. Several unique factors make Pacific Island countries especially vulnerable to climate change impacts, in particular their high exposure to climate variability and the remote location.

PICs are often characterized by high population densities and growth, poorly developed infrastructure, limited natural, human, and economic resources, and a high dependence on marine resources for livelihoods. Most economies are reliant on a limited resource base and are vulnerable to external forces, such as changing terms of trade, trade liberalization, and migration flows. Adaptive capacity to climate change is generally low. The combination of these factors makes PICs highly vulnerable to climate change impacts and loss and damage.

Despite the high risks loss and damage poses, significant gaps and challenges remain for understanding and quantifying the extent to which both economic losses and non-economic losses (NELs) already impact, and will continue to impact, the Pacific region.

To address these issues the Secretariat of the Pacific Regional Environment Programme (SPREP) and project partner, Climate Analytics, have co-designed the Building Our Loss and Damage Response (BOLD Response) project. This six-year initiative, including a one-year design phase, funded by the International Climate Initiative of the Federal Government of Germany aims to address loss and damage in the Pacific through a comprehensive set of interconnected work packages. The project will be implemented in Republic of Marshall Islands, Samoa, Tuvalu, Vanuatu and Fiji.

More specifically, the BOLD Response Project aims to better understand, measure, and respond to loss and damage in the Pacific. This will involve integration of loss and damage in national policies and institutions, regional collaboration and planning for loss and damage, and increased access to funding to help in addressing loss and damage. The project will have a particular focus on non-economic loss and damage. The project has four work packages outlined below.



Gender, Equality, Disability and Social Inclusion will be important considerations throughout the implementation project and at all spatial scales.

2. Objectives

The BOLD Response project Gender Action Plan has been developed based on GEDSI analysis undertaken during the design of the project to guide integration of GEDSI considerations across all activities of the project. The tender seeks to engage suitably qualified individual consultant to support the delivery of this plan through the implementation of specific activities outlined in the scope of work.

3 Scope of Work

The GEDSI specialist will support the implementation of the specific activities set out below.

1. Develop a GEDSI responsive Stakeholder Engagement Framework to guide stakeholder activities of the project, aligned with the existing structures, roles, responsibilities and communications plan

- Develop appropriate tools and protocols of engagement in line with all Work Package activities using community consultation framework, such as focused group discussions, key informant interviews, talanoa, and tok stori.
- Develop GEDSI responsive methods for collecting primary and secondary data to enable disaggregation by different groups including women, youth, people with disability, LGBTQIA+ people including templates, and establish protocols for collecting and analysing GEDSI disaggregated data that can be used under all Work Packages.
- Develop adaptive management approaches and procedures to mitigate risks and barriers to GEDSI active participation throughout the course of the project including child protection safeguards, Gender- Based Violence safeguards, grievance mechanisms and like.

2. Deliver a gender training and awareness program for all stakeholders responsible for delivering the BOLD project, including SPREP and CA staff, national

coordinators, national NGO teams, relevant government stakeholders, and other stakeholders as appropriate

- Coordinate with the SPREP's Gender Adviser and GEDSI expert engaged by SPREP under the LDCC Project to follow the development of an online GEDSI for L&D training module. Modules to include:
 - Clear explanation on the complexity of the differentiated impacts of climate change on GEDSI groups including youth
 - Training on how to ensure consultation is participatory and engages with GEDSI groups in an empowering and sensitive manner
 - The need for gender sensitive and gender transformative approaches to loss and damage/climate change projects such as the LDCC projects.
 - A Pacific contextualisation of all topic areas
 - Methods, protocols and templates for collecting and analysis of primary and secondary data to enable disaggregation by different groups including women, youth, people with disability, LGBTQIA+ people.
- Develop and deliver a GEDSI training for all relevant stakeholders under the BOLD Response project (SPREP, CA, international consultants, and local consultants - National Coordinators and NGOs) using the GEDSI for L&D training module as a basis

3. Collection and compilation of disaggregated data during in-country consultations in Samoa, Fiji, Tuvalu, Vanuatu and RMI

- The consultant will work closely with SPREP as well as working alongside Climate Analytics' team and the National Coordinators and local NGOs from the Marshall Islands, Samoa, Tuvalu, Vanuatu, and Fiji. The consultant will have to ensure data collection and compilation is coordinated within the overall project activities as well as other Loss and Damage related projects at SPREP (such as the Loss and Damage Capacity and Capability Project) on an ongoing basis.
- Coordinate with national coordinators and stakeholders to use 'standard' GEDSI data collection tools and analysis.

4 Provide input to the development and implementation of monitoring, evaluation, reporting and learning (MERL) systems to ensure they accurately reflect GEDSI considerations.

The consultant will work with SPREP and the MERL consultant to review key MERL documents and systems to ensure they reflect GEDSI considerations.

- Ensure the project's Gender Action Plan is integrated into the overall project monitoring, evaluation, reporting and learning (MERL) processes.
- Ensure that GEDSI-responsive results and indicators are incorporated into MERL systems and processes
- Depending on country context and data availability, populate baseline indicators at all relevant levels of the MERL system
- Integrate GEDSI into project reporting templates

4 Outputs/ Deliverables

Key deliverables are:

1. Inception Report
2. Final GEDSI responsive Stakeholder Engagement Framework including the methods, protocols and templates for data collection
3. Report documenting the development of training modules and training modules developed
4. Completion of GEDSI training for all project staff (SPREP & CA) and international and local consultants and other relevant national stakeholders articulated in training reports
5. Mission reports detailing GEDSI disaggregated data collection during in-country stakeholder consultations, community engagement and other relevant meetings
6. Report detailing support in integrating GEDSI considerations/elements into overall project MERL including inputs to the development of reporting templates

5 Institutional and Reporting Arrangement

The consultant will be under the supervision of the SPREP.

The consultant is required to submit all deliverables to the SPREP Task Manager for this project - Climate Change Adaptation Advisor (CCA) for comments and approval for payments. SPREP Task Manager will work closely with the National Climate Change focal points of the countries to provide integrated inputs and comments to the deliverables.

6 Duty Station

The consultant is expected to work remotely and undertake in-country missions outlined under section 7 of this document.

7 Schedule of the Assignment

Assignment is for 280 person days from contract effective date.

The assignment will require trips to support stakeholder consultations. The consultant should plan for 12 missions which will comprise:

- 4 x Inception meetings to each of the partner countries (Samoa, Vanuatu, Tuvalu, RMI and Fiji).
- 4 x Community awareness raising on NELD to each of the partner countries (Samoa, Vanuatu, Tuvalu, RMI).
- 4 x Consultations to scope adaptation limits in each of the flagship countries (Samoa, Vanuatu, Tuvalu and RMI).

The consultant should include indicative travel costs in their financial proposal. Expense estimates should be calculated using following assumptions for each mission:

- 7 days accommodation per mission
- Return flight from home base

- Local transportation
- Per diem and miscellaneous costs

Please note that the number of travels and scheduling may change in discussion with SPREP, Climate Analytics and the successful candidate.

The successful tenderer will be responsible for booking and advance payment of all travel and travel-related expenses. All travel bookings will require approval from SPREP prior to booking.

8 Qualifications & Competencies

	Requirement
Education:	<p>Master's degree with expertise in the areas of gender studies, social science, environmental studies, political science, Pacific studies, geography, anthropology or another relevant field with at least 7 years of professional experience in gender related work.</p> <p>And/or</p> <p>Bachelor's degree with expertise in the areas of gender studies, social science, environmental studies, political science, Pacific studies, geography, anthropology or another relevant field with at least 10 years professional experience in gender related work.</p>
Experience:	<p>a) Demonstrated experience in designing / developing a GEDSI assessment and strategy related to climate change loss and damage.</p> <p>b) Demonstrated experience in providing gender training to various target groups.</p> <p>c) Demonstrated experience in undertaking similar assignments in the Pacific.</p> <p>d) Familiarity with GEDSI data collection, compilation and analysis tools and methodologies.</p> <p>e) Familiarity with MERL and reporting.</p> <p>f) Knowledgeable about environmental issues, climate change impacts and challenges, resilience building opportunities particular to Pacific Small Island Developing States.</p>
Competencies:	<p>e) Culturally sensitive, friendly, and effective inter-personal and communication skills that are conducive to effective presentations and networking, and building trust required to complete tasks.</p> <p>f) Strong data collection and analytical skills.</p> <p>g) Strong skills in report writing and delivery of training.</p> <p>h) Proactive in updating work progress and raising any challenges and proposing practical solutions when delays and/or change of plans occur.</p>

Language Requirements:	Fluency in English (oral and written) is a requirement, with sound written and presentation skills using plain English.
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9 Payment Schedule

The consultant shall be paid upon completion of deliverables which will be outlined and agreed to within the Services Agreement. The following table provides the proposed schedule of payments, these will be agreed to and finalised in the Service Agreement.

Deliverables	Description	Payment (%)
Inception Report to articulate final methodology/approach and workplan to implement the scope of service	The inception report for this assignment should clearly articulate the consultant's approach and final methodology to implement the assignment and the final work plan for the whole assignment.	15% of total cost
Final gender Engagement Framework	The Gender Engagement Framework should include: <ul style="list-style-type: none"> • Appropriate tools and protocols of engagement in line with community consultation framework • Gender responsive methods for collecting primary and secondary data and protocols for collecting gender disaggregated data • An adaptative management approach to mitigate risks and barriers to gender active participation 	25% of total cost
Completion of GEDSI trainings for all project staff and international and local consultants and other relevant national stakeholders articulated in training reports	Report detailing the development of module(s)	15% of total cost
	Report detailing the: <ul style="list-style-type: none"> (1) Training sessions including <ul style="list-style-type: none"> • Clear explanation on the complexity of the differentiated impacts of climate change on GEDSI groups including youth • Training on how to ensure consultation is participatory and engages with GEDSI groups in an empowering and sensitive manner • A Pacific contextualisation of all topic areas • Methods and protocols for collection of disaggregated data and analysis 	15% of total cost

<p>GEDSI disaggregated data collection during in-country stakeholder consultations, community engagement and other relevant meetings</p>	<p>Mission reports detailing:</p> <ul style="list-style-type: none"> • In-country consultations, community engagement and other stakeholder meetings attended, and inputs provided • Support and inputs provided in primary and secondary GEDSI disaggregated data collection and analysis • Support and inputs provided to facilitate integration of GEDSI consideration in planning and delivery of all stakeholder and community engagements 	<p>20%</p>
<p>GEDSI considerations/elements incorporated into overall project MERL system including reporting templates</p>	<p>Report detailing inputs and support provided in incorporating GEDSI considerations/elements into the overall project MERL system including the development of project reporting templates</p>	<p>10%</p>