

# REQUEST FOR TENDERS

RFT: 2025/PBS/001  
File: AP\_2/43  
Date: 16 October, 2025  
To: Interested consultants  
From: Belinda Norris: Coastal and Marine Specialist

**Subject: Request for tenders (RFT): Finalising Samoa's Coral Reef Monitoring Plan and Advancing Coral and Mangrove Restoration and Community Planning**

## 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 finalise the Samoa National Coral Reef Monitoring plan, assess the state of coral reefs and mangrove ecosystems and develop restoration plans for implementation for both mangrove and coral ecosystems in Samoa.
- 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 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 29 October 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 31 October 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>	a) At least 5 years' work experience and proven strong technical knowledge and experience on coral reef and mangrove conservation including knowledge of restoration programs or strategies in Samoa or other Pacific Island countries	10
	b) Holds a post-graduate degree or relevant degree in Environmental Management, Marine Science/Policy or equivalent with proven relevant technical knowledge and experience in marine species management	10
	c) Proven track record and understanding of planning and delivering of projects related to mangroves and coral reef ecosystems and restoration principles	10
	d) Technical knowledge and experience in coral reef and mangrove conservation, monitoring and restoration	10
	e) Proven track record of effective communication with government, community stakeholders, NGOs, and civil society	10
	f) Technical knowledge and proven track record in planning, coordinating, and leading the development and delivery of restoration and implementation plans or strategies relating to the marine environment	15
<b>Technical Proposal / Methodology</b>	Costed workplan and methodology setting out 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 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: 10 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/PBS/002: Finalising Samoa's Coral Reef Monitoring Plan and Advancing Coral and Mangrove Restoration and Community Planning'

Mail: SPREP

Attention: Procurement Officer

PO Box 240

Apia, SAMOA

Email: [tenders@sprep.org](mailto:tenders@sprep.org)

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

### Title: Finalising Samoa's Coral Reef Monitoring Plan and Advancing Coral and Mangrove Restoration and Community Planning""

#### Background and context

The Pacific BioScapes Programme, funded by the European Union (EU) through the 11th European Development Fund (EDF11) and managed by SPREP, aims to support the sustainable development of Pacific Small Island Developing States (SIDS) by improving the management and sustainable use of marine and coastal resources. The programme directly contributes to Sustainable Development Goals (SDGs) 14 (Life Below Water) and 15 (Life on Land) and supports the objectives of the Rio Conventions (CBD, UNFCCC, and UNCCD).

As Pacific countries continue to face compounding environmental challenges exacerbated by climate change, Pacific BioScapes will focus on two Key Result Areas (KRAs) to help mitigate and manage the growing pressures on our environment:

- KRA 1 will strengthen capacities of Pacific countries to effectively manage coastal and marine biodiversity and enhance resilience to climate change; and
- KRA 2 will support regional, national, and local efforts to assess, conserve, protect, manage, and sustainably use marine and terrestrial biodiversity.

The Pacific BioScapes programme aligns to support integrated management solutions under the national Samoa Ocean Strategy 2020–2030 and the Community Integrated Management (CIM) Plans, with local, on-the-ground actions and investments developed, informed, and driven by national-level contexts and priorities. Accordingly, this contributes to Samoa's efforts to meet the commitments under the Kunming-Montreal Global Biodiversity Framework including Target 3 on 30 by 30, aiming to conserve 30% of marine and terrestrial habitats; Target 2 on restoration and others.

The overall objective of Activity 2.1.6 of the Pacific BioScapes Programme focuses on the assessment and restoration of mangroves and coastal ecosystems. Major implementation activities for Samoa under this objective include the following key components:

- i. Management and restoration activities within the Moata'a mangrove area, primarily focused on environmental surveys and data gathering to determine the status of the natural environment and establish priorities for restoration. The outcomes of this assessment will form the basis for prioritising remediation work to preserve the health of the Moata'a mangroves.
- ii. Rehabilitation of coral reef and mangrove ecosystems, focusing on restoring key marine ecosystems and safeguarding marine biodiversity through nature-based solutions that support biodiversity, ecosystem integrity, and coastal community resilience.

Samoa's coral reef monitoring plan has already been developed and now requires finalisation. Previous work on mangroves in Moata'a has been conducted by the University of Newcastle. The consultancies to be undertaken are part of a broader project supporting mangrove and coral reef restoration, conservation, and management, involving active collaboration with 13 communities.

Under Key Result Area 1 (Activity 1.1)—which seeks to enhance the capacity of stakeholders to develop and implement policy and regulatory frameworks for sustainable marine and coastal resource



management—Samoa is an active implementing partner. As part of its commitment, Samoa is finalising its National Coral Reef Monitoring Plan and advancing national and community-based coral and mangrove restoration and management efforts.

To support this work, a consultant will be engaged to collaborate closely with the Ministry of Natural Resources and Environment (MNRE) and SPREP. The consultancy will encompass the finalisation of the Samoa National Coral Reef Monitoring Plan, as well as undertaking coral and mangrove assessment, restoration, and implementation planning, and developing a community-based mangrove management plan for Moataa. These activities together form the core scope of the consultancy.

All activities will be implemented in alignment with Samoa's national priorities and the objectives of the Pacific BioScapes Programme, and will be carried out in coordination with MNRE, SPREP, and relevant government and community stakeholders.

### **Description of Services**

The Consultant will work in close collaboration with the Ministry of Natural Resources and Environment (MNRE) and SPREP to deliver the following outputs across three key areas: (1) Finalisation of the Samoa National Coral Reef Monitoring Plan; (2) Coral and Mangrove Assessment and Restoration Planning; and (3) Community-Based Mangrove Management Planning for Moataa.

#### **1. Finalising Samoa's National Coral Reef Monitoring Plan**

- 1.1 Develop and submit a detailed work plan, including indicators, timeline, budget, and proposed dates for deliverables, to SPREP and MNRE for approval at the beginning of the assignment.
- 1.2 Facilitate the finalisation of the Samoa National Coral Reef Monitoring Plan, ensuring integration of current national, regional and international priorities.
- 1.3 Review and revise the existing draft of the national coral reef monitoring plan to ensure alignment with national priorities and stakeholder inputs and as basis for finalisation.
- 1.4 Identify and engage relevant stakeholders (with assistance from MNRE and the Fisheries Department), including government agencies, NGOs, academic institutions, and civil society involved in coral reef conservation and monitoring.
- 1.5 Facilitate and document two national stakeholder consultations, in conjunction with MNRE, to refine and validate the monitoring plan.
- 1.6 Submit the final version of the Samoa National Coral Reef Monitoring Plan to MNRE and SPREP.

#### **2. Assessment and Restoration Planning**

- 2.1 Provide technical input and coordination support to MNRE's rapid assessment activities of coral reefs and mangroves.
- 2.2 Prepare a Coral Reef Restoration Plan, identifying priority sites, restoration methods, and implementation needs. Use findings from the mangrove assessment to develop a Mangrove Restoration Plan, aligned with national priorities incorporating ecological, social, and climate resilience considerations.
- 2.4 Draft an implementation plan for coral reef restoration activities, including objectives, methodologies, and monitoring protocols.
- 2.5 Utilise the mangrove assessment and restoration framework to prepare a detailed mangrove implementation plan.

#### **3. Community-Based Management Planning**

- 3.1 Draft an initial Community-Based Mangrove Management Plan for the Moataa community, using available assessments and MNRE guidance.

3.2 Facilitate a community consultation process with the support from MNRE on the initial draft to gather feedback and ensure alignment with local values, knowledge, and priorities.

3.3 Submit the revised draft of the management plan to MNRE and SPREP for technical review and feedback

3.4 Present the finalised community-based mangrove management plan to the Moataa community for validation and awareness.

### **Documentation and Accessibility**

Ensure all outputs, reports, and supporting materials are systematically organised and made accessible to MNRE and SPREP.

Establish a shared digital repository, such as Google Drive, to facilitate transparent and efficient access to all consultancy-related documents.

### **Communications**

All Pacific BioScapes Programme activity communications outputs must be in line with the overall PBP communications and Visibility Plan. The Pacific BioScapes Communications and Outreach Specialist and MNRE must be consulted before the publication of any Pacific BioScapes Programme-related materials. The consultant in collaboration with MNRE will provide the final document to SPREP for final editing, translation, design and printing.

### **Remuneration**

SPREP will cover project travel costs, workshop and consultation costs including venue hire and catering.

An indicative budget of approximately USD \$35,000 is allocated for this activity, payment is based on submission and acceptance by the PBS Programme Manager of agreed deliverables and milestone invoices.

### **Work Arrangements**

- The contractor shall work closely with the Samoa Ministry of Natural Resources and Environment
- The contractor shall report to the SPREP/Pacific BioScapes Coastal and Marine Specialist Belinda Norris through regular virtual calls or emails, and the Coastal and Marine ecosystems Advisor

### **Duration of Consultancy**

This consultancy is expected to run for approximately 6 months and will end no later than July 2026.