

# REQUEST FOR TENDERS

RFT: 2026-001  
File: AP\_3/28/2  
Date: 26 January, 2026  
To: Interested consultants  
From: Salome Tukuafu

**Subject: Request for tenders (RFT): GCF Climate Information Services for Resilient Development Planning in Vanuatu Project (Vankirap) Project Terminal Evaluation**

## 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](http://www.sprep.org).
- 1.3. The consultancy is funded by the Project Coordination Unit.

## 2. Specifications: statement of requirement

- 2.1. SPREP seeks to engage a qualified Terminal Evaluation Consultant to independently assess the performance, outcomes, and sustainability of the VanKIRAP Project in accordance with GCF and SPREP evaluation standards, and to produce a Terminal Evaluation Report with findings, lessons learned, and actionable recommendations to support donor reporting, institutional accountability, and the design of future climate information and resilience initiatives.
- 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](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. A team of two individual independent evaluators are expected to conduct the Terminal Evaluation – one international consultant (with experience and exposure to projects and evaluations in other regions) and one national expert, from Vanuatu.
- ii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
- iii. Provide three referees relevant to this tender submission, including the most recent work completed;
- iv. 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.*
- v. 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 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.
- 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 04 February 2026. 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 06 February 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
<b>Qualifications and Experience</b>	Advanced degree in climate change, environmental management, development studies, statistics, or related field	10
	Minimum 7–10 years of experience in evaluation of climate, adaptation, or development projects. Demonstrated experience with GCF- or multilateral donor funded project evaluations. Strong understanding of climate information services and adaptation planning	20
	Excellent analytical and report-writing skills.	15
	Strong knowledge of national institutions and policy frameworks of Vanuatu; with strong communication skills in English and Bislama	15
	Familiarity with Pacific regional institutions and development priorities, with an understanding of cultural and political dynamics in the Pacific.	10
<b>Technical Proposal / Methodology</b>	Proposed methodology and workplan to undertake the tasks outlined in these terms of reference, acknowledging the 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: 10 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 2026-001: GCF Climate Information Services for Resilient Development Planning in Vanuatu Project (Vankirap) Project Terminal Evaluation'**

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

### Terminal Evaluation – GCF Climate Information Services for Resilient Development Planning in Vanuatu Project (VanKirap), FP035

## 1.0 INTRODUCTION

The Climate Information Services for Resilient Development Planning in Vanuatu project (better known as VANKIRAP) was developed to support climate-resilient development planning, decision-making, and investment. The project supports national institutions, sector agencies, and communities to generate, tailor, and apply climate and weather information for priority sectors, including agriculture, fisheries, water, infrastructure, disaster risk management, and community-level resilience.

The project contributes to national priorities under Vanuatu's climate change and disaster risk management frameworks, Nationally Determined Contribution (NDC), National Adaptation Plan (NAP) process, and sector development plans. It also aligns with the GCF investment framework, UNFCCC objectives, and regional Pacific resilience initiatives.

As the project approaches completion, SPREP is commissioning an independent Terminal Evaluation (TE) to assess performance, results, and sustainability, and to generate lessons learned to inform future GCF climate information services investments in Vanuatu and the wider Pacific region.

## 2.0 CONSULTANCY OBJECTIVES

The purpose of the Terminal Evaluation (TE) is to provide an independent, evidence-based assessment of the project's overall performance and results at completion.

The specific objectives of the TE are to:

- Assess the relevance, effectiveness, efficiency, coherence, impact, and sustainability of the Van-CIS-RDP project;
- Assess progress against the approved project results framework, theory of change, and GCF investment criteria;
- Examine the extent to which climate information services have been institutionalised, used, and sustained by national and sub-national stakeholders;
- Assess gender equality, social inclusion, and safeguards implementation;
- Identify key lessons learned, best practices, and areas for improvement;
- Provide practical, forward-looking recommendations for SPREP, UNDP, the Government of Vanuatu, and the GCF.

Primary users of the evaluation include SPREP, the GCF Secretariat, the Government of Vanuatu, and regional partners.

## 3.0 SCOPE OF WORK

The consultants will work closely with the Strategic Partnerships and Donor Relations Adviser, the Project Team, and relevant SPREP staff to undertake an independent Terminal Evaluation covering the entire project lifecycle, all components, outputs, and geographic areas of implementation.

### 3.1 Project Design, Relevance and Coherence Assessment:

- Assess the original project design and formulation, including the theory of change, results framework, and underlying assumptions.
- Examine the extent to which project objectives and design were aligned with national priorities, sector needs, and stakeholder demands in Vanuatu.

- Assess coherence and complementarity with other national, regional, and donor-supported initiatives, including avoidance of duplication and contribution to broader climate resilience objectives.
- Review the project's responsiveness to evolving national, institutional, and sectoral contexts over the implementation period.

### 3.2 **Assessment of Implementation, Management and Efficiency:**

- Review project implementation and management arrangements, including coordination mechanisms, decision-making processes, and roles of key stakeholders.
- Assess the efficiency of resource use, including financial, human, and technical resources, in relation to results achieved.
- Examine the effectiveness of monitoring and evaluation systems, adaptive management practices, and use of performance data to inform implementation.
- Assess the effectiveness of partnerships and coordination arrangements in supporting delivery and results.

### 3.3 **Effectiveness and Results Achievement:**

- Assess the extent to which planned outputs and outcomes were achieved, including any deviations from the approved results framework.
- Examine the use, uptake, and application of climate information services by government agencies, sector institutions, and end users.
- Assess institutional, technical, financial, and human capacity outcomes achieved through the project.
- Identify key enabling factors and constraints influencing effectiveness.

### 3.4 **Impact and Cross-cutting Issues:**

- Assess observed and emerging impacts, including changes in climate-informed planning, decision-making, and resilience outcomes.
- Identify any unintended positive or negative effects arising from project interventions.
- Assess how gender equality, social inclusion, and vulnerable groups were addressed across project design and implementation.
- Review how environmental and social risks and safeguards were identified, managed, and monitored.

### 3.5 **Sustainability, Replication and Scaling:**

- Assess the likelihood of sustainability of project results beyond completion, including institutional, technical, financial, and policy dimensions.
- Examine whether conditions are in place to maintain and operationalise climate information services post-project.
- Assess potential for replication and scaling, including lessons learned and best practices relevant to future climate information services investments in Vanuatu and the wider Pacific region.

### 3.6 **Evaluation Approach and Methods:**

- i. Apply a mixed-methods evaluation approach, including:
- Desk review of project and policy documentation;

- Key informant interviews with government officials, implementing partners, service providers, and users;
- Focus group discussions, where feasible;
- Field visits, subject to time and feasibility;
- Triangulation of qualitative and quantitative evidence.

ii. Apply participatory, gender-responsive, and culturally appropriate methods throughout the evaluation process.

iii. Prepare an Evaluation Inception Report detailing the final methodology, evaluation matrix, sampling approach, and workplan for validation prior to full data collection

## 4.0 DELIVERABLES

Specific deliverables include:

**a. Evaluation Inception Report**

- Detailed evaluation methodology and approach;
- Evaluation matrix aligned with OECD-DAC and GCF criteria;
- Data collection methods, sampling approach, and stakeholder engagement plan;
- Detailed workplan and timeline.

**b. Presentation of Preliminary Findings**

- Presentation summarising initial findings, emerging conclusions, and key issues;
- Validation of findings with SPREP and key stakeholders.

**c. Draft Terminal Evaluation Report**

- Full draft report covering project design, implementation, results, impact, sustainability, and cross-cutting issues;
- Preliminary evaluation ratings;
- Initial lessons learned and draft recommendations.

**d. Final Terminal Evaluation Report, incorporating comments and validation feedback, including:**

- Final evaluation ratings table;
- Consolidated lessons learned;
- Clear, actionable, and prioritised recommendations;
- An audit trail documenting responses to all comments received.

## 5.0: Terminal Evaluation Team Composition

A team of two individual independent evaluators will conduct the TE – one international consultant (with experience and exposure to projects and evaluations in other regions) and one national expert, from Vanuatu. The international consultant will be designated as the Team leader and will be responsible for

the overall design of the evaluation methodology, providing guidance on the TE mission and workplan with the national expert, writing of the TE report and preparing the audit trail. The National Expert will review regulatory framework and budget allocations, coordinate with PMU in developing the TE itinerary, and conduct stakeholder meetings and interviews.

The National consultant will work closely with the International Consultant in supporting any work that needs to be undertaken as laid out in this ToR and other tasks, as required. The National consultant will also act as the focal point for coordinating and working with relevant stakeholders in Port Vila and at pilot sites.

Note: Both consultants must not have had no prior involvement in the project, either in project preparation, formulation and /or implementation (including writing of the project document), must not have conducted this project's Mid-Term Review and should not have a conflict of interest with the project's related activities.

The selection of the evaluators will be aimed at maximizing the overall "team" qualities in both education qualification and experience.

## 6.0 QUALIFICATIONS AND EXPERIENCE

- Advanced degree in climate change, environmental management, development studies, or a related field.
- Minimum 7–10 years of professional experience in climate change, adaptation, disaster risk management, or development programmes.
- Demonstrated experience in evaluating projects funded by the Green Climate Fund (GCF) or other multilateral and bilateral donors.
- Strong understanding of climate information services, adaptation planning, and relevant policy frameworks.
- Proven analytical, evaluation, and report-writing skills.
- Experience working in Vanuatu or strong in-country knowledge, including familiarity with national institutions, policies, and governance systems.
- Strong communication skills in English and Bislama.

## 7.0 SCHEDULE OF ASSIGNMENT

The assignment will be carried out for up to a maximum of 25 working days, over a period of 2 months up to end of March 2026.

It is expected that the consultant will 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 and to roll out training as required.

## 8.0 INSTITUTIONAL ARRANGEMENT

The consultant team 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 relevant project stakeholders including SPREP staff.

It is expected that the consultant will be home-based and undertake the above scope of work, through desktop based research; and undertake one in-country mission to be supplemented by virtual consultations where necessary.



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