

REQUEST FOR TENDERS

RFT: 2026-002
File: AP_18/1
Date: 26 January, 2026
To: Interested consultants
From: Kim Robertson, Gender Adviser

Subject: Request for tenders (RFT): Develop Staff Training Programme for SPREP Gender Equality and Social Inclusion (GESI) Policy

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 consultants who can offer their services to develop the SPREP Gender Equality and Social Inclusion (GESI) Policy staff training programme.
- 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 04 February 2026. A summary of all questions received complete with an associated response posted on the SPREP website 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
Qualifications	<p>1. Master's or advanced degree with expertise in the areas of gender studies, development, social science or another relevant field with at least 7 years of professional experience in gender and social inclusion related work.</p> <p>And/or</p> <p>Bachelor's degree with expertise in the areas of gender studies, development, social science or another relevant field with at least 10 years of professional experience in gender and social inclusion related work.</p>	10%
Experience	<p>2. i. Demonstrated experience in designing/developing GESI training material related to policy implementation in organisations.</p> <p>ii. Demonstrated experience developing resources, tools and other guidelines to support organisation's progress gender equity and equality.</p> <p>iii. Demonstrated experience in undertaking similar assignments in the Pacific.</p> <p>iv. Knowledgeable about environmental issues, climate change impacts and challenges, resilience building opportunities particular to Pacific Small Island Developing States.</p> <p>3. i. Culturally sensitive, friendly, and effective inter-personal and communication skills conducive to training needs assessment discussions.</p> <p>ii. Proactive in updating work progress and raising any challenges and proposing practical solutions.</p> <p>iii. Excellent culturally sensitive interpersonal and clear and concise communication skills. Fluency in English (oral and written) is a requirement, with sound written and presentation skills using plain English.</p> <p>iv. Excellent skills in best practice gender and social inclusion training design and delivery.</p> <p>v. Strong ICT (Microsoft Office) and analytical skills.</p>	30%
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: 13 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 2026-002: **Develop Staff Training Programme for SPREP GESI Policy.**

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 and Social Inclusion (GESI) Training Expert

to

Develop Staff Training Programme for SPREP GESI Policy

1. Introduction

SPREP recognises that the integration of gender equity and social inclusion (GESI) within SPREP programmes and projects is essential to the effectiveness and sustainable impacts of the organisation's work. The SPREP Strategic Plan 2017-2026 includes 'integration of gender and human rights' as a key enabling factor within all SPREP core priority areas and organisational goals. SPREP's GESI Policy is effective from 1 January 2026 and articulates the goals, outcomes and actions to increase knowledge and skills of SPREP staff to integrate gender equity in activities; provides the enabling environment for gender mainstreaming; and ultimately increasing Member capacity to incorporate gender perspectives in environmental policies and projects.

2. Objectives

To support the implementation of the SPREP GESI Policy through the delivery of results outlined in the scope of work.

3. Scope of Work

Under the direct supervision of the SPREP Gender Adviser and in close collaboration with the Gender Equity and Inclusion Mainstreaming (GEIM) Group, the consultant will be required to deliver:

- i) **SPREP GESI Policy Training Programme for Staff:** the policy requires all staff and service providers to be familiar with the policy and understand its requirements; and this in turn requires that staff are trained in the policy requirements. The consultant will assess the current capability of SPREP staff to integrate gender equality and social inclusion in projects and activities to inform training programme content. The consultant will evaluate the formats and modes of delivery for the staff training and recommend the most suitable methods; one of which must be online via SPREP's e-learning portal. The SPREP GESI Policy training suite will include the training course and facilitator guide.

4. Outputs/Deliverables

Key deliverables are:

1. Workplan and timelines for the contract.
2. Report documenting the assessment of GESI Policy training package options and recommendations.
3. GESI Policy training package and facilitator guide.
4. Report documenting the execution of the contract.

5. Institutional and Reporting Arrangement

The consultant will be under the supervision of the Secretariat of the Pacific Regional Environment Programme (SPREP).

The consultant is required to submit all deliverables for this project to the SPREP Task Manager, the Gender Adviser, for comments and approval for payments. The SPREP Task Manager will coordinate SPREP inputs and feedback for the consultant's outputs/deliverables.

6. Duty Station

It is anticipated that the consultant will work remotely with virtual discussions and meetings with the Task Manager. However, if it is mutually agreed that travel to SPREP Headquarters is required, it will be costed separately by SPREP.

7. Schedule of the Assignment

Assignment is for total of a maximum of 20 days of consulting services from the effective date.

8. Qualifications & Competencies

	Requirement:
Education:	<p>Master's or advanced degree with expertise in the areas of gender studies, development, social science or another relevant field with at least 7 years of professional experience in gender and social inclusion related work.</p> <p>And/or</p> <p>Bachelor's degree with expertise in the areas of gender studies, development, social science or another relevant field with at least 10 years of professional experience in gender and social inclusion related work.</p>
Experience:	<ul style="list-style-type: none">• Demonstrated experience in designing/developing GESI training material related to policy implementation in organisations.

Requirement:	
	<ul style="list-style-type: none"> • Demonstrated experience developing resources, tools and other guidelines to support organisation's progress gender equity and equality. • Demonstrated experience in undertaking similar assignments in the Pacific. • Knowledgeable about environmental issues, climate change impacts and challenges, resilience building opportunities particular to Pacific Small Island Developing States.
Competencies:	<ul style="list-style-type: none"> • Culturally sensitive, friendly, and effective inter-personal and communication skills conducive to training needs assessment discussions. • Proactive in updating work progress and raising any challenges and proposing practical solutions. • Excellent culturally sensitive interpersonal and clear and concise communication skills. • Excellent skills in best practice gender and social inclusion training design and delivery. • Strong ICT (Microsoft Office) and analytical skills.
Language Requirements:	<ul style="list-style-type: none"> • Fluency in English (oral and written) is a requirement, with sound written and presentation skills using plain English.

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.

Deliverable	Description	Payment (%)
Workplan	This workplan will clearly articulate the consultant's approach and methodology for the whole assignment.	15% of total cost
GESI Policy training package options and recommendations	Informed by the GESI Policy training needs consultations. Rank most suitable methods; as well as online training via SPREP's e-learning portal.	30% of total cost
GESI Policy training package and facilitator guide	The SPREP GESI Policy training suite, including the training course and facilitator guide.	35% of total cost

Deliverable	Description	Payment (%)
Contract completion report	Report documenting the execution of the contract.	20% of total cost

10. Reporting Arrangements

The consultant will formally report to SPREP through the Gender Adviser. The consultant is required to submit all deliverables to the SPREP Task Manager for this project – the Gender Adviser – for comments and approval for payments. The SPREP Task Manager will work closely with the GEIM Group to provide integrated inputs and comments to the deliverables.

For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website <http://www.sprep.org/accountability/complaints>.