

# REQUEST FOR TENDERS

RFT: 2026-003  
File: AP\_2/49  
Date: 4 February, 2026  
To: Interested consultants  
From: Protected Areas Officer

**Subject: Request for tenders (RFT): Review and Alignment of the Niue's National Biodiversity Strategy and Action Plan (NBSAP) to the Kunming-Montreal Global Biodiversity Framework.**

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## 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 prepare the seventh national report for the Government of Niue under the Convention on Biological Diversity.
- 2.2. The Terms of Reference for 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 of achieving 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 17 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 19 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%

| Crite-<br>ria                                       | Detail  | Weighting |
|---|---|-----------|
| <b>Qualifications</b>                               | I. Minimum post-graduate qualification and at least 8 years of experience in environment, biodiversity management, sustainable development, project management, policy development, or a related field. | 5%        |
|   | II. Strong understanding of the Convention on Biological Diversity and other Multilateral Environmental Agreements (MEAs).  | 10%       |
|   | III. Demonstrated knowledge of existing national policies, plans, and strategies related to biodiversity conservation in Niue.  | 20%       |
| <b>Experience</b>                                   | IV. Skilled personnel with expertise in biodiversity conservation, community development, and financial management.   | 15%       |
|   | V. Excellent verbal and written communication and interpersonal skills in a multicultural environment.  | 10%       |
| <b>Technical Pro-<br/>posal / Method-<br/>ology</b> | VI. Detailed methodology to deliver the required output and provide details to the panel of the value proposed.   | 10%       |
|   | VII. Risk Plan (with mitigation measures) will ensure the successful delivery of the project.   | 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 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 2026-003: **Review and Alignment of the Niue's National Biodiversity Strategy and Action Plan (NBSAP) to the Kunming-Montreal Global Biodiversity Framework**'

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 considering 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

### TERMS OF REFERENCE FOR THE PREPARATION OF THE SEVENTH NATIONAL REPORTING FOR NIUE UNDER THE CONVENTION ON BIOLOGICAL DIVERSITY

|                                      |   |
|--------------------------------------|---|
| <b>Location:</b>                     | Home-based with travel expected within Niue   |
| <b>Type of contract:</b>             | Professional Service/International consultant |
| <b>Project:</b>                      | Niue 7th National Report                      |
| <b>Languages Required:</b>           | English                                       |
| <b>Starting Date:</b>                | March/April 2026                              |
| <b>Duration of Initial Contract:</b> | 6 weeks (30 days)                             |

#### A. Background Information and Rationale

Niue ratified the Convention on Biological Diversity (CBD) in 1996. As a Party, Niue is required under Article 26 to submit national reports on measures taken to implement the Convention and their effectiveness. At COP15 (Decision 15/6) and COP16 (Decision 16/32), Parties agreed to submit their Seventh National Reports (7NRs) by 28 February 2026, using the revised reporting template provided in Annex I of Decision 16/32.

Niue submitted its Sixth National Report (6NR) in 2018, which reviewed outcomes under its 2011–2020 NBSAP and assessed progress towards the Aichi Biodiversity Targets. The 7NR will build on this foundation but also align directly with the GBF.

The GEF-8 Umbrella Programme to Support NBSAP Updates and Seventh National Reports is a Party-driven initiative designed to sustain the global effort of revising National Biodiversity Strategies and Action Plans (NBSAPs) and reporting on progress under the Kunming–Montreal Global Biodiversity Framework (GBF). Through this programme, financial and technical assistance is being provided to 139 developing countries, Small Island Developing States (SIDS), and economies in transition to update their NBSAPs in line with the GBF and to prepare and submit their Seventh National Reports (7NR) to the Convention on Biological Diversity (CBD).

Niue is among the countries receiving support from UNEP/CBD, with implementation led by SPREP. The programme is further strengthened by financial packages from two additional GEF Enabling Activities: The Early Action Support (EAS) project and the Umbrella Programme for the development of Biodiversity Finance Plans.

Beyond technical inputs, the programme promotes broad stakeholder engagement to ensure inclusive and nationally led processes. This includes collaboration across government sectors as well as meaningful participation from civil society, the private sector, academia, Indigenous Peoples and Local Communities (IPLCs), women, and youth.

In accordance with CBD Decisions 15/6 and 16/32, Parties have committed to submit their 7NR by 28 February 2026, following the guidance in Annex II to decision 15/6 and using the template in Annex I to decision 16/32.

Component 2 of the programme specifically supports the preparation of the Seventh National Reports, offering countries a menu of outputs to select from depending on their national context and priorities:

1. An overview of the reporting process, including stakeholder engagement.
2. A summary of the status of the revised or updated NBSAP, including alignment with the GBF monitoring framework.
3. An assessment of progress towards national biodiversity targets.
4. An assessment of progress towards the goals and targets of the GBF.
5. Conclusions on national implementation of the CBD and the GBF.

The Department of Environment (DOE) is the CBD National Focal Point and will lead the preparation of the 7NR with technical support from SPREP

The consultancy period will span 30 days spread over 6 weeks.

## **B. Specific Objectives**

The overall objective is to prepare, in a participatory manner, Niue's 7th National Report, in line with CBD guidance and Decision 16/32 Annex I.

Specific objectives are to:

1. Establish a participatory and inclusive process for 7NR preparation.
2. Compile and analyse information on Niue's biodiversity status, NBSAP progress, and GBF alignment.
3. Prepare a complete 7NR using the CBD template.
4. Facilitate national stakeholder consultations and a validation workshop.
5. Deliver a final, validated report to DOE for submission to the CBD Secretariat.

## **C. Scope and Key Tasks to be completed by the consultant in this work**

The consultant will:

1. **Inception Phase**
  - Hold inception meeting with DOE and SPREP.
  - Develop inception report, methodology, and detailed workplan.
2. **Data Compilation and Analysis**
  - Identify and compile data sources relevant to the 7NR.
  - Analyse progress towards national biodiversity targets and GBF targets.
  - Identify gaps in monitoring systems and institutional frameworks.
3. **Drafting the 7NR**
  - Prepare sections according to CBD template (Decision 16/32 Annex I):
    - Overview of preparation process and stakeholder engagement.
    - Status of NBSAP revision and monitoring framework.
    - Assessment of progress towards national targets.
    - Assessment of progress towards GBF goals and targets.
    - Conclusions and lessons learned 7th National Reporting.
  - Consolidate into a complete draft 7NR.

#### 4. Stakeholder Engagement and Validation

- Lead at least two national workshops: one technical review, one validation.
- Ensure participation of government agencies, civil society, Indigenous and local communities, private sector, women, and youth.

#### 5. Finalisation

- Incorporate feedback from DOE, stakeholders, and SPREP.
- Deliver final validated 7NR with annexes (data sources, stakeholder records).

### D. Approach and Methodology

The bidder will closely engage with Niue DOE through the Biodiversity Division project teams before initiating their work to understand the activities and agree on a work plan.

The bidder should be working closely with the Biodiversity Division of the Niue DOE. To ensure a whole-of-society approach, the bidder will be expected to liaise with relevant entities, such as Ministries, civil society partners, and non-governmental organisation partners, to ensure the proposed NBSAP revisions are in line with Section C of the GBF and the CBD Gender Plan of Action.

The workshops, training events, and other activities should be delivered in coordination with the Project Team. The bidder will submit all reports to Project Manager] in soft copies in English along with all raw and primary data collected in electronic form.

The bidder will provide a detailed methodology aligned with the above scope and below deliverables.

### E. Deliverables and Duration

The incumbent should perform the tasks above according to the following schedule and deliverables. The conditions for payment release for all deliverables will be within thirty (30) days from the date of meeting the following conditions:

- Director Environment -Niue with concurrence from Project Manager written acceptance of the quality of the outputs; and
- Receipt of invoice from the Service Provider.

| Task   | Reporting period and key milestones  | Report Due (Tentative)             | Payment Percent-age |
|--|--|------------------------------------|---------------------|
| <b>Deliverable 1:</b><br><b>Deliverable Timeline</b><br><b>% Payment</b> | Payment upon submission and acceptance of the following deliverables: <ul style="list-style-type: none"> <li>● Hold inception meeting with DOE and SPREP.</li> </ul> | (5 days from signing the contract) | 15%                 |

|   |   |   |     |  |
|---|---|---|-----|--|
|   | <b>Inception Report (methodology &amp; workplan)</b>  | <ul style="list-style-type: none"> <li>Develop inception report, methodology, and detailed workplan.</li> </ul> |     |  |
| <b>Deliverable 2:</b><br><br>Detailed Report on progress towards national targets & GBF goals (data compilation & analysis) | Payment upon submission and acceptance of the following deliverables: <ul style="list-style-type: none"> <li>Identify and compile data sources relevant to the 7NR.</li> <li>Analyse progress towards national biodiversity targets and GBF targets.</li> <li>Identify gaps in monitoring systems and institutional frameworks.</li> </ul>  | Date 16/3/2026  | 20% |  |
| <b>Deliverable 3:</b><br><br>Draft 7NR  | Payment upon submission and acceptance of the following deliverables: <ul style="list-style-type: none"> <li>Prepare sections according to CBD template (Decision 16/32 Annex I):</li> <li>Overview of preparation process and stakeholder engagement.</li> <li>Status of NBSAP revision and monitoring framework.</li> <li>Assessment of progress towards national targets.</li> <li>Assessment of progress towards GBF goals and targets.</li> <li>Conclusions and lessons learned 7th National Reporting.</li> </ul> | Date 30/3/2026  | 25% |  |
| <b>Deliverable 4:</b><br><br>Validation Workshop Report & Revised Draft 7NR   | Payment upon submission and acceptance of the following deliverables: <ul style="list-style-type: none"> <li>Lead at least two national workshops: one technical review, one validation.</li> </ul>   | Date: 13/4/2026   | 10% |  |

|  |   |                |     |
|--|---|----------------|-----|
|  | <ul style="list-style-type: none"> <li>• Ensure participation of government agencies, civil society, Indigenous and local communities, private sector, women, and youth.</li> </ul>   |                |     |
| <b>Deliverable 5:</b><br><br>Final 7NR submitted & accepted by DOE | <p>Payment upon submission and acceptance of the following deliverables:</p> <ul style="list-style-type: none"> <li>• Incorporate feedback from DOE, stakeholders, and SPREP.</li> <li>• Deliver final validated 7NR with annexes (data sources, stakeholder records).</li> </ul> | Date:20/4/2026 | 30% |

## F. Key Performance Indicators and Service Level

The following are the main indicators for the assignment:

- 7NR is reviewed for updates and revised in an inclusive, cross-sectoral process.
- Gaps in current monitoring systems are identified, and a monitoring plan is put in place for biodiversity targets and NBSAP.
- Policies are assessed for coherence to the GBF and NBSAP.

## G. Governance and Accountability

The service provider will actively work with the Department of Environment-Niue and SPREP Protected Areas Officer, SPREP while taking responsibility for deadlines and deliverables as outlined in the Terms of Reference and Associated Contract. The team will also be responsible for working with country stakeholders and other important government authorities. The team will appoint a project manager who will report directly to the project Technical Advisor or their delegated staff member.

The Consultancy firm and/or individual will be given access to relevant information necessary for execution of the tasks under this assignment.

## H. Institutional Arrangements / Facilities to be provided by Department of Environment-Niue

The service provider will be responsible for the delivery, content, technical quality, and accuracy of its own deliverables, subject to the provision of the necessary information and facilitation by SPREP and the Department of Environment-Niue on relevant aspects in the development of the assessment. The bidder is expected to have their own IT equipment to perform

the tasks above and is responsible for all telecommunications equipment and subscriptions while in country.

### **I. Expected Duration of the Contract/Assignment**

The expected duration of the assignment is over a period of 30 working days collectively over 6 weeks from contract signature

### **J. Duty Station**

The location of the assignment is home-based, with anticipated significant travel to Niue. It is anticipated that the bidder will be responsible for ground truthing, meetings, and travel arrangements to Niue. Costs for this should be included in the proposal. If the project team and/or individual are based overseas, it is expected that the team and/or individual will be available to travel to Niue as required by the ToR to provide in-person guidance and support to the TWGs. Nonetheless, the entire team will be expected to be available via Zoom or other teleconferencing software during country working hours at least twice per week. The bidder must be accessible by email and telephone (preferably mobile). The use of dependable, internet-based telecommunications application software (Zoom, MS Teams or equivalent) is required.

### **6. Assumptions**

Niue DOE acknowledges that the bidder's work will rely upon collaboration with government departments, NGOs, IGOs, UN agencies, donors, and other relevant stakeholders including private sector representatives, youth groups, and communities. country representative hiring will therefore seek to:

- Facilitate effective liaison between the bidder and other teams undertaking related pieces of work in Niue including national government.
- Offer timely feedback on drafts submitted by the bidder.

**7. Fees:** The financial cost proposal should include a detailed breakdown of the total budget proposal including: daily fees, presentation costs, travel costs, and applicable taxes.

### **8. Requirements and Qualification:**

The Consultant(s) must meet the following criteria:

- i. Minimum post-graduate qualification and at least 8 years of experience in environment, biodiversity management, sustainable development, project management, policy development, or a related field.
- ii. Strong understanding of the Convention on Biological Diversity and other Multi-lateral Environmental Agreements (MEAs).
- iii. Demonstrated knowledge of existing national policies, plans, and strategies related to biodiversity conservation in Niue.
- iv. Skilled personnel with expertise in biodiversity conservation, community development, and financial management.
- v. Excellent verbal and written communication skills and interpersonal skills in a multi-cultural environment.