

## REQUEST FOR TENDERS

RFT: 2026-006  
File: AP\_2/44  
Date: 23 February 2026  
To: Interested Service Providers  
From: Loraini Sivo, Project Manager PEBACC+

**Subject:** Technical Resource Officer – Reporting, Monitoring and Capacity Building (PEBACC+ 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](http://www.sprep.org).

### 2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders **from individual service providers to provide technical support to the PEBACC+ project in Vanuatu**. This service provider will be required to work in coordination with the Vanuatu PEBACC+ Project Coordinator on the ground.
- 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 as per the scope of work;
  - ii. Provide three referees relevant to this tender submission, including the most recent work completed;
  - iii. Must be based in Vanuatu and legally entitled to work.

- iv. Must be able to travel to outer islands. Fluency in English is typically required, and proficiency in Bislama may be beneficial for engaging with communities.
  - v. 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).
  - vi. Provide examples of past related work outputs
  - vii. For the Technical and Financial proposals, you may attach these separately.
  - viii. 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 demonstrates that they have the requisite skills and experience to carry out this contract successfully.
  - d) Financial Proposal – Breakdown cost for the services to render as per deliverables outlined in Annex A. The cost must be submitted in **United States Dollars (USD)** and inclusive of all the expenses foreseen and associated taxes.
  - e) 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 02 March 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 04 March 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 contractor 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	Details	Weighting
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Qualifications and Experience	i. Relevant tertiary qualifications in environmental management, climate change, natural resource management, development studies, or a related field.	5
	ii. Demonstrated experience supporting reporting and monitoring for donor-funded projects.	15
	iii. Experience delivering or supporting training and capacity-building activities.	15
	iv. Familiarity with ecosystem-based adaptation, nature-based solutions, or community-based natural resource management.	15
	v. Experience working in Vanuatu especially with local communities or the Pacific region is an advantage.	10
	vi. Strong coordination, communication, and report-writing skills.	10
	vii. Ability to speak Bislama English is a must.	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.
- b. 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 March 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 2026-006: Technical Resource Officer – Reporting, Monitoring and Capacity Building.

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**

**Position Title:** Technical Resource Officer – Reporting, Monitoring and Capacity Building

**Project:** PEBACC+ (Pacific Ecosystems-based Adaptation to Climate Change Plus)

**Duty Station:** Vanuatu

**Contract Type:** Individual Consultant

**Reporting Line:** Project Management Unit (PMU), SPREP

**Technical Coordination:** Vanuatu PEBACC+ Coordinator

**Duration:** 6-8 months – starting March 2026 and ending October 2026

#### **1. Background**

The PEBACC+ project supports the implementation of ecosystem-based adaptation (EbA) and nature-based solutions (NbS) to strengthen climate resilience in participating Pacific Island countries, including Vanuatu. The project is financed by the Kiwa Initiative's donor partners, including the Agence Française de Développement (AFD), the European Union, and the French Facility for Global Environment (FFEM), and is implemented by SPREP in collaboration with national governments and regional partners, in Fiji, Vanuatu, Solomon Islands, New Caledonia and Wallis and Futuna.

The project's initial timeframe was March 2022 – Jan 2026, but it has been extended until Nov 2026 to allow for completion of priority activities and consolidation of results. Effective project delivery requires strong coordination, timely reporting, systematic monitoring, and ongoing capacity building of national and community partners.

To support the Vanuatu PEBACC+ Coordinator and the Project Management Unit (PMU), additional technical assistance is required to strengthen reporting and monitoring functions, address identified implementation and documentation gaps and support the delivery of training and capacity-building activities.

#### **2. Objective of the Assignment**

The objective of this assignment is to provide technical support to the PEBACC+ project in Vanuatu by strengthening reporting and monitoring requirements, filling technical and documentation gaps as identified by the PMU and supporting the design and delivery of training and capacity-building activities, in line with approved project plans and donor requirements. Most important to work closely with the coordinator to support accelerated delivery of priority activities during the no-cost extension period by focusing on activities with demonstrated feasibility, community ownership, and potential to deliver tangible results within the remaining project timeframe.

#### **3. Scope of Work**

Under the overall guidance of the PMU and in close coordination with the Vanuatu PEBACC+ Coordinator, the consultant will undertake the following tasks:

##### **A. Reporting and Documentation Support**

- Support the coordinator in the preparation, consolidation, and review of technical progress reports, activity reports, and inputs to donor reporting.
- Compile and organise supporting documentation, including monitoring data, field notes, photographs, and attendance records, to demonstrate progress against the project results framework.
- Review existing project documentation and identify reporting gaps, proposing corrective actions as required.
- Support timely submission of reporting inputs in line with agreed deadlines.

#### **B. Monitoring and Evaluation Support**

- Support implementation of project monitoring activities in accordance with the PEBACC+ monitoring and results framework.
- Assist with data collection, verification, and basic analysis from project sites and activities.
- Support field monitoring visits and preparation of short monitoring summaries or mission reports.
- Contribute to the identification of lessons learned and adaptive management actions.
- Closely monitor pending activities and ensure timely deliverable

#### **C. Technical and Implementation Support**

- Provide technical backstopping to ongoing EbA/NbS activities, as required, including field-based support. See indicative list of activities in section 9.
- Assist in addressing implementation gaps or bottlenecks identified by the PMU and national coordinator.
- Support coordination with national counterparts, local authorities, communities, and implementing partners.
- Support coordination with technical consultants to ensure timely completion and alignment with project indicators.
- Assist in consolidating technical outputs into final reporting formats.

#### **D. Training and Capacity Building**

- Support the design, preparation, and delivery of training and capacity-building activities for communities, government counterparts, and project partners.
- Facilitate or co-facilitate workshops, field-based training sessions, and awareness activities.
- Document training activities, including outcomes, participant feedback, and follow-up actions.

#### **E. Priority Activity Tracking and Delivery Support**

- Support implementation and close monitoring of NbS activities at sites with demonstrated community stewardship and visible outputs, in line with MTR recommendations.
- Track progress against prioritised activities and flag delays, risks, or bottlenecks early to the PMU.
- Support the orderly close-out, documentation, or de-prioritisation of activities no longer recommended for continuation (e.g. Black Sand Site Management; Ecological Study), ensuring lessons learned are captured.
- Ensure all supported activities contribute directly to achievement of project indicators during the no-cost extension period.
- Support the PMU and Vanuatu Coordinator to track activity-level disbursements and implementation timelines.
- Flag delays in payments or contracting processes that may affect activity delivery.
- Support improved alignment between SPREP processes and partner expectations to reduce implementation delays.

#### **F. Gender and Inclusion Support (MTR-Driven)**

- Support the integration of gender and social inclusion considerations at the activity level.
- Work with the PMU to seek specialist input where required to strengthen gender outcomes of NbS and training activities.
- Support documentation of gender-related results and lessons learned.

#### **4. Expected Deliverables**

At the end of the 6 months period, this consultancy should achieve the following deliverables, but are not limited to:

- Completed delivery of partners engagement on the ground especially with those partners that the project work with in-country

- Inputs to agreed technical and donor reports.
- Compiled monitoring data and brief monitoring summaries.
- Updated documentation addressing identified reporting or implementation gaps.
- Delivery and documentation of agreed training sessions.
- Short activity, training, or mission reports, as requested by the PMU.
- A detailed deliverables schedule will be agreed at the start of the assignment.

## 5. Duration and Level of Effort

The assignment will be for a period of 6–8 months, depending on the contract start date; however, the contract must conclude no later than October 2026. The successful candidate will be engaged for three days per week, with clearly defined, targeted deliverables, and the engagement will be structured on a deliverable-based modality. Travel within Vanuatu will be required, including scheduled missions to Tanna which will be organised by the Project.

## 6. Required Qualifications and Experience

- Relevant tertiary qualification in environmental management, climate change, natural resource management, development studies, or a related field.
- Demonstrated experience supporting reporting and monitoring for donor-funded projects.
- Experience delivering or supporting training and capacity-building activities.
- Familiarity with ecosystem-based adaptation, nature-based solutions, or community-based natural resource management.
- Strong coordination, communication, and report-writing skills.
- Experience working in Vanuatu especially with local communities or the Pacific region is an advantage.
- Ability to speak Bislama English is a must.

## 7. Management and Reporting

The consultant will report to the Project Management Unit (PMU) and work in close coordination with the Vanuatu PEBACC+ Coordinator. All outputs will be reviewed and approved by the PMU. Ensure all reporting clearly demonstrates progress against agreed targets during the no-cost extension period. The report should also support evidence-based reporting that highlights tangible results, feasibility, and value for money, in line with AFD expectations.

## 8. Deliverables and Payment Schedule

Payments will be made upon satisfactory completion of agreed deliverables, as certified by the PMU, and in accordance with SPREP financial procedures.

Deliverable	Description	Indicative Timeline	Payment %
Deliverable 1	Inception brief outlining work-plan, reporting and monitoring gaps identified, and proposed training approach	Within 1 month of contract commencement	20%
Deliverable 2	Reporting and monitoring support outputs, including inputs to project/donor reports and compiled monitoring documentation	Mid-term of assignment	30%
Deliverable 3	Delivery and documentation of agreed training and capacity-building activities, and short training reports	As per approved work-plan	30%
Deliverable 4	Final technical summary report consolidating reporting,	End of Contract	20%

	monitoring, and training support provided, including lessons learned and recommendations		
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## 9. Indicative list of PEBACC+ activities in Vanuatu

### 1.1 Support EbA and NbS demonstration activities at the historic PEBACC project sites

Tagabe Botanical Garden Landscaping and Planting (partnership with MoF Ministry of Forests)

Nursery Maintenance and Restocking (MoF)

Town Greening (MoF)

Northern Mama Support - Community Awareness and Education, River Cleaning and Waste Management, Tree Planting and Maintenance, Capacity Building and Technical Training, Environment Conservation and Stewardship

Agroforestry Training and Demosetup - Vanuatu Forestry Association

Tagabe Planting Maintenance Work

Nursery Upgrading

IAS capacity building training through partnership engagement

Lake Iweya mangrove seedling raising, planting, training and monitoring (MoF)

Sustainable livelihood support - coconut oil extraction

### 1.2 Expand EbA and NbS demonstration sites to diversify funded adaptation options

Lenakel river bank stabilization - planting, maintenance and monitoring and water source buffer planting

Lenakel town greening - planting, maintenance and monitoring (MoF)

Nursery restocking and maintenance (MoF)

Agroforestry training and demo setup

CBMCA development - training and youth mentoring + technical marine survey training

Nursery construction - Isangel

Livelihood support purchasing (pigs/chickens/ducks) and training (2 livestock)

Livelihood support on fish ponds setup (1) and training (1) with Area Administrator

Livestock husbandry upgrading

### 1.3 Institutionalise EbA and NbS at national and sub-national level

ESRAM guide development and training

EbA/NbS policy advocacy training - Fiji, Vanuatu and Solomon

Fiji and Vanuatu - co-partnership effort - PPIN project - EbA Itaukei Land Use Planning Consultation;

Integrating EbA into National Adaptation Plan Workshop; Policy Framework Assessment on Coastal

Resilience and Forestry Sector - Workshop

Sustainable financing workshop support training - mentoring and follow up