

# REQUEST FOR TENDERS

RFT: 2026-008  
File: AP\_3/1/13  
Date: 24 February, 2026  
To: Interested consultants  
From: Climate Change Resilience – NDC Hub

**Subject: Request for tenders (RFT): Development of Business Model and demonstration of Home Biogas Systems Installation for Samoa**

## 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 develop a business model and demonstration of home biogas systems installations for Samoa.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: <https://library.sprep.org/sites/default/files/sprep-organisational-values-code-of-conduct.pdf>. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.4. SPREP Standard Contract Terms and Conditions are non-negotiable

## 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
  - i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
  - ii. Provide three referees relevant to this tender submission, including the most recent work completed;
  - iii. Complete the **tender application form** provided (*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to*

- demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered).*
- iv. Provide examples of past related work outputs i.e. previous works related to biogas systems installation, business model and capacity building development in Pacific.
  - v. Provide Technical and Financial proposals. These are may be attached separately to the tender application form.
  - vi. Must meet local registration requirements where consultant is based
- 3.2 Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **conflict of interest form** provided.
- 3.3 **Tenderer is deemed ineligible due to association with exclusion criteria, including** bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.
- 3.4 Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall **into** any of the exclusion situations cited in 3.3 above and where applicable, that they have taken adequate measures to remedy the situation.

#### 4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and in the Terms of Reference and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should be submitted in English and outline the interested consultant's complete proposal:
- a) **SPREP Tender Application form and conflict of interest form.** *(Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered).*  
*Provide examples of past related work outputs*  
*For the Technical and Financial proposals you may attach these separately.*
  - b) **Honour form**
  - c) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
  - d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
  - e) **Financial Proposal** – provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
  - f) Where relevant provide:
    - i. Business registration/license (For Entities/ Individual consultant's as per relevant national legislations)
    - ii. Tax Identification Number (TIN) Letter (If applicable for Individual consultant's as per relevant national legislations)

- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. Tenderers/bidders shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award; SPREP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 4.5. The tenderer/bidder might be requested to provide additional information relating to their submitted proposal, if the Tender Evaluation Committee requests further information for the purposes of tender evaluation. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6. The submitted tender proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential tenderer/bidder can provide services for.
- 4.7. The Proposal must remain valid for 90 days from date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of tender.

### 5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to [procurement@sprep.org](mailto:procurement@sprep.org) before 16 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 18 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 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%

Detailed technical evaluation criteria and possible scores for each are as follows:

Major Criteria	Details and sub-criteria	Maximum %
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CVs and Qualification	<p>At least one consultant to have:</p> <ul style="list-style-type: none"> <li>i. Advanced university degree (Master's level or Bachelors with minimum 10 years of experience) in Renewable Energy, Environmental Engineering, Mechanical Engineering, Energy Economics, Sustainable Development, or a related discipline.</li> <li>ii. Additional certifications in biogas technologies, project management, or occupational health and safety (OHS) will be considered an asset.</li> </ul>	20
General expertise in similar assignments	<ul style="list-style-type: none"> <li>iii. Minimum of 10 years' experience with policymaking, project implementation and advisory roles in climate change;</li> <li>iv. Minimum 8 years' experience in environment, energy and/or renewable energy sector</li> <li>v. Familiarity, knowledge and good understanding of sectoral issues in Samoa and/or other similar Pacific countries.</li> <li>vi. Demonstrated understanding of gender equality, disability, and social inclusion (GEDSI) principles and ability to integrate these into project planning and community level engagement</li> <li>vii. Familiarity with donor funded projects and reporting requirements, particularly with GIZ, SPC and SPREP, UNDP and similar organisations.</li> </ul>	30
Technical Proposal / Methodology	<p>viii. Technical proposal to include:</p> <ul style="list-style-type: none"> <li>• Step-by-step approach on how deliverables are to be achieved.</li> <li>• Timeline including the activities and when they shall be completed including any anticipated mission travel to Samoa (if based overseas). Travel costs should be included as part of the Financial Proposal;</li> <li>• Workplan to include total number of person-days and appropriate allocation of person-days with respect to each task / activity;</li> <li>• Clear presentation of potential difficulties in carrying out this assignment and possible solutions to counter perceived obstacles should they be encountered.</li> </ul>	30

## 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: 27 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 2026-008: **Development of Business Model and demonstration of Home Biogas Systems installation for Samoa.**

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

### Development of Business Model and demonstration of Home Biogas Systems installation for Samoa.

<b>Assignment Title:</b>	Development of business model and demonstration of Home Biogas Systems Installation for Samoa.
<b>Project:</b>	NDC Hub
<b>Post Level:</b>	International (or National) Consultant
<b>Contract Type:</b>	Individual Contractor or Consultancy Firm
<b>Duty Station:</b>	Home-based <sup>1</sup>
<b>Expected Place of Travel:</b>	Samoa
<b>Contract Duration:</b>	5 months

#### **Project Description:**

The Regional Pacific Nationally Determined Contribution (NDC) Hub was launched in 2017 and officially established in 2018, as an initiative emerging from Pacific Island Leaders at the Climate Action Pacific Partnership (CAPP) in 2017 and Fiji's Presidency of COP23. The Hub, in partnership with SPREP and other One CROP (Council of Regional Organisations of the Pacific) agencies, aims to provide a regional coordinated mechanism to support countries in meeting their climate related commitments under the Paris Agreement as part of their Nationally Determined Contributions (NDCs). Assistance can be provided and tailor-made to suit NDC Hub members so they can produce relevant national policies and measures that action those commitments. In taking a demand-driven approach, the NDC Hub receives requests from its 14 member countries from around the Pacific region outlining their specific needs for support in the NDC Process and implementation so the proper technical expertise can be provided accordingly.

The Regional Pacific NDC Hub provides tailored technical support to Pacific Island Countries in enhancing and implementing their NDCs. Through this mechanism, the Government of Samoa, via the Ministry of Natural Resources and Environment (MNRE), has requested assistance to scale up the deployment of home biogas systems. This support directly contributes to Samoa's NDC Implementation Roadmap and Investment Plan, as well as the NDC 3.0.

<sup>1</sup> Due to COVID19 restrictions, home-based is applicable to consultants based in Nauru or overseas

Samoa has committed to achieving 70% renewable energy use by 2031 as part of its Nationally Determined Contribution (NDC) under the Paris Agreement. The country has already made significant strides in renewable electricity generation; however, its continued reliance on imported fossil fuels for cooking and household energy remains a challenge. Expanding the use of small-scale renewable technologies such as home biogas systems provides an opportunity to reduce emissions, strengthen energy security, and deliver multiple co-benefits for communities, including reduced fuel costs, improved waste management, and enhanced household health.

The project is being funded by the Secretariat of the Pacific Regional Environment Programme (SPREP) under the Pacific NDC Hub framework, in collaboration with national partners such as the Ministry of Works, Transport and Infrastructure (MWTI) via the Energy Sector, Ministry of Commerce, Industry and Labour (MCIL), and the Ministry of Women, Community and Social Development (MWCSD) through community developments. It also builds on past initiatives, including the IMPRESS Project. It aligns with broader regional commitments such as the Blue Pacific 2050 Strategy and the Framework for Resilient Development in the Pacific (FRDP).

This consultancy will therefore play a pivotal role in supporting Samoa in demonstrating, upscaling, and mainstreaming home biogas systems as part of its transition to a low-carbon, climate-resilient development pathway.

Qualified bidders are invited to submit their proposals for the development of the business model and demonstration via installation of the home biogas systems. Bids should include the workplan to be comprised of the timeline, budget and activities for the duration of five (5) months.

### **Scope of Work:**

An experienced consultant, or a team of consultants, is sought to undertake the development of business model for the home biogas systems via demonstration of selected sites. Throughout the delivery period, the consultant(s) is expected to provide regular updates to the Samoa NDC Focal Point and SPREP.

The consultant will work with the Climate Change Division of the Ministry of Natural Resources and Environment and consult relevant stakeholders as necessary.

The consultant (or consultancy team) shall be responsible for the:

- 1) Development of a business model to enable financial sustainability, affordability, and scaling-up of home biogas systems in Samoa.
- 2) Procurement and installation of 20 home biogas systems across four villages in Samoa with corresponding Monitoring, Evaluation and Learning (MEL) Plan.
- 3) Preparation of Occupational Health and Safety (OHS) Guidelines tailored to the installed home biogas system usage.

- 4) Awareness-raising and capacity building for village communities to ensure adequate uptake and management of the systems.

### **Expected Outcomes and Deliverables:**

Based on the scope of works outlined above and in compliance with the Regional Pacific Nationally Determined Contributions (NDC) Hub Monitoring and Evaluation (M&E) requirements, the consultant will deliver the following outputs:

#### ***Output 1: Inception Report***

The inception report shall include findings from the desktop review and stakeholder consultations, especially the Climate Change Division (CCD). The inclusion of any key information and instructions provided by the CCD (ACEO) and NDC Focal Point, pertaining specifically to this project, will also be beneficial in steering this project in the right direction to ensure the successful demonstration i.e. the installation of 20 home biogas systems which simultaneously provides the best strategy for managing green waste around the home to ensure the family's welfare and health are protected from vector borne diseases such as dengue fever.

A workplan with corresponding timeline is to be included as part of the inception report. Also to be included is the methodology and tool used to develop the business model and assess the demonstration of the 20 home biogas systems installed in selected sites.

#### ***Output 2: Designing and develop the Business Model based on the 20 home biogas systems install.***

Design and outline a business model that outlines financing options, re-investment strategies, private sectors and community engagement and sustainability mechanisms. Ensuring that the business model should integrate Gender equality, disability and social inclusion (GEDSI).

This report should include the procurement and installation for 20 home biogas systems to demonstrate and ensure the business model design is fit for purpose and relevant to the context of Samoa.

This report is to be shared with the Samoa Climate Change Division and their team for their feedback and validation.

#### ***Output 3: Occupational Health and Safety (OHS) Guidelines and Capacity Building***

Draft operational and safety guidelines for home biogas systems use in consultation with MNRE and MCIL. Also, to include training materials and deliver training workshops in selected communities for their awareness. This includes training of users on

the systems maintenance, safety and record keeping of systems owners for data collection.

***Output 4: Validation and presentation of results***

Presentation of results to the Climate Change Division and all relevant stakeholders on the findings of this assignment.

***Output 5: Final Project Report***

Upon the completion, submission and approval of the above outputs (1-4), the consultant(s) is expected to provide a final project report.

**Institutional Arrangement:**

The consultant(s) will be under the supervision of the Climate Change Resilience Programme (Pacific NDC Hub) and shall work closely with the Samoa Climate Change Division (ACEO) and NDC Focal Point under MNRE.

Reports and documentation will be shared in a timely manner with the SPREP Climate Change Resilience (CCR) Director, the Samoa Climate Change Division ACEO and NDC Focal Point as well as the SPREP Registry.

**Duty Station:**

Samoa-based or overseas.

**Deliverables/Timeline:**

All deliverables must be completed within the number of days set out in the table below within five months (5) from the effective date (signing) of the contract.

No.	Deliverables	Estimated Duration to Complete	Review Required	Approval(s) Required
1	Output 1: Inception Report	3 weeks	Samoa Climate Change Department ACEO and/or NDC Focal Point  NDC Hub Technical Officer	Samoa Climate Change ACEO and/or NDC Focal Point

2	Output 2: Designing and develop the Business Model based on the 20 home biogas systems install.	6 weeks	Samoa Climate Change Department ACEO and/or NDC Focal Point  NDC Hub Technical Officer	Samoa Climate Change ACEO and/or NDC Focal Point
3	Output 3: Occupational Health and Safety (OHS) Guidelines and Capacity Building	4 weeks	Samoa Climate Change Department ACEO and/or NDC Focal Point  NDC Hub Technical Officer	Samoa Climate Change ACEO and/or NDC Focal Point
4	Output 4: Validation and Presentation of Results	4 weeks	Samoa Climate Change Department ACEO and/or NDC Focal Point  NDC Hub Technical Officer	Samoa Climate Change ACEO and/or NDC Focal Point
5	Output 5: Final Report	3 weeks	Samoa Climate Change Department ACEO and/or NDC Focal Point  NDC Hub Technical Officer	Samoa Climate Change ACEO and/or NDC Focal Point
	<b>Total</b>	<b>20 weeks (5 months)</b>		

### **Evaluation criteria and Scoring Method:**

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%**

Detailed technical evaluation criteria and possible scores for each are as follows:

Major Criteria	Details and sub-criteria	Maximum %
CVs and Qualification	<p>At least one consultant to have:</p> <ul style="list-style-type: none"> <li>Advanced university degree (Master's level or Bachelors with minimum 10 years of experience) in Renewable Energy, Environmental Engineering, Mechanical Engineering, Energy Economics, Sustainable Development, or a related discipline.</li> <li>Additional certifications in biogas technologies, project management, or occupational health and safety (OHS) will be considered an asset.</li> </ul>	20
General expertise in similar assignments	<ul style="list-style-type: none"> <li>Minimum of 10 years' experience with policymaking, project implementation and advisory roles in climate change;</li> <li>Minimum 8 years' experience in environment, energy and/or renewable energy sector</li> <li>Familiarity, knowledge and good understanding of sectoral issues in Samoa and/or other similar Pacific countries.</li> <li>Demonstrated understanding of gender equality, disability, and social inclusion (GEDSI) principles and ability to integrate these into project planning and community level engagement</li> <li>Familiarity with donor funded projects and reporting requirements, particularly with GIZ, SPC and SPREP, UNDP and similar organisations.</li> </ul>	30
Methodology	<ul style="list-style-type: none"> <li>Step-by-step approach on how deliverables are to be achieved.</li> <li>Timeline including the activities and when they shall be completed including any anticipated mission travel to Samoa (if based overseas) Travel costs should be included as part of the Financial Proposal;</li> <li>Workplan to include total number of person-days and appropriate allocation of person-days with respect to each task / activity;</li> <li>Clear presentation of potential difficulties in carrying out this assignment and possible solutions to counter perceived obstacles should they be encountered.</li> </ul>	30

## 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:

$$\text{Financial Score} = 20 \times \frac{\text{Lowest Bid Amount}}{\text{Total Bidding Amount of the Proposal}}$$

### **Reporting Relationships:**

The consultant will report primarily to the CCR Director through the Pacific NDC Hub Technical Officer based at SPREP.

The successful consultant 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/sprep-organisational-values-code-of-conduct.pdf](https://www.sprep.org/attachments/Publications/Corporate_Documents/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.