

REQUEST FOR TENDERS

RFT: 2026-009
File: AP_3/1/13
Date: 26 February, 2026
To: Interested consultants
From: Climate Change Resilience – NDC Hub

Subject: Request for tenders (RFT): Ground truthing of mangrove areas in Samoa for carbon stock management and Monitoring, Reporting and Verification (MRV) improvements for the Samoa Climate Adaptation, Resilience and Enhancement of Samoa (CARES) website.

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 ground truth mangrove areas in Samoa for carbon stock management and MRV improvement of the Samoa CARES website.
- 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 mangrove areas assessments and MRV (Monitoring, Reporting and Verification) for PICs.
 - v. Provide Technical and Financial proposals. These 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 before 16 March 2026. A summary of all questions received complete with an associated response posted on the SPREP website 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 %
CVs and Qualification	At least one consultant to have: <ol style="list-style-type: none"> i. Advanced university degree (Master's level or Bachelors with minimum 10 years of experience) in Climate change, Carbon Market, Energy, Environmental Engineering, Spatial Information, Marine Economics, Sustainable Development, or a related discipline. ii. Additional certifications in carbon trading/markets, mangroves, AFOLU and blue/green carbon. 	20
General expertise in similar assignments	<ol style="list-style-type: none"> iii. Minimum of 10 years' experience with policy-making, project implementation and advisory roles in climate change; iv. Minimum 8 years' experience in environment, energy and/or marine sector v. Familiarity, knowledge and good understanding of sectoral issues in Samoa and/or other similar Pacific countries. vi. Familiarity with donor funded projects and reporting requirements, particularly with GIZ, SPC and SPREP, UNDP and similar organisations. 	30
Technical Proposal / Methodology	<ol style="list-style-type: none"> vii. Technical proposal to include: <ul style="list-style-type: none"> • Step-by-step approach on how deliverables are to be achieved. • 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; • Workplan to include total number of person-days and appropriate allocation of person-days with respect to each task / activity; • Clear presentation of potential difficulties in carrying out this assignment and possible solutions to counter perceived obstacles should they be encountered. 	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 2026-009: **Ground truthing of mangroves in Samoa for Carbon Stock Management and MRV Improvements of the Samoa CARES Website.**

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

Ground truthing of mangrove areas in Samoa for Carbon Stock Management and MRV Improvement.

Assignment Title:	Ground truthing of mangroves in Samoa for Carbon Stock Management and MRV improvements of the Samoa CARES website.
Project:	NDC Hub
Post Level:	International (or National) Consultant
Contract Type:	Individual Contractor or Consultancy Firm
Duty Station:	Home-based ¹
Expected Place of Travel:	Samoa
Contract Duration:	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.

Through the Regional Pacific NDC Hub, the Government of Samoa via the Ministry of Natural Resources and Environment (MNRE), seeks technical assistances to conduct ground truthing of selected mangrove areas. This ground truthing assignment will directly support the implementation of Samoa's NDC 3.0 mangrove target, by validating

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

mangrove extent and condition of the ground, generating site-specific biomass and carbon stock data, enhancing national capacity for mangrove carbon stock management and reporting as well as other future blue carbon initiatives. It also aligns with the National Climate Change Policy and Forestry and Coastal Management frameworks and further contribute to Samoa's regional commitments under the Blue Pacific 2050 Strategy. The project is being funded by the Secretariat of the Pacific Regional Environment Programme (SPREP) under the Pacific NDC Hub framework, in collaboration with MNRE and other national stakeholders such as Ministry of Land and Survey and Ministry of Women, Community and Social Development.

Qualified bidders are invited to submit their proposals on the ground truthing of mangroves areas for carbon stock management and MRV improvements via existing Samoa CARES website. 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 required to conducting field - based ground truthing of selected mangrove areas in Samoa. The assignment will be implemented in close collaboration with MNRE's Climate Change Division, Forestry Division, Division of Environment and Conservation Division and relevant village communities.

The consultant shall undertake the following tasks:

- 1) Preparatory and desktop review of existing mangrove maps, inventories and remote sensing datasets. Review of national policies, NDC documents and previous mangrove studies. Then, develop field sampling methodology consistent with IPCC 2006 Guidelines and the 2019 refinement, as well as the IPCC Wetlands supplements, to ensure methodological consistency in national GHG inventories and NDC tracking.
- 2) Field data collection and ground truthing to validate mangrove extent and condition of selected priority sites.
- 3) Calculate carbon stock estimation and data analysis using approved allometric equations and field results in reference to existing spatial and national datasets.
- 4) Carry out capacity building and knowledge transfer on-site and workshop based training for MNRE technical staff and provide field manuals and data collection templates suitable for the long term MRV use of the Ministry.

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 core Division of MNRE i.e. Climate Change Division (CCD), Division of Environment (DEC), Forestry Division and Water Resources Division. 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 ground truthing of mangrove areas for Samoa.

The report should outline the finalised ground truthing methodology and sampling design, ensuring alignment with IPCC guidelines and national MRV requirements. A detailed workplan and time to be included, clearly indicating tasks, milestones and responsibilities. It should also describe the proposed stakeholder engagement approval including coordination with the core MNRE divisions, communities, and other relevant stakeholders to ensure inclusive and effective implementation of the field activities.

Output 2: Ground Truthing Field Report

This report will document the results of field-based assessments conducted at selected mangrove sites across Samoa. It will provide a clear description of each surveyed site, including location, ecological characteristics and observed conditions supported by photographs, documentation and GPS data. This output will validate the extent and condition of existing mangrove via information derived from remote sensing and other sources.

This report is to be shared with the MNRE core divisions and their teams for their feedback and validation.

Output 3: Mangrove Carbon Stock Assessment.

Using the information and field data collected, this assessment will present site specific estimates of mangrove biomass and associated carbon stocks. The report should clearly document the methodologies applied, ensuring consistency with national inventory practices and international guidelines. The carbon estimates to be presented in the standardise data tables suitable for integration into Samoa's national MRV and GHG inventory and NDC tracking. This output will also identify key data gaps, uncertainties and limitations encountered during the assessment.

Output 4: Capacity Building and Validation Workshop

The consultant (s) will develop and deliver training materials and an agenda tailored to MNRE technical staff and relevant stakeholders. The validation workshop will present key findings from ground truthing and carbon stock assessment, facilitate technical decisions and support the validation of result and assumptions. The feedback received during the workshop will be documented and used to refine analyses and

recommendations, ensuring the national ownership and technical credibility of the results.

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: Field Ground Truthing Report	6 weeks	Samoa MNRE Core Divisions (CCD, Forestry, WRD, DEC) and/or NDC Focal Point	Samoa Climate Change ACEO and/or NDC Focal Point

			NDC Hub Technical Officer	
3	Output 3: Carbon Stock Assessment	4 weeks	Samoa MNRE Core Division (CCD, DEC, Forestry) and/or NDC Focal Point NDC Hub Technical Officer	Samoa Climate Change ACEO and/or NDC Focal Point
4	Output 4: Validation and Capacity Building	4 weeks	Samoa MNRE Cored Divisions (CCD, WRD, Forestry and DEC) 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
	Total	20 weeks (5 months)		

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	At least one consultant to have: <ul style="list-style-type: none"> Advanced university degree (Master's level or Bachelors with minimum 10 years of experience) in Climate change ,Carbon Market, Energy, Environmental Engineering, 	20

	<p>Spatial Information, Marine Economics, Sustainable Development, or a related discipline.</p> <ul style="list-style-type: none"> • Additional certifications in carbon trading/markets, mangroves, AFOLU and blue/green carbon. 	
General expertise in similar assignments	<ul style="list-style-type: none"> • Minimum of 10 years' experience with policymaking, project implementation and advisory roles in climate change; • Minimum 8 years' experience in environment, energy and/or marine sector • Familiarity, knowledge and good understanding of sectoral issues in Samoa and/or other similar Pacific countries. • Familiarity with donor funded projects and reporting requirements, particularly with GIZ, SPC and SPREP, UNDP and similar organisations. 	30
Technical Proposal / Methodology	<ul style="list-style-type: none"> • Step-by-step approach on how deliverables are to be achieved. • 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; • Workplan to include total number of person-days and appropriate allocation of person-days with respect to each task / activity; • Clear presentation of potential difficulties in carrying out this assignment and possible solutions to counter perceived obstacles should they be encountered. 	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 Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.