

# REQUEST FOR TENDERS

RFT: 2026-010  
File: AP\_3/1/13  
Date: 24 February, 2026  
To: Interested consultants  
From: Climate Change Resilience – NDC Hub

**Subject: Request for tenders (RFT): Technical Assessment and development of a user pay system for the Ministry of Natural Resources and Environment, Samoa (MNRE) Electric Vehicle (EV) Charging Stations**

## 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 carry out a technical assessment and development of a user pay system for MNRE -Samoa EV Charging Stations.
- 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 technical assessments for Charging stations and development of user pay systems in SIDS.
  - 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](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 %
CVs and Qualification	At least one consultant to have: <ol style="list-style-type: none"> <li>i. Minimum qualification of a Master's degree (or Bachelors with minimum 10 years of experience) in the fields of Climate Change, Environment, Energy, Water or any other related field;</li> <li>ii. Completed similar work on EV Charging Stations and business modelling.</li> </ol>	20
General expertise in similar assignments	<ol style="list-style-type: none"> <li>iii. Minimum of 10 years' experience with policy-making, project implementation and advisory roles in climate change;</li> <li>iv. Minimum 8 years' experience in environment, energy and/or climate change sectors;</li> <li>v. Familiarity, knowledge and good understanding of sectoral issues in Samoa and/or other similar Pacific countries.</li> </ol>	30
Technical Proposal / Methodology	<ol style="list-style-type: none"> <li>vi. Technical proposal to include:               <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> </li> </ol>	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 2026-010: **Technical Assessment and development of a User Pay System for Ministry of Natural Resources and Environment (Samoa) EV Charging Station.**

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

### Technical Assessment and User Pay System for MNRE (Samoa) EV Charging Stations.

<b>Assignment Title:</b>	Technical Assessment and development of a User Pay system for MNRE Samoa EV Charging Stations
<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 Government of Samoa, through the Ministry of Natural Resources and Environment (MNRE), is committed to transitioning towards a low-carbon, climate-resilient future. As part of its Nationally Determined Contribution (NDC) and broader national climate and energy strategies, Samoa aims to achieve 70% renewable energy use by 2031.

To support this transition, the MNRE has established a charging station in Apia to promote the adoption of electric vehicles (EVs). To ensure long term sustainability of

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

this infrastructure, the Ministry seeks technical support for the design of a user-pay system and the development of a viable business model that reinvests revenues into its effective operation and maintenance of the current charging station and future ones.

This consultancy is funded through the Secretariat of the Pacific Regional Environment Programme (SPREP) under the Regional Pacific NDC Hub, with the Government of Samoa's Ministry of Natural Resources and Environment (MNRE) as the primary client and beneficiary.

Qualified bidders are invited to submit their proposals for the technical assessment and Business Model development of a user pay system for MNRE EV charging station. Bids should include the methodology and 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 this technical assessment and business model development of a user pay system for MNRE EV Charging Station in Samoa.

Throughout the delivery period, the consultant(s) is expected to provide regular updates to Samoa NDC Focal Point and SPREP.

The consultant will work with the Climate Change Division of the Ministry of Natural Resources and Environment more specifically its Mitigation and MRV Unit and consult relevant stakeholders as necessary.

The consultant (or consultancy team) shall:

- 1) Conduct a comprehensive technical assessment of the MNRE charging station to evaluate infrastructure, technology, and operational requirements for a user-pay system.
- 2) Develop a business model aligned with MNRE's mandate, ensuring that revenue from the payment system is reinvested into the operation and maintenance of the EV charging station.
- 3) Design an accompanying financial sustainability plan to guide long-term operations and maintenance.
- 4) Produce operational guidelines for the day-to-day management and maintenance of the charging station.
- 5) Strengthen local capacity by providing training to MNRE Climate Change Division and staff for effective system management.

### **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 NDC Focal Point and the CCD, pertaining specifically to this project, will also be beneficial in steering this project in the right direction to ensure the EV Charging station contribution towards low carbon development especially in reducing GHG emissions for Samoa.

A workplan with corresponding timeline is to be included as part of the inception report. Also to be included is the methodology for assessment and development of the business model of a user pay system.

#### ***Output 2: Technical Assessment Report***

This report should include comprehensive assessment of the MNRE charging station infrastructure including the evaluation of the technology options (metering, software, connectivity and payment platforms).

The report should also provide analysis of the operational needs, including staffing monitoring systems and user management. Outlining the gaps, risks and recommended technical upgrades required for user pay system.

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

#### ***Output 3: Business Model Development***

This report should include a business model aligned with MNRE's mandate, ensuring payment revenues are reinvested into the operation and maintenance of the charging stations. It should also highlight and outline tariff structures, billing/payment mechanisms and governance arrangements. The model needs to reflect inclusivity affordability and scalability of the system.

It should also present cost-recovery framework and long-term financing strategy for the Ministry for a period of 5-10 years. Identifying potential funding sources and mechanisms to support operations, upgrades and expansion. Overall, this model should be in alignment with Samoa's NDC 3.0 with corresponding Roadmap and Investment Plan.

#### ***Output 4: Capacity Building Sessions***

Design and deliver a training program for MNRE and relevant stakeholders on managing and maintaining the EV charging station and user pay system. Training materials and presentation slides should be prepared and provided for future references.

#### ***Output 5: Validation and presentation of results***

Presentation of results to the Samoa NDC Focal Point, Climate Change Division and all relevant stakeholders on the findings of this study.

#### ***Output 6: Final Project Report***

Upon the completion, submission and approval of the above outputs (1-5), 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 Samoa NDC Focal Point and Climate Change Division of the Ministry of Natural Resources and Environment.

Reports and documentation will be shared in a timely manner with the SPREP Climate Change Resilience (CCR) Director, the Samoa Climate Change Division 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.

<b>No.</b>	<b>Deliverables</b>	<b>Estimated Duration to Complete</b>	<b>Review Required</b>	<b>Approval(s) Required</b>
1	Output 1: Inception Report	3 weeks	Samoa Climate Change Department Division and/or NDC Focal	Samoa Climate Change Division and/or Samoa NDC Focal Point

			NDC Hub Technical Officer	
2	<b>Output 2:</b> Technical Assessment	5 weeks	Samoa Climate Change Department Division and/or NDC Focal  NDC Hub Technical Officer	Samoa Climate Change Division and/or Samoa NDC Focal Point
3	<b>Output 3:</b> Business Model Development	4 weeks	Samoa Climate Change Department Division and/or NDC Focal  NDC Hub Technical Officer	Samoa Climate Change Division and/or Samoa NDC Focal Point
4	<b>Output 4:</b> Capacity Building Sessions	3 weeks	Samoa Climate Change Department Division and/or NDC Focal  NDC Hub Technical Officer	Samoa Climate Change Division and/or Samoa NDC Focal Point
5	<b>Output 5</b> Validation and presentation of results	3 weeks	Samoa Climate Change Department Division and/or NDC Focal  NDC Hub Technical Officer	Samoa Climate Change Division and/or Samoa NDC Focal Point
6	<b>Output 6</b> Final Project Report	2 weeks	Samoa Climate Change Department Division and/or NDC Focal  NDC Hub Technical Officer	Samoa Climate Change Division and/or Samoa 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:

<b>Major Criteria</b>	<b>Details and sub-criteria</b>	<b>Maximum %</b>
CVs and Qualification	At least one consultant to have: <ul style="list-style-type: none"> <li>• Minimum qualification of a Master's degree (or Bachelors with minimum 10 years of experience) in the fields of Climate Change, Environment, Energy, Water or any other related field;</li> <li>• Completed similar work on EV Charging Stations and business modelling</li> </ul>	20
General expertise in similar assignments	<ul style="list-style-type: none"> <li>• Minimum of 10 years' experience with policy-making, project implementation and advisory roles in climate change;</li> <li>• Minimum 8 years' experience in environment, energy and/or climate change sectors;</li> <li>• Familiarity, knowledge and good understanding of sectoral issues in Samoa and/or other similar Pacific countries.</li> </ul>	30
Technical Proposal / 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.