

# REQUEST FOR TENDERS

RFT: 2026-012  
File: AP\_2/18/18/1  
Date: 12 March, 2026  
To: Interested consultants  
From: Isabell Rasch-Mulitalo

**Subject: Request for tenders (RFT): Technical Revision and Concept Development Consultancy – Adaptation Fund Regional Proposal and Innovation Grant**

## 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 lead the technical revision of the Regional PRISMSS Adaptation Fund Concept Note in response to feedback from the Adaptation Fund Secretariat, and to develop the associated Adaptation Fund regional proposal and Innovation Grant concept notes.
- 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*).  
*Provide examples of past related work outputs*  
*For the Technical and Financial proposals you may attach these separately.*
  - iv. Must meet local registration requirements where the consultant is based.
- 3.2 Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **conflict of interest form** provided.
- 3.3 **Tenderer is deemed ineligible due to association with exclusion criteria, including** bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.
- 3.4 Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall **into** any of the exclusion situations cited in 3.3 above and where applicable, that they have taken adequate measures to remedy the situation.

#### 4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and in the Terms of Reference and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should be submitted in English and outline the interested consultant's complete proposal:
- a) **SPREP Tender Application form and conflict of interest form.** (*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered*).  
*Provide examples of past related work outputs*  
*For the Technical and Financial proposals you may attach these separately.*
  - b) **Honour form**
  - c) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
  - d) **Technical Proposal** which contains the details 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 30 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 1 April 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%

Criteria	Detail	Weighting
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<b>Qualifications</b>	i. Tertiary qualifications in a field relevant to the Scope of Work (e.g., project management, finance/financial management, economics, business, development studies);	5
<b>Experience</b>	ii. Demonstrated expertise and strong experience in accessing climate finance under the relevant funds for both Mitigation and Adaptation projects;	15
	iii. Direct experience with/strong understanding of requirements and processes of sources of climate financing, in particular Adaptation Fund (AF).	20
	iv. Demonstrated experience in leading technical reviews of proposals submitted to the Adaptation Fund, including responding to technical review comments and strengthening project documentation for resubmission.	15
	v. Good understanding of regional/CROP agencies, including good understanding and knowledge of SPREP, with experience in the Pacific islands and its unique context for project implementation;	10
<b>Technical Proposal / Methodology</b>	vi. Proposed methodology and workplan to undertake the tasks outlined in these terms of reference, including timelines to complete the deliverables.	15

## 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: 10<sup>th</sup> April 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 2026/012: **Technical Revision and Concept Development Consultancy – Adaptation Fund Regional Proposal and Innovation Grant**'

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 Revision and Concept Development Consultancy – Adaptation Fund Regional Proposal and Innovation Grant**

#### **1. Context**

The Pacific Regional Invasive Species Management Support Service (PRISMSS) was established in 2019 to support and scale up on-the-ground invasive species management across the Pacific. PRISMSS operates as a partnership between the Secretariat of the Pacific Regional Environment Programme (SPREP), Wellington University, the Pacific Community (SPC), Island Conservation, BirdLife International, Manaaki Whenua – Landcare Research, New Zealand’s National Institute of Water and Atmospheric Research, and New Zealand’s Department of Conservation. Each partner is responsible for delivering its respective regional programme. The six regional programmes are:



To support the scaling up of operations, SPREP’s Invasive Species Team submitted a regional Concept Note to the Adaptation Fund to secure programme financing for Niue, Tonga, and Tuvalu. These countries have expressed interest in participating and have demonstrated sufficient capacity and awareness in invasive species management to engage in larger-scale operations. The Concept Note was endorsed by the participating countries and submitted to the Adaptation Fund Secretariat in mid-March 2025. Technical feedback has since been received. In parallel, and to further strengthen the delivery of PRISMSS services in the region, the SPREP Invasive Species Team has identified three programmes suitable for submission under the Adaptation Fund Innovation Grant window. This TOR outlines the scope of work for the technical revision of the Adaptation Fund Regional Concept Note and the development of Innovation Grant concept proposals under the SPREP Invasive Species Team.

## 2. Objective

SPREP's Invasive Species Team is seeking a consultant to revise and strengthen the Adaptation Fund Regional Concept Note and to develop concept proposals for submission under the Adaptation Fund Innovation Grant window. To achieve this, SPREP wishes to engage a consultant to lead the technical revision and concept development process, working closely with the technical partner and SPREP Invasive Species Team to:

- Lead the technical revision of the Adaptation Fund Regional Concept Note, ensuring alignment with Adaptation Fund requirements and addressing Secretariat feedback.
- Develop concept proposals for submission under the Adaptation Fund Innovation Grant window, ensuring coherence with PRISMSS objectives and regional priorities, as well as consistency, technical robustness, and compliance with Adaptation Fund policies, including environmental and social considerations.

## 3. Scope of Work

The consultant will work closely with SPREP's Invasive Species Team, PRISMSS Partners, experts and relevant SPREP focal points and will be responsible for the following task:

- i. Regional Adaptation Fund Concept Note Revision
  - a. First Revision:
    - i. Address technical review comments including but not limited to:
    - ii. Gather inputs: beneficiary numbers, national technical standards per country, and list of related projects. Reframe objectives and outputs; add targets; revision of the Theory of Change with assumptions and risks; align Table 4, Part II-A and the Theory of Change; initiate the AF Results Framework (Nov 2025 format).
    - iii. Quantify benefits and cost-effectiveness; prepare a BAU vs project comparison table; summarise GEDSI considerations and beneficiary data.
    - iv. Complete the technical standards table and the related projects (no-duplication) table; further develop the knowledge management and sustainability sections.
    - v. Prepare the IE = EE justification and revise fees/execution costs in accordance with AF rules; condense the document to ≤50 pages including annexes; round figures and reconcile totals.
    - vi. Undertake final quality assurance; complete the point-by-point response to the review; submit the full package.
  - b. Address any comments received from the AFB Secretariat from a second technical review.
- ii. Development of three concept notes for submission under the Adaptation Fund Innovation Grant Window, including:
  - a. Natural Enemies Natural Solutions for biological control development targeting invasive wasps;
  - b. Protect Our Marine Areas for investigating remotely operated systems for marine invasive species surveillance and management, including remotely operated and autonomous systems;
  - c. Predator Free Pacific for the use of drone technology, thermal imaging, and remote sensing to enable rapid-response post-eradication surveillance and enhance early detection of potential reinvasion.

#### 4. Reporting

The lead consultant will report to the PRISMSS Project Development Coordinator. The consultancy deliverables will be reviewed by the Invasive Species Adviser and the PRISMSS Manager.

#### 5. Qualifications and Experience

- Relevant tertiary qualifications in a field aligned with the scope of work (e.g., project management, finance, economics, business, development studies).
- Demonstrated experience in accessing climate finance for Mitigation and Adaptation projects, with strong knowledge of Adaptation Fund (AF) requirements and proven experience leading technical reviews of AF proposals, including addressing review comments and strengthening documentation for resubmission.
- Good understanding of regional/CROP agencies, including SPREP, with experience in the Pacific Islands context, supported by strong interpersonal, communication, and English-language writing skills.
- A clear and robust methodology and workplan to outline the approach to deliver required outputs within agreed timelines.

#### 6. Timeline and deliverables

The proposal should include a timeline that is compatible with submission of the Regional Adaptation Fund Project for two revision rounds by the AFB Secretariat and at least one revision of the Innovation Concept Notes before 1<sup>st</sup> June 2026.

The proposed timeline should be considerate of deadlines set by the Fund for the processing and review submitted document, namely:

- Secretariat technical review for clearance: up to 3 weeks
- Secretariat document preparation and posting: 3 weeks minimum
- Board members' review: 3 weeks minimum

The proposed timeline should therefore aim at the **submission of the final concept note**, endorsed by countries, by the **1<sup>st</sup> of June 2026** including:

- For the Regional Adaptation Fund Project:
  - o Submission 1 of reworked concept note, and annexes based on AFB Secretariat Review already received by SPREP
  - o Submission 2 of reworked concept note and annexes to be received by.
- For the Innovation Grant Concept Notes
  - o Inception and desk review
  - o PRISMSS Technical Partners Consultation
  - o Any relevant country consultations
  - o Date of delivery of first drafts of the concept note
  - o Review of first drafts
  - o Date of delivery of the final draft of the concept note

#### 7. Budget

USD 186,000