

REQUEST FOR TENDERS

RFT: 2026-013
File: AP_3/1/15
Date: 20 March, 2026
To: Interested consultants
From: Vanda Faasoa – Chan Ting

Subject: Request for tenders (RFT): Development of a Regional / Sub-Regional Mitigation Concept Note for multilateral “climate change” donors

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 lead the development of a concept note to be submitted to the Green Climate Fund (GCF) with all related consultations required to facilitate this body of work. The GCF concept note shall present a regional programme in response to the Mitigation priorities identified by SPREP member countries in their Nationally Determined Contributions (NDC) submissions to the UNFCCC, Long-Term Low Emission Strategies (LT-LEDS) and the Pacific Climate Change Roundtable in August 2025.
- 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 before 14 April 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 16 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
Experience	i. Tertiary qualifications in a field relevant to the Scope of Work (e.g. Climate Change Mitigation, Renewable Energy, Energy Management and any other related field).	5%
	ii. Demonstrated expertise and strong experience in accessing climate finance under the relevant funding mechanisms for Climate Change Mitigation projects. Team composition to be provided outlining experience and roles as per section 5 of the Terms of Reference (ToR).	20%
	iii. Direct experience with, and strong understanding of requirements and processes of sources of climate financing, in particular the Green Climate Fund (GCF) and Global Environment Facility (GEF). A list of previous successful concept notes / project proposals to be included.	20%
	iv. 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;	15%
	v. Excellent interpersonal, communication and writing skills in English	5%
Technical Proposal / Methodology	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: 30 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 2026-013: Development of a Regional / Sub-Regional Mitigation Concept Note for multilateral "climate change" donors**'

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

Development of a Regional / Sub-Regional Mitigation Concept Note for multilateral “climate change” donors

1. Context

As custodians of Large Pacific Ocean States, the Pacific leaders reaffirmed that climate change is undoubtedly the single existential threat to the survival and existence of the Pacific people. In the 2050 Strategy for the Blue Pacific Continent, the Leaders have committed to work collectively towards rapid, deep and sustained reductions in greenhouse gas emissions by harnessing untapped potential for interventions to enhance carbon sequestration through various mitigation measures, including waste to energy mechanisms.

While collective greenhouse gas emissions from the Blue Pacific Continent are less than 0.03% of total global emissions, Pacific communities are at the frontline of the adverse impacts of climate change. If global greenhouse gas emissions are not significantly reduced, Pacific countries especially low-lying atolls, will face severe and irreversible consequences such as sea level rise, increased frequency and intensity of climate extremes, water and food insecurities, collapse of whole ecosystems, displacement and migration, cultural and heritage loss. With current projections that Nationally Determined Contribution submissions of NDC 3.0 may not be meeting the global 1.5°C target, the Pacific region shall continue to experience damaging impacts of climate change and requires timely access to scaled-up, effective and sustainable climate finance.

2. Objective

To engage a team of experts to support the development of a Pacific Sub-Regional Mitigation Concept Note using a gender-responsive stakeholder consultative process.

3. Scope of Work

The consultants will work closely with SPREP’s Climate Change Mitigation team, Country focal points, Experts and relevant Partners, SPREP representatives from other programmes as well as any other relevant stakeholder. The consultant is expected to undertake the following:

PHASE 1:

3.1 Desktop Review:

- Review and synthesise current Nationally Determined Contribution (NDC) submissions from the Pacific to the UNFCCC, focusing on Mitigation targets including Renewable Energy, Waste-to-Energy, Blue carbon and others.
- Review of current Long-Term Low Emissions Development Strategy (LT-LEDS) and GCF Country Programmes to identify project ideas on mitigation that are priorities that are aligned across the PICTs.
- Review and synthesise Mitigation priorities identified by country representatives during the Pacific Climate Change Roundtable 2024 and 2025;
- Identify and review Mitigation projects in the Pacific recently approved and/or currently funded by GCF and recommend options for a regional/sub-regional mitigation project that could be implemented across multiple countries in the Pacific
- Make recommendations on the regional or sub-regional projects that could be designed for the Pacific

3.2 Undertake gender-responsive stakeholder consultations:

- Country Stakeholders

Climate Change focal points of selected countries shall identify country stakeholders. Expected outcomes of these consultations will aim at gathering input from key government departments and local organisations for the definition and identification of project activities, mapping out funding opportunities in line with existing in-country actions.

The consultative process should be planned in order to provide thorough and well-informed responses to the requirements of the Mitigation Concept Note.

Additionally, the consultative process, including the list of stakeholders consulted, undertaken during programme preparation will be documented by a report, with particular reference to vulnerable groups, including gender considerations, in compliance with multilateral donor requirements.

Please note that the proposal should indicate how the consultations will be conducted in the selected countries, within a maximum timeframe of one week of in-country work at each location. SPREP will arrange travel for ONE member of the consultancy team.

PHASE 2:

3.3 Develop a Regional Mitigation Concept Note.

The work expected from the consultant is to develop a regional concept note to access funds from multilateral donors in particular the GCF using the findings from the desktop review, the consultations, GCF Country Programmes, country NDCs and LT-LEDs.

The concept note will:

- Clearly present the mitigation challenge to be addressed, including the climate change rationale based on the Mitigation priorities identified by countries.
- Present the objective(s) the programme will deliver, how, when and by whom.
- Clearly present baselines, milestones, targets and indicators.
- Management needs will be detailed as required for the proposed programme.
- Develop clear business case for investment, including leveraging different funding modalities.

Proposal will follow a similar structure to that provided in the GCF Concept Note template.

3.4 Environmental and Social Safeguards (ESS) Screening

ESS screening to be completed in line with Green Climate Fund requirements, to identify national policies and laws and requirements and undertake ESS assessments based on nationally identified priorities and activities.

4. Reporting

The lead consultant will report to the SPREP Mitigation Adviser.

5. Team Structure:

SPREP would like to recruit consultants or a consultancy firm comprised of, at minimum:

- Team Leader who is also the Mitigation expert

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A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.

- Project Developer with expertise in GCF (and GEF) project development.
- Environment and Social Safeguards (ESS) expert
- GEDSI and Stakeholder Engagement Expert
- Local expert (per country)

6. Qualification & Experience

The consultant/s must have:

- Demonstrated expertise and strong experience in accessing climate finance under the relevant funds for both Mitigation and Adaptation projects;
- Direct experience with, strong understanding of requirements and processes of sources of climate financing, in particular Green Climate Fund (GCF), Adaptation Fund (AF) and the Global Environmental Facility (GEF);
- Good understanding of regional / CROP agencies with experience in the Pacific Islands and its unique context for project implementation.

7. Deliverables

The proposal should include a timeline that is compatible with the submission of the Concept Note to the Green Climate Fund (GCF) by September 2026.

The proposed timeline should therefore aim at the submission of the final Concept Note, endorsed by countries, by September 2026:

PHASE 1 – to be completed by May 2026

- Inception and desktop review
- In country consultations and stakeholder engagement in selected countries
- The regional climate change mitigation project concept options report based on Pacific countries

PHASE 2 – to be completed by August 2026

- First Draft of Concept Note
- Review of First Draft
- Final draft of Concept Note

8. Payment Schedule

Phase 1:

- 1) Desktop review and inception report, inclusive of an analysis of past projects, NDCs and LTLEDS – 20%
- 2) Stakeholder engagement / consultation report – 20%

Phase 2:

- 1) Assessment Report inclusive of pre-feasibility studies and relevant assessments – 20%
- 2) Concept Note Draft – 20%
- 3) Finalized Concept Note – 20%