REQUEST FOR TENDERS

RFT: 2026-015
File: AP_4/7/11
Date: 24 March, 2026
To: Interested consultants
From: Environmental Governance

Subject: **Request for Tender (RFT): Development of SPREP's Integrated Environmental GIS Web Platform – Consultancy**

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 GIS consultants or firms who can offer their services to develop SPREP's integrated environment GIS Web Platform through the following activities:

- Design, develop, and deploy an interactive web mapping application using the Esri ArcGIS platform (ArcGIS Online or ArcGIS Enterprise).
- Integrate and publish existing spatial datasets (vector, raster, tabular) as hosted feature layers, tile layers, and imagery layers within ArcGIS.
- Configure interactive mapping tools including layer control, search, attribute querying, pop-up information windows, measurement tools, and thematic mapping (e.g., heatmaps, clustering).
- Implement secure, role-based access for different user groups (administrators, editors, viewers) with SSL/TLS encryption and activity logging.
- Ensure compatibility with desktop, tablet, and mobile devices, following responsive design principles.
- Provide training and documentation for SPREP GIS team on managing and using the ArcGIS web mapping application.

.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 tender/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 the tender.

5. Tender Clarification

5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 07 April 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 09 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. Minimum of a master's degree in Geographic Information Systems (GIS), Remote Sensing, Information Technology, Geography, or related field. (Relevant professional certifications - Esri Technical Certification, ArcGIS Enterprise Administration, Cloud Architecture, or Systems Development certifications would be an advantage.)	10%
	ii. At least seven (7) years of relevant work experience in the following: • Design and development of GIS web mapping applications using ArcGIS Online and/or ArcGIS Enterprise. • Applications development and spatial information systems administration/management. • Publishing and managing spatial services (feature services, map services, and imagery services). • Technical project management and system deployment. • Cloud or hybrid GIS deployments supporting scalable storage and processing of large spatial datasets.	15%
	iii. Demonstrated experience in the following technical areas: • ArcGIS Experience Builder, Web AppBuilder, Dashboards, and/or Instant Apps. • Integration and management of satellite imagery and Earth Observation (EO) datasets. • Front-end configuration of interactive mapping tools (search, query, filtering, pop-ups, thematic mapping). • Spatial analysis tools and scenario-based visualization. • Role-based access control, security configuration (SSL/TLS), and user authentication. • Data governance, metadata standards (ISO 19115), and interoperability with GeoServer or regional data portals. • System testing, deployment, optimization, and maintenance. • Capacity building, technical documentation, and knowledge transfer.	20%
	iv. Demonstrated experience in applying GIS and Earth Observation (EO) technologies. Previous	15%

		work within Pacific Island or Small Island Developing State (SIDS) contexts will be considered an advantage, including: • Proven experience processing and analysing satellite imagery (e.g., Sentinel, Landsat, and high-resolution imagery) for environmental applications. • Experience developing and publishing imagery services (mosaics, hosted imagery, time-enabled layers) for integration into web-based GIS platforms and dashboards. • Demonstrated application of EO workflows (e.g., land cover mapping, coastal monitoring, flooding change detection, climate, and disaster risk analysis) to support decision-making. • Experience delivering GIS and EO related capacity building. • Working collaboratively with Pacific regional organisations (CROP) and national institutions, with understanding of data governance and regional coordination frameworks.	
	v.	Demonstrated strong analytical and communication skills, with the ability to translate complex technical concepts for non-technical audiences and maintain effective stakeholder relationships.	5%
Technical Proposal / Methodology	vi.	The proposal must present a clear and technically sound methodology outlining: • Proposed system architecture, including justification for ArcGIS Online, ArcGIS Enterprise, or hybrid deployment. • Data preparation, harmonisation, and integration workflow, including management and optimisation of EO imagery services. • Application configuration, service publishing, deployment, and hosting approach. • Interoperability with existing SPREP systems, GeoServer, and regional data portals. • Security and access management framework (role-based access control, authentication, SSL/TLS). • Sustainability considerations, including system scalability, maintenance requirements, and knowledge transfer approach.	10%
	vii.	Development of a clear workplan and schedule of activities, outlining: • Key milestones and deliverables. • Timeframes aligned with the contract period. • Roles and responsibilities of the consultant team. • Identified risks and mitigation measures to ensure successful delivery of the GIS Web Mapping Application.	5%

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: 15 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 2026-015: **Development of SPREP's Integrated Environmental GIS Web Platform – Consultancy'**

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 (TOR)

Development of SPREP's Integrated Environmental GIS Web Platform – Consultancy

1. BACKGROUND

The Secretariat of the Pacific Regional Environment Programme (SPREP) supports Pacific Island Countries and Territories (PICTs) in strengthening environmental governance, data management, and reporting systems. Through its Environmental Governance Programme, SPREP delivers activities funded under the New Zealand Ministry of Foreign Affairs and Trade (NZ MFAT) Climate Change – Policy, Operational and Advisory, and Enabling and Support streams, alongside the Emma Luke Earth Observation Initiative.

These initiatives aim to strengthen the application of Geographic Information Systems (GIS) and Earth Observation (EO) technologies to enhance environmental data collection, monitoring, analysis, and visualization for environmental reporting across the Pacific region. A key outcome under the NZ MFAT–SPREP Support Programme is improving the use of GIS for climate-related data collection, spatial analysis, and visualization. This supports climate risk assessment, adaptation planning, and evidence-based policy and decision-making processes in Pacific Island Countries and Territories.

To further strengthen national and regional decision-making, SPREP proposes the development of an Integrated GIS Web Mapping Application for environmental information. The platform will function as a centralized and interactive spatial decision-support system whose datasets are explicitly aligned to SPREP's five core programme areas on Climate Change Resilience, Climate Science and Information, Biodiversity Conservation, Waste Management and Pollution Control and Environmental Governance.

Cross-cutting datasets will include socio-economic and community vulnerability indices, incorporating gender, disability, and social inclusion (GEDSI) disaggregated data where available, alongside land use and land cover data and satellite/Earth Observation (EO) imagery.

Built on the Esri ArcGIS platform, the application will enable visualization, spatial analysis, secure data sharing, and controlled downloads to support environmental management and climate-resilient planning. The platform will be designed to complement and interoperate with existing SPREP regional geospatial infrastructure, including the Pacific Environment Portal (PEP) to avoid duplication and build on established data workflows.

The proposed web application will serve as a foundational component of the Emma Luke Earth Observation Centre (ELEOC), strengthening regional geospatial infrastructure and service delivery. Over time, the centre will enhance access to high-resolution satellite imagery and tailored, decision-ready Earth Observation products for PICTs, supporting both strategic planning and routine environmental monitoring. Leveraging ArcGIS Online and/or ArcGIS Enterprise, the platform will ensure scalability, data security, interoperability, and integration with existing national and regional GIS workflows.

2. EXPECTED OUTCOME

The consultancy will work closely with the SPREP GIS Team under the Environmental Governance Programme, led by the Environmental GIS Specialist, and in coordination with the SPREP IT Team to design, develop, and deploy the first operational SPREP Environmental GIS Web Application Platform. The consultant may be required to travel to SPREP Headquarters in Apia, Samoa for the System Configuration and User Acceptance Testing (UAT) Support.

This platform is an integral component of the Emma Luke Earth Observation Centre (ELEOC), supporting regional access to high-resolution satellite imagery, Earth Observation products, and integrated environmental spatial datasets for Pacific Island Countries and Territories. The platform will provide:

- Interactive web maps with multiple thematic environmental layers aligned to SPREP's five core programme areas, integrating Earth Observation (EO) and high-resolution satellite imagery from ELEOC.

- Spatial analysis tools supporting buffering, overlay, suitability modelling, and time-series visualisation.
- Dynamic dashboards for each of SPREP's five programme themes, enabling interactive monitoring of key spatial datasets and indicators.
- Role-based access controls with secure, controlled download functionality.
- A mobile-responsive and scalable architecture suitable for regional and national deployment.

The platform will be developed and maintained in accordance with SPREP's Spatial Data Infrastructure (SDI) governance framework, data standards, and ICT security requirements.

3. SCOPE OF WORK

The expected delivery of this consultancy will be developed in stages and is described in the following table:

Table 1: Scope of Work

Phase	Description	Consultant/Tranches	Deliverables
1. Inception & System Design	• Conduct inception meeting with SPREP to confirm objectives, scope, functional requirements, and preferred hosting environment (ArcGIS Online and/or ArcGIS Enterprise). • Review existing SPREP GIS workflows, datasets, and regional data portals - including the Pacific Environment Portal (PEP), alongside applicable data governance standards. • Define the overall system architecture, including integration framework, service structure, security configuration, and user access model. • Design a scalable hybrid architecture (public-facing ArcGIS Online products with Enterprise/private environment where required). • Assess storage, processing, and performance requirements, including optimisation strategies for large spatial, imagery, and climate observation datasets. • Provide recommendations on cloud-hosted versus on-premises deployment options. • Develop costed infrastructure recommendations if Enterprise deployment is proposed. • Prepare a detailed workplan, implementation schedule, and risk management plan.	20%	1. Inception Meeting Minutes confirming agreed scope, activities, and technical direction. 2. Draft Work Plan for SPREP review. 3. Final Work Plan incorporating reviewer comments, including: • Approved system architecture. • Implementation schedule. • Hosting and infrastructure recommendations. • Risk management plan.
2. Data Assessment & Preparation	• Conduct a comprehensive audit and prioritisation of environmental datasets across SPREP's five core programme areas and identify relevant supplementary global datasets where gaps exist. • Assess dataset quality, completeness, ownership, licensing constraints, and update frequency.	30%	1. Cleaned, standardised, and metadata-compliant geodatabase. 2. Optimised and service-ready vector, raster, and imagery datasets.

	• Standardise and harmonise datasets (coordinate systems, schema, attributes, and naming conventions) to ensure consistency across layers. • Develop and apply metadata documentation in accordance with ISO 19115 or agreed SPREP standards. • Structure datasets into an organised geodatabase aligned with the approved system architecture and governance framework. • Optimise vector, raster, and high-resolution imagery datasets for web publishing (generalisation, tiling, pyramids, compression, and performance tuning). • Configure imagery mosaics and prepare hosted imagery and time-enabled layers for climate and EO datasets. • Establish service-ready layer structure and folder organisation for publishing in ArcGIS Online and/or ArcGIS Enterprise. • Document identified data gaps and provide recommendations to strengthen platform functionality.		3. Configured imagery mosaics and time-enabled layers. 4. Data Integration & Preparation Report, including dataset inventory (mapped to all five SPREP programme areas), governance compliance, identified data gaps, and GEDSI data availability assessment.
3. Application Development and Configuration	• Configure and publish prepared datasets as feature, map, and imagery services (including time-enabled layers). • Optimize service performance, caching, and folder structure in ArcGIS Online and/or ArcGIS Enterprise. • Configure user roles, permissions, and secure access controls (SSL/TLS). • Develop the Integrated GIS Web Mapping Application using ArcGIS technology. • Configure interactive mapping tools (layer control, search, query, filtering, pop-ups, thematic mapping, print/export).	40%	1. Published and configured spatial services (feature, map, imagery). 2. Functional Beta Version of the Integrated GIS Web Application. 3. Configured dashboards and analytical modules. 4. Security Configuration Validation. 5. System Testing & Performance Report.

	• Implement spatial analysis and visualization tools (buffer, overlay, suitability, risk/exposure analysis). • Develop interactive dashboards linked to live spatial services. • Ensure interoperability with GeoServer and regional data portals. • Conduct system testing (functionality, performance, security) and resolve identified issues. • Optimize platform performance for imagery-heavy and large datasets.		
4. Platform Deployment and Sustainability Support	• Conduct user acceptance testing (UAT) sessions with SPREP teams and incorporate feedback. • Perform final system optimisation, bug resolution, and performance tuning. • Validate security configuration, role-based access controls, and hosting environment readiness. • Deploy the final platform to the agreed hosting environment (ArcGIS Online and/or ArcGIS Enterprise). • Finalise technical documentation, including system architecture, data workflows, and publishing procedures. • Deliver training sessions for SPREP staff (GIS and IT team) (administration and user-level). • Conduct technical handover, including system administration, service management, and data publishing workflows. • Submit final consultancy report summarising implementation, lessons learned, and sustainability recommendations.	10%	1. Fully Operational GIS Web Mapping Platform. 2. User Manual and Administrator Manual. 3. Training Completion Report. 4. Final Technical Documentation (architecture, workflows, governance alignment). 5. Final Consultancy Report.

4. QUALIFICATIONS

Essential

1. Minimum of a master's degree in Geographic Information Systems (GIS), Remote Sensing, Information Technology, Geography, or related field. (Relevant professional certifications - Esri Technical Certification, ArcGIS Enterprise Administration, Cloud Architecture, or Systems Development certifications would be an advantage.)

5. KNOWLEDGE AND EXPERIENCE

Essential

2. At least seven (7) years of relevant work experience in the following:

    - Design and development of GIS web mapping applications using ArcGIS Online and/or ArcGIS Enterprise.
    - Applications development and spatial information systems administration/management.
    - Publishing and managing spatial services (feature services, map services, and imagery services).
    - Technical project management and system deployment.
    - Cloud or hybrid GIS deployments supporting scalable storage and processing of large spatial datasets.

3. Demonstrated experience in the following technical areas:

    - ArcGIS Experience Builder, Web AppBuilder, Dashboards, and/or Instant Apps.
    - Integration and management of satellite imagery and Earth Observation (EO) datasets.
    - Front-end configuration of interactive mapping tools (search, query, filtering, pop-ups, thematic mapping).
    - Spatial analysis tools and scenario-based visualization.
    - Role-based access control, security configuration (SSL/TLS), and user authentication.
    - Data governance, metadata standards (ISO 19115), and interoperability with GeoServer or regional data portals.
    - System testing, deployment, optimization, and maintenance.
    - Capacity building, technical documentation, and knowledge transfer.

4. Demonstrated experience in applying GIS and Earth Observation (EO) technologies. Previous work within Pacific Island or Small Island Developing State (SIDS) contexts will be considered an advantage, including:

    - Proven experience processing and analysing satellite imagery (e.g., Sentinel, Landsat, and high-resolution imagery) for environmental applications.
    - Experience developing and publishing imagery services (mosaics, hosted imagery, time-enabled layers) for integration into web-based GIS platforms and dashboards.
    - Demonstrated application of EO workflows (e.g., land cover mapping, coastal monitoring, flooding change detection, climate, and disaster risk analysis) to support decision-making.
    - Experience delivering GIS and EO related capacity building.
    - Working collaboratively with Pacific regional organisations (CROP) and national institutions, with understanding of data governance and regional coordination frameworks.

5. Demonstrated strong analytical and communication skills, with the ability to translate complex technical concepts for non-technical audiences and maintain effective stakeholder relationships.

6. SCHEDULE OF WORK

The Consultant will work closely with the SPREP GIS Team, led by the Environmental GIS Specialist throughout the duration of the consultancy, including relevant systems developers, and IT infrastructure personnel, to ensure interoperability with existing platforms, compliance with SPREP data governance standards, alignment with institutional ICT policies on technical specifications, system architecture, data integration, security configurations, and deployment requirements.

Regular coordination will be maintained through email, virtual meetings (bi-weekly review meetings) with the nominated point of contact from both parties where necessary and subject to prior agreement, the Consultant may be required to travel to SPREP Headquarters in Apia, Samoa, to support technical discussions, system configuration, training, or stakeholder engagement activities.

7. RENUMERATION

The budget for the services provided is up to **USD 30,000**, inclusive of travel costs and subject to the submission and acceptance of monthly progress reports and invoices by the Environmental GIS Specialist, and with the approval of the Director of the Environmental Governance Programme at SPREP.

8. DURATION OF CONSULTANCY

This consultancy is expected to be completed no later than **31st July 2026**