

REQUEST FOR TENDERS

RFT: 2026-019
File: AP_3/42
Date: 16 April, 2026
To: Interested consultants
From: Communications and Outreach Unit

Subject: Request for tenders (RFT): Development of a Pacific Loss and Damage Communication and Engagement Toolkit

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 develop a Pacific Loss and Damage Communication and Engagement Toolkit
- 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 04 May 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 06 May 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. Demonstrated experience in developing toolkits to help inform and guide from the Pacific. Inclusive of past work examples (at least 3 examples) with explanations.	20%

	ii. Ability to research and write content based upon guidance provided. Capacity to receive guidance from SPREP as well as the Advisory Committee in undertaking this work.	10%
	iii. Experience in developing educational and academic resources which helps conduct research and engagement, in an ethical and respectful manner. Please include an example.	10%
	iv. Familiarity with Pacific Island audiences, climate change and Loss and Damage.	10%
	v. Demonstrated experience with working with the broad scope of audiences outside of the Pacific Islands region, but also including Pacific Islands communities and people, academics, NGOs, and IGOs amongst others.	10%
Technical Proposal / Methodology	vi. Demonstrate understanding of the scope of work and ability to propose a pragmatic approach to delivering the final product within the required timeline.	20%

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 May 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 2026-019: **Development of a Pacific Loss and Damage Communication and Engagement Toolkit**

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 Pacific Loss and Damage Communication and Engagement Toolkit

1. Background

Climate change impacts such as tropical cyclones, sea level rise, and ocean acidification are resulting in substantial economic and non-economic loss and damage across Pacific Island countries (PICs).

The Loss and Damage Capacity and Capability Project (LDCC) funded by the Government of New Zealand, executed by SPREP, aims to enhance countries' readiness to address the loss and damage and access climate finance. Through activities designed to identify and respond to gaps in capacity and capability, the LDCC is supporting both the wider region and specific participating countries (and territory) by:

1. Enhancing understanding of economic loss and damage and Non-Economic Loss and Damage (NELD) through improved access to data and information.
2. Improving information on, and awareness of, the disproportionate impacts of loss and damage on vulnerable groups.
3. Improving regional information and knowledge sharing on Loss and Damage (L&D).
4. Communicating Pacific experiences of loss and damage within and beyond the region.
5. Improving opportunities to access L&D relevant climate finance (including the global Fund for Responding to Loss and Damage (FLRD))

This activity supports points 1, 2 to 4.

2. Purpose of the Tender

SPREP is seeking the services of a supplier that is able to undertake the roles required to complete the work within the timeframe specified.

3. Scope of work

SPREP is undertaking work in response to calls, through the development of this toolkit that will span two key areas:

- 1) Respond to calls for more information on Loss and Damage so people can learn, grow awareness, and understand Loss and Damage. This will empower them to share the correct information when they are asked.
- 2) Guidance for researchers, recognising that culturally insensitive approaches or over consultation can disempower communities, be extractive in nature and increase the stress associated with exploring existential loss.

The supplier will be required to develop a toolkit which contains two key components:

- a) Resources for Pacific Island audiences to help build their understanding of Loss and Damage, be able to share and relay information onwards and feel empowered to communicate their Loss and Damage views and experiences. (*length to be determined*)
- b) Guidelines to set out practical guidance for engagement and communication on loss and damage. (*8 pages maximum, can be adjusted based upon recommendation*)

The audience for Component a) is all Pacific Islanders. While it will be guided by an advisory group of stakeholders and will consist of a range of resources, we anticipate it will:

- Help grow an understanding of what Loss and Damage is
- Share information about the impacts of Loss and Damage for all parts of Pacific communities including key GEDSI groups.
- Highlight relevant research resources on Loss and Damage/ break down research resources into digestible information.
- Showcase and explain what people can do to avoid a sense of helplessness.
- Ensure the different types of Loss and Damage are clearly explained.
- Explain Loss and Damage terms and definitions to ensure Pacific Islands people, amongst others.
- Share information on Loss and Damage initiatives being taken across the region.

The resources will not be limited to factsheets but may be expanded to include powerpoint presentations, activity plans also.

The target audience for Component b) includes Researchers, Government officials, International Non-Governmental Organisations, Non-Governmental Organisations and Civil Society Organisations.

It will:

- Examine the latest literature of the challenges of engaging communities on loss and damage as well as lessons from other disciplines.
- Draw upon the experiences of those already engaging communities and communicating on climate change issues.
- Consider how the experiences of communities can be communicated in culturally-appropriate and non-extractive ways with particular focus on vulnerable community groups.
- Set out practical guidance for engagement and communication on loss and damage in toolkit which signposts users to further resources.
- Ensure appropriate linkages to SPREP's Environmental and Social Management System (ESMS), in particular "Safeguard 2: Stakeholder Engagement and Information Disclosure" https://www.sprep.org/sites/default/files/documents/tenders/Environmental_Social_Management_System_Policy_Vol1.pdf
- Ensure the toolkit is applicable across the region, while acknowledging the cultural distinctiveness of all Pacific Islands.

Duration

This work is to begin immediately with deliverables to be completed within 60 days of signing the contract.

Reporting

This consultancy will work closely with the SPREP Communications and Outreach Unit and the Climate Change Resilience Programme.