SPREP
PROE

REQUEST FOR TENDERS

RFT: 2026-030
File: AP_3/42
Date: 28 July, 2026
To: Interested consultants
From: Jessica Rodham, Climate Change Loss and Damage Officer (CCLDO)

Subject: **Request for Tenders: Assessment and Evaluation of Niue's National Funding Arrangements in relation to Financing for Loss and Damage**

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 an assessment and evaluation of Niue's national funding arrangements in relation to financing for Loss and Damage.

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 12 August 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 14 August 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
Qualification	i. Master's degree with expertise in the areas of finance in particular climate change finance, or another relevant field with at least 7 years of professional experience in climate change finance related work. And/or Bachelor's degree with expertise in the in the areas of finance in particular climate change finance, or another relevant field with at least 10 years of professional experience in climate change finance related work.	20
Experience	ii. Demonstrated experience in designing / assessing and evaluating climate change funding mechanisms with experience in the Pacific.	10
	iii. High level of understanding of Loss and Damage funding landscape. Demonstrated experience working in multilateral banks and/or multilateral funds	10
	iv. Experience in conducting stakeholders consultations as well as familiarity with in the Pacific Islands and Small Island Developing States in relation to climate change impacts	10
	v. Demonstrated experience with working with the broad scope of audiences including Pacific Islands communities and people, academics, NGOs, and IGOs amongst others.	10
	vi. Capacity to receive guidance from SPREP, as well as the Advisory committee in undertaking this work.	10
Technical Proposal / Methodology	vii. Ability to understand the scope of work and propose a pragmatic approach to delivering the final product within the required timeline.	10

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: 26 August 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 2026-030: Assessment and Evaluation of Niue's National Funding Arrangements in relation to Financing for Loss and Damage**

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

Consultant

for the

Assessment and Evaluation of Niue’s National Funding Arrangements in relation to Financing for Loss and Damage

1. Introduction

The impacts of climate change in the Pacific region, such as intensified tropical cyclones, sea level rise, and ocean acidification are resulting in substantial economic and non-economic loss and damage across Pacific Island countries (PICs). Climate change-driven loss and damage refers to the damage and loss caused by climate change. Loss and damage is driven and exacerbated by insufficient action to avert harm through mitigation measures and occurs when adaptation limits are reached, feasible adaptation options do not exist, or be a result of the failure to implement adaptation measures due to resource and capacity constraints. In the Pacific region it is evident that loss and damage is already being experienced and current loss and damage trends are likely to continue and increase in severity over time in line with the escalating impacts of climate change.

The Loss and Damage Capacity and Capability Project (LDCC) 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, LDCC will support both the wider region and specific participating countries (and territory) by:

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

The LDCC project will operate at two levels regional and national. **Regional activities** include - a regional dialogue, youth dialogue, technical support to the PSIDS Ad-Hoc Loss and Damage working group, communications training and deepening GEDSI considerations for L&D.

The LDCC is being implemented at **national level** with the countries of **The Cook Islands, the Federated States of Micronesia (FSM), Niue, Tonga and the Solomon Islands** as well as the territory of Tokelau.

The Niue component of the LDCC project focuses on their national priorities including the building of capacity and capability through National and Youth dialogues, community-led pilot projects, development of an evidence base report and preparing Niue to ensure the ability to absorb and distribute Loss and Damage funds.

The Secretariat of the Pacific Regional Environment Programme (SPREP) is the delivery partner for the LDCC project.

This consultancy supports Niue National Strategic Plan (NNSP) Pillar 2 (Good Governance) and Pillar 4 (Environment & Climate Change), and contributes to the National Security Strategy 2025 priorities for climate resilience and fiscal sustainability.

This consultancy is intended to produce practical, operational recommendations that are implementable within Niue's existing public financial management systems and institutional context. Particular emphasis will be placed on strengthening and adapting existing national systems wherever feasible, rather than establishing parallel mechanisms.

2. Objectives

To support the delivery of the Loss and Damage Capacity and Capability (LDCC) Project through the implementation of specific activities outlined in the scope of work.

The assignment will prioritise actionable recommendations that align with Niue's fiscal systems, governance arrangements, and existing climate finance architecture.

3 Scope of Work

SPREP is seeking a **Fund Evaluation and Assessment Consultant** to support the implementation of specific activities set out below.

3.1 Assessment of Niue's Existing Funds and Funding Arrangements

This activity entails undertaking analysis of the current national level funds and funding arrangements in Niue to assess potential for these funds and arrangements to serve as disbursement channels for financing to respond to and address loss and damage. The goal of this activity is to determine the potential suitability, eligibility, and capacity of existing arrangements to be utilised or retrofitted to absorb and disburse financing for loss and damage response. This will involve considering the mandate and focus of the UNFCCC *Fund for Responding to Loss and Damage* (FRLD) as well as that of other emerging and innovative sources of loss and damage financing (e.g. parametric insurance, contingent financing arrangements, taxes and levies) in the effort to develop recommendations for strengthening Niue's financial and institutional arrangements for loss and damage response. The specific activities below will be carried out under the leadership and guidance of the Project Management and Coordination Unit in Niue.

The specific activities include

3.1.1 *Conduct a needs assessment*: to assess current gaps in Funds and Funding arrangements.

3.1.2 *Determine necessary eligibility criteria:* including functions, legalities and modalities needed from a National Fund to receive funding from the FLRD, other funds and bilateral agreements as well as innovative sources of finance.

3.1.3 *Incorporate analysis of special consideration:* for the unique circumstances of Niue as a Small Island Developing State (SIDS), specifically addressing:

- Fiscal capacity and limited domestic revenue base
- Absorptive capacity of Government institutions
- Constitutional arrangements, including Niue's Realm relationship with New Zealand and implications for financial assurance and fiduciary frameworks
- Scale and structure of the domestic financial sector

- Administrative capacity constraints and implications for fund management and reporting

3.1.4 *Provide Recommendation*: Recommendations must prioritise the strengthening or adaptation of existing national funds and Treasury systems. Any proposal for a new National Fund must demonstrate why existing arrangements cannot be used and must show how any new structure would sit within (not parallel to) government public financial management systems. Recommendations should include an assessment of limitations, required adjustments, indicative costs, legal requirements and implementation method.

3.1.5 *Presentation of Findings*: Prepare a comprehensive presentation of the findings and outcomes in Microsoft PowerPoint

3.1.6 *Alignment mapping*: As part of the Inception Report, the consultant will undertake an alignment mapping exercise to position this assignment within the broader landscape of existing climate finance and public financial management activity in Niue. This includes mapping against:

- Existing climate finance readiness initiatives (e.g. GCF, Adaptation Fund, bilateral programmes)
- Ongoing or planned public financial management (PFM) reforms
- National policy frameworks including the NNSP, National Security Strategy 2025, and National Infrastructure Investment Plan

This mapping must be validated with the Project Management and Coordination Unit (PMCU) prior to commencement of substantive analytical work to avoid duplication and ensure complementarity.

4 Outputs/ Deliverables

Key deliverables are:

1. Inception Report
2. Report on the findings of the Assessment of Niue's National Funding arrangements including:
    a. Needs Assessment
    b. Eligibility Criteria
    c. Special considerations analysis
    d. Recommendations
3. Presentation of Findings in a PowerPoint presentation
4. Cabinet-ready decision paper summarising options, costs and recommended course of action (concise and decision focused)

5 Institutional Arrangements

The consultant will be under the joint supervision of the Secretariat of the Pacific Regional Environment Programme (SPREP) and the Project Management and Coordination Unit (PMCU) of the Government of Niue. Reports and documentation will be shared with the SPREP Adaptation Advisor and the Climate Change Loss and Damage Officer, and with the PMCU Director, in a timely manner. All deliverables require sign-off from both SPREP and PMCU before payment release. The consultant is required to work in close collaboration with the PMCU Director Felicia Pihigia-Talagi as the Niue focal point for this project. Key stakeholders for consultation include the Niue Treasury, the Department of External Affairs, and relevant sector ministries.

6 Duty Station

Primarily remote work. One working week based in Niue. Please note this travel is costed separately by SPREP and does not need to be included in the financial proposal.

7 Schedule of the Assignment

Assignment is for total of 60 days from the effective date. This is inclusive of the one-week (7 days) trip to and from Niue, the cost of the travel does not need to be costed within the financial proposal as this will be organised and financed by SPREP directly.

8 Qualifications & Competencies

	Requirement
Education:	Master's degree with expertise in the areas of finance in particular climate change finance, or another relevant field with at least 7 years of professional experience in climate change finance related work. And/or Bachelor's degree with expertise in the in the areas of finance in particular climate change finance, or another relevant field with at least 10 years of professional experience in climate change finance related work.
Experience:	• Demonstrated experience in designing / assessing climate or development finance systems and funds • Demonstrated experience in undertaking similar assignments in the Pacific. • Demonstrated experience working in multilateral banks and/or multilateral funds. • Demonstrated experience in understanding climate change impacts and challenges.
Competencies:	• Culturally sensitive, friendly, and effective inter-personal and communication skills that are conducive to effective presentations and networking, and building trust required to complete tasks. • Strong data collection and analytical skills. • Strong skills in report writing. • Strong time management skills • Strong communication skills • Strong problem-solving skills
Language Requirements	• Fluency in English (oral and written) is a requirement, with sound written and presentation skills using plain English.

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9 Payment Schedule

The consultants shall be paid upon completion of deliverables which will be outlined and agreed to within the Services Agreement. The following table provides the proposed schedule of payments, these will be agreed to and finalised in the Service Agreement.

Deliverables	Description	Payment (%)
Inception Report	The inception report for this assignment should clearly articulate the consultant's approach and final methodology to implement the assignment and the final work plan for the whole assignment.	10% of total cost
Draft assessment review of National Funds in Niue and mission report	Draft assessment review must include detailed methodology, completed needs assessment and eligibility criteria. Mission report to include documentation of stakeholder engagement and feedback, including consultations with Treasury, External Affairs, PMCU, and relevant sector ministries.	20% of total cost
A final report of the assessment review of current National Funds in Niue.	• Comprehensive final assessment of the National Fund Landscape in Niue • Must incorporate draft feedback on needs assessment, eligibility criteria and stakeholder engagement • Produce a robust and comprehensive analysis of the current funding landscape cumulating in a well-informed and confident recommendation of future action to ensure Niue can access Loss and Damage finance and disperse finance efficiency and effectively. • Must include consideration of the unique circumstances of Niue as a Small Island Developing State (SIDs) and their specific needs regarding capacity.	50% of total cost
Final presentation (PowerPoint presentation) and a Cabinet-ready decision paper	• Summary of the process including any complications • Lessons learnt and best practices from the assignment. • Future recommendations and way forward	20% of total cost

10 Reporting Arrangements

The consultant will report jointly to SPREP (through the Climate Change Adaptation Advisor and Loss and Damage Officer) and the Government of Niue (through the Director of the PMCU).

All deliverables must be submitted simultaneously to SPREP and PMCU for joint review and approval. Payments will be contingent upon formal sign-off from both SPREP and PMCU. SPREP will coordinate closely with the LDCC National Coordinator and PMCU throughout the assignment.

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