

REQUEST FOR TENDERS

RFT: 2026-BOLD-002
File: AP_3/41
Date: 28 January 2026
To: Interested consultants
From: BOLD Response Project

Subject: Request for tenders (RFT): IKI funded Building our loss and damage (BOLD) Response Project – National Coordinator – Tuvalu

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:

- 1.2.1. We value the Environment
- 1.2.2. We value our People
- 1.2.3. We value high quality and targeted Service Delivery
- 1.2.4. 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 undertake the functions set out in the Terms of Reference for the role of national coordinator in Tuvalu.

2.2. The Terms of Reference for the national coordinator is 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

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- 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. Open exclusively to Tuvalu nationals who hold valid work authorisation in Tuvalu.
- v. 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.

- a) Tender documentation should be submitted in English and outline the interested consultant's complete proposal:
- b) **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.
- c) **Honor form**
- d) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
- e) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
- f) **Financial Proposal** – provide a detailed outline of the costs involved in successfully delivering the tasks set out in the ToRs submitted in United States Dollars (USD) and inclusive of all associated taxes.
- g) 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)

- 4.2. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.3. 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.
- 4.4. 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.
- 4.5. 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.
- 4.6. The Proposal must remain valid for 90 days from date of submission.
- 4.7. 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 16 February 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 18 February 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%

Experience	<p>(1) A degree or equivalent in climate change, environmental science, project management and other related field with minimum of 3 years of proven experience related to climate change, adaptation, loss and damage, development of national plans and strategies</p> <p>And/Or</p> <p>Diploma or equivalent in these areas but within a minimum of five years of proven experience.</p>	20%
	(2) Proven experience in project management and coordination with the Government of Tuvalu, private sector, Civil Society Organisations, Faith-Based Organisations, and other relevant development agencies.	15%
	(3) Good knowledge and understanding of climate change impacts and loss and damage issues in Tuvalu and the Pacific	20%
	(4) Proven track record in stakeholder engagement and consultations with government agencies, development agencies, NGOs, private sector and the communities.	15%
Technical Proposal / Methodology	(5) Submitted technical proposal – demonstration of how applicant successfully carries out the activities listed under the scope of the consultancy.	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
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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 in- form unsuccessful bidders accordingly.

8. Deadline

8.1. The due date for submission of the tender is: 27 February 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-BOLD-002: Building Our Loss and Damage (BOLD) Response Project: National Coordinator - Tuvalu

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

National Co-ordinator
For the

Building Our Loss and Damage (BOLD) Response Project - Tuvalu

1. INTRODUCTION

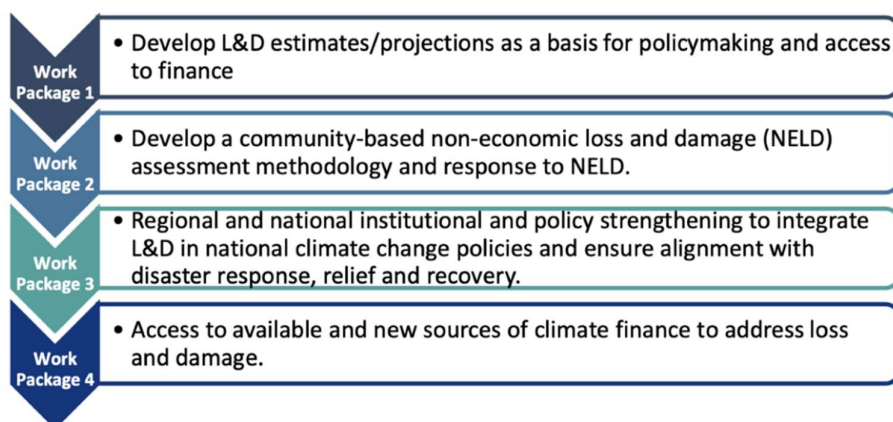
Impacts from extreme events such as tropical cyclones and slow onset events like sea level rise and ocean acidification are already causing significant economic and non-economic loss and damage to the people and the environment in Pacific Island countries (PICs). These impacts are endangering people's livelihoods, cultural heritage, land and biodiversity and, in extreme cases, their statehood and sovereignty. Several unique factors make Pacific Island countries especially vulnerable to climate change impacts, in particular their high exposure to climate variability and the remote location.

PICs are often characterized by high population densities and growth, poorly developed infrastructure, limited natural, human, and economic resources, and a high dependence on marine resources for livelihoods. Most economies are reliant on a limited resource base and are vulnerable to external forces, such as changing terms of trade, trade liberalization, and migration flows. Adaptive capacity to climate change is generally low. The combination of these factors makes PICs highly vulnerable to climate change impacts and loss and damage.

Despite the scale of current and future climate-related losses and damages, significant gaps and challenges remain for understanding and quantifying the extent to which both economic losses and non-economic losses (NELs) already impact, and will continue to impact, the Pacific region.

To address these issues the Secretariat of the Pacific Regional Environment Programme (SPREP) and project partner, Climate Analytics, have co-designed the Building Our Loss and Damage Response (BOLD Response) project. This six-year initiative, including a one-year design phase, funded by the International Climate Initiative of the Federal Government of Germany aims to address loss and damage in the Pacific through a comprehensive set of interconnected work packages. The project will be implemented in Republic of Marshall Islands, Samoa, Tuvalu, Vanuatu and Fiji.

More specifically, the BOLD Response Project aims to better understand, measure, and respond to loss and damage in the Pacific. This will involve integration of loss and damage in national policies and institutions, regional collaboration and planning for loss and damage, and increased access to funding to help in addressing loss and damage. The project will have a particular focus on non-economic loss and damage. The project has four work packages outlined below



As the implementation phase of this project extends over a period of 5 years and include stakeholders from different nationalities, countries and communities, a role of national coordinator is crucial to ensure the activities are organised in an inclusive and respectful manner. More detail on the role of national coordinators will be provided below.

Gender Equity, Disability and Social Inclusion (GEDSI) and Youth are key priorities for the BOLD project and will be a continual focus throughout all activities. GESDI training will be devised and provided to all Project Coordinators.

As the Delivery Partner, SPREP will be responsible for implementation of the BOLD project and will carry out all fiduciary and financial management, procurement of goods and services, monitoring and reporting activities under this project in compliance with SPREP's policies and procedures and with the International Climate Initiative of the Federal Government of Germany.

About the role

This TOR is for a Tuvalu national working full time National Coordinator, to coordinate and lead the Building Our Loss and Damage (BOLD) Response project. The coordinator will be contracted by SPREP and will be based in the Climate Change Department. The National Coordinator will report to SPREP and the Government of Tuvalu through the Climate Change Department (CCD). The National Coordinator will work closely with the SPREP's Climate Change Adaptation Advisor and the BOLD Response Project Manager and the Climate Analytics' team (CA). A Tuvalu-based NGO will also be engaged during the project and the National Coordinator will work in conjunction with this organization once they are appointed.

2. FUNCTIONS

The National Coordinator will be responsible for the day-to-day coordination of the project between government departments, SOEs, NGOs, private sector, local governments and communities and the consortium team lead by SPREP and supported by CA. The National Coordinator will provide support in the planning and delivery of activities for Tuvalu under the project, and coordination of short-term consultants the project will engage.

The specific functions are:

- i. Undertake relevant research and data collection and analysis of loss and damage in Tuvalu in collaboration with SPREP, CA, international consultants, and Tuvalu NGO.

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- ii. Coordinate technical inputs and advice from the CCD to guide the planning and implementation of activities for Tuvalu under the project.
- iii. Ensure clear communication channels between SPREP, CA and the CCD.
- iv. Coordinate local stakeholders including government departments, NGOs, private sector, and local communities for project implementation. This will include managing and supporting the Local NGO as needed.
- v. Provide logistical support in organising community engagements in Tuvalu according to the activities for Tuvalu under the project
- vi. Provide on-ground support to the engagement of community stakeholders in the design, implementation and monitoring and reporting on the pilot projects.
- vii. Liaise with the relevant government ministries / departments, national and international research institutes, NGOs, and other relevant institutions to involve their staff in the planning and deliver of project activities, and to gather and disseminate information relevant to the project.
- viii. Review all materials/deliverables generated during the project timeline and coordinate inputs from CCD and other relevant stakeholders.
- ix. Translate outgoing communication to communities from English to Tuvaluan.
- x. Work closely with the Gender Equality Disability and Social Inclusion (GEDSI) expert to ensure that GEDSI considerations and goals are met and honoured throughout the project in line with the guidelines of the project.
- xi. Support monitoring, evaluation reporting and learning (MERL) activities as required including, but not limited to, the preparation of periodic progress reports on project implementation.
- xii. Liaise with SPREP through the BOLD Response Project Management Unit on project management and implementation, monitoring the progress of the project, tracking of activities in accordance with the agreed timelines for delivery of outputs.
- xiii. Work with SPREP's BOLD Response Project Management Unit and other relevant team members to ensure publication and dissemination of the reports identified as project outputs.

3. QUALIFICATIONS AND EXPERIENCES

- a) A degree or equivalent in climate change, environmental science, project management or other related fields with minimum of 3 years proven experience related to climate change adaptation or climate-induced loss and damage or the development and coordination of national and sectoral policies, plans and strategies.

And/or

Diploma or equivalent in these areas but within a minimum of five years of proven experience.

- b)
 - i. Proven experience in project management and coordination with the Pacific Island Governments, with a preference for the Government of Tuvalu, private sector, CSOs, FBOs, NGOs and other development agencies nationally and internationally
 - ii. Good knowledge and understanding of climate change impacts and loss and damage issues in Tuvalu and the Pacific.
 - iii. Proven track record in stakeholder engagement and consultation with government agencies, development agencies, NGOs, private sector, and the community.

4. COMPETENCIES

- i. *Professionalism*: Able to engage with Government officials, private sector, FBOs, NGOs and CSOs audiences.
- ii. *Leadership*: Establishes and maintains relationships with a broad range of people to

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- understand needs and gain support. Fosters positive work relations and ensures team members are empowered to achieve their goals.
- iii. *Communication*: Written and spoken English communication is clear and effective. Demonstrates openness in sharing information and keeping people informed. Tuvaluan proficiency.
 - iv. *Inclusivity*: Takes an inclusive and respectful approach to leadership and management. Takes a zero-tolerance approach to discrimination and harassment in all aspects of the project. Will actively engage in GEDSI issues throughout the project.
 - v. *Teamwork*: Works collaboratively and respectfully with colleagues to achieve goals. Actively puts in effort to engage all team members.
 - vi. *Research, Planning, Adaptability and Organising*: Ability to undertake research and develops clear goals that are consistent with agreed strategies; identified priority actions and assignments. Able to manage time and resources.

5. SCHEDULE OF THE ASSIGNMENT

Assignment will run from date the engagement will become effective until 31 December 2029. The assignment will require trips to support on stakeholder consultation. The consultant should plan for:

- 1 x inception meeting/workshop to be held in Funafuti (3 days)
- 1 x lessons learned closing meeting to be held in Funafuti (3 days)
- 6 x consultations to select sectors to study in Funafuti, Vaitupu and Nanumea (including one trip to Vaitupu and one trip to Nanumea)
- 6 x consultations to scope and validate adaptation limits in Funafuti, Vaitupu and Nanumea (one validation trip to Vaitupu and one validation trip to Nanumea)
- 6 x stakeholder consultation to identify and validate Loss and Damage, including NELD, priorities in Funafuti, Vaitupu and Nanumea (including two validation trips to Vaitupu and two validation trips to Nanumea)
- 6 x field research visits to design potential pilot projects to implement novel approaches responding to loss and damage, especially for marginalised groups with resilient income opportunities in Funafuti, Vaitupu and Nanumea (including two trips to Vaitupu and two trips to Nanumea)
- 9 x monitoring design visit to implement pilot projects in Funafuti, Vaitupu and Nanumea (including three trips in Vaitupu and three trips to Nanumea)
- 3 x project steering committee meeting (one in Fiji)

Please note that the list of engagement events and meetings above is indicative in order to provide the basis for budgeting. The number of and scheduling may change in discussion with SPREP, Climate Analytics and the successful candidate.

The tenderer should provide travel costs in their financial proposal including local transportation (inter-island travel), international travel (per diem, visas), and miscellaneous costs. The travel costs should be embedded into the proposed monthly fee excluding venue hire, sound systems and workshop materials.

The successful tenderer will be responsible for booking and advance payment of all travel and travel related expenses. All travel bookings will require approval from SPREP prior to booking. The exact schedule will be decided in coordination with CCD, SPREP's Climate Change Adaptation Advisor and the BOLD Response Project Manager in accordance with the overall project's activities.

Payment Schedule:

The successful tenderer will receive payment in monthly installment after submission and approval of a monthly report by CCD with final approval by SPREP's BOLD Response Project

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Manager. The monthly report will include, inter alia, functions/tasks fulfilled during that period pursuant to the list provided above.