



REQUEST FOR TENDERS

RFT: 2026-PBS-001
 File: AP_2/43
 Date: 8 April, 2026
 To: Interested consultants
 From: Etienne Delattre, Pacific BioScapes Programme Manager

Subject: Request for tenders (RFT): Implement training and capacity building on sea-bird monitoring in Palau

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 provide training and capacity building to support seabirds monitoring activities in Palau including utilising the SPREP Pacific Seabirds Survey and Monitoring Manual: Tools to Support Seabird Conservation across Ecosystems in Oceania.
- 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 28 April 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 30 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	a. An in-depth scientific and technical knowledge of seabirds' biology, ecology and conservation and management and extensive experience in conducting seabird research including in the Pacific region. A relevant post graduate degree is desirable.	15%
	b. Proven track record in planning and facilitating training and capacity building workshops relating to seabirds' survey and monitoring and handling techniques (theory and practical).	20%
	c. Proven experience of working with government agencies, NGOs, civil society stakeholders and regional CROP Agencies such as SPREP and SPC in the Pacific.	10%
	d. Proven ability to implement hands-on, field-based training and capacity building relating to seabirds' survey, monitoring and handling techniques.	15%
Technical Proposal / Methodology	e. Costed workplan setting out the activities to be undertaken and timings of activities covering the duration of the service.	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.



**SPREP
PROE**

8. Deadline

- 8.1. **The due date for submission of the tender is: 11 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/PBS/001': **(Service-based Consultancy) Implement training and capacity building on sea birds monitoring in Palau'**

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

Implement training and capacity building on sea birds monitoring in Palau

Context

SPREP is implementing a component within the framework of an existing Financing Agreement between the Organisation of African, Caribbean and Pacific States (OACPS) and the European Union (EU) for the implementation of the Intra-African Caribbean Pacific (ACP) Support Programme for ACP Small Island Developing States (SIDS) and Coastal Countries. The programme has been approved for a total of EUR 35 million under the Intra-ACP Cooperation–11th European Development Fund Strategy Paper and Indicative Programme 2014-2020 programming actions for ACP regional organisations/institutions and countries. The programme contributes directly to Sustainable Development Goals (SDGs) 14 and 15, as well as the three Rio Conventions - the United Nations Convention on Biological Diversity (UNCBD), the United Nations Convention to Combat Desertification (UNCCD) and the United Nations Framework Convention on Climate Change (UNFCCC). It also promotes gender equality and good governance. Its overall goal is to support implementation of SDGs 14 (Life Below Water) and SDG 15 (Life on Land) concentrating on climate change, resilience building and the environment and to contribute to addressing the development challenges of ACP SIDS and coastal countries by focusing on the implementation of the SAMOA Pathway.

The programme component for the Pacific ACP region with the title The Pacific Biodiversity and Sustainable Land-Seascapes (Pacific BioScapes) Programme is being managed and implemented by the Secretariat of the Pacific Regional Environment Programme (SPREP). The programme contributes to the sustainable development of Pacific SIDS by supporting and improving the management and sustainable use of marine and coastal resources. It provides an opportunity to address critical issues concerning coastal and marine biodiversity, and ecosystem-based responses to climate change adaptation. Pacific SIDS continue to face growing environmental challenges with the potential to drastically impact the natural assets upon which the foundation of their national economies and community livelihoods depends. The programme applies ridge-to-reef and other management approaches to consider both marine and terrestrial environments and to contribute to addressing barriers to effective conservation and sustainable use of biodiversity.

In total, there are 30 activities to be funded by the programme to address Key Result Area (KRA) 1: strengthened capacities of Pacific countries to effectively manage coastal and marine biodiversity and enhance resilience to climate change and KRA 2: support regional, national, and local efforts to assess, conserve, protect, manage, and sustainably use marine and terrestrial biodiversity. As well as region-wide and sub-regional actions that comply with decisions of all SPREP Member countries, 11 Pacific countries (Cook Islands, Fiji, Kiribati, Republic of the Marshall Islands, Federated States of Micronesia, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, and Vanuatu) implements activities to be funded by the Programme with support ranging from national to community levels. SPREP works with several nationally based NGO and civil society partners to facilitate effective in-country and sub-regional delivery of the actions. Implementation and coordination are being undertaken within the SPREP Biodiversity Conservation Programme with specific engagement of all sub-programmes: Coastal and Marine Ecosystems; Threatened and Migratory Species; Biodiversity and Protected Areas; Invasive Species.

Background

SPREP introduced a new Action Plan to its Pacific Island Regional Marine Species Programme 2022-2026 on Seabirds in 2022. The Pacific BioScapes Programme has been supporting this plan through its Activity 1.2.1: Seabird Population Monitoring. This activity has included the development of an online Pacific Seabird Colony Database <https://pacific-seabirds.sprep.org/> as well as a Pacific Seabirds Survey and Monitoring Manual.

Appropriately designed and regular seabirds monitoring surveys provide valuable data on the state of seabirds' populations allowing governments to make informed decisions on how to properly implement and manage conservation activities for the protection of seabirds that occur in their respective Exclusive Economic Zones (EEZs). To support seabirds monitoring activities in the Pacific, SPREP has produced a Pacific Seabirds Survey and Monitoring Manual: Tools to Support Seabird Conservation across Ecosystems in Oceania. Seabirds monitoring has been lacking in the Pacific, is often funding and resource dependent and can be sporadic. Ideally, several consecutive years of seabird colonies data is needed to provide population estimates and trend analyses. This information is critical to enable managers to assess risks from threats to seabirds, particularly bycatch at sea and predation on land. In addition, close monitoring itself can identify threats to seabirds and increase conservation activities by local communities.

Following this, SPREP has supported in country seabird monitoring training in the Cook Islands and has previously supported training in Samoa. SPREP now seeks the services of expert consultant(s) to provide seabird monitoring training in country in Palau. The consultant will work collaboratively with SPREP to design and provide training, including on the use of the Pacific Seabird Colony Database.

Objectives

To deliver a seabird monitoring training in Palau targeting responsible government agencies as well as NGOs, CSOs and tourism operators which are either working on seabirds or have field capacity and interest to do so - including The Nature Conservancy (TNC), leading the implementation of Pacific BioScapes' Activity 2.1.5: Increase site level management capacity of Palau's Protected Areas Network (PAN).

Description of Services

The services to be provided include:

1. Collaborate with SPREP to develop a detailed workplan on proposed training and capacity building workshops and data analyses (face-to-face).
2. Collaborate with SPREP to plan, facilitate, and lead training and capacity building for participants on seabirds' monitoring techniques. This will include the following:
 - a. Facilitate and lead training workshops in collaboration with SPREP on basic seabirds' biology, monitoring and handling techniques, utilising SPREP's Seabirds Survey and Monitoring Manual. Topics to be covered shall include:
 - i. seabird basics – biology, ecology, threats
 - ii. Outline basic survey methodologies/demonstration of resources/equipment
 - iii. Train participants in community survey methods.
 - b. Facilitate discussions among participants on the potential development of a national seabird plan.

- c. Undertake field training on basic survey methodologies suitable for Palau and participants
 - i. At sea surveys,
 - ii. Land-based surveys.
3. Prepare a Training of Trainers (ToT) on seabird monitoring through the development of a specific training module for TNC to undertake subsequent training with Palau's Protected Areas Network (PAN) rangers, following the in-country training, ideally to become part of the Academy Curriculum development.

Remuneration

The budget for services provided is up to **45,000 USD** based on the submission and acceptance of agreed deliverables and invoices by the Pacific BioScapes Programme Manager and the Threatened and Migratory Species Adviser.

This budget includes funding for agreed workshops' costs and travelcostst for the international consultants(s) to the workshops, as well as provision of equipment (if any).

Work Arrangements

The consultant will work remotely prior to the in-country training delivery, with meetings with SPREP to be held online, where necessary and appropriate.

Duration of Consultancy

This consultancy is expected to run for a maximum of five (5) months and ends no later than on 31st October 2026.