



REQUEST FOR TENDERS

RFT: 2026/PCCCC/004
 File: AP_3/34/9
 Date: 21 April, 2026
 To: Interested consultants
 From: Yvette Kerslake

Subject: Request for tenders (RFT): Consultancy to review and update the e-learning courses on the Pacific Climate Change Centre E-learning Platform

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 review and update the e-learning courses on the Pacific Climate Change Centre E-learning Platform.
- 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 13 May 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 15 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
Qualification		
Experience	i. Composition of the team including their role and experience (noting the minimum requirements of the team as outlined in section 9 of TOR). Including CVs of the consulting team.	10%
	ii. Demonstrated experience in Pacific and SIDS in capacity building, reviewing and updating training materials, developing e-learning courses, and applying best practices in instructional design, targeting Pacific.	15%
	iii. Familiarity with climate change concepts, Pacific regional priorities and context, project development to access climate finance and integration of gender and social inclusion considerations.	
	iv. Strong understanding of e-learning platforms, user friendly course structuring, and standardisation of materials (text, video, interactive content).	15%
	v. Ability to use multimedia tools for course development.	
Technical Proposal / Methodology	vi. Technical proposed on the approach, methodology and relevant experts as required in the TOR to undertake the activities outlined in the terms of reference, including timelines to complete the deliverables.	20%
	vii. Outline how each of the deliverables will be achieved including the stakeholders to be consulted and engaged.	
	viii. Provide specific milestones for each of the deliverables including expected deliverables with timeframes.	
	ix. Technical proposal includes evidence of successful developing e-learning courses, delivering training and capacity building initiatives, including concrete examples and sample materials produced.	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: 22 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/PCCC/004: Consultancy to review and update the e-learning courses on the Pacific Climate Change Centre E-learning Platform**

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

TERMS OF REFERENCE (ToR)

Consultancy to review and update the e-learning courses on the Pacific Climate Change Centre E-learning Platform

1. Background

The Pacific Climate Change Centre (PCCC), hosted by the Secretariat of the Pacific Regional Environmental Programme (SPREP), serves as regional hub for climate change information, knowledge sharing, capacity development, research and innovation. As part of its mandate to build climate resilience across the Pacific, the PCCC operates an E-Learning platform aimed at delivering accessible and regionally relevant climate change education. The online study mode was an innovative solution to address the restrictions imposed by COVID-19 and face-to-face capacity building programs were not possible. Since its launch in 2019, the platform has reached participants in remote areas enhancing their knowledge, skills and confidence to address issues across various sectors affected by climate change.

To ensure the platform remains responsive, impactful, and technically sound, the PCCC seeks a qualified consultant to undertake a comprehensive review of the current courses available on the e-learning platform and based on the findings, support its enhancement including the development of new and improved climate change related course materials. The consultancy will be conducted in two phases: Phase 1 – Review and Recommendations and Phase 2 – Implementation, including course updates, new course material and standardisation of materials and structure.

2. Approach and Methodology

- Reports and training materials must provide evidence-based information that is credible, reliable, and useful.
- The consultant team is expected to review relevant sources of information (i.e. PCCC Strategy and Business Plan, international and regional negotiation trends/plans/actions related to climate change, scientific research publications, relevant reports, others e-learning platforms).
- The Consultant team is expected to follow a collaborative and participatory approach and to ensure close engagement with the staff of the Pacific Climate Change Centre, SPREP, partners, direct beneficiaries, and relevant stakeholders.
- Engagement of stakeholders is vital to a successful review. Stakeholder involvement should include but not limited to interviews with course alumni, courses developers, instructors, and partners institutions.

3. Scope of Work

The Consultancy service is divided into a Two-Phase Approach:

Phase 1: Review and Recommendations

Objective: Conduct a comprehensive review of the current content of the Pacific Climate Change E-learning platform and provide actionable recommendations for improvements.

Key Activities:

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A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.

1. Inception Meeting and Planning
 - Coordinate and lead the kick-off meeting with PCCC staff.
 - Review background documents and relevant strategic frameworks especially on capacity building.
 - Submit a comprehensive work plan with timelines and deliverables.
2. Platform and Content Assessment
 - Assess the current structure, course themes, user interface, accessibility, and functionality of the courses.
 - Evaluate existing course materials in terms of:
 - Relevance to target audiences (e.g., policymakers, technical practitioners, educators, private sector).
 - Accuracy and alignment with regional needs and priorities.
 - Accuracy of information according to most recent data and information.
 - Identify any gaps, errors, outdated materials, or usability issues of the course or platform.
3. Stakeholder Engagement
 - Conduct consultations (interviews, surveys) with key stakeholders:
 - Learners/users of the platform.
 - Course developers and Lecturers.
 - PCCC, and SPREP staff.
 - Regional climate change experts and institutions.
 - Gather feedback on user experience, learning needs, challenges and expectations.
4. Benchmarking and Best Practice Review
 - Review other regional/global climate change or related e-learning courses and platforms.
 - Identify good practices, innovations, and case studies that could be integrated in the content of the courses and in the platform.
 - Assess and select other e-learning courses, relevant practices available in the region (including efforts of SPREP, Pacific Community (SPC), Pacific Islands Forum Fisheries Agency (FFA), community-based, USP, CFAN, private sector etc)
5. Reporting and Recommendations
 - Prepare a comprehensive assessment report.
 - Provide specific, prioritised recommendations for:
 - Technical improvements to the courses
 - Evidence-based recommendation to update and improve the content of the courses.
 - Capacity Building needs of the target audience and partnership opportunities with regional and international organization to deliver training.
 - Present findings to PCCC for feedback and refinement.

Phase 2: Phase 2 – Implementation, including course updates and standardisation of materials and structure.

Objective: Implement selected Phase 1 recommendations and develop new and improved e-learning materials aligned with PCCC's strategic goals.



Key Activities:

1. Implementation Planning
 - Finalise a detailed implementation plan based on approved recommendations.
2. Templates and guidelines for standardized courses
 - Develop standardised course structures and templates for text, video, Power-Point presentations, and other necessary formats for course materials.
 - Prepare comprehensive guidelines for course development to ensure consistency in future e-learning courses.
3. Course update and new materials development
 - Update existing content and develop new materials
 - Ensure courses are:
 - Aligned with SPREP and PCCC vision and mission.
 - Aligned with climate change priorities and impacts in the Pacific region.
 - Up to date with most recent information and best available science.
 - Culturally appropriate, gender sensitive, reflecting local values, norms, contexts and locally relevant.
 - User friendly and designed for learners with varying levels of experience, making them easy to understand and apply.
 - Materials to be structured in a way to be easy to maintain and over time.
 - Developed in line with established best practices for instructional design.
 - Available in multiple formats (text, video, audio, interactive)
 - Logos and templates of PCCC/SPREP and relevant partners are integrated.
 - Uses standardised structure, templates for presentation, videos and documents.
4. Capacity Building and Handover
 - Provide training to PCCC staff or partners on:
 - Using and maintaining the platform.
 - Updating or developing future courses.
 - Course Development Guideline for new courses.
 - Deliver all final materials, documentation, and guides.
 - Copy rights remain with PCCC of final products.
5. Final Reporting
 - Submit a final report outlining all implemented activities, challenges, lessons learned, and recommendations for sustainability.
 - Course development guideline

5. Timeline

The duration of the consultancy is expected to be working over the period of 6 months with the following steps and level of delivery suggested:

Approach	Deliverable
1. <u>Conduct Desk Review, stakeholder consultation and submit Inception Report</u>	Inception Report detailing review methodologies and initial feedback from desk review and stakeholder consultation

• Review of all relevant documents • Submit inception report detailing consultant tasks allocation, time-lines and deliverables, the review methodologies and initial findings from desk review and initial PCCC staff consultation • Summary presentation of the inception report to the PCCC staff.	Summary of the Inception Report in Power-Point format.
2. <u>Recommendation Report</u> • Conduct consultation with stakeholders including PCCC Staff, partners, beneficiaries of the e-learning courses. • Analyse feedback from consultations with key stakeholders and desk review. • Actionable recommendations for updates and standardisation • Summary presentation of the findings and recommendation to the PCCC staff.	Recommendation Report with actionable recommendations Summary of the Recommendation Report in PowerPoint format.
3. <u>Implementation of Updates and Standardization</u> • Update course content, develop new course material, integrate templates, considering relevance, scientific accuracy, up-to date information • Develop standardised templates and course development guideline	Delivery of Updated and newly developed course materials according to selected recommendations Standardised Templates for presentation, videos and documents. Course development guideline.
4. <u>Final Assignment Report and Handover</u> • Final Assignment Report incorporating feedback from PCCC/ SPREP and relevant stakeholders • Provide training to PCCC staff and partners on platform maintenance, course updates and development, and the Course development guideline •	Delivery of training to PCCC staff on platform maintenance, course updates and development, and Course development guideline and PowerPoint presentation for the training Final Assignment Report outlining all implemented activities, challenges, lessons learned, and recommendations for sustainability. Summary of the Final Assignment Report in PowerPoint format.



6. Key Deliverables

The key deliverables include:

1. Inception Report detailing consultant tasks allocation, timelines and deliverables review methodologies and initial feedback from desk review and stakeholder consultation along with the summary of the inception report in PowerPoint format.
2. Recommendation Report with actionable recommendations along with the summary of the recommendation report in PowerPoint format
3. Delivery of updated and new course materials based on selected recommendations, standardised templates for presentations, videos, and documents, and comprehensive Course development guideline
4. Delivery of training to PCCC staff on platform maintenance, course updates and development, including course development guideline and a PowerPoint presentation for the training.
5. Final Assignment Report outlining all implemented activities, challenges, lessons learned, and recommendations for sustainability along with the summary of the report in PowerPoint format.

Note: All deliverables shall be submitted softcopy in editable format.

7. Working Arrangements and Reporting

The Consultant will report to the Manager of the Pacific Climate Change Centre or officer in charge. It is also expected that the Consultant will work closely with the PCCC staffs and partners involved in the development of past trainings. Regular progress meetings will be held to ensure alignment and monitor of expected deliverables.

8. Payments

The Consultant will be paid professional fees as compensation for his/her technical and professional expertise and time invested in the delivery of the expected outputs.

9. Qualifications and Composition of the team

The Consultancy Firm / Consortium will need to provide the full composition of their team outlining experience and roles within the proposal. Note: the team composition as submitted in the proposal is not subject to change. The team must be composed of both international, with experience in Pacific and SIDS, Pacific regional and national experts where relevant. At a minimum, the team must comprise those specialists as outlined below.

The team must consist of the following expertise and demonstrate the following qualifications, expertise and skillset:

Expert I: Team Leader – Capacity Building and Training Development Expert

- Degree in education, instructional design, human resource development, international development, or related discipline.
- At least 10 years of experience in designing and implementing capacity-building programs, e-learning programs, training strategies, and institutional strengthening initiatives for climate change, environment, development, or related sectors.
- Experience working with a cross-section of stakeholders including senior government officials in SIDS and LDCs, financial institutions, multilateral banks, donor governments and organisations as well as regional organisations.
- Good understanding with Gender Equality, Disability and Social Inclusion (GEDSI) related issues and policies in the Pacific Islands region.
- Experience and understanding of climate change, good knowledge and understanding

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of climate change impacts in sectors.

- Culturally demonstrated sensitivity, friendly, and effective inter-personal and communication skills that are conducive to effective presentations and networking, and building trust required to complete tasks.

Expert II: Climate Change and Climate Change Project Development Specialist

- Degree with 10 years of work experience or a post-graduate with over 5 years for experience in the field of project development, finance, climate change and environment.
- Experience in climate change project development and design, management, and implementation
- Demonstrate and provide examples of project development and design.
- Experience in developing and running successful training, e-learning courses, workshops in close partnership with all stakeholders involved.
- Proven experience within the Pacific Island region.
- Demonstrate some level of experience and knowledge with multilateral funding agencies such as the GEF, GCF and related Climate Finance Institutions.
- Experience and good knowledge of climate change, understanding of climate change impacts in different sectors, knowledge gaps, capacity building needs in the Pacific Islands region.
- Familiar with Gender Equality, Disability and Social Inclusion (GEDSI) related issues and policies in the Pacific Islands region.
- Proven track record in stakeholder engagement and consultation with government agencies, development agencies, private sector, and the community.
- Experience in preparing reports, meeting minutes, and undertaking research and data collection and managing information.
- Culturally demonstrated sensitivity, friendly, and effective inter-personal and communication skills that are conducive to effective presentations and networking, and building trust required to complete tasks.

Expert III: E-Learning Content Development and Digital Learning Specialist

- Degree in instructional design, educational technology, e-learning development, or a related discipline.
- At least 7–10 years of experience in designing, developing, and updating e-learning courses and digital training materials for climate change, environment, or development sectors.
- Proficiency in Learning Management Systems (LMS), e-learning authoring tools (e.g., Articulate, Moodle), and multimedia content creation.
- Demonstrated ability to transform technical content into interactive, learner-friendly modules using instructional design best practices.
- Experience in creating blended learning approaches, integrating online and offline training strategies, and supporting institutional knowledge-sharing.
- Ability to work collaboratively with subject matter experts, government agencies, regional organisations, and development partners to ensure content relevance and quality.
- Monitoring and Evaluation: Experience in assessing training effectiveness, collecting feedback, and updating content based on learner needs and donor requirements.
- Familiarity with Pacific regional context and experience working in SIDS and PICTs environments.



- Strong communication, cultural sensitivity, and ability to deliver engaging virtual workshops and consultations.

10 Key Requirements for Submission

Tenders will be assessed against the submission of a full proposal to include:

1. Composition of the team including their role and experience (noting the minimum requirements of the team as outlined in Section 9).
2. CVs of the consulting team.
3. Technical proposal on the approach and methodology to undertake the activities.
4. Financial proposal to outline all costs associated with the undertaking the work as outlined in the Terms of Reference.

8.0 Schedule of the Assignment

The schedule of the assignment is for a period of 6 months from the commencement date (i.e., signing of the Service Agreement). The Consultancy Firm /Consortium shall develop and submit a detailed schedule for the assignment and distribute the days accordingly among the different tasks as part of the technical proposal.