



REQUEST FOR TENDERS

RFT: 2026/POLP/002
 File: AP_6/19/4
 Date: 20 January, 2026
 To: Interested consultants
 From: Ngaire Ah Ching

Subject: Request for Tender (RFT): Behaviour Change Consultant (Zero Waste and Behaviour Change Strategy) on Plastics in Cook Islands.

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 to develop a detailed Zero Waste Office Report that outlines current waste patterns within the National Environment Service (NES), Cook Islands.
- 2.2. The Terms of Reference for 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. Must be a Cook Islands National, residing and legally entitled to work in Cook Islands.
 - ii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;

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- iii. Provide three referees relevant to this tender submission, including the most recent work completed;
 - iv. 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.
 - v. Must meet local registration requirements
- 3.2 Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **conflict-of-interest form** provided.
- 3.3 **Tenderer is deemed ineligible due to association with exclusion criteria, including** bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.
- 3.4 Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall **into** any of the exclusion situations cited in 3.3 above and where applicable, that they have taken adequate measures to remedy the situation.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and in the Terms of Reference and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- 4.2. Tender documentation should be submitted in English and outline the interested consultant's complete proposal:
- a) **SPREP Tender Application form and conflict of interest form.** (*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered*).
Provide examples of past related work outputs
For the Technical and Financial proposals you may attach these separately.
 - b) **Honour form**
 - c) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
 - d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
 - e) **Financial Proposal** – provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.
 - f) Where relevant provide:
 - i. Business registration/license (For Entities/ Individual consultant's as per relevant national legislations)
 - ii. Tax Identification Number (TIN) Letter (If applicable for Individual consultant's as per relevant national legislations)



- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. Tenderers/bidders shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award; SPREP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 4.5. The tenderer/bidder might be requested to provide additional information relating to their submitted proposal, if the Tender Evaluation Committee requests further information for the purposes of tender evaluation. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6. The submitted tender proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential tenderer/bidder can provide services for.
- 4.7. The Proposal must remain valid for 90 days from date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of tender.

5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 04 February 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 06 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%



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Secretariat of the Pacific Regional
Environment Programme

Criteria	Description	Weighting %
Qualification & Skills	1. Minimum Bachelor's degree in environment, biodiversity management, sustainable development, project management, policy development or related field	10
	2. Strong interpersonal skills and excellent verbal and written communication skills in both Cook Islands Maori and English, including very high calibre abilities and experience in report writing and presentation skills using Maori and plain English.	5
	3. Excellent computer skills (key MS applications and knowledge of Adobe InDesign) and ability to use information technology as a tool and resource.	5
Experience	4. At least 5 years of relevant work experience in <ul style="list-style-type: none"> i. the development and/or review of national policies, plans, frameworks and strategies. ii. environmental protection and natural resource management. iii. environmental program design and implementation; and/or iv. analysis of current policies and waste related issues in the Cook Islands 	10
	5. Demonstrated experience in delivering stakeholder consultations in Rarotonga and Pa Enua across a diverse range of stakeholders (government, private sector, landowners, NGO, youth and women, communities etc.)	10
	6. Knowledge and understanding of existing national policies, plans and strategies e.g. NSDA 2020+, National Environment Policy, Solid and Hazardous Waste Act 2025. Knowledge and understanding of relevant UN Conventions, including The Basel, Rotterdam and Stockholm Conventions, MARPOL Convention, Global Plastics Treaty, Sustainable Development Goals (SDGs)	10
Technical Proposal.	7. Submit proposed methodology & workplan to address deliverables outlined in the Scope of Work to include noting schedule, activities, concurrent or sequential development, engagement with country representatives, etc.	30
	Total	80



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: 11 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/POLP/001: BEHAVIOUR CHANGE CONSULTANT (ZERO WASTE AND BEHAVIOUR CHANGE STRATEGY) ON PLASTICS IN COOK ISLANDS.'**

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>

Terms of Reference (TOR)
Behaviour Change Consultant (Zero Waste and Behaviour Change Strategy) on Plastics in Cook Islands

1. Position Information

Office/Unit/Project:	POLP / Environmental Partnerships Division - NES
Functional Title:	National Action Plan (NAP) Consultant (on Plastics)
Duty Station:	Cook Islands National Environment Service (NES)
Contract Type:	Short-term (3 months, ending 31 May 2026)
Expected Start Date:	March 2026
Duration:	3 months (March 2026 - May 2026)
Expected Places of Travel:	Rarotonga and Pa Enua (Outer Islands)
Reporting to:	Project Manager, and Environmental Partnerships Division

2. Project Background

This Terms of Reference (TOR) is for a consultant to develop a detailed Zero Waste Office Report that outlines current waste patterns within the National Environment Service (NES); identify behavioural change opportunities; recommend alternatives to single-use plastics, and propose a clear roadmap, for transitioning into a Zero Waste Office. The consultant will also produce replicable framework for wider Government adoption.

The NES is committed to reducing environmental impacts associated with single-use plastics (SUPs) and unsustainable consumption within the public sector. Recognising the need for leadership in Government operations, the NES aims to pilot a Zero Waste Office approach that supports behaviour change, minimises waste generation, and encourages the adoption of sustainable alternatives.

This pilot approach will serve as a model for future replication across other Government agencies. By examining current waste practices, identifying behaviour change opportunities, and recommending practical solutions, NES will establish a framework that aligns with national waste management strategies and regional commitments.

The Pacific Ocean Litter Project (POLP) is a regional Official Development Assistance (ODA) initiative implemented through the Secretariat of the Pacific Regional Environment Programme (SPREP) and funded by the Government of Australia, with a total budget of AUD\$1,000,000. The project aims to reduce, replace, and find sustainable alternatives to single-use plastics, thereby decreasing marine plastic litter across the Pacific.

The Cook Islands is committed to achieving Zero Waste goals as per its National Sustainable Development Agenda 2020+ and reducing plastic pollution. To support this, the National Environment Service (NES) seeks to develop a comprehensive assessment and develop a Zero Waste Office Report, Implementation Plan, and supporting toolkit. The NES is the executing agency for the POLP Project, responsible for project management, coordination and delivery of project outputs.

The projects structure is composed of the following components:

Project Components	Outputs	Activities
1. National Action Plan & Strategy on Plastics	1.1	Develop a National Action Plan on Plastics to achieve Cook Islands Zero Waste goals through consultancy

2. Education, Awareness & Communication	1.2	National Consultations in Rarotonga and the Outer Islands (Pa Enua)
	2.1	Promote eco-friendly alternatives to plastics through local events and empower youth as "Waste Warriors"
	2.2	Conduct plastic awareness workshops in schools & facilitate knowledge sharing between businesses
	2.3	Create content to drive behavioural change and support merchandise development
3. Research & data collection to inform decision making on plastics reduction and management	3.1	Develop a survey and analyse results to guide behavioural change on plastics
4. Improvement of plastic waste management facilities	4.1	Develop a feasibility study to procure plastic shredder
	4.2	Procurement of plastic shredder

3. Objective

The consultant will be responsible for the following objectives:

- Conduct baseline assessment of waste generated at NES offices, with emphasis on single-use plastics.
- Identify staff behaviours, organisational systems, and procurement processes contributing to waste.
- Develop a set of behaviour change interventions that support reduced waste generated.
- Recommend practical alternatives to single-use plastics and improved procurement approaches.
- Create a Zero Waste Office implementation framework with timelines, activities, roles and resources.
- Develop clear monitoring indicators and tools to measure progress and behaviour change.
- Produce a replicable Zero Waste Office Toolkit for use by other Government agencies.

4. Scope of Work

The consultant will work closely with the NES Plastic Project Officer, under the guidance of the Senior Environmental Partnership Coordinator, and the Environmental Partnership Manager, to ensure timely completion of the activities and quality of the project final outputs outlined in Section 5.

During the process, the consultant will:

1. Baseline Assessment

- 1.1. Review current office waste management practices, including procurement and staff consumption habits.
- 1.2. Map all waste streams generated by NES, including quantifiable data where possible.
- 1.3. Identify key sources of single-use plastics.

2. Behaviour Change Analysis

- 2.1. Assess workplace culture, social norms, and behaviours influencing waste generation.
- 2.2. Identify behaviour change opportunities using approaches such as the EAST Framework (Easy, Attractive, Social, Timely)
- 2.3. Recommend staff engagement activities, visual prompts, and incentives.

2.4. Identify current behaviour change practices and activities that contribute to circular economy.

3. Zero Waste Office Implementation Framework

- 3.1. Propose a step-by-step phased implementation plan.
- 3.2. Outline recommended activities, required resources, responsibilities, and timelines.
- 3.3. Identify risks and mitigation strategies.

4. Alternatives and Procurement Recommendation's

- 4.1.1. Identify sustainable alternatives and reusable systems suited for NES operations.
- 4.1.2. Provide recommendations to align procurement processes with zero waste principles.
- 4.1.3. Suggest potential suppliers that offer sustainable products.

5. Monitoring and Evaluation Framework

- 5.1.1. Develop indicators to track reductions in single-use plastics and improved behaviours.
- 5.1.2. Provide a simple reporting template for NES ongoing monitoring.

6. Monitoring and Evaluation Framework

- 6.1.1. Produce a short practical guide that other agencies can adopt to implement a Zero Waste Office model.

5. Outputs & Deliverables

The expected final outputs from this assignment are:

- 5.1 Baseline Waste Assessment Report – Mapping of waste streams and current practices
- 5.2 Zero Waste Behaviour Change Strategy – Proposed interventions and alternatives.
- 5.3 Zero Waste Office Implementation Plan – Roadmap, procurement changes role, and timelines
- 5.4 Monitoring and Evaluation Framework – indicators, tools, templates.
- 5.5 Government Zero Waste Toolkit – Replicable guide for broader adoption.
- 5.6 Final Consolidated Report – Integrating all components and recommendations.
- 5.7 Draft and final documents should be submitted in MS Word. Presentational documents should be prepared in MS PowerPoint.

6. Inputs & Working Arrangements

This assignment is, expected to be approximately seven (3) months. Expected contract duration, March 2026 to end of May 2026.

The Consultant will report directly to the Environmental Partnerships Manager at NES and POLP Manager. The consultant will work closely with the NES Plastic Project Officer, under the guidance of the Senior Environmental Partnership Coordinator with the POLP team.

The Consultant is, expected to use their own laptop, software, and communications equipment. The project will facilitate access to office space, internet connection, and printing facilities.

7. Evaluation Criteria

Key selection criteria for this consultancy are, listed below. To be, considered, your proposal **MUST** include a response against each criteria to demonstrate suitability for the role, along with a CV.

The weighting in the table below shows relative importance of each criteria:

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Qualification & Skills	1. At least a Bachelor's degree in environment, biodiversity management, sustainable development, project management, policy development or related field	10
	2. Strong interpersonal skills and excellent verbal and written communication skills in Cook Islands Maori and English, including very high calibre abilities and experience in report writing and presentation skills using Maori and plain English.	5
	3. Excellent computer skills (key MS applications and knowledge of Adobe InDesign) and ability to use information technology as a tool and resource.	5
Experience	4. At least 5 years of relevant work experience in <ul style="list-style-type: none"> the development and/or review of national policies, plans, frameworks and strategies. environmental protection and natural resource management. environmental program design and implementation; and/or analysis of current policies and waste related issues in the Cook Islands. 	10
	5. Demonstrated experience in delivering stakeholder consultations in Rarotonga and Pa Enua across a diverse range of stakeholders (government, private sector, landowners, NGO, youth and women, communities etc.)	10
	6. Knowledge and understanding of existing national policies, plans and strategies e.g. NSDA 2020+, National Environment Policy, Solid and Hazardous Waste Act 2025. <ul style="list-style-type: none"> a. Knowledge and understanding of relevant UN Conventions, including The Basel, Rotterdam and Stockholm Conventions, MARPOL Convention, Global Plastics Treaty, Sustainable Development Goals (SDGs) 	10
Technical Proposal.	7. Submit proposed methodology & workplan to address deliverables outlined in the Scope of Work to include noting schedule, activities, concurrent or sequential development, engagement with country representatives, etc.	30
Financial Proposal	8. Financial Proposal is to be priced based on a work plan on where, when, and how the technical assistance will be conducted. The proposal should be for the fee's component only. <ul style="list-style-type: none"> a. Submissions must include an annotated budget listing for each task. b. Proposals above USD 31,000 will only be considered if there is a clear justification provided as to why costs above this limit are necessary. c. SPREP reserves the right to withdraw this tender at 	20

	any time, to accept or reject any or all bids and to waive any formal defects or irregularities in this bid, when deemed to be in the interest of SPREP.	
	Total	100

8. Evaluation process

In submitting a proposal, bidders should demonstrate a clear understanding of this TOR and how, your experience, skills and qualifications make you suitable for this consultancy.

Proposals will be, assessed and evaluated as follows:

- Technical criteria: 80% weighting
- Financial proposal: 20% weighting

9. Reporting

The consultant will report to the Environmental Partnerships Division – NES and POLP PMU Manager.