REQUEST FOR QUOTES

RFQ: 2026-080
File: CONV 2/5/1
Date: 3 September, 2026
To: Interested consultants
From: Martin Hitziger, CCPO

Subject: **Request for quotes (RFQ): Draft CITES downlisting proposal for the Solomon Islands population of saltwater crocodiles (*Crocodylus porosus*).**

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 quotes from qualified and experienced consultants who can offer their services to work closely SPREP and the Authorities of the Solomon Islands to develop a draft listing proposal to move the Solomon Islands population of the saltwater crocodile from CITES Appendix I to CITES Appendix II, in alignment with relevant CITES provisions and the needs of the CITES Authorities of the Solomon Islands.

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, 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 submission, including the most recent work completed;

iii. Provide examples of past related work outputs;
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).*
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 activity 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. 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. 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).*

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 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 Evaluation Committee requests further information for the purposes of the evaluation process. SPREP may shortlist one or more Tenderers and seek further information from them.

4.6. The submitted 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 proposal.

5. Clarification

5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 11 September 2026. A summary of all questions received complete with an associated response will be shared with all Tenderers by 15 September 2026.

b. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.

c. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFQ or any other information given or made available by SPREP, the Tenderer should promptly notify the Requesting 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 proposal 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	Holds a post-graduate degree or relevant degree in ecology, wildlife management, or related fields, or a Bachelor's degree with proven relevant technical knowledge and work experience in excess of the minimum required work experience of at least 5 years.	10
	At least 5 years demonstrated experience in saltwater crocodile management, similar megafauna management or related science-policy work.	10
Technical Proposal / Methodology	Demonstrates scientific / technical writing skills, preferably in regard to CITES listing proposals.	30
	Demonstrates appropriate methodology to compile CITES listing proposals.	30

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 Quotes

7.1 a. SPREP may amend, suspend or terminate the RFQ process at any time.

b. In the event that SPREP amends the RFQ or the conditions of tender, it will inform potential Tenderers.

c. 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 RFQ process at any time. In such cases SPREP will cancel this process and inform unsuccessful bidders accordingly.

8. Deadline

8.1. **The due date for submission is: 18 September 2026, midnight (Apia, Samoa local time).**

8.2. Late submissions will be returned unopened to the sender.

8.3 Please send all quotes clearly marked '**RFQ 2026-080: Draft CITES downlisting proposal for the Solomon Islands population of saltwater crocodiles (*Crocodylus porosus*).**

Mail: SPREP
PO Box 240
Apia, SAMOA
Email: martinh@sprep.org
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 proposals and the lowest or any proposal 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

Draft CITES downlisting proposal for the Solomon Islands population of saltwater crocodiles (*Crocodylus porosus*).

Background

Saltwater crocodiles are currently split-listed on the CITES Appendices. The species is listed on Appendix I, except the populations of Australia, Indonesia, Malaysia, Papua New Guinea and the Philippines [population of the Palawan Islands], which are included in Appendix II. The population of Malaysia of Crocodylus porosus is included in Appendix II with wild harvest restricted to the State of Sarawak and a zero quota for wild specimens for the other States of Malaysia (Sabah and Peninsular Malaysia), with no change in the zero quota unless approved by the Parties. The population of the Palawan islands, Philippines, of Crocodylus porosus is included in Appendix II subject to a zero annual export quota for wild specimens traded for commercial purposes.

Solomon islands is a range state to saltwater crocodiles (Crocodylus porosus), and its populations are listed on CITES Appendix I, prohibiting all commercial trade in the species, and restricting options for managing the population in the country.

Saltwater crocodile populations in neighbouring countries (Australia, Indonesia, Malaysia, Papua New Guinea and the Philippines) are predominantly listed under CITES Appendix II, some of which were recently downlisted from Appendix I in response to proposals submitted to recent CITES CoPs:

a) CoP17 Prop. 24 resulted in downlisting populations in Malaysia since 2016, and
b) CoP19 Prop. 12 resulted in downlisting populations in the Philippines since 2022.

The Solomon Islands intend to prepare a listing proposal to align national species management with neighboring states.

Description of Services

SPREP is seeking a suitably qualified consultant to support the Solomon Islands CITES Authorities with the development of a draft listing proposal for Crocodylus porosus for consideration at an upcoming CITES CoP.

The consultant will be responsible for the following tasks:

Phase 1:

a) In consultation with SPREP, the consultant compiles available global information as required for a CITES listing proposal for saltwater crocodiles in accordance with relevant CITES provisions.
b) In consultation with the CITES Authorities of the Solomon Island, the consultant compiles available national and subnational information as required for a CITES listing proposal for the Solomon Islands population of saltwater crocodiles in accordance with relevant CITES provisions.
c) The consultant produces a draft listing proposal in word format, using available CITES templates for review of SPREP and the CITES Authorities of the Solomon Islands.

Phase 2:

d) The consultant incorporates feedback received from SPREP and the CITES Authorities of the Solomon Islands and improves the draft listing proposal as requested.
e) The consultant produces a listing proposal in word format using available CITES templates.

Deliverables:

Deliverable	Description	Timeline
D1 draft listing proposal	A draft listing proposal in word format, using relevant CITES templates, populated with available data and information, as compiled in desk research, in consultation with SPREP and the CITES Authorities of the Solomon Islands, and other consultations and expert interviews, if any.	By 30 October 2026
D2 listing proposal	A finalised listing proposal in word format, using available CITES templates and incorporating feedback to the draft listing proposal received from SPREP and the CITES Authorities of the Solomon Islands.	By 30 November 2026
D3 source repository	A repository of all sources used in the listing proposal.	By 30 November 2026

Remuneration

The budget for services provided will be up to **USD 10,000**, based on submission and acceptance by SPREP of agreed deliverables and corresponding invoices. The entire remuneration will be paid as lumpsum upon receipt and acceptance of all deliverables.

Work Arrangements

The Consultant will work home-based and undertake its work in consultation with the Solomon Islands CITES Authorities and SPREP, as required in the ToRs.

The Consultant is to predominantly work with data and information available online (such as relevant scientific sources, CITES documents, and other sources available to the consultant), and with data or information provided by the Solomon Islands CITES Authorities. The consultant may undertake additional desk-based consultations or expert interviews if required.

The Consultant will report to SPREP's CMS-CITES Pacific Officer.

Duration of Consultancy

This consultancy is expected to run for 3 months and shall be completed no later than on 30 November 2026.