REQUEST FOR TENDERS

RFT: 2026-028
File: AP_2/18/22
Date: 22 September, 2026
To: Interested consultants
From: Dominic Sadler, PRISMSS Manager

Subject: **Request for tenders (RFT):** Regional mainstreaming invasive species in Palau, Samoa, Tonga and Wallis and Futuna - READVERTISEMENT

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 implement regional mainstreaming of invasive species under the International Climate Initiative (IKI) funded Restoring Pacific Islands for Nature and People.

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. Complete the financial proposal form provided – ANNEX B

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 31 August 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 02 September 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	i.	The supplier must demonstrate a strong track record of supporting invasive species mainstreaming in the Pacific. Experience working in Palau, Samoa, Tonga and Wallis and Futuna is highly desirable.	10
	ii.	The supplier must demonstrate experience in behavioural theory, qualitative and quantitative research.	10
	iii.	The supplier must have a strong track record of developing digital and broadcast media for international/regional media.	10
	iv.	The supplier must demonstrate experience with strategic communication, marketing and education at the international and national level	10
	v.	Submission of previous mainstreaming deliverables demonstrate quality of previous work. Please provide examples or links to previous work	10
Technical Proposal / Methodology	vi.	The technical proposal should demonstrate strong understanding of mainstreaming efforts in the Pacific and provide a clear and practical pathway to achieving the objectives of the IKI Restoring Islands for Nature and People project.	30

II. Financial Score – 20%

COMPLETE **ANNEX B** provided

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: 7 October 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 2026-028: Regional **m**ainstreaming invasive species in Palau, Samoa, Tonga and Wallis and Futuna'**-** READVERTISEMENT

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

Context:

In recent years, the International Climate Initiative has developed into a central programme for promoting climate action and biodiversity conservation. Through the IKI, Germany has been contributing to the protection of the climate and biodiversity since 2008, thereby fulfilling its international obligations within the international community.

Climate change and the loss of biodiversity are two global mega-crises that are closely linked. Effective solutions must therefore focus on interactions and synergies – and this is precisely what is reflected in the approach taken by the International Climate Initiative.

The IKI Restoring Pacific Islands for Nature and People project is to support four countries / territories in the Pacific to 'demonstrate capacity and leadership by successfully implementing improved plans and actions to prevent and manage invasive species, enhance inter-island biosecurity, promote conservation and sustainable use, and restore ecosystem integrity as a nature-based solution to achieve climate resilience, while enhancing biodiversity, local economies, food security, and human health and wellbeing.'

Four work packages (WP) provide integrated pathways to change to achieve this outcome. WP1 builds the enabling environment through mainstreaming, WP2 creates the policy frameworks, WP3 puts these into action through eradications which paves the way for WP4 to improve biodiversity. They will follow do-no-harm guidelines, be GESI responsive and designed in close collaboration with local partners.

WP3 (Eradication) is at the heart of this work, with the planned removal of invasive vertebrate species from 58 islands and islets across the project sites. This is supported by multi-faceted and GESI planning processes at each site, with long-term success of the eradications integrally interlinked with and building on WP2 (Biosecurity).

This focuses on developing frameworks for sustainable inter-island biosecurity, for measures to be developed pre-eradication, and implemented post-eradication, to avoid any reintroduction of invasive species. By achieving eradication and long-term biosecurity, the anticipated immediate-term benefits include: protection of agricultural crops and improved crop yields, improved public health1 and protection of native flora and fauna across all sites — all of which lead to enhanced biodiversity, food security, human health and well-being.
Both of these WP's are underpinned by WP1 (Mainstreaming) involving extensive GESI stakeholder engagement, capacity building and social marketing activities to promote awareness and change behaviors to facilitate the success of the eradications and biosecurity measures. Peer-to-peer learning exchanges and regional networking will further strengthen and solidify a united effort across sites, and the sharing of experiences of indigenous persons and local

[1] Public health improvements will include a reduction in rat-distributed diseases such as leptospirosis.

communities will enable cross-regional knowledge exchange amongst these gatekeepers of long-term success.
Longer-term, the benefits of this work are anticipated to include: improved soil productivity, increased forest cover and the return of native species (including returning seabirds that will in turn bring increased nutrients to soils and accelerate the recovery of native fauna and flora). This recovery will be supported by WP4 (Rewilding) to advance indigenous species re-habitation. These efforts will lead to a reduction in coastal erosion and greater resilience to extreme weather events, and improved coastal, marine and fisheries productivity[2] all of which will strengthen the islands' ecological integrity, enhance biodiversity, support food security and human well-being, and promote climate change resilience.
Ultimately the initiative intends to achieve the following Impact: 'Island communities on the front lines of climate change recognise the importance of and implement invasive species management and ecosystem restoration as critical tools for improving biodiversity, local economies, and human wellbeing. The cultural traditions and knowledge of indigenous people are preserved. Human well-being is enhanced through increased food security from traditional crops and improved local economies. Native species and landscapes are restored, reinstating ecosystem integrity, the fundamental element in building resilience to a changing climate.'

The project is delivered through a consortium of partners. The consortium members are:

- Island Conservation (Consortium Lead)
- Palau Conservation Society (PCS)
- Vava'u Environment Protection Association (VEPA)
- Birdlife International (BL)
- Secretariat of the Pacific Regional Environment Programme (SPREP)

SPREP is responsible for the delivery of:

- **Work package 1 (WP1) : Mainstreaming**

The objective of work package 1 is to:

- Undertake Knowledge-Attitude-Practice-and-Behavior (KAPB) assessments and consultations with national level actors to assess and quantify the level of understanding of the threats that invasive vertebrate species pose to terrestrial and marine biodiversity, and levels of awareness about the links between invasive species and climate change resilience, agricultural productivity, food security, and human health in Palau, Samoa, Tonga, and Wallis & Futuna. Utilising the findings of the assessments, develop and implement a Stakeholder Engagement and Communications Plan for Palau, Samoa, Tonga and Wallis & Futuna, including key processes, messaging and communication mechanisms to enhance awareness and understanding of invasive vertebrate

[2] Studies have shown that fishery productivity in coral reef environments off-shore from eradication sites can increase by 50% due to improved nutrient flows and ecological stability (Harbison, PCT, 2023).

species threats, links, policy frameworks and management mechanisms (related to climate resilience, biosecurity and other key thematic areas) at the local, national and regional level.
- Develop and deliver targeted, gender-responsive capacity building through training programmes at the local, national and regional level, and implement training-of-trainer initiatives to support a multiplier effect.
- Conduct interim reviews of campaign efficacy and emerging best-practice models through in-country/territory studies, sharing lessons learned and adapting programs accordingly, which is likely to include a 'Best Practice Guide' on how to roll this out in other locations.
- Expand and utilise existing formal (professional) networks and exchange platforms to advance peer-to-peer learning, the sharing of lessons learned, experiences and best practices, within and between target countries/ territory, through both virtual networking and in-person exchange visits and workshops (operationalised through networks and platforms that will be identified during Activity AI.1, including but not limited to the online Battler Resource Base, networks such as Pacific Invasives Learning Network – PILN and the ERLN).

Scope of service:

The services expected from this TOR fall under **work package 1 – Mainstreaming** and builds on work previously completed in Tonga and Niue under the NZMFAT funded PRISMSS Restoring Island Resilience project.

National mainstreaming will be conducted in:
- Wallis and Futuna (WF)
- Tonga (TO)
- Palau (PA)
- Samoa (SA)

Service delivery model:

SPREP is part of a consortium of partners delivering the project. Local consortium partners will play a key role in delivering national mainstreaming efforts.

The supplier is expected to develop regional tools to support the delivery of national mainstreaming efforts for the PRISMSS PFP and PRISMSS POI programmes.

National delivery will be supported by local consortium members. The supplier is expected to work closely with:

- Palau Conservation Society
- Vava'u Environment Protection Association
- Birdlife International

- Wallis and Futuna in-country project staff

To facilitate the delivery of national level activities. Each country will have at least one part time project funded position with the task of creating an enabling environment for project activities to be delivered.

The services will be delivered in phases, as follows:

	Modality and action	Expected results	Deliverable
Phase 1: Planning and design	**Modality:** In person **Action**: engagement with SPREP team, in Apia, Samoa	Clear and agreed multiyear delivery plan	Delivery plan
	Modality: In person engagement with the PRISMSS GEDSI + TK coordinator and national delivery partners to **Action**: develop assessment methodology aligned with PRISMSS implementation frameworks	Knowledge-Attitude-Practice-and-Behaviour (KAPB) assessments designed and ready for delivery.	KAPB assessment plan KAPB assessment methodology KAPB assessment surveys
Phase 2: Baseline data collection and analysis	**Modality:** Remote and/or in person, in country **Action**: Deliver KAPB assessments	KAPB assessments completed	Completed KAPB assessments
	Modality: Remote **Action**: KAPB assessment data analysis	KAPB assessments analyzed Stakeholder analysis reports for Palau, Samoa and Wallis and Futuna delivered	KAPB analysis reports
Phase 3: Implementation	**Modality:** Remote in collaboration with SPREP and National Delivery Partners	Stakeholder engagement plans are developed and implemented in collaboration with in-country delivery partners	Stakeholder engagement plans Stakeholder engagement reports

	Action: Develop and implement Stakeholder engagement plans		
	Modality: remote **Action:** design and implement a social marketing campaign based on KAPB results and stakeholder engagement	Design and launch a social marketing campaign to promote behaviour change at the national level and at target sites.	Social media campaign report
	Modality: Remote and/or in collaboration with SPREP and National Delivery Partners **Action**: Develop and implement gender-responsive capacity building	Capacity building is delivered in collaboration with in-country delivery partners	Capacity building reports
Phase 4: Impact assessment and final reporting	**Modality:** remote, in collaboration with national delivery partners. **Action:** Impact evaluation	Evaluate the impact of stakeholder engagement and capacity building	Evaluation report
	Modality: remote **Action:** develop and deliver final project reporting	Final report delivered	Final report

Expected deliverables:

Deliverable	Multi-country	Palau	Samoa	Tonga	Wallis and Futuna
Stakeholder analysis reports for Palau, Samoa and Wallis and Futuna		X	X		X
Regionally relevant stakeholder and communication plan	X				

National Knowledge-Attitude-Practice-and-Behavior (KAPB) survey	X				
Social marketing campaign plan	X				
Social marketing campaign plan impact assessment	X	X	X	X	X
Communications Strategy to support scaling up of eradication and/or Community-based Invasive Species Management Plans	X				

Bid instructions:

The methodology should:

- Clearly demonstrate how the project outcomes will be achieved
- Provide a clear delivery timeline

The financial proposal should:

- Demonstrate value for money
- Any travel must indicate the intended travel route
- Complete ANNEX B financial proposal form provided

Supplier may want to consider Phase 1 and 2 being completed while based with the SPREP team in Apia, Samoa to ensure full alignment and facilitate engagement with the invasive species team and national delivery partners.