REQUEST FOR TENDERS

RFT: 2026-035
File: AP_6/13/3
Date: 26 August 2026
To: Interested consultants
From: Susana Telakau, Solid Waste Management Adviser

Subject: **Request for tenders (RFT): Consultancy for the development of the Cleaner Pacific 2036 (CP2036): Pacific Regional Chemical, Waste and Pollution Management Strategy, Action Plan, and Monitoring, Evaluation and Learning (MEL) Plan and Framework.**

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 undertake the consultancy described in the Terms of Reference at Annex A. The successful consultant will draft the next ten-year Cleaner Pacific 2036 (CP2036): Pacific Regional Chemical, Waste and Pollution Management Strategy, together with an Action Plan and a Monitoring, Evaluation and Learning (MEL) Plan and Framework.

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

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 09 September 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 11 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
Qualifications and Experience	Advanced university degree in Environmental Management, Chemical Waste Pollution Management, Environmental Policy, Environmental Engineering, Sustainable Development, or a related discipline.	5%
	At least 10 years of demonstrated experience in the development of regional or national environmental strategies, frameworks, action plans, MEL Plans and frameworks for waste management, pollution control, circular economy or environmental policy, preferably within the Pacific region.	15%
	Demonstrated understanding of the circular economy, solid and hazardous waste management, marine litter, pollution prevention and resource recovery, and how these apply in Pacific Island Countries and Territories (PICTs).	15%
	Demonstrated experience in results-based management and MEL systems, particularly in nimble evaluation approaches including outcome mapping.	10%
	Demonstrated understanding of regional strategies and frameworks (e.g. the 2050 Strategy for the Blue Pacific Continent and the SPREP Strategic Plan).	10%
Technical Proposal / Methodology	Proposed methodology for the four (4) Tasks set out in the Terms of Reference (Annex A), noting schedule, activities, concurrent or sequential delivery, engagement with SPREP .	25%

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: 21 September 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 2026-035: **Consultancy for the development of the Cleaner Pacific 2036 (CP2036): Pacific Regional Chemical, Waste and Pollution Management Strategy, Action Plan and MEL Plan and Framework to:**

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

Consultancy for the development of the Cleaner Pacific 2036 (CP2036): Pacific Regional Chemical, Waste and Pollution Management Strategy, Action Plan, and Monitoring, Evaluation and Learning (MEL) Plan and Framework

1. BACKGROUND

The Cleaner Pacific 2025: Pacific Regional Waste and Pollution Management Strategy (2016–2025) has reached the end of its implementation period and has undergone a comprehensive evaluation to assess achievements, lessons learned, challenges, and priorities for future action. The evaluation highlighted the need for stronger implementation mechanisms, realistic monitoring arrangements, enhanced regional collaboration, and alignment with emerging regional priorities.

Preparatory work completed to date for the successor strategy includes the Cleaner Pacific 2025 evaluation, the development of a conceptual framework for the successor strategy, regional consultations through the 4th Clean Pacific Roundtable and other fora, and review of national waste management strategies.

The strategic direction is to prepare a 10-year Cleaner Pacific 2036 (CP2036): Pacific Regional Chemical, Waste and Pollution Management Strategy, aligned with the SPREP Strategic Plan 2027–2036 currently under development. The next phase therefore requires a consultant to prepare a draft Cleaner Pacific Strategy, together with a practical Action Plan, a Monitoring, Evaluation, and Learning (MEL) Plan and Framework.

2. INTRODUCTION

A revised Cleaner Pacific Strategy is required to continue to support, guide and coordinate regional waste management and pollution control action in the Pacific region through to 2036, and to align with the SPREP Strategic Plan 2027–2036.

The intended CP2036 will ensure a cohesive, coordinated approach to regional waste and chemical management, pollution prevention, and circular economy development throughout the Pacific region, and provide an overarching framework to assist PICTs in achieving a cleaner and safer environment for future generations. It will be a key guiding long-term plan for SPREP in developing its aligned response plans, partnerships, and resource mobilisation to implement the Strategy's identified priorities.

The SPREP Waste Management and Pollution Control (WMPC) Programme holds responsibility for the Cleaner Pacific Strategy's oversight and delivery. Through WMPC projects and donor support, SPREP has facilitated discussions with member countries and key stakeholders (including the maritime and private sectors) regarding the development of the successor strategy during the 4th Clean Pacific Roundtable in Tuvalu, CIRCLE Expo 2025 (26-30 May, 2025), consultation on the Cleaner Pacific Strategy (12-25 July, 2025). Those discussions reflected strong strategic intent for waste management and pollution control extending to the marine environment, and emphasised circular economy approaches.

3. EXPECTED OUTCOME

The Secretariat of the Pacific Regional Environment Programme (SPREP) seeks to engage a consultant to deliver the following:

- A comprehensive CP2036, Action Plan and MEL Plan and Framework that reflects the timeframe to 2036 and is aligned with the 2050 Strategy for the Blue Pacific Continent and SPREP Strategic Plan 2027–2036.
- Incorporate lessons learned from CP2025 and address emerging waste, pollution, climate resilience and circular economy priorities.

4. SCOPE OF WORK

The proposed stages of the work are described in the following table.

Phase	Description	Documentation to be provided	Consultant Output
Task 1 – Inception and Review	Confirm scope, methodology, risks and work plan with SPREP WMPC and SPPRD. Review existing documentation (CP2025 Evaluation Report; CP2036 Conceptual Framework; CP2025 mid-term review; national waste management strategies; Cleaner Pacific Roundtable outcomes; consultation reports, relevant regional and global policy frameworks).	Cleaner Pacific 2025 Evaluation Report; CP2036 Conceptual Framework; Cleaner Pacific 2025 and Implementation Plans; Cleaner Pacific Strategy Mid-term Review Report; national waste management and pollution control strategies; 4th CPRT 2024 Report; consultation reports, CP2025 Results Framework / Logframe for PICTs; Regional Waste Data Collection, Monitoring and Reporting Framework; relevant regional and global policy frameworks.	• Inception meeting • Inception Report • Draft Work Plan.

Phase	Description	Documentation to be provided	Consultant Output
Task 2 - Develop Draft CP2036	Draft CP2036, including Vision, Mission, Guiding Principles, Strategic Goals and Outcomes, Targets and Indicators, and implementation and governance arrangements. The draft CP2036 should align with the 2050 Strategy for the Blue Pacific Continent and the SPREP Strategic Plan 2027–2036; incorporate CP2025 lessons learned; address emerging chemical, waste, pollution, climate resilience and circular economy priorities; incorporate sector and industry on circularity principles	CP2036 Conceptual Framework; 2050 Strategy for the Blue Pacific Continent and Implementation Plan; zero draft SPREP Strategic Plan 2027–2036; CP2025 Evaluation Report; national and regional strategy examples.	• Draft CP2036 outline (Vision, Mission, Guiding Principles, Goals, Strategic Outcomes).
Task 3 – Develop CP2036 Action Plan	Prepare a detailed Action Plan covering Strategic Actions, Responsible Stakeholders, Implementation Timelines, Milestones, Expected Outputs, Financing, and Risk Management Measures.	Existing WMPC workplans; donor project plans.	• Draft CP2036 Action Plan.
Task 4 – Develop CP2036 MEL Plan and Framework	Develop a comprehensive Monitoring, Evaluation, and Learning (MEL) Plan and Framework including Monitoring Indicators, Targets and Baselines, Reporting Arrangements, Evaluation Schedule, Learning and Adaptive Management Mechanisms, and Review and Accountability Processes that are practical and realistic for country and SPREP capacities	CP2025 Results Framework; CP2025 Implementation Plans; PICT monitoring capacities; regional MEL guidance, including the Regional Waste Data Collection, Monitoring and Reporting Framework.	• Draft CP2036 MEL Plan and Framework

Institutional Arrangement

It is expected that this project will be undertaken remotely.

Consultant Responsibilities

The consultant will be responsible for all administrative tasks, including: scheduling meetings with SPREP; taking minutes; distributing draft documents for comment; and consolidating feedback.

The consultant will produce the Inception Report, draft and final versions of the CP2036, Action Plan and MEL Plan and Framework.

Reporting and Governance Arrangements

The consultant will report to the Waste Management and Pollution Control (WMPC) Programme at SPREP, and will work closely with designated SPREP officers and any technical or advisory mechanism established for the assignment.

Consultant Qualifications

The consultant or consulting team must demonstrate the following:

- At least 10 years of professional experience in waste management, pollution control, circular economy, resource recovery, environmental policy, or related fields.
- Demonstrated at least 10 years of experience in the development of regional or national environmental strategies, frameworks, action plans, MEL Plan and framework and systems for waste and chemical management, pollution control, circular economy or environmental policy, preferably within the Pacific region.
- Advanced university degree in Environmental Management, Waste Management, Environmental Policy, Environmental Engineering, Sustainable Development, or a related discipline.
- Demonstrated understanding of the circular economy, solid and hazardous waste management, marine litter, pollution prevention and resource recovery, and how these apply in Pacific Island Countries and Territories (PICTs).
- Demonstrated understanding of regional strategies and frameworks (e.g. the 2050 Strategy for the Blue Pacific Continent and the SPREP Strategic Plan).

5. SCHEDULE OF WORK

The timelines for expected project activities are detailed in Table 2 below.

Tenderers are expected to detail how and when each of these steps will be delivered.

Table 2: Project Schedule

Activity/Deliverable	Timeline
Work Plan	End of September 2026
Draft CP2036	End of November 2026
Developed CP2036 Action Plan	End of February 2027
Developed MEL Plan and Framework	End of February 2027

6. BUDGET

Submissions are required to itemise all financial elements of their proposal in USD, including, but not limited to, the following:

- Salary costs (hourly rate)
- All applicable taxes

Submissions must include an annotated budget listing for each task.

Proposals above $30,000 USD will not be considered.

SPREP reserves the right to withdraw this tender at 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.

7. OTHER INFORMATION

The successful consultant will be provided with any relevant project documentation.

The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct.

https://www.sprep.org/attachments/Publications/Corporate_Documents/sprep-organisational-values-code-of-conduct.pdf

Including SPREP's policy on Child Protection, Environment Social Safeguards, Fraud prevention & Whistleblower Protection and Gender and Social Inclusion.