REQUEST FOR TENDER

RFT: 2026-044
File: AP_2/44
Date: 03 November 2026
To: Interested Service Providers
From: Loraini Sivo, Project Manager PEBACC+

Subject: Request for Tender (RFT) Field Support Officer - Savusavu Blue Town EbA Master Plan Coordination and Implementation

1. Background

1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization 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 is seeking a qualified Consultant to build stakeholder understanding and consensus, organise the official launch of the Master Plan, facilitate the selection of feasible low-cost and high-impact interventions, and coordinate and document the initial phase of on-ground implementation. This support is intended to create visible early momentum while establishing the partnerships, governance arrangements and stewardship needed for longer-term delivery of the Blue Town vision.

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 as per the scope of work;

ii. Provide three referees relevant to this tender submission, including the most recent work completed;

iii. Must be based in Savusavu (desirable) or able to work in Fiji.

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 where 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 required skills and experience to carry out this contract successfully.

d) **Technical Proposal** which contains the details of achieving the tasks outlined in the Terms of Reference.

e) **Financial Proposal** – Breakdown cost for the services to render as per deliverables outlined in the Terms of Reference - Annex A. The cost must be inclusive of all the expenses foreseen.

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 11 November 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 13 November 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 contractor 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	Details	Weighting
Qualifications	1. Degree in Environmental Science, Climate Change Adaptation, Natural Resource Management, Coastal Management, Development Studies, or a related discipline.	10
Experience	2. Minimum 7 years of experience in managing eco-system-based adaptation (EbA), coastal resource management, or climate resilience projects in Fiji or the Pacific region or equivalent.	10
	3. Demonstrated track record in multi-stakeholder facil-itation, community consultation (*talanoa*), and event management involving government officials and tra-ditional leaders.	20
	4. Practical experience in implementing environ-ment/tourism relation project (e.g., NbS, Conserva-tion/Ecotourism etc).	15
	5. Strong understanding of Fiji's national environmental policies, local government structures (Provincial Of-fices, Town Councils), and customary governance (*qoliqoli*, *vanua*).	15
	6. Familiarity with the Savusavu context and the Blue Town model/PEBACC+ framework is highly desira-ble.	10

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:

Financial Score = a X $\frac{b}{c}$

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: 20 November 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 2026-044: Field Support Officer - Savusavu Blue Town EbA Master Plan Coordination and Implementation

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

Field Support Officer - Savusavu Blue Town EbA Master Plan Coordination and Implementation

Duty Station	Savusavu, Fiji
Type of Assignment	Technical Support
Level of Engagement	National
Languages Required:	English
Expected Start Date	As soon as contract is signed
Contract Duration	**6 months January – June 2027**
Supervisor:	**PEBACC+ Fiji Project Coordinator**

Background

The Secretariat of the Pacific Regional Environment Programme (SPREP) is implementing the **PEBACC+ project** to strengthen climate resilience across Pacific Island countries through ecosystem-based adaptation (EbA). The project promotes the protection, restoration and sustainable management of ecosystems as practical responses to climate change, while supporting resilient livelihoods and community well-being. In Fiji, PEBACC+ works with government, customary authorities, communities, civil society and the private sector to integrate nature-based solutions and EbA priorities into local planning, investment and decision-making.

Under this initiative, SPREP commissioned the **Savusavu Blue Town Ecosystem-based Adaptation Master Plan,** which was completed in October 2026 following consultations with institutional, customary and community stakeholders. Savusavu is a major commercial and tourism centre in Cakaudrove Province, Vanua Levu, and its economy, food security, cultural identity and customary governance are closely connected to the health of Savusavu Bay and its surrounding coastal and marine ecosystems. These ecosystems are under increasing pressure from land-based sediment runoff, coastal erosion, inadequate wastewater and stormwater drainage management, and degradation of nearshore coral reefs. Nearshore coral cover has declined to approximately **5–6%**, highlighting the urgency of coordinated action to reduce land-based impacts and restore coastal ecosystem functions.

The **Savusavu Blue Town model** provides a community-driven framework for sustainable urban and coastal development. It brings together seven interconnected result areas: a Blue Town Master Plan, renewable energy, integrated waste management, marine conservation, sustainable livelihoods, eco-tourism and environmental education. Within this broader vision, the EbA Master Plan provides a practical and sequenced roadmap for protecting natural assets, reducing climate and environmental risks, and directing collaborative investment. Its planning area extends from Savarekareka Point in the north to Lesiaceva Point and Raralevu Point in the south, encompassing the town, adjacent communities and priority coastal sites.

The Master Plan provides the evidence base and implementation framework for coordinated action. Its key findings and recommendations are as follows:

- **Identifies land-based sediment runoff and pollution as the highest-priority threats** to Savusavu Bay, with nearshore coral cover reduced to approximately **5–6%**, compared with about **47% offshore**.
- Recommends **21 interventions**: three enabling actions and 18 site-based actions.
- Prioritises three pilot interventions:

a) **Yaroi village coastline**—mangrove planting, maintenance and community training.
b) **North-east Savusavu Town**—coastal revegetation, improved boat access and drainage/sediment controls.
c) **Savusavu Tourism Association land**—revegetation, revetment improvements and drainage upgrades.

- Establishes three enabling measures: **environmental education, regular water-quality monitoring, and a Marine Management Plan for the Savusavu Qoliqoli**.
- Clarifies that **SPREP's principal role is stewardship and coordination**, while implementation requires government agencies, communities, businesses and development partners to take ownership of specific actions.

The completion of the Master Plan marks the transition from planning to implementation. Achieving early results will require sustained stakeholder engagement, clear institutional responsibilities, community ownership and practical coordination among customary leaders, government agencies, the Savusavu Town Council, community groups, businesses and development partners. To support this transition, SPREP is seeking a qualified Consultant to build stakeholder understanding and consensus, organise the official launch of the Master Plan, facilitate the selection of feasible low-cost and high-impact interventions, and coordinate and document the initial phase of on-ground implementation. This support is intended to create visible early momentum while establishing the partnerships, governance arrangements and stewardship needed for longer-term delivery of the Blue Town vision.

Objectives:

The overarching objective of this consultancy is to translate the Savusavu Blue Town EbA Master Plan into immediate, visible, and community-supported action. Specifically, the Consultant will:

1. Engage key institutional, customary, and community stakeholders to build detailed understanding and consensus around the Master Plan recommendations.
2. Organize and execute an official launch event for the Savusavu Blue Town EbA Master Plan.
3. Facilitate structured stakeholder discussions to review intervention options, prioritize actions, and select the **least-cost / highest-impact pilot intervention(s)** for immediate execution.
4. Coordinate, oversee, and document the on-ground implementation of the selected least-cost intervention(s) focusing specifically on work identified for Savusavu Tourism Association land.

Scope of the PEBACC+ assignment:

The Consultant will work under the direct supervision of PEBACC+ Project Manager and in close collaboration with local authorities and key partners. The scope of work is divided into four main phases:

Phase 1: Stakeholder Engagement, Consensus Building

a. **Consultation & Validation:** Conduct targeted bilateral meetings and focus group *talanoa* sessions to present the Master Plan findings, ensuring Free, Prior, and Informed Consent (FPIC) where customary resource rights are involved.
b. **Governance Alignment:** Support discussions around re-activating or aligning with local coordination mechanisms (such as the Savusavu Blue Town Committee or Yaubula Management Teams).

Phase 2: Master Plan Launch Event

a. Event Planning & Logistics: Plan, organize, and execute an official, high-profile launching event for the Savusavu Blue Town EbA Master Plan in Savusavu.
b. **Stakeholder Mobilization:** Ensure representation from government ministries, provincial leadership, traditional leaders, community groups, private sector partners, donor agencies, and media.
c. **Communications & Materials:** Prepare launch collateral, briefing notes, executive summaries, and presentation materials showcasing the Blue Town vision and the EbA roadmap.

Phase 3: Intervention Prioritisation & Least-Cost Selection

a. **Review Intervention Pipeline:** Facilitate discussion with involved stakeholders on a selected least cost intervention to implement that is realistic in a period of 4 months
b. **Least-Cost & Feasibility Analysis:** Evaluate interventions based on implementation readiness, quick-win potential, community ownership, and budget constraints.
c. **Selection of Intervention:** Reach consensus on selecting the **least-cost, high-impact intervention** for immediate delivery.

Phase 4: Implementation Coordination & Oversight

a. **Action Planning:** Develop a detailed Work Plan and **budget for the selected least-cost intervention**, specifying lead agencies, community roles, **for the ground intervention needed for a budget between US35,000 to US60,000,** and schedules.
b. **On-Ground Coordination:** Supervise and coordinate execution on the ground, collaborating with partners (e.g., Ministry of Forestry, Town Council, FRA, Savusavu Tourism Association etc)
c. **Monitoring & Handover:** Establish maintenance and stewardship agreements with local partners to ensure long-term sustainability post-implementation.

Key Deliverables

The following key deliverables will be expected from the Service Provider:

1. Stakeholder engagement, consultation and consensus-building report, including bilateral meetings, focus group talanoa sessions, FPIC where required, stakeholder feedback, agreed follow-up actions, and proposed local coordination arrangements.
2. Savusavu Blue Town EbA Master Plan launch event completion report, including event planning, stakeholder mobilisation, launch programme, briefing notes, presentation materials, visibility outputs, attendance records, photographs, and summary of proceedings.
3. Intervention prioritisation and least-cost selection report, including review of intervention options, feasibility and readiness assessment, community ownership considerations, and agreed least-cost/high-impact intervention(s) for immediate implementation.
4. Implementation coordination, monitoring and final completion report, including detailed description of what was done and achieved, monitoring results, maintenance/stewardship arrangements, lessons learned, recommendations, and handover documentation.

Required Deliverables and Payment Percentage

No.	Required Deliverable	Tentative Timeline	Fee (%)
1	Submission of a workplan on carrying out the work required	2 weeks from contract signing	20%
2	Stakeholder engagement, consultation and consensus-building report, covering targeted bilateral meetings, focus group talanoa sessions, FPIC where required, stakeholder feedback, agreed follow-up actions, and proposed local coordination arrangements.	End of Month 1	20%
3	Savusavu Blue Town EbA Master Plan launch event completion report, including event planning and logistics, stakeholder mobilisation, launch programme, communications materials, attendance records, photographs, visibility outputs, and summary of proceedings.	End of Month 2	10%
4	Intervention prioritization and least-cost selection report, including review of intervention options, feasibility and implementation-readiness analysis, quick-win potential, community ownership considerations, budget constraints, and agreed least-cost/high-impact intervention(s).	End of Month 3	10%
5	Implementation administrative coordination, monitoring and final completion report, including detailed work plan and budget, lead agencies and community roles, resource requirements, implementation progress and outputs, monitoring results, maintenance/stewardship arrangements, lessons learned, recommendations, and handover documentation.	End of Month 5	40%
	Total		**100%**

Information on Working Arrangements

- The work is based in Savusavu, Fiji working with multiple stakeholders at national, provincial and site level.
- Free, Prior and Informed Consent must be obtained prior to any community consultation.
- Payments will be made upon submission of approved met deliverables as per TOR. Anything outside the scope of work will not be accepted.
- Financial proposal submitted should be inclusive of all cost

Competencies:

Technical:

- Ability to perform the needed technical assessment and planning required under the ToR.

Functional:

Communications

- Able to communicate effectively in writing to a varied and broad audience in a simple and concise manner.

Professionalism

- Capable of working in a high- pressure environment with sharp and frequent deadlines, managing many tasks simultaneously;
- Excellent analytical and organizational skills;
- Exercises the highest level of responsibility and be able to handle confidential and politically sensitive issues in a responsible and mature manner.

Teamwork

- Works well in a team;
- Projects a positive image and is ready to take on a wide range of tasks;
- Focuses on results for the client;
- Welcomes constructive feedback.

Required Education and Experience

Qualifications:

- Degree (Master's preferred) in Environmental Science, Climate Change Adaptation, Natural Resource Management, Coastal Management, Development Studies, or a related discipline.

Experience:

- Minimum 7 years of experience in managing ecosystem-based adaptation (EbA), coastal resource management, or climate resilience projects in Fiji or the Pacific region or equivalent.
- Demonstrated track record in multi-stakeholder facilitation, community consultation (*talanoa*), and event management involving government officials and traditional leaders.
- Practical experience in implementing environment/tourism relation project (e.g., NbS, Conservation/Ecotourism etc).
- Strong understanding of Fiji's national environmental policies, local government structures (Provincial Offices, Town Councils), and customary governance (*qoliqoli*, *vanua*).
- Familiarity with the Savusavu context and the Blue Town model/PEBACC+ framework is highly desirable.
- Excellent written and oral communication skills in English and Fijian (iTaukei).

Language Requirements:

- Excellent written and verbal communication skills, including the ability to prepare clear and concise reports, presentations, and technical documents for diverse audiences, are essential.

Fluency in English is typically required, and proficiency in Fijian or other local languages may be beneficial for engaging with communities.