

REQUEST FOR QUOTES

RFQ: 2026-PBS-002
File: AP_2/43
Date: 1 April, 2026
To: Interested consultants
From: Sharon Tohaimae
CC: Etienne Delattre, Carlo Iacovino, James Faiumu

Subject: Request for quotes (RFQ): Video Production for the Pacific BioScapes Programme – Solomon Islands Project

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 professional videographers to document and communicate achievements, lessons learned through voices of targeted communities under the Pacific BioScapes Programme, Solomon Islands Project. The consultant will work closely with the Pacific BioScapes Programme PMU to produce a high-quality short documentary-style video, 3 x 30-40 seconds social media reels and 50 high resolution photographs that showcases the achievements and project results in Central Province, 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 08 April 2026. A summary of all questions received complete with an associated response will be shared with all Tenderers by 10 April 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	Professional videographer with over 5 years of demonstrated experience in producing broadcasting and media content on environment, Marine Science, Environmental Management, Fisheries, Ecology, climate change, or related topics.	20
	Have a strong track record in producing videos on complex subjects for multi-media in the Pacific but preferably in Solomon Islands. Previous experience in similar assignments for internal or regional organisation like SPREP will be an advantage. Provide at least five (5) relevant examples of past work with explanation via online links.	30
	Demonstrated experience in writing video scripts, leading video productions and post-production and projects of similar scale, especially in rural/remote locations. Must demonstrate cultural sensitivity	15

	and strong storytelling skills. Experience supporting production in Solomon Islands pidgin and English will be an advantage.	
Technical Proposal / Methodology	Costed workplan setting out the activities to be undertaken and timing of activities	15

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: 15 April 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-PBS-002: National Consultant: Video Production for the Pacific BioScapes Programme – Solomon Islands Project**'

Mail: SPREP

PO Box 240

Apia, SAMOA

Email: sharont@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

National Consultant (Solomon Islands): Video Production for the Pacific BioScapes Programme – Solomon Islands Project

Voices of the Communities: Case studies of Ecosystem-based Adaptation and Project results in Central Islands Province

1.0 Background

Pacific Island countries have identified many critical issues and national priorities to protect biodiversity, communities and ecosystems in our region. In response, the Pacific Biodiversity and Sustainable Land-Seascapes (Pacific BioScapes) Programme was developed to support 30 regional and in-country activities across 11 participating countries, with the overall aim of better managing our coastal and marine resources and adapting to climate change through ecosystem-based responses. The 5-year programme is funded by the European Union and implemented by the Secretariat of the Pacific Regional Environment Programme (SPREP) in collaborations with governments, international Non-governmental Organisations (NGOs) and target communities.

The Programme funds activities to address **Key Result Area (KRA) 1**: strengthened capacities of Pacific countries to effectively manage coastal and marine biodiversity and enhance resilience to climate change, and **KRA 2**: support regional, national, and local efforts to assess, conserve, protect, manage, and sustainably use marine and terrestrial biodiversity.

1.1 Project Introduction and Rationale: Solomon Islands Project

The Solomon Islands Project “Central Solomon Islands Seascape” falls under KRA 2 of the Programme. It is implemented by the Secretariat of the Pacific Regional Environment Programme (SPREP) and the Wildlife Conservation Society (WCS), in collaboration with the Central Provincial Government, Ministry of Environment, Climate Change, Disaster Management, and Meteorology (MECDM), Ministry of Fisheries and Marine Resources (MFMR)’s Community Based Resource Management (CBRM) Unit. The project will design and implement integrated coastal, marine and island conservation and community-centered plans for the central seascape comprising Ngella Islands, Russell Islands and Savo Island. The site-based, community-led plans will contribute to strengthen protection of key coastal ecosystems sites through targeted management that simultaneously achieves multiple objectives for climate resilience, livelihoods, and human wellbeing for targeted sites in Central Province, Solomon Islands.

The overall goal of the project is to develop integrated island and ocean management plans in Central Island Province, Solomon Islands, to support biodiversity, livelihoods, and wellbeing outcomes.

The objectives of the project are to;

- 1.1 Support national government to develop ocean zoning for Central Island Province that balances stakeholder uses and sustainability.
- 1.2 Facilitate development of ecosystem-based adaptation (EbA) plans for areas of vulnerable ecosystems and sensitive biodiversity.

- 2.1 Develop holistic watershed management plans that address biodiversity protection, climate adaptation, disaster risk reduction, and health promotion; and
- 2.2 Implement active Nature-based Solutions (NbS) and Water, sanitation and hygiene (WASH) interventions to improve water quality and security.

2.0 Objectives:

As the project is in the final year of implementation, SPREP seeks a professional videographer to document and communicate achievements, lessons learned through voices of targeted communities.

The objective of this assignment is to produce a high-quality short documentary-style video, 3 x 30-40 seconds social media reels and 50 high resolution photographs that:

- Projects and amplifies Pacific (Solomon Islands) voices and experiences.
- Highlights Pacific BioScapes project interventions, successes, and lessons from the participating communities in Central Province, Solomon Islands.
- Capture individual and community voices showing their experiences and benefits of EbA, Water Safety and Sanitation Plans (WSSP), Nature-based Solutions (NbS) and WASH interventions.
- Communicate the value of ecosystem management and biodiversity conservation for livelihoods and climate resilience demonstrated by strong local community leadership, ownership, government and donor support.
- Showcases the value of traditional ecological knowledge in EbAs and community-based resource management.

3.0 Scope of Work

The selected consultant will be responsible for:

3.1. Pre-Production

- Develop video concept and storyboard in consultation with the Pacific BioScapes Programme – Solomon Islands Country Coordinator (SICC), Communications and Outreach Specialist and Project Management Unit.
- Conduct background research using Pacific BioScapes Programme reports, ERSAM documentation and other communication and knowledge products developed by the Programme.
- Coordinate with SICC and the Project team for site visits and interviews.
- Write the script.

3.2. Production

- In consultation with the SICC and WCS-SI team, travel to selected project sites to film key project interventions, landscapes and interviews with communities.
- Capture relevant footage, including community interactions, ecological and socio-economical features.

- Capture relevant photos of project achievements and progress.
- Ensure culturally appropriate approaches and gender and social inclusive representation.
- Ensure consent forms are signed for children below 18 years of age that are featured in videos or captured in photos; a SPREP consent form is available to accommodate this.

3.3. Post-Production

- Edit and produce:
 - One x 15-minute video showing casing the overall achievements, progress and lessons learned from the project interventions. Video to have English subtitles/voiceover.
 - Three (3) 30-40 Second social media reels with English subtitles/voiceover.
- Include subtitles/voiceover for all videos and background music.
- Include branding, intro/outro sequences, partners acknowledgements, and licensed music.
- Revise drafts based on feedback from the Pacific BioScapes Programme Team (including Wildlife Conservation Society- Solomon Islands) that also includes the EU as the donor.
- Edit 50 high resolution photos (from the selected targeted project sites across Russell, Savo and Ngella Islands).

3.4. Deliverables

- High resolution final videos in formats suitable for web and broadcast.
- Three social media reels (30-40 seconds) covering three intervention areas to be determined with the Project Team.
- High-quality photos of project interventions, progress and achievements.
- Raw Footage and other files submitted to SPREP Pacific BioScapes Programme Team for archiving.

3.5 Expected Outputs

At the end of this consultancy, the expected outputs include:

- 1 x 15-minute video with English subtitle/voice.
- 3 x 30-40-second reels for social media (English)
- 50 high resolution photographs.
- Complete raw footage and project files.

4.0 Key Deliverables

The following key deliverables are expected:

- i. Inception report, storyboard concept, and filming schedule.
- ii. Script; Filming completed in selected project sites.
- iii. Draft versions of video and social media reels submitted.
- iv. Final approved videos and short social media reels delivered.
- v. High resolution photos submitted.

5.0 Required Deliverables and Payment Percentage:

The total amount allocated budget for this work is USD \$20,000 with the detail breakdown deliverable payment in the table below:

No.	Deliverables	Timeline	Deliverable Payment (%)	Amount (USD)
1.	Inception report, storyboard concept, and filming schedule.	2 weeks (after signing the contract)	40%	8,000
2.	Script and Filming completed in selected project sites.	1 month	20%	4000
3.	Draft versions of video and social media reels submitted + Raw footage and complete project files.	1 month	20%	4,000
4	Final approved videos and short social media reels delivered + High resolution photos submitted	1 month	20%	4,000

6.0 Information on Working Arrangements

- The consultant will coordinate with SICC, Pacific BioScapes Programme team, relevant key governments both at the national and Central Provincial Government (CPG) and community leaders from the selected sites.
- The consultant in carrying out this assignment will adhere to the SPREP and Pacific BioScapes Programme Visibility and Branding Guidelines for all materials produced.
- Travel and filming logistics will be managed and arranged by SICC in collaboration with the consultant. Return cost of boat hire and fuel from Honiara to the selected Project sites for filming will be covered by the Pacific BioScapes Programme. Other travel costs, which include Daily subsistence Allowance (DSA) for field trip days, should be included in the financial proposal.
- Pacific BioScapes Programme SICC in collaboration with WCS- SI will provide project materials, technical guidance and facilitate contact with potential interviewees.
- The consultant will provide raw footage to SPREP that can be reused freely.
- The consultant will report to SICC and Pacific BioScapes Programme Communication and Outreach Specialist

7.0 Qualification and Experiences Required

- Professional videographer with over 5 years of demonstrated experience in producing broadcasting and media content on environment, Marine Science, Environmental Management, Fisheries, Ecology, climate change, or related topics.
- Have a strong track record in producing videos on complex subjects for multi-media in the Pacific but preferably in Solomon Islands. Previous experience in similar assignments for internal or regional organisation like SPREP will be an advantage. **Provide at least five (5) relevant examples of past work with explanations via online links.**
- Demonstrated experience in writing video scripts, leading video productions and post-production and projects of similar scale, especially in rural/remote locations. Must demonstrate cultural sensitivity and strong storytelling skills. Experience supporting production in Solomon Islands pidgin and English will be an advantage.

Documentation to be submitted

- Detailed CV
- Relevant portfolio showing similar projects
- Detailed Technical proposal to demonstrate understanding of the design brief, knowledge of production and postproduction techniques, attention to detail, and have the capacity to deliver high quality outputs in the required delivery format and within the specified timeframe.
- Detailed financial proposal in USD inclusive of all costs except for part of the cost of travel (that is, boat hire and fuel) for the field visit filming in Central Province, Solomon Islands.