



# REQUEST FOR TENDERS

RFT: 2025/022  
File: AP\_2/2/27  
Date: 30 April, 2025  
To: Interested consultants  
From: Amanda Wheatley, Biodiversity & Ecosystems Adviser

**Subject: Request for tenders (RFT): Conference coordinator for the 11<sup>th</sup> Pacific Islands Conference on Nature Conservation and Protected Areas**

## 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](http://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 coordinate the successful delivery of the 11<sup>th</sup> Pacific Islands Conference for Nature Conservation.
- 2.2. The Terms of Reference for 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.
  - 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](mailto:procurement@sprep.org) before 14 May 2025. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 16 May 2025
- 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
<b>Experience</b>	i. Minimum qualifications of a Bachelor degree in Business Management, Events and Administration, Environment Studies, Science, Natural Resource Management, or equivalent related field.	15
	ii. Demonstrate that the interested supplier has the skills and experience required to deliver the consultancy including at least 5 years of relevant practical experience in project management, event management, coordination of activities, fundraising, monitoring and reporting, preferably in the Pacific region.	30
	iii. Demonstrate ability to deliver the expected Networking, partnerships and collaboration; Fundraising, resourcing and project management/support; Reporting, Communications and capacity building.	
	iv. Demonstrate they are capable of meeting the specifications and timeframes.  Documentation must also include supporting examples to address the evaluation criteria.	
	v. While not a formal requirement, being fluent in both English and French, both written and spoken, would be advantageous.	5
<b>Technical Proposal / Methodology</b>	Submissions should include a rough work plan outlining the distribution of hours/days that will be committed across the 12 months.	30

## II. Financial Score – 20%

The Financial Proposal should include all costs, including taxes, facilities, insurance etc (travel arrangements and per diem to be covered by SPREP therefore do not need to be costed). We anticipate a total of approximately 200 days of work spread across 12 months, with workloads increasing to full time in the months prior to the conference.

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: 28 May 2025, 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 2025/022: **Conference coordinator for the 11<sup>th</sup> Pacific Islands Conference on Nature Conservation and Protected Areas**'

Mail: SPREP  
Attention: Procurement Officer  
PO Box 240  
Apia, SAMOA  
Email: [tenders@sprep.org](mailto: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

The Pacific Islands Conferences on Nature Conservation and Protected Areas are a series of major regional conservation conferences that have met approximately every five years since 1975. It has become the principal gathering of Pacific government agencies, regional organisations, non-government organisations (NGOs), community-based organisations, and donor agencies concerned with conservation science and practice in the region. Each Conference endorses a new regional Framework for Nature Conservation and Protected Areas (<https://www.pacificislandsroundtable.com/our-guiding-documents>), and State of Environment and Conservation report (<https://www.pacificislandsroundtable.com/our-guiding-documents>). SPREP co-hosts this conference alongside the Pacific Islands Roundtable for Nature Conservation (PIRT) and a Pacific Island host country.

SPREP seeks the services of a Conference coordinator to support before, during and after the 11<sup>th</sup> Conference. The 11<sup>th</sup> Conference on Nature Conservation and Protected Areas is once again to be hosted in New Caledonia. It is anticipated that the event will be a hybrid event utilizing an integration of both a virtual component, building on the success of the 10<sup>th</sup> conference with an online platform, as well as New Caledonia in-person components, and also an opportunity to have hubs across the region hosted by partners.

The Conference Coordinator will work with the Conference lead from SPREP.

This consultancy is made possible through support from the French Ministry for European and Foreign Affairs under the "Fund for economic, social and cultural cooperation for the Pacific", or "Fonds Pacifique".

### Key Result Areas

The consultancy position of **Conference Coordinator – 11<sup>th</sup> Pacific Islands Conference on Nature Conservation and Protected Areas** addresses the following Key Result Areas:

- I. Networking, partnerships and collaboration
- II. Fundraising, resourcing and project management/support
- III. Reporting, Communications and capacity building [EC1]

***The requirements in the above Key Result Areas are broadly identified below.***

<b>Consultant is accountable for</b>	
<b>1. Networking, partnerships and collaboration</b>	<ul style="list-style-type: none"> <li>a) Liaise and work closely with partners associated with the Nature Conference including members of the Pacific Island Round Table for Nature Conservation (PIRT), associated thematic working groups, and nature conference governance group or working group, and the local Nature Conference Coordinator or Officer based in New Caledonia.</li> <li>b) Assist in facilitating collaboration in the development of the theme concept and the agenda including gathering input on suitable presenters for the range of sessions.</li> <li>c) Assist in facilitating collaboration between the communication teams of the organising partners for the development of promotional materials in close collaboration with SPREP's Communications and Outreach team.</li> </ul>
<b>2. Fundraising, resourcing and project management/support</b>	

- Assist in fundraising for the Nature Conference including development and promotion of a sponsorship proposal in collaboration with SPREP and the Nature Conference Working Group.
- Identify key sponsors and donors to approach and present the sponsorship proposal including regional projects, partners and global donors.
- Provide support in managing key activities in the preparation, during and after event phases including logistical support during the event.

### 3. Reporting, Communications and advocacy

- Develop a Conference Communications Plan in close collaboration with the Conference Working Group, SPREP Communications and Outreach team and the Pacific Islands Nature Conference partners
- Implement the Conference communications plan including development of marketing materials.
- Facilitate communication between SPREP, the Nature Conference Working Group, the French Agencies involved, and New Caledonia as host.
- Lead the process to capture key messages and outcomes from the conference and to develop the Conference Outcomes Report

### Deliverables and Milestones

Milestone or deliverable	Indicative Timeframe
Signing of contract	June 2025
Potential donors identified and Fundraising plan developed as required and implementation initiated	July 2025
Agenda developed in partnership with nature conference working groups, including identifying key facilitators and speakers.	November 2025
Website and event App are up to date with Conference information including agenda, sponsors etc	January 2026
Attend and support key coordination tasks during the Nature Conference (mid 2026)	June 2026
Develop a Conference outcomes report, based on the compiled rapporteuring notes/recordings from the event	July 2026 <sup>[NR2]</sup>

To be considered for this tender, interested suppliers 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.
- V. While not a formal requirement, being fluent in both English and French, both written and spoken, would be advantageous.
- VI. Work full-time or part-time from own location, but depending on location can also choose to be based at SPREP in the Samoa or Fiji offices for periods of the consultancy.
- VII. Must hold a valid passport and be available to attend the Nature Conference in June 2026 in New Caledonia, as well as to travel to New Caledonia as required for preparation activities for the conference (travel and per diem to be covered by SPREP).

3.2 The specific evaluation criteria are:

- i. Minimum qualifications of a Bachelor degree in Business Management, Events and Administration, Environment Studies, Science, Natural Resource Management, or equivalent related field.
- ii. Demonstrate that the interested supplier has the skills and experience required to deliver the consultancy including at least 5 years of relevant practical experience in project management, event management, coordination of activities, fundraising, monitoring and reporting, preferably in the Pacific region.
- iii. Demonstrate ability to deliver the expected Networking, partnerships and collaboration; Fundraising, resourcing and project management/support; Reporting, Communications and capacity building.
- iv. Demonstrate they are capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.
- v. While not a formal requirement, being fluent in both English and French, both written and spoken, would be advantageous.
- vi. Technical proposal should include a tentative work plan outlining the distribution of hours/days that will be committed across the 12 months and a financial proposal. Please note all costs, including taxes, facilities, insurance, should be included in the financial proposal (travel arrangements and per diem to be covered by SPREP). We anticipate a total of approximately 200 days of work spread across 12 months, with workloads increasing to full time in the months prior to the conference.

**Additional information**

The previous 10th Pacific Islands Conference on Nature Conservation and Protected Areas (<https://www.pacificnatureconference.com/>) was scheduled to be held in April 2020 in Noumea, co-hosted by the Government of New Caledonia. The event was postponed due to the COVID-19 pandemic and was held in November 2020 as a fully virtual conference. It was one of the largest environmental conferences ever held in the region, with 187 speakers and over 1,800 participants.



**SPREP**  
Secretariat of the Pacific Regional  
Environment Programme

The Conference report is available here: [https://www.pacificislandsroundtable.com/\\_files/ugd/5e6710\\_f6cd1c15f88c4c4eaff08c5779315ec3.pdf](https://www.pacificislandsroundtable.com/_files/ugd/5e6710_f6cd1c15f88c4c4eaff08c5779315ec3.pdf)

The full catalogue of recordings of sessions from the 10<sup>th</sup> Conference are available here: [https://library.sprep.org/search?f%5B0%5D=tags\\_keywords%3A9165](https://library.sprep.org/search?f%5B0%5D=tags_keywords%3A9165) <sup>[EC3]</sup>