

## REQUEST FOR TENDERS

RFT: 2025/027  
File: AP\_2/47  
Date: 23 May, 2025  
To: Interested consultants  
From: Siosinamele Lui, COSPPac Traditional Knowledge Adviser

**Subject: Request for tenders (RFT): Consultancy – To Conduct a Climate and Biodiversity (CaB) Smart Marine Spatial Planning (MSP) and Traditional Knowledge Research for the Pacific**

### 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 conduct a Climate and Biodiversity (CaB) Smart Marine Spatial Planning (MSP) and Traditional Knowledge (TK) Research for the Pacific.
- 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. Refer Annex B – Financial Proposal form provided.
  - 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 11 June 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 13 June 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>Qualifications &amp; Experience</b>	The firm or consortium of consultants to provide a full composition of their team outlining experience and roles with the scope of the terms of reference.  At least one consultant to have:  Minimum qualification of a Master's degree in environmental science, Environmental Engineering, Climate Change, Natural Resources Management or related field OR a Bachelor's degree with at least 7 years' working experience in environmental management, natural resources management, climate change and other related areas.	5%
	The firm or consortium of consultants <b>must be</b> composed of international/regional research experts <i>and</i> National level experts with the lead researcher/consultant having worked in the Pacific previously.	5%
<b>Related Experience</b>	Demonstrated expertise and strong experience in research in Marine or Environment and Conservation Management in the Pacific	5%
	Good understanding of the unique environmental and social risk factors faced by Pacific Island Countries.	5%
	Demonstrated knowledge of the environmental, social and cultural practices associated with resource management.	10%
	Demonstrated expertise and strong experience in developing guidelines.	10%
	Demonstrated knowledge and experience with the collection and integration of traditional knowledge in the Pacific	20%
<b>Technical Proposal / Methodology</b>	a) Recommended approach to deliver scope of work in the attached terms of reference. b) Research Plan (Draft) c) Key sources/data to inform the assignment and relevant stakeholders; and d) Detailed work plan (including a travel plan) clearly outlining milestones and delivery timelines.	20%

## 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

**The financial proposal should be broken down by each sub-output and at least outline the following costs:**

Refer Annex B – Financial Proposal form provided.

<b>Sub-Output</b>	<b>Financial criteria</b>	<b>Description</b>
Sub Output 1-4	<b>Consulting Fees</b>	<b>Daily rate:</b> Specified expected rates for different phases/outputs of the project and the number of the team to carry out the project.
Sub Output 1-4	<b>Travel Costs</b>	<ul style="list-style-type: none"> <li>The consultant should include all travel plans within its detailed workplan (this includes travel for stakeholder consultations and in-country workshops)</li> </ul>
Sub Output 1-4	<b>Consultation costs</b>	<p><b>Workshop:</b></p> <ul style="list-style-type: none"> <li>Note all consultation workshop costs (venue hire, catering and other related costs) and arrangements will be prepared, managed and paid by the consultant/consultancy.</li> <li>Consultant/consultancy to organise workshops in line with sub-outputs 1-4 as per Terms of Reference (ToR):               <ul style="list-style-type: none"> <li>National workshops to cater for approximately 30-50 people</li> <li>Subnational workshops to cater for approximately 15-30 people</li> </ul> </li> </ul> <p><b>Other workshop related costs:</b></p> <ul style="list-style-type: none"> <li>If applicable outline any other workshop related costs.</li> </ul>

## **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: 30 June 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 2025/027: Consultancy – To Conduct a Climate and Biodiversity (CaB) Smart Marine Spatial Planning (MSP) and Traditional Knowledge Research for the Pacific**'

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

### Consultancy

#### **Climate and Biodiversity Smart Marine Spatial Planning and Traditional Knowledge Research for the Pacific (CaB Smart MSP Traditional Knowledge Research Consultant)**

##### **1. Background**

The Secretariat of the Pacific Regional Environment Programme (SPREP) has received assistance from the New Zealand Government, through its Ministry of Foreign Affairs and Trade (MFAT) to implement the Climate and Biodiversity Smart Marine Spatial Planning and Marine Protection Project (CaB Smart MSP). This initiative underscores New Zealand's dedication to assist Pacific Island nations in addressing and adapting to the challenges posed by climate change.

A fundamental part of Marine Spatial Planning (MSP) is the use of environmental, social, economic and cultural indicators to evaluate the effectiveness of MSP processes and confirm the delivery of desired outcomes. Under customary tenure of the marine environment, customary and traditional practices by Pacific peoples have been used to successfully protect important resources and ensure the health of ocean ecosystems for as long as people have lived in the Pacific. Following European arrival, many aspects of customary tenure were challenged, and in some cases prevented, though there has been some resurgence with the formation of independent governments and reinstating of customary management practices.

However, in recent times, the majority of 'western' approaches to management (e.g., no-take MPA designations, MSP) have often superseded, or ignored, customary management processes. Such processes risk alienation of Pacific communities due to a lack of acknowledgement of historical practices and their value, misrepresentation or loss of terminology associated with management, loss of valuable Traditional Knowledge to support management and the removal of cultural protocols associated with management.

Separation of customary and conservation management has also led to some disjuncts in the boundaries within which MSP is enacted as delimitation of boundaries in the MSP context does not always align with the holistic worldview of Pacific peoples in how the ocean, land, resources and human interactions with the environment are managed. Marine spatial planning thus requires understanding of how customary practices align with MSP, and vice versa.

##### **2. Objectives of the Consultancy**

###### **Overall Objective:**

To call for applications from interested firms or consortium of consultants to develop research on understanding how customary tenure and Traditional Ecological Knowledge (TEK) relate to MSP, explore synergies between the knowledge systems and determine opportunities for exchanges that may benefit both MSP and customary processes. The research project will also develop guidelines that act as a pathway for the weaving of information across knowledge systems in a culturally appropriate way and

provide pathways for weaving traditional approaches for marine management with contemporary MSP and identify opportunities for knowledge exchange. The research should include an emphasis on customary approaches that mitigate climate variability on marine resources which may help guide Climate and Biodiversity-smart MSP and Marine Protection. This project will draw on in-country research in at least two Pacific countries (countries still to be confirmed, but likely to be Cook Islands and Kiribati). The research should address the following questions:

- What are traditional cultural practices (including those that may be gender specific) that encompass the use of the ocean and its resources in the target countries, and how do these vary across islands / provinces / countries?
- How are Locally Manager Marine Areas (LMMAs), Community Based Resources Management (CBRM) and other traditional community-based customary management tools currently being considered during MSP processes, across different PICTs (or not), and how effective (methodology to be elaborated in research plan) are existing customary management tools in supporting communities' goals (such as supporting subsistence fisheries?).
- How can customary values and Traditional Knowledge (including those that may be gender specific) be better used and upheld alongside or as an equivalent to MSP approaches.
- What are traditional approaches for integrating climatic variability within marine management?
- How can learnings be shared across contemporary and Traditional Knowledge systems in a way that is culturally appropriate and upholds and protects the sovereignty of Traditional Knowledge? This should take into account any unique knowledge and protocols around knowledge that are held by specific gender, social, and cultural groups.
- What are appropriate socio-ecological indicators for ecosystem health that can be sourced from Traditional Knowledge indicators? How can effectiveness be measured? What indicators could be used to monitor or evaluate effectiveness of MSP?
- What is our contemporary understanding of ocean conservation from a Traditional Knowledge perspective?
- What are barriers to, and benefits of, implementation of traditional community-based resource management approaches?
- What are legal and management regulations with respect to customary tenure, and how do these affect their likelihood of implementation and compliance, and its ability to be valued and upheld alongside MSP process?
- How are traditional roles in fishing (particularly with respect to gender) changing, and how can women and other social groups be more involved in marine resource management and decision-making?

#### **Protection of Traditional Knowledge and Ethical Considerations:**

The research will adhere to the following ethical principles:

- Free, Prior, and Informed Consent (FPIC) will be obtained from all participating communities before research begins.
- Protocols will be established to protect Traditional Knowledge (TK), ensuring that knowledge sovereignty is upheld and that TK is not misappropriated.

- Traditional knowledge holders will be actively engaged in co-developing research plans and outputs to maintain cultural integrity and ownership of information.
- Ethical review processes will be incorporated into the research design, aligning with international best practices for TK research.

**Payment Structure and Milestone-based Disbursement:**

Payments will be linked to specific deliverables to ensure accountability and timely delivery of outputs:

- Initial payment upon contract signing and submission of an approved research plan.
- Subsequent payments upon completion and approval of milestone deliverables, such as mid-term research progress reports and community engagement documentation.
- Final payment upon submission and acceptance of the final research report and knowledge products. This structured payment system ensures adherence to project timelines and quality standards.

**3. Scope of work**

The Scope of work includes implementation and delivery of the four sub-outputs outlined below:

The activity will include extensive engagement via in-country partnerships with the communities and MSP stakeholders that contribute to or have interest in the area of the research. This activity will be led by the lead researcher consultant (in-country project leads) with support from SPREP and international (where necessary) technical specialists on MSP1. The lead researcher will be expected to have or create networks with in-country researchers (including seeking opportunities to build capacity of local agency staff through providing opportunities for them to take part in research) to assist with the research. Together, the team should have a good understanding and experience of working with traditional knowledge systems and customary management, including in the country where the research will take place.

SPREP will follow its procurement process and rules outlined in the SPREP Procurement Manual which provides a rigorous procedure to direct the procurement process for consultants, goods, and services as do all related SPREP policies and procedures, including among others environment and safeguard policies, child protection policies, international fiduciary standards and procedures.

In order to be successful in the tender, the researcher or firm/consortium of consultants will be required to have experience undertaking research using participatory approaches across the Pacific, including in the country where the research is taking place, with good networks at the community level.

Where possible, an Action-Research approach will be adopted in efforts to ensure the results of the research are available to support community-members and MSP partners in-country to enhance management actions.

---

<sup>1</sup> These could be through the Pacific Research Network, Tomai Pacifique or through agreements SPREP has with a range of academic institutions.

Research plans should be co-developed with communities and stakeholders where research is to be implemented. Following the implementation of research, and development of research outputs, community members and stakeholders where the research was conducted should review and approve final outputs of the research. The research findings will be disseminated widely, and be communicated in a way that is accessible, inclusive and interpretable by all community members and MSP stakeholders.

In addition, papers will be developed to feed into the SPREP meetings and full meeting to build awareness of the work across SPREP members and if possible, a peer reviewed paper for publication to allow for global and wider dissemination and replication of the research findings. It is expected that the researchers and research will also work with the Pacific Climate Change Centre (PCCC) to include the research findings to build capacity training modules that are hosted within the PCCC as well as into the materials being developed for another capacity building programme on MSP (regional capacity building programme for climate and biodiversity-smart marine spatial planning). This will include sharing knowledge and capacity developed through the co-development of research (i.e. researchers working with communities and MSP stakeholders) and through the deeper understanding that will be developed by customary management practitioners and MSP practitioners.

Tasks	Rationale	Deliverable(s)
<p><b>Sub-Output 1a and 1b:</b></p> <ol style="list-style-type: none"> <li>1. Consultation with relevant stakeholders.</li> <li>2. National inception workshop in Cook Islands and Kiribati to introduce the research plans, gather stakeholder input and validate approach.</li> <li>3. Research plans (one for each selected country) identifying pathway to answer the research questions completed in consultation with partners and stakeholders.</li> </ol>	<p>The consultant will draft a research plan as part of the proposal identifying the methods they will use to co-develop detailed research plans with tailored to each setting within the target countries. Research plans will be developed in consultation with SPREP as the key coordinating agency, with MFAT who are facilitating bilateral project son MSP and with SPREP’s national focal points. They should identify and include all other relevant local stakeholders including community representatives and community groups in the two selected countries to ensure alignment of research to national and community priorities. It will be reviewed by SPREP and the project steering committee for the multi-country projects and approved prior to implementation.</p>	<p><b>Final Research Plans</b></p>
<p><b>Sub-Output 2:</b></p> <ol style="list-style-type: none"> <li>1. Subnational workshops in Cook Islands and Kiribati.</li> <li>2. National validation workshop in Cook Islands and Kiribati to present the research findings.</li> <li>3. Reports on the research findings for each country are reviewed and approved by research participants.</li> </ol>	<p>Following approval of the research plan, and identification of in-country partners for engagement and participation in the research, the research will be undertaken by the lead researcher working with in-country project leads, in close collaboration with SPREP. The results of the research will be drafted into a separate report for each country. This report should provide a summary of the engagement with partners and communities that are working with MSP processes on the ground, and their experience of how their traditional and contemporary knowledge and practice work alongside these processes. It will draw together and identify mutually beneficial pathways for engagement and collaboration between traditional and contemporary knowledge holders, identify synergies between customary management and MSP, and define appropriate and relevant approaches for developing a shared understanding of those synergies. The reports will include specific consideration of differences based on gender, social and cultural identity.</p>	<p><b>Final Report (both hard copy and e-copy)</b></p>

<p><b>Sub-output 3:</b></p> <ol style="list-style-type: none"> <li>1. Consultation with relevant stakeholders.</li> <li>2. Validation Meeting in Cook Islands and Kiribati to present the Guidelines.</li> <li>3. Guidance on how to ensure MSP includes traditional knowledge and customary tenure.</li> </ol>	<p>This guideline, which will also be discussed with communities and MSP stakeholders that contributed to the research, will be developed with the aim of supporting the implementation of MSP in the two countries and in the Pacific more broadly. It will emphasise traditional approaches to marine management under variable climatic conditions and opportunities for these approaches to inform and complement climate-smart MSP.</p> <ul style="list-style-type: none"> <li>- The guidance will develop a shared language for the processes, tool and outcomes of marine management to reduce confusion around terminology and to foster inclusiveness.</li> <li>- The guidance will recognise different cultural contexts across the Pacific and gender specific issues associated with traditional knowledge and customary marine management.</li> <li>- The guidance will be integrated within the other activities being funded through this Activity. In particular, integration with the regional capacity development program for planning and implementing MSP in Pacific Island nations (MC1) in a way that will ensure the learning and guidance are incorporated into the programme.</li> </ul> <p>The Activity will contribute to the CaB Smart initiative’s short-term outcome: “Improved cultural and gender aware knowledge base to support MSP and marine protection” and will deliver the project output “report documenting new knowledge to support MSP processes.”</p>	<p><b>Final Guideline Report (both hard copies and e-copies)</b></p>
<p><b>Sub-Output 4:</b></p> <ol style="list-style-type: none"> <li>1. Consultation with relevant stakeholders.</li> <li>2. Co-production of knowledge products.</li> </ol>	<p>During the implementation of research with communities and MSP stakeholders, a range of knowledge products will be produced. Depending on the context in each country/community, these products will either be co-produced with partners, or produced with opportunities for partners to review, update and be named in research outputs. These could include a range of types of outputs, such as resources that are useful to community practitioners, as well as peer reviewed research papers.</p> <p><i>Note: The costs relating to the actual production of the communication products and visibility (e.g., printing, design etc.) will be managed by SPREP.</i></p>	<p><b>Knowledge products for the selected countries and communities.</b></p>

### 3.1 Final Deliverables for MC2 Research Consultancy Tender

The following deliverables are required under the Climate and Biodiversity-Smart Marine Spatial Planning (CaB Smart MSP) MC2 Consultancy, aligned with the four core sub-outputs of the project and specific activities to be undertaken in the two selected countries: Kiribati and Cook Islands. These deliverables must be provided in both hard copy and electronic format, and all reports should follow SPREP formatting and reporting standards. All outputs must be submitted in accordance with the agreed schedule and subject to review and acceptance by SPREP.

---

#### Deliverables by Sub-Output

##### Sub-Output 1: Research Plans

1. Country Research Plans (x2):
  - One detailed research plan for each participating country (Kiribati and Cook Islands), identifying the methodology, research questions, stakeholder engagement strategies, and participatory processes.
  - Plans must be co-developed with in-country stakeholders and approved by SPREP and national focal points.
  - **Due: August/September 2025**
2. Workshop 1: National Inception Workshop in Kiribati
  - Deliverable: Agenda, participant list, workshop summary report, and photographic documentation
  - Purpose: Introduce the research plan, gather stakeholder input, validate approach.
3. Workshop 2: National Inception Workshop in Cook Islands
  - Deliverable: As above.

---

##### Sub-Output 2: Research Reports

4. Research Reports (x2):
  - Comprehensive report of research findings for each participating country.
  - Must address the research questions outlined in the ToR and include gender and culturally disaggregated analysis.
  - Include synthesis of stakeholder engagement and traditional knowledge documentation.
  - **Due: May 2026**
5. Sub-national Consultations and Workshops (2-3 per country):
  - Deliverable: Summary reports (1 per workshop), including key feedback, issues raised, community perspectives, and verification of research findings.
  - Locations: Outer island or regional communities in both Kiribati and Cook Islands.
  - Purpose: Ground-truth findings and integrate local input into final report and guidelines.
6. National Validation Workshops (1 per country):
  - Deliverable: Workshop reports including participant feedback and consensus on final research outputs.

- Purpose: Review and validate final research reports before publication.

---

### **Sub-Output 3: Final Guideline on TK & MSP Integration**

7. Guidance Document:
  - A practical guideline based on the research that provides a culturally appropriate and gender-sensitive approach to integrating Traditional Knowledge (TK) and customary tenure into MSP.
  - Includes case studies, checklists, and implementation pathways.
  - To be disseminated regionally.
  - **Due: April 2026**
8. Guideline Validation Meetings (1 per country):
  - Deliverable: Meeting report summarising stakeholder review and endorsement of the guideline.

---

### **Sub-Output 4: Co-produced Knowledge Products**

9. Knowledge Products:
  - At least two tailored knowledge products co-produced with local communities (e.g. policy briefs, posters, toolkits, infographics, or training materials).
  - Deliverables: Final versions in accessible formats (PDFs, printed where needed), culturally adapted and translated as needed.
  - **Due: Jan-May 2026**
10. Peer-reviewed Article (optional):
  - A journal-quality manuscript summarising key research findings, co-authored with national and community stakeholders and SPREP if possible.
  - Submitted to a relevant academic or regional publication.
- 11. Final Consultancy Report:**
  - Comprehensive summary of all activities, challenges, lessons learned, stakeholder engagement outcomes, and recommendations for future work.
  - **Due: Second week of May 2026**

---

Note: All workshop logistics (travel, venues, catering, etc.) for both national and sub-national consultations must be managed by the consultant as per the agreed Terms of Reference. The consultant must ensure gender and social inclusion principles are applied throughout the project cycle and participation is well documented.

#### **4. Methodology**

The researcher / consortium of consultants should propose a preliminary methodology to be used to undertake each of the work packages in their technical proposal. This will be expected to be updated later with the Cook Islands, Kiribati and communities where the research will be conducted.

#### **5. Composition and Qualifications**

The firm or consortium of consultants will need to provide a full composition of their team outlining experience and roles with the scope of this term of reference. Note the composition of the team as submitted in the proposal / bid is not subject to change. The team **must be** composed of international/regional research experts and National level experts with the lead researcher/consultant having worked in the Pacific previously.

## 6. Reporting requirements

The Project Consultant will be required to prepare and submit the following internal reports (e-copies):

Report	Notes	Due Date
Narrative progress reports	The narrative progress report will at a minimum, provide a detailed account of progress made regarding the planning and execution of the relevant project sub-output(s) in line with the quarter reported on. The report should outline broad and specific issues or challenges encountered, and a proposed approach for addressing these. Lastly, the report should outline any potential implementation delays foreseen for the sub-output(s) reported on during the specific quarter covered by the report and additional time needed, if relevant.	Quarterly
Sub Output 1a	Research Plan identifying how detailed research plans for each country will be codeveloped and how all areas of the work will be delivered.	August 2025
Sub Output 1b	Based on the research plan above, codeveloped research plans for each country.	September 2025
Sub Output 2	<b>Final Research Report (both hard copy and e-copy).</b>	May 2026
Sup Output 3	Final Guideline.	April 2026
Sub Output 4	Communication products.	Jan - May 2026
Consultancy report (Final)	As above.	Second week of May 2026

## 7. Work arrangements

The Researchers/Consultant will work remotely and will not be based full-time at SPREP offices. The lead Researcher/ Consultant will be responsible to the Traditional Knowledge Adviser at SPREP through

the CaB-Smart MSP Project Coordinator. The Research Consultant will work closely with Project Coordinator, consult regularly with the Traditional Knowledge Adviser and Monitoring and Reporting team led by the EMRA and will liaise with the CSI and IOE programme teams, as required. The Project Coordinator will oversee all contractual arrangements and reporting requirements of this consultancy, consulting closely with the TK Adviser and EMRA

#### **8. Remuneration**

Financial offers should be made in USD based on a monthly rate; the budget for services provided is up to **USD 227,000**. Payments will be made upon timely and successful completion of each deliverable/sub output and their acceptance by SPREP's CaB Smart MSP Coordinator and team, this is to be accompanied with the relevant reports, appropriate invoices, and in accordance with an agreed workplan.

#### **9. Travel arrangements:**

Travel is foreseen over the duration of the project and these costs, such as airfare, incidental costs, accommodation, travel insurance and any other travel related costs should be factored into the proposal as outlined in Section 6.2 II of the RFT.

#### **10. Duration**

The maximum term of the consultancy is 11 months, ending no later than 31 May 2026. A no-cost extension after this period may be granted, subject to priorities at the time and donor approval.