



REQUEST FOR TENDERS

RFT: 2025/029
File: AP_2/18/18/1
Date: 29 April, 2025
To: Interested consultants
From: Dominic Sadler, PRISMSS Manager

Subject: Request for tenders (RFT): Adaptation Fund concept note development

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
 - We value the Environment
 - We value our People
 - We value high quality and targeted Service Delivery
 - We value Integrity
- 1.3. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services to lead the development of a concept note to be submitted to the Adaptation Fund, and carry the consultations required for this development. The concept note will present a regional programme aiming to leverage invasive species management to improve adaptation capacity and resilience to climate change in Niue and Tonga.
- 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
 - 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 14 May 2025. A summary of all questions received complete with an associated response posted on the SPREP website 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
Experience	i. Tertiary qualifications in a field relevant to the Scope of Work (e.g., project management, finance/financial management, economics, business, development studies);	5
	ii. Demonstrated expertise and strong experience in accessing climate finance under the relevant funds for both Mitigation and Adaptation projects;	15
	iii. Direct experience with/strong understanding of requirements and processes of sources of climate financing, in particular Green Climate Fund (GCF), Adaptation Fund (AF) and the Global Environment Facility (GEF);	15
	iv. Good understanding of regional/CROP agencies, including good understanding and knowledge of SPREP, with experience in the Pacific islands and its unique context for project implementation;	20
	v. Excellent interpersonal, communication and writing skills in English.	10
Technical Proposal / Methodology	vi. Proposed methodology and workplan to undertake the tasks outlined in these terms of reference, including timelines to complete the deliverables.	15

II. Financial Score – 20%

Refer Annex B for the Financial proposal template.

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: 27 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 2025/029: **Adaptation Fund concept note development**'

Mail: SPREP
Attention: Procurement Officer
PO Box 240
Apia, SAMOA
Email: tenders@sprep.org (MOST PREFERRED OPTION)
Fax: 685 20231
Person: Submit by hand in the tenders' box at SPREP reception,
Vailima, Samoa.

Note: Submissions made to the incorrect portal will not be considered by SPREP. If SPREP is made aware of the error in submission prior to the deadline, the applicant will be advised to resubmit their application to the correct portal. However, if SPREP is not made aware of the error in submission until after the deadline, then the application is considered late and will be returned unopened to the sender.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

SPREP reserves the right to enter into negotiation with respect to one or more proposals prior to the award of a contract, split an award/awards and to consider localised award/awards between any proposers in any combination, as it may deem appropriate without prior written acceptance of the proposers.

A binding contract is in effect, once signed by both SPREP and the successful tenderer. Any contractual discussion/work carried out/goods supplied prior to a contract being signed does not constitute a binding contract.

For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website <http://www.sprep.org/accountability/complaints>

Annex A: Terms of Reference

1. Context

The Pacific Regional Invasive Species Management Support Service (PRISMSS) was established in 2019 to support and scale up on-the-ground invasive species management in the Pacific.

PRISMSS is a partnership between the Secretariat of the Pacific Regional Environment Programme (SPREP), Wellington University, the Pacific Community (SPC), Island Conservation, Birdlife International, Manaaki Whenua Landcare Research, New Zealand's National Institute of Water and Atmospheric Research and New Zealand's Department of Conservation. The PRISMSS Partners are responsible for their respective regional programmes. The six regional programmes are:



PRISMSS REGIONAL PROGRAMMES



Protect Our Islands

"National and inter-island biosecurity and EDRR"



Predator Free Pacific

"Removal of invasive mammalian predators from Islands"



War On Weeds

"Management of high priority weeds"



Natural Enemies - Natural Solutions

"Biological control of widespread weeds"



Resilient Ecosystems - Resilient Communities

"Priority area ecological restoration"



Protect Our Marine Areas

"Preventing marine invasive species from spreading to priority marine areas"

*EDRR: *Early Detection and Rapid Response*

To achieve the successful scaling up of operations SPREP's invasive species team wishes to submit a proposal to the Adaptation Fund (AF) to secure a regional programme. This programme will cover two countries, namely Niue and the Kingdom of Tonga, that expressed interest in participating and where invasive species management is considered to be at an adequate level of capacity and awareness to engage in larger scale operations.

To this date, a pre-concept note has been endorsed by the countries and submitted to the Secretariat of the Adaptation Fund mid-March 2025 for their review. This document briefly outlines the context, objective and components intended for the Programme. Feedback from the AF Secretariat is expected by the first half of May 2025.



2. Objective

SPREP's invasive species team wishes to develop a Regular Adaptation Fund Programme proposal up to USD 14M. To achieve this SPREP's invasive species team wishes to identify a consortium to lead the Adaptation Fund Concept note development. The team should be comprised of, at minimum:

- Team leader: Project developer with expertise in Green Climate Fund and Adaptation Fund project development
- Environment and Social Safeguards (ESS) Technical Assistant: complete ESS screening and assess potential environmental impact.

3. Scope of work

The consultant will work closely with SPREP's invasive species team, relevant SPREP units, PRISMSS Partners, experts and SPREP focal points and will be responsible for the following task:

3.1. Desktop review:

- o Review of existing Invasive Species strategies, frameworks and guidelines to inform proposal development.
- o Review the pre-concept note submitted to the Adaptation Fund Secretariat, as well as the feedback provided by the latter
- o Review preliminary project scope definition, elaborated by the PRISMSS team in collaboration with SPREP member countries and PRISMSS partners

3.2. Key stakeholder consultations

3.2.1. Lead Consultations with:

- o SPREP's PRISMSS team
- o PRISMSS Protect Our Islands (POI) Technical lead
- o PRISMSS Predator Free Pacific (PFP) Technical leads
- o PRISMSS War on Weeds (WOW) Technical lead
- o PRISMSS Natural Enemies - Natural Solutions (NENS) Technical lead
- o PRISMSS Resilient Ecosystem – Resilient Communities (RERC) Technical lead
- o PRISMSS Protect Our Marine Areas (POMA) Technical lead

3.2.2. Lead in-Country Consultations in Niue and Tonga with:

- o Country stakeholders
Expected outcomes of these consultations will aim at gathering inputs from key government departments and local organisations for the definition of activities, as well as complement the mapping of other funding sources and to ensure the coherence of the AF proposal with existing in-country actions.
- o Local communities, on whose lands the activities of the project will take place
Expected outcomes of these consultations will aim at informing communities as well as ensuring all requirements of AF Environmental and Social Policy are met including the ones relative to, Free, Prior and Inform Consent, Human Rights screening, Pollution prevention and resource efficiency and Gender Equality and Women's Empowerment.

The consultative process should be planned so as to be able to provide responses to the requirements of the Concept Note template of the Adaptation.

Additionally, the consultative process, including the list of stakeholders consulted, undertaken during programme preparation will necessarily be documented by a report, with particular reference to vulnerable groups, including gender considerations, in compliance with the Environmental and Social Policy of the Adaptation Fund.

Please note that the proposal should indicate how the consultations will be conducted, within a maximum timeframe of in country work of one week in Niue and two weeks in Tonga.

3.3. Develop a concept note to the Adaptation Fund

The work expected from the consultant is to develop a concept note to the AF using the findings from the desktop review, the consultations and the pre-written inputs of SPREP's invasive species team.

The concept note will:

- Clearly present the adaptation challenge to be addressed, including the climate change rationale for each PRISMSS programme.
- Present the objective(s) the programme will deliver, how, when and by whom
- Clearly present baselines, milestones, targets and indicators
- Management needs will be detailed as required for the proposed programme

Proposal will follow the structure provided in the Concept note template (in Annex);

3.4. Environmental and Social Safeguards (ESS) Screening

- o ESS screening to be completed in line with Adaptation Fund requirements.

4. Reporting

The lead consultant will report to the PRISMSS Manager. The consultancy deliverables will be reviewed by the Invasive Species Advisor and the relevant advisory level within SPREP's Climate Change and Strategic Partnerships, Donor Relations and Resource Mobilisation programmes.

5. Experience:

The consultant/s must have:

- Demonstrated expertise and strong experience in accessing climate finance under the relevant funds for both Mitigation and Adaptation projects.
- Direct experience with/strong understanding of requirements and processes of sources of climate financing, in particular Green Climate Fund (GCF), Adaptation Fund (AF) and the Global Environment Facility (GEF);
- Good understanding of regional/CROP agencies with experience in the Pacific islands and its unique context for project implementation.

6. Timeline and deliverables

The proposal should include a timeline that is compatible with the submission of the concept note to the Adaptation Fund Board #45, which is set to take place on the week of the 6th October 2025.

The proposed timeline should be considerate of deadlines set by fund for the processing and review submitted document, namely:

- Secretariat technical review for clearance: up to 3 weeks
- Secretariat document preparation and posting: 3 weeks minimum
- Board members' review: 3 weeks minimum

The proposed timeline should therefore aim at the **submission of the final concept note**, endorsed by countries, by the **25th of July** including:

- Inception and desk review
- In country consultations in Tonga (2 weeks)
- In country consultations in Niue (1 week)
- Date of delivery of first draft of the concept note
- Review of first draft (1 week)
- Date of delivery of the final draft of the concept note