



REQUEST FOR TENDERS

RFT: 2025/031
File: AP_2/2/20
Date: 5 May, 2025
To: Interested consultants
From: Amanda Wheatley

Subject: Request for tenders (RFT): Consultancy to develop a Biodiversity and Conservation Business Plan

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 develop a Business Plan for SPREP's Biodiversity and Conservation Programme (one of its four priority areas under the current Strategic Plan 2017-2026) including its role as a sub-regional Centre for Technical and Scientific Cooperation (TSC) under the Convention on Biological Diversity (CBD).
- 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*

PO Box 240, Apia, Samoa T +685 21929 F +685 20231 sprep@sprep.org www.sprep.org



*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
- 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 before 19 May 2025. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 21 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
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Essential Experience	i.	At least 10 years of professional experience in environmental or biodiversity policy; programme development or technical advisory roles in the Pacific or similar regional contexts.	10
	ii.	Strong background in environmental economic or natural resource economics (at least 10 years of experience) with the ability to frame compelling business cases for biodiversity and conservation investment.	10
	iii.	Demonstrated experience in developing business plans or investment strategies for biodiversity or environmental programmes.	20
	iv.	Proven capacity to engage stakeholders across government; regional organisations; and donors to inform strategic planning and resource mobilisation.	10
Desirable Experience	v.	Experience working with multilateral environmental agreements (MEAs) eg. CBD, CITES, Ramsar, CMS; including understanding interlinkages between Biodiversity and Climate related MEAs (biodiversity-climate and oceans nexuses) particularly in relation to financing of MEAs.	10
		Experience in institutional or governance review and planning related to biodiversity programme delivery.	
		Familiarity with SPREP's mandate, programming and institutional structure.	
		Experience in Pacific regional coordination or intergovernmental processes.	
Technical Proposal / Methodology	vi.	a) recommended approach to deliver scope of work in the attached terms of reference. b) key sources/data to inform the assignment and relevant stakeholders; and c) detailed work 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

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 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 2025/031: **Consultancy to develop a Biodiversity and Conservation Business Plan**

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.



SPREP
Secretariat of the Pacific Regional
Environment Programme

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

BUSINESS PLAN CONSULTANCY TO REVIEW AND DEVELOP A BIODIVERSITY AND CON- SERVATION

1.0 INTRODUCTION

This Terms of Reference (ToR) outlines consultancy support required to develop a Business Plan for the Secretariat of the Pacific Regional Environment Programme (SPREP)'s Biodiversity and Conservation Programme (one of its four priority areas under the current Strategic Plan 2017-2026) including its role as a sub-regional Centre for Technical and Scientific Cooperation (TSC) under the Convention on Biological Diversity (CBD). The Business Plan is intended to be a forward-looking tool that strategically positions the programme for sustainable and long-term investment, articulates its value proposition, and strengthens its contribution to both regional and global biodiversity goals.

SPREP is currently undertaking a process to develop its next Strategic Plan beyond 2026 therefore, rather than setting a new strategic direction; the Business Plan will be developed complementary to this process; to consolidate achievements to date, current and foreseeable priorities, identify emerging opportunities particularly through the TSC designation, and outline resource mobilization strategies to support implementation of different programme areas. It will also clearly articulate SPREP's role in regional coordination mechanisms including its function as the permanent Secretariat of the Pacific Islands Roundtable for Nature Conservation (PIRT).

2.0 BACKGROUND

About SPREP and the Biodiversity and Conservation Programme

The Secretariat of the Pacific Regional Environment Programme is the intergovernmental organisation mandated to support Pacific countries and territories in protecting and sustainably managing their environment. Its current Strategic Plan identifies four regional goals including *Ecosystem and Biodiversity Protection*, which the Biodiversity and Conservation Programme aligns with.

The Programme supports Pacific Island countries and territories to meet their biodiversity commitments through strategic policy advice, technical assistance, and implementation support – particularly in relation to the Kunming-Montreal Global Biodiversity Framework (GBF), the 2050 Strategy for the Blue Pacific Continent and SPREP's mandate as the lead agency for environmental sustainability. At the regional level, the Pacific Islands Framework for Nature Conservation and Protected Areas articulates collective priorities for biodiversity conservation and sustainable use; while at the national level, National Biodiversity Strategic and Action Plans (NBSAPs) provide the basis for identifying country-specific priorities and mobilising resources for implementation.

The Business Plan will consolidate existing priorities and articulate a compelling business case for long-term investment, partnerships and resource mobilisation – positioning the Programme to meet the growing demands of regional biodiversity implementation while also integrating resilience to climate change and recognising the foundational role of biodiversity in sustaining health, climate-resilient ecosystems.

About the Oceania TSCs and the PIRT

In December 2022, the Conference of the Parties to the Convention on Biological Diversity (CBD) established a global mechanism to support implementation of the Kunming-Montreal Global Biodiversity Framework (GBF) through a network of regional and subregional Technical and Scientific Cooperation (TSC) support centres. These centres are intended to facilitate cooperation amongst Parties and organisations and to promote the effective use of science, technology; and innovation to advance GBF implementation. Centres are also expected to mobilise resources to support technical and scientific cooperation activities in their respective regions.

SPREP has been formally recognised as the Oceania TSC. This designation builds on SPREP’s longstanding mandate from Pacific Island countries and territories to serve as the regional institution for environmental support under the CBD. The role of the TSC provides SPREP with an opportunity to deepen support to Members; enhance science-based implementation; and leverage emerging partnerships, initiatives and funding mechanisms aligned with the GBF.

PIRT as a key mechanism for implementing the TSC

The Pacific Islands Roundtable for Nature Conservation, for which SPREP serves as the permanent secretariat; is a key coordination platform for delivering regional biodiversity outcomes and is central to the implementation of the TSC’s functions. Together, the Oceania TSC and PIRT aim to strengthen long-term biodiversity conservation and sustainable use in the Pacific through sustained investment, while also addressing the impacts of climate change on biodiversity and recognising the critical role biodiversity plays in supporting resilient ecosystems and sustainable development.

3.0 OBJECTIVES OF THE CONSULTANCY

The primary objective of this consultancy is to develop a Business Plan for SPREP’s Biodiversity and Conservation Programme that strategically positions the Programme to attract long-term investment, strengthen regional delivery, and articulate its value to partners, donors, and member countries.

As part of the Business Plan, the consultancy will develop a clear Business Case for investment, including a capacity needs and gaps assessment and a funding strategy. This will cover the Programme’s core areas—terrestrial biodiversity and ecosystems, invasive species, coastal and marine biodiversity, and threatened and migratory species—and reflect SPREP’s roles as the CBD-designated Technical and Scientific Cooperation (TSC) Centre for Oceania and the Secretariat of the Pacific Islands Roundtable for Nature Conservation (PIRT).



4.0 Scope of Work

The Consultant will be responsible for the following areas of work:

1. **Rationale and Value Proposition for Biodiversity and Conservation Investment in the Pacific (Business Case)** - develop a compelling business case for investment in SPREP's Biodiversity and Conservation Programme, outlining its regional value, strategic relevance and potential for high-impact delivery across biodiversity priorities.
2. **Situational and Funding Landscape Analysis and Identification of Gaps** – conduct a situational analysis and funding landscape review, identifying key capacity needs; institutional gaps; and opportunities for resource mobilisation across the Programme's core areas:
 - Terrestrial biodiversity and ecosystems
 - Invasive Species
 - Coastal and marine biodiversity
 - Threatened and migratory species
3. **Development of the Biodiversity and Conservation Business Plan** – prepare a Biodiversity and Conservation Business Plan that aligns with:
 - SPREP's Strategic Plan (2017 and 2026) and next Strategic Plan priorities (beyond 2026)
 - The Pacific Islands Framework for Nature Conservation and Protected Areas (2026-2030) – *currently being drafted*
 - National Biodiversity Strategies and Action Plans (NBSAPs)
 - SPREP's designation as the CBD Technical and Scientific Cooperation (TSC) Centre for Oceania
 - The Guiding Framework for Invasive Species Management in the Pacific
 - The organisation's role as Secretariat for the Pacific Islands RoundTable for Nature Conservation (PIRT)

The Business Plan is to clearly articulate a targeted funding strategy that will include:

- Diversification of funding sources and mechanisms
 - Identification of aligned partners/donors
 - Investment options for key regional initiatives such as protected areas and TSC delivery (with the ambition that these can be converted into concept notes/pipeline initiatives for funding from identified donors)
 - Guidelines to align donor engagement with SPREP's strategic priorities in Biodiversity and Conservation
 - Personnel and other resourcing requirements for successful implementation of the business plan
4. **Consultations and Validation of Business Plan** – engage in consultations where relevant with SPREP programme leads and team members and other SPREP programmes and departments, senior Executive etc.; PIRT members; and regional stakeholders. The Consultant will also integrate insights from the March 2025 NBSAPs and Biodiversity-Climate Nexus Workshop to ensure alignment with regional priorities.

5.0 Key Deliverables

The key deliverables include :

Deliverables	Due Dates
i. Inception report – based on review of relevant materials and initial consultations through SPPR lead and Programme Leads	Two weeks from signing of contract
ii. Biodiversity and Conservation Business Case	Four weeks from clearance of inception report
iii. Situational Analysis including capacity needs and gap analysis and funding landscape review	Four weeks from clearance of inception report
iv. Draft business plan and funding strategy	Seven weeks from clearance of business case and situational analysis
v. Validation and approval of business plan and suite of associated documents	TBC

6.0 Qualifications and Experience

Essential Qualifications and Experience

1. At least 10 years of professional experience in environmental or biodiversity policy; programme development or technical advisory roles in the Pacific or similar regional contexts.
2. Strong background in environmental economic or natural resource economics (at least 10 years of experience) with the ability to frame compelling business cases for biodiversity and conservation investment.
3. Demonstrated experience in developing business plans or investment strategies for biodiversity or environmental programmes.
4. Proven capacity to engage stakeholders across government; regional organisations; and donors to inform strategic planning and resource mobilisation.

Desirable:

1. Experience working with multilateral environmental agreements (MEAs) eg. CBD, CITES, Ramsar, CMS; including understanding interlinkages between Biodiversity and Climate related MEAs (biodiversity-climate and oceans nexuses) particularly in relation to financing of MEAs.
2. Experience in institutional or governance review and planning related to biodiversity programme delivery.
3. Familiarity with SPREP’s mandate, programming and institutional structure.
4. Experience in Pacific regional coordination or intergovernmental processes.

7.0 Timeline for the Consultancy

The timeframe for the consultancy is approximately 40 days intermittently, up to November 2025.



8.0 Working Arrangements and Reporting

The consultancy may be undertaken by an individual consultant or small team of consultants with complementary skill sets. The Consultant(s) will report jointly to the Strategic Partnerships and Donor Relations Adviser (under the Strategic Planning, Partnerships and Resource Mobilisation Department) and the Biodiversity and Ecosystems Adviser or a nominated lead from the Biodiversity and Conservation Programme.

The Consultancy will be primarily home-based on an intermittent basis in accordance with agreed timelines. However, travel to SPREP headquarters in Apia, Samoa may be required for in-person consultations and engagement with SPREP stakeholders or participation in relevant regional meetings or workshops as identified during the consultancy period.

Any required travel will be agreed upon in advance and funded separately from the consultancy contract.