



# REQUEST FOR TENDERS

RFT: 2025/037  
File: HR\_1  
Date: 15 May, 2025  
To: Interested consultants  
From: Simeamativa L. Vaai, Director, Human Resources and Administration

**Subject: Request for tenders (RFT): Anti-Discrimination and Harassment Policy Review and Development of a SPREP Sexual Exploitation, Abuse and Harassment (SEAH) Policy**

## 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 undertake the review of SPREP's Anti-Discrimination and Harassment Policy Review & Development of a SPREP prevention/protection from Sexual Exploitation, Abuse and Harassment (SEAH) Policy.
- 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
- 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 28 May 2025. A summary of all questions received complete with an associated response posted on the SPREP website <https://www.sprep.org/tenders> by 30 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>	Master's or advanced degree with expertise in the areas of human resources, social work, human rights, public policy, sociology, psychology or another relevant field with at least 7 years of professional experience in PSEAH related work.	15%
	<p style="text-align: center;">And/or</p> Bachelor's degree with expertise in the areas of human resources, social work, human rights, public policy, sociology, psychology or another relevant field with at least 10 years professional experience in PSEAH related work.	
	a) Demonstrated experience in reviewing / developing PSEAH policies for organisations. b) Demonstrated experience in undertaking similar assignments in the Pacific. c) Experience assessing employee adherence to PSEAH standards and conducting PSEAH training, coaching, and mentoring using participatory and practical methodologies. d) Proactive in updating work progress and raising any challenges and proposing practical solutions. e) Excellent culturally sensitive interpersonal and clear and concise communication skills. f) Highly developed presentation and facilitation skills to support active engagement of SPREP staff in the review process. g) Strong ICT (Microsoft Office) and analytical skills.	35%
<b>Technical Proposal / Methodology</b>	Technical proposed on the approach and methodology to undertake the activities outlined in the terms of reference, including timelines to complete the deliverables.	30%

## 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: 10 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 2025/037: **Review the Anti-Discrimination and Harassment Policy & Development of a SPREP PSEAH Policy**'.

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>.**



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

## **Annex A**

### **Terms of Reference**

**Consultant for the Review of the Anti-Discrimination and Harassment Policy & Development of a SPREP PSEAH Policy**

**under the**

**Strengthening the Effectiveness and Resilience of SPREP's Governance and Operations Project**



## 1. Introduction

SPREP is seeking to expand<sup>1</sup> its internal safeguarding and human rights related policies and procedures to be more specific about the types of discrimination, exploitation, harm, abuse and harassment the policies address and respond to. This includes prevention, response and assistance and protection from all forms of harassment, exploitation and abuse; and the need to prevent and respond to harm from any potential, attempted, or de facto abuse of power, trust or vulnerability, especially regarding sexual exploitation across all SPREP activities and partnerships. This requires a comprehensive review of SPREP's current Anti-Discrimination and Harassment Policy (2005) to align with international best practice.

The scope of the policy review and development work requires SPREP rules, regulations, code of conduct and policies to be specific in articulating the prohibited forms of discrimination, exploitation, violence, harm and abuse and complaints procedures, including (but not limited to):

- sexual exploitation, abuse and sexual harassment (SEAH)
- bullying and harassment and other forms of harm and abuse
- other forms of gender-based violence<sup>2</sup>
- other forms of misconduct (for example, abuse of authority)
- whistleblowing, witnesses and protection against retaliation

This includes ensuring safeguards are explicit in application for all people and specifically for groups with higher safeguarding needs including children, persons with disability, women, lesbian, gay, bisexual, transgender, queer and intersex (LGBTQI+) women and Gender Non-Conforming (GNC) people, people with health conditions, elderly, people living in poverty, homeless people, displaced people, ethnic minorities, indigenous people, non-citizens and others.

## 2. Objectives

The overall all objective is for SPREP to implement a policy or policies, and/or other organisational directives (action plans, good practice notes) and supporting management and implementation procedures with SPREP's commitment to protecting and promoting human rights through the prevention of all forms of exploitation, abuse and harassment in a safe and trusted institution. The policy/ies will outline responsibilities, clear proce-

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<sup>1</sup> Note, SPREP has an Anti-Discrimination and Harassment Policy

<sup>2</sup> Broadly gender-based violence is defined as acts, or threats of such acts, that inflict physical, mental, economic or sexual harm or suffering; and coercion and other deprivations of liberty, whether occurring in public or in private life.

dures for reporting, investigating, and addressing incidents and will enable SPREP to continually evaluate and improve its practices related to prevention, response, and accountability, fostering a culture of continuous learning and growth. The policy/ies will support SPREP resource mobilisation and project implementation by aligning with requirements of environmental convention funds and donor partners.

The specific objectives are to finalise one policy or a series of policies and other supporting organisational directives that:

- i. Sets clear and unequivocal standards of behaviour for organisation’s staff, representatives and partners to prevent sexual exploitation, abuse and harassment.
- ii. Outlines how the policy or policies (or like) are to be operationalised and implemented by SPREP including reporting and victim and survivor-centred, trauma-informed responses and service provider referral pathways.
- iii. Aligns with the principles and standards of SPREP donor partners.

This will support strengthening an internal culture that prioritises the safeguarding of vulnerable groups, and proactively addresses the power and structural inequalities that remain at the root cause of discrimination and other human rights violations.

### 3. Scope of work

The scope of work includes implementation and delivery of the outputs from the three objectives outlined below:

Tasks	Rationale	Deliverable(s)
1. Research and literature review documenting best practice for prevention, response and assistance and protection from all forms of harassment, exploitation and abuse; including potential, attempted, or de facto abuse of power, trust or vulnerability, especially for sexual purposes relevant for SPREP (mandate and/or size)	The research and literature review will identify potential ‘fit for purpose’ policy options for SPREP.	Report.
2. Report of findings from key respondent interviews (internal SPREP management and staff and external stakeholders) to identify vulnerable groups and key risks.	Provide the organisational and operational context and lessons learned for input into the policy or policies.	Synthesis Report.
3. SPREP [PSEAH] Policy/Policies drafted.	The research and key respondent interviews provide the substantive input for the draft policy or policies.	Draft [PSEAH] Policy or Policies.

Tasks	Rationale	Deliverable(s)
4. [PSEAH] Policy/Policies implementation tools, guides, templates and procedures developed.	Management and operating procedures are introduced simultaneously for full implementation.	Policy or Policies implementation supporting materials.
5. Procedures to prevent and respond to Policy/Policies breaches and violations drafted including role descriptions (or position key result areas and accountabilities) and referral procedures and service provider pathways.	The resource requirements and investment for the policy implementation are likely to be significant.	Standard Operating Procedures.
6. Tools and guides to communicate and socialise the Policy/Policies are developed, including staff training modules for induction and annual training.	SEAH is a highly sensitive issue and staff must have no misunderstanding about their obligations.	Communications Plan.
7. Accountability (Responsibility) Framework and Annual Implementation Plan drafted.	Support SPREP HR to operationalise the policy or policies.	Work plan and staff responsible.
8. Review of final 'consolidated' SPREP [PSEAH] Policy/Policies and means of implementation supporting procedures, personnel, tools, guides and like.	Final checks for alignment with international best practice.	Final policy or policies.

#### 4. Outputs/ Deliverables

##### Key deliverables are:

1. Report – PSEAH Policy Options
2. Report – Organisational and operational context
3. Draft PSEAH Policy
4. Policy Guide
5. Policy SOPs
6. Engagement materials
7. Final Policy

#### 5. Institutional Arrangement

The consultant will be under the supervision of the Secretariat of the Pacific Regional Environment Programme (SPREP). Reports and documentation will be shared with the Director of Human Resources and Administration in a timely manner.

#### 6. Duty Station

Primarily remote work. Approximately one working week based in SPREP Headquarters (Apia, Samoa). Please note this travel is costed separately by SPREP and does not need to be included in the financial proposal.

## 7. Schedule of the Assignment

The Consultancy is expected to start in **July 2025** and to be completed no later than **September 2025**.

Delivery timeline with clear workplan will be re-visited and discussed with the successful consultant.

## 8. Qualifications & Competencies

	<b>Requirement:</b>
Education:	<p>Master's or advanced degree with expertise in the areas of human resources, social work, human rights, public policy, sociology, psychology or another relevant field with at least 7 years of professional experience in PSEAH related work.</p> <p>And/or</p> <p>Bachelor's degree with expertise in the areas of human resources, social work, human rights, public policy, sociology, psychology or another relevant field with at least 10 years professional experience in PSEAH related work.</p>
Experience:	<ul style="list-style-type: none"> <li>• Demonstrated experience in reviewing / developing PSEAH policies for organisations.</li> <li>• Demonstrated experience in undertaking similar assignments in the Pacific.</li> <li>• Experience assessing employee adherence to PSEAH standards and conducting PSEAH training, coaching, and mentoring using participatory and practical methodologies.</li> </ul>
Competencies:	<ul style="list-style-type: none"> <li>• Proactive in updating work progress and raising any challenges and proposing practical solutions.</li> <li>• Excellent culturally sensitive interpersonal and clear and concise communication skills.</li> <li>• Highly developed presentation and facilitation skills to support active engagement of SPREP staff in the review process.</li> <li>• Strong ICT (Microsoft Office) and analytical skills.</li> </ul>
Language Requirements:	<ul style="list-style-type: none"> <li>• Fluency in English (oral and written) is a requirement, with sound written and presentation skills using plain English.</li> </ul>

## 9. Payment Schedule

The consultant shall be paid upon completion of deliverables which will be outlined and agreed to within the Services Agreement. The following table provides the proposed schedule of payments, these will be agreed to and finalised in the Service Agreement.

<b>Deliverable</b>	<b>Description</b>	<b>Payment (%)</b>
PSEAH Policy Options Report	This report will clearly articulate potential 'fit for purpose' PSEAH policy options for SPREP based on research and literature	15% of total cost

	review documenting best practice for PSEAH policies in organisations like SPREP.	
<i>SPREP Organisational and Operational Context Summary</i>	<i>Comprehensive summary of key respondent interviews and identification of key risks and policy requirements.</i>	<i>(interim milestone)</i>
Draft PSEAH Policy	Draft PSEAH Policy.	25% of total cost
Policy Guide	PSEAH Policy implementation tools, guides, templates and procedures developed in a policy guide or manual.	15% of total cost
Policy SOPs	Including but not limited to Implementation Plan or Results Framework, implementation procedures are accessible and responsive complaints and management processes.	<i>(interim milestone)</i>
Engagement materials	Including a PowerPoint (or equivalent) for staff training so all staff understand their obligations and the requirements of the Policy.	20% of total cost
Final Policy	Final policy, guide and templates for Standard Operating Procedures.	25% of total cost

## 10. Reporting Arrangements

The consultant will formally report to SPREP through the Human Resources and Administration Director. The consultant is required to submit all deliverables to the SPREP Task Manager for this project – the Human Resources and Administration Director – for comments and approval for payments. The SPREP Task Manager will work closely with the Director of Legal Services and Governing Bodies to provide integrated inputs and comments to the deliverables.

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