



# REQUEST FOR TENDERS

RFT: 2025/038  
File: HR\_1  
Date: 14 May, 2025  
To: Interested consultants  
From: Simeamativa L. Vaai, Director, Human Resources and Administration

**Subject: Request for tenders (RFT): Review of SPREP's Child Protection 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 Child Protection 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 demonstrating 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 child protection and safeguarding 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 child protection and safeguarding related work.	
	a) Demonstrated experience in reviewing / developing child protection and/or safeguarding policies for organisations. b) Demonstrated experience in undertaking similar assignments in the Pacific. c) Experience assessing employee adherence to child protection standards and conducting child protection 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 2025/038: **Review of SPREP's Child Protection 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 SPREP's Child Protection Policy**

**under the**

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



## 1. Introduction

Child neglect, abuse, exploitation and maltreatment are recognised as pervasive social problems globally and contact with children and young people is an inherent element of SPREP's work. The risk of child abuse being elevated when development activities bring SPREP staff and volunteers into regular contact with children with insufficient or inadequate child safeguarding and protection practices. SPREP recognises that children in the communities SPREP works with may be particularly vulnerable, and that these communities must be able to rely on SPREP's commitment to create a child safe organisation and deliver child safe development and humanitarian programming.

SPREP introduced a Child Protection Policy in 2017 to reduce risks of child abuse by persons engaged in delivering SPREP programme activities. The Policy includes mandatory child protection compliance standards for SPREP staff, contractors, volunteers and visitors. SPREP is calling for tenders from qualified and experienced consultants to review and revise SPREP's Child Protection Policy and related procedures to support both SPREP programme implementation and overall organisational compliance with best practice while working with children.

## 2. Objectives

The overall objective is for SPREP to (re)draft and implement a Child Protection Policy (or equivalent), based on international best practice and feedback from SPREP staff and stakeholders. The consultant is required to review and understand SPREP programme strategies and SPREP operational arrangements with a view to identifying all the key contact points between the organisation and its staff, partners and collaborators on the one hand, and with the communities, families and children on the other. This review should capture practical insights based on previous or current SPREP experiences in manage child protection risks targeted by its programme interventions and will provide a transparent, independent assessment of how effectively the Policy has been implemented.

The consultant shall undertake a review of SPREP projects and programmes with a view to identifying child protection and safeguarding needs, develop a sound Child Protection [and Safeguarding] policy and guidelines (benchmarked on full compliance with relevant legal and other international standards, conventions and guidelines to guide organisational and programme operations in protecting children, particularly the most vulnerable ones.

It will include as a minimum an assessment of SPREP as a 'child safe' organisation from two perspectives to identify priority areas for improvement in child protection policies, procedures and practices, feedback will be gathered from:

1. SPREP leadership and staff; and



2. Stakeholders, including children and young people in projects or programs where SPREP interacts with children and young people.

The specific objectives are to:

1. Research, develop and present a written policy on child protection and safeguarding for SPREP. The developed policy should, as a minimum:
  - a. Identify child protection risks and vulnerabilities that may arise in SPREP priority thematic areas and from the implementation of SPREP activities.
  - b. Aligns with the principles and standards of SPREP donor partners.
  - c. Suggest an internal and external procedure for confidential reporting and addressing safeguarding violations.
  - d. Draw key policy statements (internal and external) and guidelines for managing child protection risks as well as key steps for referrals, ensuring trauma-informed support mechanisms for children and their families that prioritise the best-interests of the child.
2. Develop a framework for staff induction and ongoing training (capacity development) on implementing the child protection [and safeguarding] policy. The framework should:
  - a. Review the existing HR provisions relevant to child protection to establish compliance with safe recruitment, induction and training of all staff on child protection and safeguarding;
  - b. Suggest the internal mechanisms and procedures to support policy implementation (for example wellbeing or safeguarding officers);
  - c. Review SPREP Human Resources policies, staff rules and regulations, code of conduct and like in relation with the proposed child protection [and safeguarding] policy and recommend amendments for alignment and complementarity (specifying the framing of the amendments) including the draft SPREP Grievance Policy;
  - d. Suggest areas of alignment with other relevant SPREP policies, donor and development partner (including CROP agencies) guidelines and key compliance requirements.
3. Develop procedures to prevent and respond to safeguarding violations. The procedures should seek to adequately address:
  - a. Risk assessment framework and scope of application;
  - b. Complaints procedure to report, record, and respond to allegations of violation of the child protection and safeguarding policy (including basic templates);



- c. A disciplinary procedure for both internal (staff and consultants) and partners;
  - d. A child protection [and safeguarding] policy communication guideline for SPREP downstream partners.
4. Develop a policy implementation accountability framework, which at a minimum will:
- a. Specify the monitoring of the implementation of the policy;
  - b. Specify the review framework including the rationale for review, period and circumstances;
  - c. Specify the components necessary for periodic review (Internal SPREP policy review guidelines);
  - d. Specify the top leadership and management culture elements that are necessary for successful and effective implementation of the SPREP child protection [and safeguarding] policy

The following questions and lines of inquiry have been identified (as a minimum) for the Consultant to explore and add to with SPREP staff and stakeholders as relevant for the activity/programme<sup>1</sup>:

- Is child safety and wellbeing embedded in SPREP leadership, governance and culture?
- Are children and young people informed about their rights, participate in decisions affecting them and taken seriously?
- Are families and communities informed and involved in promoting child safety and wellbeing?
- Does SPREP policy and practice uphold equity and are diverse needs respected?
- Are SPREP staff working with children and young people suitable/appropriate and supported to reflect child safety and wellbeing values in practice?
- Are processes to respond to complaints and concerns child focused?
- Are staff and volunteers equipped with the knowledge, skills and awareness through ongoing education and training to keep children and young people safe?
- Do physical and online environments promote safety and wellbeing while minimising opportunity for children and young people to be harmed?
- How often should the implementation of the child protection policy be reviewed and improved?
- What are the minimum requirements for effective child protection policy implementation in terms of management processes, documentation, risk assessment, information sharing and referrals, external reporting?

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<sup>1</sup> Based on the National Principles for Child Safe Organisations, Australia.

### 3. Scope of work

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

Tasks	Rationale	Deliverable(s)
1. Research and literature review documenting best practice for child protection and safeguarding policies in organisations like SPREP (mandate and/or size)	The research and literature review will identify potential 'fit for purpose' child protection [and safeguarding] policy options for SPREP.	Report (policy options)
2. Report from key respondent interviews (internal SPREP management and staff and external stakeholders) to identify vulnerable child sub-groups and key risks.	Provide the organisational and operational context and lessons learned for input into the child protection [and safeguarding] policy.	Synthesis Report
3. SPREP Child Protection [and safeguarding] Policy drafted.	The research and key respondent interviews provide the substantive input for the draft policy.	Draft Child Protection [and Safeguarding] Policy
4. Child Protection [and safeguarding] Policy implementation tools, guides, templates and procedures developed.	Management and operating procedures are introduced simultaneously for full implementation.	Policy or Policies implementation supporting documentation.
5. Procedures to prevent and respond to Policy breaches and violations drafted including role descriptions (or position key result areas and accountabilities) and referral procedures and service provider pathways.	SPREP can estimate the resource requirements and investment for policy implementation.	Standard Operating Procedures.
6. Tools and guides to communicate and socialise the Policy are developed, including staff training modules for induction and annual training.	Staff must have no misunderstanding about their child safeguarding obligations.	Communications Plan.
7. Accountability (Responsibility) Framework and Annual Implementation Plan drafted.	Support SPREP HR to operationalise the policy.	Work plan and staff responsible.
8. Review of final 'consolidated' SPREP Child Protection [and Safeguarding] Policy and means of implementation supporting procedures, personnel, tools, guides and like.	Final checks for alignment with international best practice.	Final draft policy.

### 4. Outputs/ Deliverables

**Key deliverables are:**

1. Report – Child Protection/Safeguarding Policy Options



2. Report – Organisational and operational context
3. Draft Child Protection/Safeguarding Policy
4. Policy Guide
5. Policy SOPs
6. Engagement materials
7. Final Child Protection/Safeguarding 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, 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 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:	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 child protection and safeguarding related work.  And/or  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 child protection and safeguarding related work.
Experience:	<ul style="list-style-type: none"><li>• Demonstrated experience in reviewing / developing child protection and/or safeguarding policies for organisations.</li><li>• Demonstrated experience in undertaking similar assignments in the Pacific.</li><li>• Experience assessing employee adherence to child protection standards and conducting child protection training, coaching, and mentoring using participatory and practical methodologies.</li></ul>

	<b>Requirement:</b>
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>
Child Protection/Safeguarding Policy Options Report	This report will clearly articulate potential 'fit for purpose' child protection [and safeguarding] policy options for SPREP based on research and literature review documenting best practice for child protection and safeguarding policies in organisations like SPREP.	15% of total cost
<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 Child Protection/Safeguarding Policy	Draft Child Protection [and Safeguarding] Policy.	25% of total cost
Policy Guide	Child Protection [and safeguarding] 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 suitable training materials for staff training so all staff understand their obligations and the requirements of the Policy.	20% of total cost
Final Draft Policy	Final draft policy, guide and templates for Standard Operating Procedures.	25% of total cost

## 10. Reporting Arrangements

The consultant will formally report to SPREP through the Director, Human Resources and Administration. The consultant is required to submit all deliverables to the SPREP Task Manager for this project – the Director, Human Resources and Administration– 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>.