



REQUEST FOR TENDERS

RFT: 2025/045
File: AP_2/48
Date: 27 May, 2025
To: Interested consultants
From: Utulei Lui – PPIN-PC

Subject: Request for tenders (RFT): Consultancy: Development of a Guideline on Best Practices for Integrating Nature-based Solutions (NbS) in Vanuatu National Adaptation Plan (NAPs)

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 Guideline on Best Practices for Integrating Nature-based Solutions (NbS) in Vanuatu National Adaptation Plan (NAPs).
- 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.
 - 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 09 June 2025. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 11 June 2025.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
- c. SPREP will determine what, if any, response should be given to a Tenderer question. SPREP will circulate Tenderer questions and SPREP's response to those questions to all other Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>) without disclosing the source of the questions or revealing any confidential information of a Tenderer.
- d. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- e. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFT or any other information given or made available by SPREP, the Tenderer should promptly notify the Procurement Officer setting out the error in sufficient detail so that SPREP may take the corrective action, if any, it considers appropriate.

6. Evaluation criteria

- 6.1. SPREP will select a preferred consultant on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tender satisfies the following criteria:
- 6.2. A proposal will be rejected if it fails to achieve 80% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

I. Technical Score – 80%

Criteria	Detail	Weighting
Qualifications	i. Advanced degree in environmental policy, law, natural resource management, or a related field.	15
Experience	i. At least 10 years of experience in climate adaptation planning, NbS, or ecosystem-based adaptation. Direct experience in Vanuatu is essential.	15
	ii. Strong and Demonstrated knowledge of the NAP process and relevant UNFCCC guidance.	15
	iii. Strong skills in research analysis, facilitation, and report writing, with a proven ability to deliver high-quality reports and policy tools.	10
	iv. Experience working with SIDS and/or in the Pacific region is highly desirable	8
Technical Proposal / Methodology	v. Methodology and approach, including timelines to effectively carry out the work.	12
	vi. Demonstrated understanding of the TOR.	5

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: 18 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 2025/045: **Request for tenders (RFT): Consultancy: Development of a Guideline on Best Practices for Integrating Nature-based Solutions (NbS) in Vanuatu National Adaptation Plan (NAPs)**'

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 (ToR)

Consultancy: Development of a Guideline on Best Practices for Integrating Nature-based Solutions (NbS) in Vanuatu National Adaptation Plan (NAPs)

1. Background

The Promoting Pacific Island Nature-based Solutions (PPIN) project seeks to support the development of policy and legislation for Nature-based Solutions (NbS), build awareness and capacity, and strengthen regional cooperation amongst PICTS on NbS. This project is a key component of New Zealand’s Ministry of Foreign Affairs and Trade (MFAT) “Resilient Ecosystems for Climate Change Adaptation” (RECCA) Activity. This project will be implemented by four organizations, IUCN (lead), SPREP, GGGI and SPC.

Vanuatu, as a Small Island Developing State (SIDS), is highly vulnerable to the impacts of climate change, including sea level rise, extreme weather events, and environmental degradation. In alignment with global climate commitments under the UNFCCC, Vanuatu is in the preparatory stages of developing its first National Adaptation Plan (NAP). Nature-based Solutions (NbS) are increasingly recognized as cost-effective, sustainable, and holistic approaches to climate adaptation. Integrating NbS into NAPs can enhance ecosystem resilience, protect livelihoods, and provide multiple co-benefits for biodiversity and sustainable development.

The National Adaptation Plan for Vanuatu will be developed through a dedicated project implemented by the Global Green Growth Institute (GGGI), in collaboration with the Government of Vanuatu and relevant partners. This consultancy is intended to support that work by conducting a global and regional analysis of best practices for integrating NbS into the NAP for Vanuatu and will feature specific recommendations particularly in the context of coastal resilience and infrastructure sector. The assignment will culminate in a practical, context-specific guidance document that identifies opportunities, enabling conditions, and implementation strategies for embedding NbS into Vanuatu’s NAP framework.

2. Objectives

The primary objective of this consultancy is to:

- Develop a comprehensive report or guidance document that:
 - Analyse global and regional best practices for integrating NbS into NAPs.
 - Analyse recent Pacific Country NAPs to assess a baseline on Pacific regional best practices.
 - Assesses enabling conditions, institutional mechanisms, and implementation strategies for mainstreaming NbS into national adaptation processes.



- Provides concrete recommendations to guide the integration of NbS in Vanuatu's forthcoming NAP and its relevant sectors.
- Provides actionable recommendations for Vanuatu's NAP, specifically addressing how NbS can enhance the resilience of infrastructure and coastal communities

3. Scope of Work

The consultant will be responsible for the following tasks:

1. Literature Review & Comparative Analysis

- Review relevant global and regional existing NAPs, with a focus on those that have successfully integrated NbS principles into relevant sectors.
- Identify and document key lessons learned, challenges, and success factors.
- Document specific case studies where NbS has supported resilience in the coastal and infrastructure sectors in the Pacific (e.g., green-grey hybrid solutions, nature-based flood defences, ridge-to-reef systems).

2. Gap and Opportunity Analysis

- Identify barriers and opportunities for integrating NbS into NAPs and NAP sectors, especially in the context of SIDS and the Pacific region.
- Analyse the policy, institutional, and financing landscapes that support NbS in adaptation planning.

3. Stakeholder Input (optional, depending on budget/timeframe)

- Conduct key informant interviews with stakeholders involved in NbS and in the formulation of the NAP in Vanuatu

4. Development of a Guidance Document

- Produce a user-friendly and actionable guidance document structured to:
 - Explain the rationale and benefits of integrating NbS into NAPs.
 - Provide case studies or examples of successful NbS integration in to NAP of a similar context to Vanuatu.
 - Outline a step-by-step approach or checklist for integrating NbS into Vanuatu's NAP.
 - Offer recommendations specific to the Vanuatu context (e.g., ecosystem types, governance, Indigenous knowledge systems) aligned

to the selected NAP sectors on relevant NbS approaches or principles for ease of uptake into the development of the NAP.

4. Deliverables

Deliverable	Description	Time-line
Inception Report	Outline of methodology, work plan, and annotated structure of the guidance document	Week 1
Draft Guidance Document	First complete draft including analysis, case studies, and Sector-specific and actionable recommendations for use by national and sub-national planners.	Week 5
Validation Workshop	Facilitate a Validation Workshop and collect feedback on the Draft Guidance Document	Week 8
Final Guidance Document	Revised version based on feedback, ready for dissemination	Week 11
Capacity Building Session/Presentation	PowerPoint summary of key findings and recommendations for Key stakeholders to build their capacity on how to implement the actions of this Guidance document.	Week 12

5. Duration and Timeline

The consultancy is expected to be completed over a **12-week period** from the date of contract signing.

6. Qualifications and Experience

- Advanced degree in environmental science, climate change, natural resource management, or a related field.
- At least 10 years of experience in climate adaptation planning, NbS, or ecosystem-based adaptation.
- Demonstrated knowledge of the NAP process and relevant UNFCCC guidance.
- Experience working with SIDS and/or in the Pacific region is highly desirable.
- Strong research, analytical, and writing skills.

7. Evaluation Criteria

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

A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.



Proposals will be evaluated based on:

- Relevant qualifications and experience.
- Methodology and approach.
- Demonstrated understanding of the TOR.
- Budget and cost-effectiveness.
- References and past performance.

8. Reporting and Supervision

The consultant is expected to

- Report to the SPREP PPIN Project Coordinator.
- Engage in agreed meetings with SPREP.
- The consultant will be expected to provide and cover the costs of their own mobile phone, laptop/computer equipment and associated software and stationery as part of the contract agreement.

10. Budget

The budget for this assignment is \$34,000 USD. Submissions are required to itemise all financial elements of this proposal in USD, including, but not limited to the following:

- **Fees**
- **Travel costs where applicable for consultants based outside of Port Vila**
- **All applicable taxes**