



# REQUEST FOR TENDERS

RFT: 2025/047  
File: AP\_2/48  
Date: 3 June, 2025  
To: Interested consultants  
From: Utulei Lui – PPIN-PC

**Subject: Request for tenders (RFT): “Consultant – National Policy Assessment: Forestry & Coastal Resilience, Fiji”**

## 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 conduct a National Policy Framework Assessment for Coastal Resilience and Forestry Sectors of Fiji.
- 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](mailto:procurement@sprep.org) before 16 June 2025. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 18 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
<b>Qualifications</b>	i. Advanced degree in environmental policy, law, natural resource management, or a related field.	15
	ii. At least 10 years of experience in policy, governance specifically in the Forestry and Coastal resilience Sectors, or NbS-related work. Direct experience in Fiji is essential.	15
<b>Experience</b>	iii. Strong and demonstrated knowledge of Forestry and Coastal Resilience/Protection Policy frameworks in Fiji.	20
	iv. Strong skills in analysis, facilitation, and report writing, with a proven ability to deliver high-quality reports and policy recommendations.	8
	v. Experience in stakeholder engagement and conducting policy consultations.	5
<b>Technical Proposal / Methodology</b>	vi. Methodology and approach, including timelines to effectively carry out the work.	12
	vii. 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: 25 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 2025/047: **“Consultant – National Policy Assessment: Forestry & Coastal Resilience, Fiji**
- 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>

## ANNEX A

### Terms of Reference (TOR) for a Consultant – National Policy Assessment: Forestry & Coastal Resilience, Fiji

#### **Background**

The Promoting Pacific Island Nature-based Solutions (PPIN) project supports 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. SPREP will support the medium-Term Outcome 1 of the PPIN project which is - By 2026 NbS are increasingly integrated into national frameworks, laws and policies.

This consultancy aims to undertake a comprehensive review of the policy and regulatory frameworks governing the Coastal Resilience and Forestry sectors in Fiji. The primary objective of this assignment is to evaluate the extent to which Nature-based Solutions (NbS) principles, concepts, and criteria are integrated into current policies, legislation, regulations, and strategic planning documents across these two critical sectors. As part of this review, the consultancy will systematically map the hierarchy and interrelationships among existing policy and planning instruments. It will also identify gaps, inconsistencies, or areas of misalignment within the frameworks that may hinder the effective implementation of NbS approaches. Based on these findings, the consultancy will provide actionable recommendations to support the development of a cohesive strategy for integrating NbS into sectoral policies. This assessment will aim to strengthen long-term sustainability and resilience, ensuring that future policy review/development is better aligned with ecosystem-based approaches.

#### **2. Objectives**

The primary objectives of this consultancy are:

- Identify and map out existing documentation with the policy frameworks, (for example but not limited to legislation, policies, regulations, plans, strategies, codes relevant to these specific sectors – Forestry and Coastal Resilience and Protection.
- To identify the presence or lack of NbS principles, concepts, and criteria against these existing policy frameworks documentation,
- To assess the alignment of current national policies in these two sectors with the concept and principles of Nature-based Solutions and identify gaps and opportunities for integration.
- To provide recommendations and a strategic roadmap for incorporating NbS into Forestry and Coastal Protection policies and regulatory frameworks.



- To engage relevant stakeholders, including government ministries, regional organizations, NGOs, and the private sector, in discussions on policy integration.

### 3. Scope of Work

The consultant will undertake the following tasks:

#### 1. Conduct an Inception Phase:

- a) Conduct an inception meeting with SPREP/Country Focal point to clarify objectives, expectations, and methodologies.
- b) Engage with key stakeholders to discuss the scope and methodology.
- c) Identify existing documentation with the policy frameworks, (for example but not limited to) legislation, policies, regulations, plans, strategies, codes within Forestry and Coastal Protection policy frameworks, with an emphasis on the presence of nature-based solution concepts or approaches.
- d) Data collection of all the existing tools with the policy frameworks that govern these two sectors with list/database of the collected data.
- e) Develop a Draft Policy Framework Review Report with the proposed section headings and content.

#### [Deliverable 1 – Inception Report](#)

#### 2. Policy Framework Review and Analysis:

- Conduct a stock-take of existing policy instruments (i.e. - legislation, policies, regulations, plans, strategies, codes, standards etc) and all other relevant documentation related to Forestry and Coastal Protection and Restoration. This mapping exercise will help stakeholders understand relationships, overlaps, and policy entry points for NbS integration. Provide a detailed list/map out all the available policy instruments in the framework of these two sectors
- Assess the alignment of these existing national policies in these two sectors with the concept and principles of Nature-based Solutions. This analysis will examine how NbS are reflected or referenced in current frameworks. It will also identify key gaps, inconsistencies, and opportunities for improved integration in future.
- Develop clear and evidence-based recommendations for integrating NbS into Forestry and Coastal Protection policy and planning frameworks. These recommendations should target specific policy instruments, regulatory provisions, institutional practices, and areas where new or revised measures are needed to support NBS or ecosystem-based approaches.



- Develop a strategy/roadmap for the strategic recommendations for policy and legislative integration of NbS across both sectors. The strategy (this can be a section or annexure to the Assessment Report) will outline priority actions, timelines, responsible institutions, and any required institutional reforms or capacity-building initiatives. It will also propose mechanisms to ensure long-term policy coherence, implementation monitoring, and adaptive management.

#### [Deliverable 2 - Draft Policy Framework Assessment Report](#)

### **3. Stakeholder Validation:**

- Facilitate validation meetings with key stakeholders and representatives from relevant sectors to present and discuss preliminary findings. These sessions will serve as an opportunity to gather feedback, ensure accuracy, and incorporate sector-specific insights and contextual knowledge. The engagement process will also help to build consensus around proposed recommendations and refine them to better align with local priorities, institutional realities, and practical implementation pathways. This collaborative approach is essential to ensure that the final recommendations are credible, actionable, and widely supported by those responsible for policy implementation and sectoral planning.

#### [Deliverable 3 Stakeholder Validation Report](#)

### **4. Final Policy Framework Review Report and briefing:**

- Prepare a comprehensive Final Policy Framework Review Report that synthesizes all key findings, analytical insights, identified policy gaps, and opportunities for integrating Nature-based Solutions (NbS) into the Forestry and Coastal Protection sectors. The final report will incorporate feedback and inputs gathered from stakeholder validation sessions held during the review of the draft report, ensuring that the analysis and recommendations are well-informed, contextually relevant, and broadly supported.
- Organize and deliver a formal presentation of the Final Report and recommendations to key stakeholders of the respective sectors.
- Develop a concise, user-friendly Briefing Paper that details the most important insights, proposed actions, and policy recommendations. This paper will be tailored to non-technical audiences such as senior policymakers, donor agencies, and regional partners. It will serve as a communications tool to raise awareness, promote advocacy, and support strategic engagement on the importance of NbS integration in national and regional planning processes.



[Deliverable 4 - Final Policy Framework Review Report](#)

[Deliverable 5 - Briefing Paper](#)

#### 4. Deliverables

The consultant will be expected to deliver the following outputs:

1. [Inception Report](#) outlining the approach, methodology, and work plan.
2. [Draft Policy Framework Assessment Report](#) with a mapping of NbS integration within Forestry and Coastal Protection policies.
3. [Stakeholder Validation Outcomes Report](#) summarizing feedback and insights from stakeholders on the draft report
4. [Final Policy Framework Review Report](#) incorporating all findings, recommendations, and a roadmap for policy integration. Include as section a strategy and Recommendations Report for integrating NbS into Forestry and Coastal Protection policies.
5. [Briefing Paper](#) to provide a summary on key findings to compliment the dissemination of the Final Policy Framework Review Report to all stakeholders.

#### 6. Duration and Timeline

The consultancy is expected to be completed within **4 months** commencing from contract signing, with the following tentative timeline:

- Month 1: Inception, data collection and desktop review phase.
- Month 1-2: Policy Framework review and analysis.
- Month 2-3: Stakeholder validation.
- Month 3-4: Final reporting and dissemination.

#### 7. Qualifications and Experience

The consultant should have the following qualifications:

- Advanced degree in environmental policy, law, natural resource management, or a related field.
- At least **10 years** of experience in policy, governance specifically in the Forestry and Coastal resilience Sectors, or NbS-related work. Direct experience in **Fiji** is essential.
- Strong and demonstrated knowledge of Forestry and Coastal Resilience/Protection Policy frameworks in Fiji.
- Strong skills in analysis, facilitation, and report writing, with a proven ability to deliver high-quality reports and policy recommendations.
- Experience in stakeholder engagement and conducting policy consultations.



## 8. Evaluation Criteria

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.

## 9. Work arrangements

The consultant is expected to

- Report to **SPREP PPIN Project Coordinator** and work closely with designated focal points within relevant government ministries and agencies.
- Engage in agreed meetings with SPREP and country focal points.
- 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 is \$20,000 USD, proposals over this amount will not be considered. 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 Suva, Fiji.