

REQUEST FOR TENDERS

RFT: 2025/052
File: AP_2/44
Date: 6 July 2025
To: Interested Service Providers
From: Loraini Sivo, Project Manager PEBACC+

Subject: Request for Tender (RFT): Video Production for PEBACC+ Project Impact and Results

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 Requirements

- 2.1. SPREP wishes to call for tenders from qualified and experienced professional videographers who can offer their services to provide videography on a retainer basis. The services to be provided will include taking raw footage and images of project results and impacts from the selected countries and produce a package of 22 high quality, engaging videos (11 videos in English, and the same videos translated in French) and 60 high-quality photos for the Pacific Ecosystem-based Adaptation to Climate Change (PEBACC+) Project.
- 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 as per the scope of work;
 - 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.
 - v. Must meet local registration requirements where 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 of achieving the tasks outlined in the Terms of Reference.
 - e) **Financial Proposal** – Breakdown cost for the services to render as per deliverables outlined in Annex A. The cost must be inclusive of all the expenses foreseen.
 - f) Where relevant provide:
 - i. Business registration/license (For Entities/ Individual consultants as per relevant national legislation)

- 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 for which a potential tenderer/bidder can provide services.
- 4.7. The Proposal must remain valid for 90 days from the date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of the tender.

5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 16 July 2025 11:59 pm Samoa local time. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 18 July 2025 11:59 pm Samoa local time.
- b. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- c. 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 Requesting 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 contractor 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	Details	Weighting
Qualifications	i) Professional videographer and video editor with over 10 years of demonstrated experience in producing broadcasting and media content on environment, climate change or related topics.	15%

Experience	ii) Have a strong track record in producing explainer videos on complex subjects for broadcasting and online media in the Pacific. Previous experience in similar assignments for internal or regional organisations like SPREP will be an advantage. Please provide at least three (3) relevant examples of past work via online links.	20%
	iii) Demonstrated experience in writing video scripts, leading video productions and post-production and projects of similar scale, especially in rural/remote locations. Must demonstrate cultural sensitivity and strong storytelling skills. Multilingual ability or experience supporting productions in local language is an advantage.	20%
Technical & Methodology	iv) Detailed technical proposal to demonstrate understanding of the design brief, knowledge of production and post-production techniques, attention to detail, and have the capacity to deliver high quality outputs in the required delivery format and within the specified timeframe.	25%

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 SPREP amends the RFT or the conditions of tender, it will inform potential Tenderers.
- c. 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 this process and inform unsuccessful bidders accordingly.

8. Deadline

- 8.1. The due date for submission of the tender is: **29 July 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 2025/052: Video Production for PEBACC+ Project Impact and Results
- 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 negotiation concerning one or more proposals before 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 do 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

Video Production for PEBACC+ Project Impact and Results

Background

SPREP is implementing the Pacific Ecosystem-based Adaptation to Climate Change (PEBACC+), a sub-regional project designed to explore and promote uptake of ecosystem-based management approaches in planning for climate change adaptation in the Pacific Islands region. The four-year project is an initiative funded by the Kiwa Initiative – through its donors the European Union, Agence française de développement (AFD), Global Affairs Canada, Australian Government Department of Foreign Affairs and Trade (DFAT) and New Zealand Ministry of Foreign Affairs and Trade (MFAT) – with co-financing from the French Facility for Global Environment (FFEM). PEBACC+ is implemented by SPREP in collaboration with the Governments of Fiji, Vanuatu, Solomon Islands, New Caledonia and Wallis and Futuna and in partnership with conservation and community development NGOs.

Project Introduction and Rationale

The PEBACC+ is implementing a series of continuous ecosystem-based adaptation (EbA) options as activities at project sites, as well as policy and institutional levels. The project aims to address the current challenges of climate change adaptation through implementation of nature-based solutions (NbS) and EbA approaches in the Pacific. It is working to strengthen the resilience of ecosystems, economies and people to the impacts of climate change, how human activities are impacting ecosystems and ensuring interventions are addressing the root causes while investing in restoration activities.

PEBACC+ specific objectives are to develop, sustain and institutionalise EbA and NbS approaches to climate change adaptation in target countries and territories through:

- Component 1: Strengthen stakeholders' experience in the practical implementation of EbA and NbS as a climate change adaptation strategy in Fiji, Vanuatu and Solomon Islands.
- Component 2: Integrate and support the implementation of EbA and NbS approaches as a strategy contributing to climate change adaptation in New Caledonia and Wallis and Futuna.
- Component 3: Strengthen regional cooperation among Pacific Island countries and territories on ecosystem-based adaptation by promoting the sharing of experiences and lessons learned from projects to increase the resilience of people and ensure the sustainability of EbA implementation activities.

Objectives

To communicate the project's outcomes and impact, SPREP seeks a qualified Video Production Company to produce a compelling series of short documentary-style videos. These will highlight project interventions, successes, and lessons from each country, as well as a regional video that ties together cross-cutting themes and achievements.

The primary objective of this consultancy is to produce a total of 22 high quality, engaging videos (11 videos in English, and the same videos translated in French) and 60 high-quality photos that:

- Highlight PEBACC+ project interventions and outcomes in each of the five participating countries and territories.
- Capture personal and community stories showcasing the benefits of NbS and EbA.
- Communicate the value of ecosystem protection and climate adaptation to both local and international audiences.

- Communicate the value of traditional ecological knowledge in NbS and EbA.
- Promote community ownership, government support, and donor visibility.
- Provide engaging and culturally relevant content in appropriate local languages and English.

Scope of Work

The selected production company will be responsible for:

1. Pre-Production

- Develop video concepts and storyboards in consultation with the PEBACC+ & Kiwa Communications Officers and the Project Management Unit.
- Capture high-quality photos of project beneficiaries and results.
- Conduct background research using PEBACC+ reports and ESRAM documentation.
- Coordinate with the PEBACC+ Project Team for site visits and interviews.

2. Production

- Travel to Fiji, Solomon Islands, and Vanuatu to film key EbA activities, landscapes, interviews and beneficiaries, government partners, and project stakeholders.
- Capture relevant footage, including community interactions and ecological features.
- Capture relevant photos of project beneficiaries and results/impacts.
- Raw footage from New Caledonia and Wallis-et-Futuna will be provided by the PEBACC+ Team to add to the regional video and social media reels.
- Ensure all final videos have a second version in the French translation.
- Ensure culturally appropriate approaches and gender inclusive representation.
- Ensure consent forms are signed for children below 18 years of age that are featured in videos or photos captured; a SPREP consent form is available to accommodate this.

3. Post-Production

- Edit and produce:
 - Three (3) 3-minute country-specific videos with English subtitles/voiceover.
 - Three (3) 3-minute country-specific videos with French subtitles/voiceover.
 - Two (2) videos, each from New Caledonia and Wallis-et-Futuna to be inserted with English sub-titles/voiceover. PEBACC+ Team will supply the videos in French.
 - One (1) 5-minute regional video summarising the collective impact of PEBACC+ in Fiji, Solomon Islands, Vanuatu, New Caledonia, and Wallis-and-Futuna. (New Caledonia and Wallis-et-Futuna videos will be provided by the PEBACC+ Team).
 - One (1) 5-minute regional video with French sub-titles/voiceover.
 - Six (6) 30-second social media reels for each video in English.
 - Six (6) 30-second social media reels for each video in French.
- Include subtitles/voiceover for all videos.
- Include branding, intro/outro sequences, partner acknowledgements, and licensed music.
- Revise drafts based on feedback from the PEBACC+ team that also includes the Kiwa Secretariat.
- Edit 60 high-quality photos i.e. 20 per country (Fiji, Solomon Islands, and Vanuatu).

4. Deliverables

- High-resolution final videos in formats suitable for web and broadcast.
- Social media reels (30 seconds) from each video.

- High-quality photos of project beneficiaries and results/impacts.
- Raw footage and other files submitted to SPREP PEBACC+ team for archiving.

Expected Outputs

At the end of this consultancy, the expected outputs include:

- 3 x 3-minute country videos (English)
- 3 x 3-minute country videos (French)
- 2 x videos inserted with English subtitles/voiceover. 1 x 5-minute regional impact video (English)
- 1 x 5-minute regional impact video (French)
- 6 x 30-second reels for social media including the French territories (English)
- 6 x 30-second reels for social media including the French territories (French)
- 60 high-quality portrait photos (20 per country) of beneficiaries and results/impact of the project. (SPREP consent forms can be used if children are featured in the photos).
- Complete raw footage and project files

Key Deliverables

The following key deliverables are expected:

1. Inception report, storyboard concepts, and filming schedule.
2. Filming completed in all countries.
3. Draft versions of all videos submitted.
4. Final approved videos and short social media reels delivered.
5. High-quality photos submitted.

Required Deliverables and Payment Percentage

The total allocated budget for this work is USD\$30,000 with the detail breakdown deliverable payment in the table below.

No.	Deliverables	Timeline	Deliverable Payment (%)	Amount (USD)
1.	Inception report, storyboard concepts, and filming schedule.	2 weeks (after contract signing)	20%	5,000
2.	Filming completed in all countries.	1 month	40%	10,000
3.	Draft versions of all six videos submitted.	2 months	20%	10,000
4.	Final approved videos and short social media clips delivered.	1 month	20%	5,000

Information on Working Arrangements

- The production team will coordinate with the PEBACC+ Project team and relevant government and NGO stakeholders in each country.
- The production team will adhere to the SPREP and Kiwa Initiative Branding Guidelines for all materials produced.
- Travel and filming logistics will be managed by the consultant; travel costs must be included in the financial proposal.
- PEBACC+ team will provide contact facilitation, project materials, and technical guidance.
- PEBACC+ team will provide raw footage from New Caledonia and Wallis-et-Futuna to help produce the regional video and short video teasers for social media.

- The production team will provide the raw footage to SPREP and the Kiwa Initiative that can be reused freely.
- The consultant will report to the PEBACC+ Communications Officer.

Qualification and Experiences Required

- Professional videographer and video editor with over 10 years of demonstrated experience in producing broadcasting and media content on environment, climate change or related topics.
- Have a strong track record in producing explainer videos on complex subjects for broadcasting and online media in the Pacific. Previous experience in similar assignments for internal or regional organisations like SPREP will be an advantage. Please provide at least three (3) relevant examples of past work via online links.
- Demonstrated experience in writing video scripts, leading video productions and post-production and projects of similar scale, especially in rural/remote locations. Must demonstrate cultural sensitivity and strong storytelling skills. Multilingual ability or experience supporting productions in local language is an advantage.

Documentation to be submitted

- Company profile and relevant portfolio showcasing similar projects.
- Detailed CV of the main applicant or team that will work together to deliver the work.
- Detailed technical proposal to demonstrate understanding of the design brief, knowledge of production and post-production techniques, attention to detail, and have the capacity to deliver high quality outputs in the required delivery format and within the specified timeframe. Detailed financial proposal inclusive of all costs (travel, equipment, post-production, etc.)