



REQUEST FOR TENDERS

RFT: 2025/074
File: AP_6/15
Date: 15 December, 2025
To: Interested consultants
From: Julie Pillet, Senior Project Officer, SWAP

Subject: Request for tenders (RFT): Implementation of Marine Litter Activities: Beach Surveys, Audits and Awareness-Raising Actions in 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. This tender is issued under the second phase of the *Sustainable Waste Actions in the Pacific* (SWAP2) Project, funded by the Agence française de développement (AFD). The 4.3 million Euro SWAP2 Project aims to improve waste infrastructure, build capacity, and foster regional collaboration between Pacific Island Countries and French Territories.
- 1.4. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced service provider who can offer their services for the Implementation of Marine Litter Activities, including Beach Surveys, Audits and Awareness-Raising Activities in 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://www.sprep.org/attachments/Publications/Corporate_Documents/sprepororganisational-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 service providers (individual consultant, association, NGO, company, or consortium) must meet the following conditions:
- i. Must be currently based in Fiji and legally entitled to operate and work in Fiji;
 - ii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 - iii. Provide three referees relevant to this tender submission, including the most recent work completed;
 - iv. Provide examples of past related work outputs;
 - v. 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*).
 - vi. Provide a copy of **valid business registration/license**;
 - vii. Provide valid FRCS Tax Compliance Certificate;
 - viii. Provide valid FNPF Compliance Certificate.
- 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** as well as the **declaration of integrity 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 service provider 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 service providers' 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*).
 - b) **Declaration of honour**
 - c) **Declaration of integrity**



- d) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
 - e) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.
 - f) **Financial Proposal** which contains a detailed outline and schedule of priced tasks in accordance with tasks outlined under the Terms of Reference's *Deliverables/Timeline* sections submitted in United States Dollars (USD) and inclusive of all associated taxes.
 - g) 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 19 January 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender 21 January 2026.
- 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, in collaboration with the Waste Management and the Ministry of Environment and Climate Change (MECC), Fiji, will select a preferred service providers 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. The Evaluation Committee will assess all compliant tenders in accordance with the criteria set out below. 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
CVs & Qualification	The Service Provider must demonstrate:	
	a)	Proven experience in marine litter surveys, waste audits, or environmental data collection. 10%
	b)	Demonstrated capacity in environmental awareness and community engagement activities. 10%
	c)	Adequate human resources and logistical capacity to deliver the activities within the specified timeframe (CVs of all team members should also be presented) 5%
	d)	Strong analytical and report-writing skills. 5%
Methodology technical Proposal	f)	The General approach – Understanding of the assignment and proposed methodology. 15%
	g)	Locations selected for the beach surveys and waste audits 15%
	h)	Awareness-raising activities proposed. 15%

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: 30 January 2026, 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 2025/074: **Implementation of Marine Litter Activities: Beach Surveys, Audits and Awareness-Raising Actions in Fiji**

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.

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



SPREP
Secretariat of the Pacific Regional
Environment Programme

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

Implementation of Marine Litter Activities: Beach Surveys, Audits and Awareness-Raising Actions in Fiji

1. Background

SWAP Presentation

The second phase of the *Sustainable Waste Actions in the Pacific* (SWAP2) project builds upon the first SWAP which aimed to improve sanitation, environmental, social and economic conditions in seven Pacific island countries, namely Fiji, Samoa, Solomon Islands, Tonga, and Vanuatu, and one French territory, namely Wallis-and-Futuna through proper waste management.

SWAP2 funded by the Agence Française de Développement (AFD), will contribute to achieving the strategic goals of the Pacific Regional Waste and Pollution Management Strategy (Cleaner Pacific 2025) by improving waste infrastructure, building capacity, and fostering regional collaboration of several Pacific Island Countries and French Territories.

It will be implemented by the SPREP from 2025 – 2028 and will benefit: Fiji, French Polynesia, Kiribati, Samoa, Solomon Islands, Tonga, Tuvalu, Vanuatu and Wallis and Futuna.

SWAP2 will support sustainable waste management in the Pacific region, especially:

1. Support local populations and authorities in the development of national waste management policies and actions (collection, sorting, recovery, proper disposal);
2. Improve the delivery of waste services through development of waste management infrastructures and implementing pilot projects; and
3. Strengthen the technical, financial and governance capacities of authorities and practitioners.

The four main components addressed by SWAP2 are:

1. Marine Litter
2. Used Oils
3. Solid Waste
4. Regional Collaboration and knowledge Sharing.

Marine Litter in Fiji

Marine litter is a growing environmental challenge in Fiji with significant impacts on coastal ecosystems, public health, livelihoods, tourism, and overall community well-being. In line with national and regional commitments to address marine pollution, this initiative builds on activities carried out under Phase 1 of the SWAP Project.

During Phase 1, SWAP partnered with the Pacific Ocean Litter Youth Project (POLYP) from the University of the South Pacific (USP), Fiji to implement a pilot project, in collaboration with Sustainable Coastlines, a New Zealand-based Charity. The initiative focused on training local partners, POLYP volunteers and USP staff to carry out beach litter surveys and waste audits using the Litter Intelligence methodology and platform (<https://litterintelligence.org/>). The pilot covered four locations: Makuluva Island, USP Foreshore, Suva Point Beach and the Bowling Club

Helipad Beach, with only one survey and audit conducted at each site. The data collected contributed to a broader understanding of marine litter patterns in the Pacific and was used in the 2024 regional activity report: <https://library.sprep.org/content/beach-marine-litter-pacific-islands-2024-activity-report>.

This next phase aims to expand and deepen these efforts by conducting additional marine litter beach surveys and audits. The project will continue using the Litter Intelligence platform to ensure data consistency and comparability while also engaging communities in awareness-raising activities. These efforts will help generate actionable, location-specific data and promote informed behavior change, contributing to improved waste management strategies and long-term environmental resilience.

2. Objectives

The main objective of this assignment is to contribute to marine litter reduction efforts in Fiji through long-term community engagement, data collection, and awareness-raising. Specifically, the Service Provider will:

1. Conduct standardised beach litter surveys and waste audits in collaboration with at least three (3) communities in Fiji, over a 2.5-year period, carrying out a total of five (5) audit campaigns at each selected site. The first campaign will begin with a training session delivered within six (6) weeks of contract signing.
2. Upload all collected data onto the Litter Intelligence platform (<https://litterintelligence.org>) in a timely and accurate manner.
3. Analyse the types, sources, and quantities of marine litter collected at all selected sites, in collaboration with the SWAP2 team, in order to generate information on local marine litter trends.
4. Raise awareness and promote behaviour change through the design and implementation of targeted community-based awareness-raising activities, including outreach events, educational materials, and media engagement.
5. Report regularly to the SWAP Project Management Unit and MECC on activities undertaken, results achieved, and key findings.
6. Provide evidence-based recommendations for future interventions to reduce marine litter and improve coastal waste management practices.

3. Scope of work

SPREP is seeking a qualified Service Provider (individual consultant, association, NGO, company, or consortium) to implement Marine Litter Activities, including Beach Surveys, Audits and Awareness-Raising Actions in Fiji. This service will be developed and delivered in close collaboration with the SWAP2 Project Management Unit (PMU) and the Ministry of Environment and Climate Change (MECC), Fiji.

Marine Litter Beach Surveys and Audits

- Identify and confirm at least three (3) coastal locations and associated communities in Fiji to participate in the project. **Additional community involvement, within the allocated budget, is encouraged and will be considered an asset.** The Service Provider may continue working using locations involved in Phase 1 or can propose new sites. **All**



proposed locations must be clearly listed in the proposal, along with the criteria used for their selection - ex: large vs. small islands, urban vs less populated areas, open beach vs. mangroves, geographical diversity (North vs. South / Est vs. West), specific features such as river mouths or protected areas; or any other relevant criterion, which must be justified by the Service Provider.

- Participate in an initial two-day training delivered by Sustainable Coastlines within six (6) weeks following the contract signature. This training will cover the standardised methodology used for beach surveys and waste audits, including the use of the Litter Intelligence platform.

The training will take place near Suva, Nadi, or on a nearby island, at sites proposed by the Service Provider for this project. It should be noted that the sites selected for the training must be accessible within less than one hour (maximum two hours) to ensure that the full training session (including transport, survey and audit) can be completed during daytime hours.

The surveys and audits carried out on the sites used during the training will constitute the baseline (Campaign No. 1) for these sites.

The logistical organisation of the two training days (mobilisation of participants, coordination with stakeholders, etc.) will be the responsibility of the Service Provider; however, the associated costs are excluded from this service and will be covered directly by the SWAP Project.

The two days of training will be organised as follows:

- Day 1: Training of the Service Provider staff and the local community of the selected location by Sustainable Coastlines;
- Day 2: Training delivered by the Service Provider to local partners (associations, communities, etc.), under the supervision of Sustainable Coastlines. This practical session aims to ensure that the methodology is fully mastered by the Service Provider.

For selected sites not included in the training session, the baseline campaign must be carried out in the days following the training.

If the SWAP2 PMU is still present in Fiji and if the schedule and SWAP2 budget allow, the SWAP2 PMU may accompany this campaign at the Service Provider's request.

- Conduct regular beach litter surveys and waste audits in each selected location using the standardised methodology developed by Sustainable Coastlines. It is expected that one campaign (survey and audit) will be conducted every six (6) months at each location, over the course of the 2.5-year implementation period.
- Sort, categorise, and record collected marine litter by material type and presumed source, in accordance with Sustainable Coastlines' methodology. The data must be entered and uploaded to the Litter Intelligence Application (<https://litterintelligence.org>) to ensure open access and regional consistency in reporting.

B. Data Analysis and Reporting

- Analyse marine litter composition, sources, and temporal patterns with the support of the SWAP2 PMU.
- Compare findings with previous datasets (if available) to identify trends.
- Provide recommendations on actions to address identified litter sources.

C. Awareness-Raising Activities

- Design and implement at least three community-based awareness campaigns (e.g., school outreach, media campaigns, art competition, other).



- Develop educational materials (posters, leaflets, social media content) on marine litter impacts and waste reduction practices.
- Engage key stakeholders throughout the assignment, including local communities, schools, government agencies, and the private sector. Collaboration with the French Embassy and/or the Alliance française is strongly encouraged and would be highly appreciated to strengthen outreach and broaden engagement opportunities.
- All communication and educational materials developed under this assignment must be in line with the SWAP2 Visibility Plan, which will be shared with the selected Service Provider as an annex to the contract. All materials must feature the SWAP2 and MECC logos and comply with relevant branding guidelines.
- All content (text, images, designs, and messaging) intended for public distribution must be submitted in advance to the SWAP PMU and MECC for review and approval prior to printing, publishing, or dissemination.

D. Safety Protocols

- Ensure all team members follow occupational health and safety procedures, particularly for remote coastal areas.
- Prepare a risk management plan covering boat use, first aid, communications, and emergency contacts.
- Ensure adequate personal protective equipment (PPE) is provided for surveys and clean-ups.

4. Reporting Arrangements

The Service Provider will report to the SWAP Project Management Unit and the Waste Management and Pollution Control Division of MECC. All deliverables must be submitted in English.

5. Deliverables / Timeline

All deliverables must be completed within the number of days/months set out on the table below within 2.5 years from the effective date (signing) of the contract.

Table 1: Schedule of work

No.	Deliverables	Estimated Duration to Complete
1	Inception Report – Detailing methodology, selected survey sites, risk management plan, and work plan.	2 weeks upon signing
2	Beach Litter Survey Reports – For each campaign, the Service Provider must submit a report including raw data, site photographs, and a summary of findings for each location surveyed. Reports must follow a template provided by the SWAP PMU	Within 2 weeks of completing each beach litter survey.



3	Data Analysis and Final Report – Consolidated findings, GIS mapping (if applicable), and recommendations.	No later than 1 month after completing the final campaign
4	Awareness-Raising Materials – Copies of developed communication materials and summary of outreach activities.	2 years
5	Presentation – Final presentation of findings and recommendations to MECC and stakeholders.	1 week before the end of the contract

6. Schedule of Payments

Payment for the service will be phased according to the schedule of priced tasks provided, and submitted in accordance with the tasks described in section 5 above.

7. Additional Information

7.1. Budget

The budget allocated by the SWAP2 Project for this service is capped as follows:

- Up to USD 19,000 for activities related to beach litter surveys and waste audits.
- Up to USD 5,500 for activities related to awareness-raising.

The Financial Proposal must remain within these maximum allocations. Proposals exceeding the budget ceilings will not be considered. The Service Provider is encouraged to propose a cost-effective approach that demonstrates value for money and maximises community engagement within the allocated amounts.

7.2. Financial Proposal

The Service Provider must submit a detailed Financial Proposal that includes all costs necessary to implement the assignment, excluding those specified as covered by the SWAP Project Management Unit (PMU). The budget should be comprehensive, realistic, and inclusive of all applicable taxes and duties.

The Financial Proposal must include the following cost categories:

- Professional and staff fees – Personnel costs for all team members involved in the delivery of activities.
- Travel and accommodation costs – All travel-related expenses, including transportation, accommodation, and per diems.
Note: All costs related to travel, including to remote islands where applicable, shall be fully borne by the Service Provider and must be reflected in the Financial Proposal.
- Local transport and logistics – Transport and logistical support for field activities related to beach litter surveys and waste audits (excluding costs related to the training session, which will be covered separately by the project).
- Fieldwork materials – Including gloves, trash bags, personal protective equipment (PPE), waste disposal fees, refreshments, and any other materials required to carry out surveys and audits.



- Awareness-raising activities – All associated costs, including design, production, editing, printing of communication materials, facilitation of community events, outreach campaigns, and related logistics.
- Administrative and overhead costs – A reasonable allocation of indirect costs associated with the implementation of the project.

Note: The Financial Proposal must not include costs related to the final stakeholder presentation. If a venue or logistical support is required for this event, the SWAP PMU will coordinate and directly cover these costs.

7.3. Service Provider Responsibilities

The Service Provider will be responsible for:

- Facilitating and organising beach litter surveys and waste audits in collaboration with the identified communities, ensuring appropriate local coordination and participation.
- Uploading all collected data from each campaign onto the Litter Intelligence platform, in accordance with the methodology developed by Sustainable Coastlines.
- Scheduling, designing, and delivering outreach and awareness-raising activities, including community events, school engagement, and educational campaigns, in line with the SWAP2 Communication and Visibility Plan.
- Submitting all communication and educational materials to the SWAP PMU and MECC for approval prior to distribution, and ensuring proper branding and visibility requirements are met.
- Scheduling and organising a final presentation meeting with key national stakeholders (e.g., MECC, SWAP PMU, local communities) to share the results, findings, and recommendations before the end of the contract.
- Ensuring participation in the training session delivered by Sustainable Coastlines within six (6) weeks of signing the contract.
- Ensuring health and safety protocols are followed during all fieldwork, particularly in remote or high-risk coastal areas, and that a risk management plan is in place.