



# REQUEST FOR TENDERS

RFT: 2025/076  
File: AP\_2/32  
Date: 18 December, 2025  
To: Interested consultants  
From: Information Services Department (Knowledge Management) and Legal Services and Governing Bodies Department

**Subject: Request for tenders (RFT): Development of a suite of Moodle Courses to support strengthening institutional capacity**

## 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 for development and upload of a suite of Moodle Courses to support SPREP staff familiarization with SPREP organization policies and procedures.
- 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 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 13 January, 2026. 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 15 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 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 &amp; Expertise</b>	i. Lead consultant must at minimum hold a Bachelor's degree in Education or a related discipline	10%



	ii. Demonstrated and relevant experience (5+ years of experience) in the design and deployment of online learning tools (preferably Moodle), particularly in the Pacific Region.	15%
	iii. Demonstrated experience in utilising participatory approaches for adult learning	10%
	iv. Evidence of online course development based on static resources, with firm processes to actively engage with clients to operationalise the resources into an interactive online learning resource	25%
<b>Technical Proposal / Methodology</b>	v. Proposed project methodology noting schedule/timelines, activities, concurrent or sequential development etc	20%

## 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: 26 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 2025/076: Development of a suite of Moodle Courses to support strengthening institutional capacity'



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

Mail: SPREP  
Attention: Manager Procurement  
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

### Development of a suite of Moodle Courses to support strengthening institutional capacity

#### 1. Background

The organisation is undertaking transformational changes aimed at strengthening its governance and operational frameworks to ensure the effective realisation of its strategic priorities as outlined in the **SPREP Strategic Plan 2017–2026**. These changes reflect a commitment to enhancing institutional resilience, accountability, and performance in delivering environmental outcomes for SPREP members.

The objectives of this work are to improve and strengthen organisational policies, processes, systems, and staff capacity to effectively and efficiently manage, deliver, and achieve the goals of the Strategic Plan. This includes aligning internal mechanisms with best practices to support decision-making, streamline operations, and across all levels of the organisation.

SPREP intends to develop comprehensive capacity building and training programs for staff and key stakeholders to ensure consistent understanding and application of critical organisational policies. The priority policies of focus for this will include the policies listed below in the expected outcomes.

SPREP will engage a consultant or several consultants to design and develop targeted training content and interactive e-learning modules to support these areas.

#### 2. Activity Background

The activities under this initiative will focus on utilising existing organisational policies to develop comprehensive training materials for staff and converting these materials into interactive online modules. These modules will serve as accessible learning resources for SPREP staff, ensuring consistent understanding and application of policies across the organisation.

SPREP currently hosts an online learning platform where all materials and course components will be uploaded. Link here: <https://learn.sprep.org/>

#### 3. Expected Outcome

The outcome of this engagement is for the development of a full suite of training modules across several policies including:

- i. Child protection policy
- ii. Occupational Health and Safety policy
- iii. Risk and fraud prevention
- iv. Protection from Sexual Exploitation, Abuse and Harassment (PSEAH)
- v. Gender Equality and Social Inclusion (GESI) policy
- vi. Risk management
- vii. Procurement policy and procedures manual
- viii. Cyber security
- ix. Environmental social safeguards
- x. Fraud prevention

The list of policies is not exhaustive, and additional policies can be added with further negotiations with the successful bidder.



## 4. Scope of Work

### i. Review of

- SPREP policies and procedures related to relevant policies
- Identify and agree on key learning objectives and compliance requirements for each policy area

### ii. Content development

- Develop comprehensive training materials for each thematic area, ensuring clarity, relevance, and alignment with SPREP's governance and operational frameworks.
- Incorporate practical examples, case studies, and interactive elements to enhance understanding and application.

### iii. E-Learning Module Design

- Convert training materials into engaging, interactive online modules suitable for SPREP's learning platform (Moodle).

### iv. Ensure modules are user-friendly, accessible, and compatible with SPREP's ICT systems.

### v. Capacity Building Delivery Plan

### vi. Propose a structured approach for rolling out training programs to SPREP staff and key stakeholders.

### vii. Include recommendations for monitoring and evaluating the effectiveness of the training.

### viii. Consultation and Validation

- Work closely with SPREP's Knowledge Management and Communications and Outreach teams relevant teams to validate content.

## 5. Project Schedule

The activities are to be completed no later than 07 May 2026 with a preference for the activities to be completed much earlier.

Activity	Timeline
Contract signing	
- SPREP to furnish relevant policies and schedule walk through of SPREP e-learning platform with consultants to understand functionality of e-learning platform	Immediately after contract signing
Inception with clear outline of workplan	31 January, 2026
Draft training materials for risk management, fraud prevention, gender, OHS, and PSEAH - Incorporate case studies and interactive elements - Submit draft content for review	27 February, 2026
- Convert approved content into interactive online modules - Ensure compatibility with SPREP's learning platform - Conduct internal testing	No later than 31 March 2026
- Present modules to SPREP for review - Collect feedback from stakeholders - Revise content and modules accordingly	No later than 14 April 2026
- Submit final training materials and e-learning modules - Provide rollout plan and recommendations for monitoring and evaluation	No later than the 28 April 2026

## 6. Other information

The successful bidder will be provided with any relevant reference and policy documents.



# SPREP

Secretariat of the Pacific Regional  
Environment Programme

The successful bidder must supply the services to the extent applicable, in compliance with SPERP's Values and Code of Conduct.