

# REQUEST FOR TENDERS

RFT: 2025-BOLD-002  
File: AP\_3/41  
Date: 5 December 2025  
To: Interested consultants  
From: BOLD Project

**Subject: Request for tenders (RFT): IKI funded Building Our Loss and Damage (BOLD) Response Project – National Coordinator – Samoa**

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## 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 individual consultants who can offer their services to undertake the functions set out in the Terms of Reference for the role of national coordinator in Samoa.
- 2.2. The Terms of Reference for the national coordinator is 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*

PO Box 240, Apia, Samoa T +685 21929 F +685 20231 [sprep@sprep.org](mailto:sprep@sprep.org) [www.sprep.org](http://www.sprep.org)



*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. Open exclusively to Samoa nationals who hold valid work authorisation in Samoa.
  - v. 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) **Honor 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 the tasks set out in the ToRs 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 12 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 16 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%

<b>Experience</b>	(1) A degree or equivalent in climate change, environmental science, project management and other related field with minimum of 3 years of proven experience related to climate change, adaptation, loss and damage, development of national plans and strategies	20%
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	(2) Proven experience in project management and coordination with the Government of Samoa, private sector, Civil Society Organisations, Faith-Based Organisations, and other relevant development agencies.	15%
	(3) Good knowledge and understanding of climate change impacts and loss and damage issues in Samoa and the Pacific.	20%
	(4) Proven track record in stakeholder engagement and consultations with government agencies, development agencies, NGOs, private sector and the communities.	15%
<b>Technical Proposal / Methodology</b>	(5) Submitted technical proposal – demonstration of how applicant successfully carries out the activities listed under the scope of the consultancy.	10%

## 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 in- form unsuccessful bidders accordingly.

### 8. Deadline

- 8.1. **The due date for submission of the tender is: 31 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-BOLD-002: Building Our Loss and Damage (BOLD) Response Project: National Coordinator - Samoa



**SPREP**  
Secretariat of the Pacific Regional  
Environment Programme

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**

**National Co-ordinator**  
For the

**Building Our Loss and Damage (BOLD) Response Project - Samoa**

## 1. INTRODUCTION

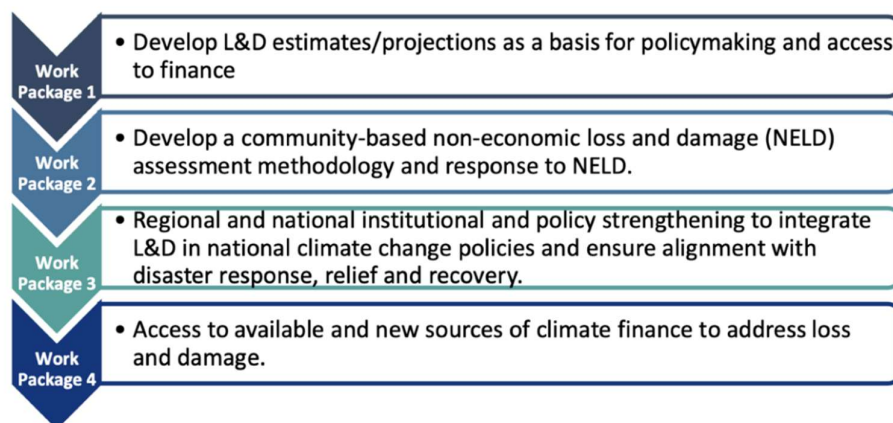
Impacts from extreme events such as tropical cyclones and slow onset events like sea level rise and ocean acidification are already causing significant economic and non-economic loss and damage to the people and the environment in Pacific Island countries (PICs). These impacts are endangering people's livelihoods, cultural heritage, land and biodiversity and, in extreme cases, their statehood and sovereignty. Several unique factors make Pacific Island countries especially vulnerable to climate change impacts, in particular their high exposure to climate variability and the remote location.

PICs are often characterized by high population densities and growth, poorly developed infrastructure, limited natural, human, and economic resources, and a high dependence on marine resources for livelihoods. Most economies are reliant on a limited resource base and are vulnerable to external forces, such as changing terms of trade, trade liberalization, and migration flows. Adaptive capacity to climate change is generally low. The combination of these factors makes PICs highly vulnerable to climate change impacts and loss and damage.

Despite the scale of current and future climate-related losses and damages, significant gaps and challenges remain for understanding and quantifying the extent to which both economic losses and non-economic losses (NELs) already impact, and will continue to impact, the Pacific region.

To address these issues the Secretariat of the Pacific Regional Environment Programme (SPREP) and project partner, Climate Analytics (CA), have co-designed the Building Our Loss and Damage Response (BOLD Response) project. This six-year initiative, including a one-year design phase, funded by the International Climate Initiative of the Federal Government of Germany aims to address loss and damage in the Pacific through a comprehensive set of interconnected work packages. The project will be implemented in Republic of Marshall Islands, Samoa, Tuvalu, Vanuatu and Fiji.

More specifically, the BOLD Response Project aims to better understand, measure, and respond to loss and damage in the Pacific. This will involve integration of loss and damage in national policies and institutions, regional collaboration and planning for loss and damage, and increased access to funding to help in addressing loss and damage. The project will have a particular focus on non-economic loss and damage. The project has four work packages outlined below



As the implementation phase of this project extends over a period of 5 years and include stakeholders from different nationalities, countries and communities, a role of national coordinator is crucial to ensure the activities are organised in an inclusive and respectful manner. More detail on the role of national coordinators will be provided below.

Gender Equity, Disability and Social Inclusion (GEDSI) and Youth are key priorities for the BOLD project and will be a continual focus throughout all activities. GESDI training will be devised and provided to all Project Coordinators.

As the Delivery Partner, SPREP will be responsible for implementation of the BOLD project and will carry out all fiduciary and financial management, procurement of goods and services, monitoring, evaluation and reporting activities under this project in compliance with SPREP's policies and procedures and with the International Climate Initiative of the Federal Government of Germany.

### **About the role**

This TOR is for a Samoa national working full time as the project's National Coordinator, to coordinate and lead the Samoa's activities under the Building Our Loss and Damage (BOLD) Response project based on the tasks set out below. The national coordinator will be contracted by SPREP and will be embedded in the Climate Change Division of the Ministry of Natural Resources and Environment (MNRE). The National Coordinator will work closely with Climate Change Division of MNRE in coordination with its Loss and Damage Focal Point, SPREP's Climate Change Adaptation Advisor and BOLD Response Project Manager and the CA team. A Samoa-based NGO will also be engaged during the project and the National Coordinator will work in conjunction with this organization once they are appointed

The National Coordinator will report to MNRE through Climate Change Division in coordination with its Loss and Damage Focal Point and to SPREP's Climate Change Adaptation Advisor through the BOLD Response Project Manager. All reports, data and outputs generated under this project will be reviewed and endorsed by MNRE before submission to SPREP.

## **2. FUNCTIONS**

The National Coordinator will be responsible for the day-to-day coordination of the project between government departments, State Owned Enterprises, NGOs, private sector, and communities and the consortium team lead by SPREP and supported by CA. The National Coordinator will provide support in the planning and delivery of activities of the project in consultation with the Climate Change Division of MNRE and in coordination with its Loss and Damage Focal Point. The National Coordinator will also lead in-country coordination of consultants the project will engage.

The National Coordinator will ensure that project activities contribute to the objectives and outcomes outlined under the National Climate Change Policy 2020-2030, Nationally Determined Contributions; National Environment Sector Plan 2023-2028, Disaster risk management framework and any other relevant national frameworks.

The National Coordinator will undertake the functions and tasks set out below

The specific functions are:

- i) Undertake relevant research and data collection and analysis of loss and damage in Samoa in collaboration with SPREP, CA, international consultants, and Samoa NGO.
- ii) Ensure clear communication channels between SPREP and CA and MNRE
- iii) Coordinate with international and national consultants, national institutions, and communities to ensure smooth and appropriate execution of project activities.
- iv) Liaise with relevant government ministries, national and international research institutes, NGOs, and other relevant institutions to gather data and information to support design and implementation of project activities and disseminate information relevant to the project in accordance with agreed data sharing protocols, and requirements under any signed agreements to access data and information.
- v) Review all materials and deliverables generated during the project timeline.
- vi) Work with a Local NGO that will be engaged to support implementation of the project community engagement, community awareness and communication, implementation of pilot projects,

- research and data collection at community level.
- vii) Provide logistical support in the organisation of national, sectoral and community engagements in Samoa in accordance with agreed activities of the project
  - viii) Translate outgoing communication to communities from English to Samoan.
  - ix) Work closely with the Gender Equality Disability and Social Inclusion (GEDSI) expert to ensure that GEDSI considerations and goals are met and honoured throughout the project in line with the guidelines of the project.
  - x) Support monitoring, evaluation, reporting and learning (MERL) activities including, but not limited to, the preparation of periodic progress reports on project implementation and reporting through the project's MERL and MNRE's monitoring and evaluation systems to ensure consistency of reported data and information to meet national, regional and international reporting obligations.
  - xi) Liaise with SPREP through the BOLD Response Project Management Unit on project management and implementation, monitoring the progress of the project, tracking of activities in accordance with the agreed timelines for delivery of outputs.
  - xii) Work with SPREP's BOLD Response Project Management Unit and other relevant team members to ensure publication and dissemination of the reports identified as project outputs.

### 3. QUALIFICATIONS AND EXPERIENCES

- i. A degree or equivalent in climate change, environmental science, project management or other related field with minimum of 3 years proven experience related to climate change, adaptation, loss and damage, development of national plans and strategies.

### 4. COMPETENCIES

- i. *Professionalism*: Able to engage with Government officials, private sector, Faith-Based Organizations, Non-Governmental Organizations and Civil Society Organizations audiences.
- ii. *Leadership*: Establishes and maintains relationships with a broad range of people to understand needs and gain support. Fosters positive work relations and ensures team members are empowered to achieve their goals.
- iii. *Communication*: Written and spoken English communication is clear and effective. Demonstrates openness in sharing information and keeping people informed. Samoan proficiency.
- iv. *Inclusivity*: Takes an inclusive and respectful approach to leadership and management. Takes a zero-tolerance approach to discrimination and harassment in all aspects of the project. Will actively engage in GEDSI issues throughout the project.
- v. *Teamwork*: Works collaboratively and respectfully with colleagues to achieve goals. Actively puts in effort to engage all team members.
- vi. *Research, Planning, Adaptability and Organising*: Ability to undertake research and develops clear goals that are consistent with agreed strategies; identified priority actions and assignments. Able to manage time and resources.

### 5. SCHEDULE OF THE ASSIGNMENT

Assignment will start from the contract effective date until 31 December 2029.

The assignment will require trips to communities to support stakeholder engagement. The consultant should plan for:

- 6 x consultations to select sectors to study in Apia (including 2 trips to Savai'i and 2 trips around Upolu)
  - 6 x consultations to scope and validate adaptation limits in Samoa (including 2 in Savai'i)
  - 6 x stakeholder consultation to identify and validate Loss and Damage, including NELD, priorities (including 2 in Savai'i)
  - 6 x field research visits to design potential pilot projects to implement novel approaches responding to loss and damage, especially for marginalised groups with resilient income opportunities in Samoa (including 2 in Savai'i)
  - 9 x monitoring design visit to implement pilot projects (including 3 in Savai'i)
  - 3 x project steering committee meeting (one in Fiji)
- PO Box 240, Apia, Samoa T +685 21929 F +685 20231 [sprep@sprep.org](mailto:sprep@sprep.org) [www.sprep.org](http://www.sprep.org)

- 1 x lessons learned closing meetings to be held in Apia (3 days)

Please note that the list of engagement events and meetings above is indicative in order to provide the basis for budgeting. The number of and scheduling may change in discussion with SPREP, CA, MNRE and the successful candidate.

The tenderer should include in their financial proposal a breakdown of the travel cost including local transportation, per diems, visas and incidental costs. The travel costs should be embedded into the proposed monthly fee excluding venue hire, sound systems and workshop materials.

The successful tenderer will be responsible for booking and advance payment of all travel and travel related expenses. Any travel will require approval from SPREP prior to booking. The exact schedule will be decided in coordination with SPREP's Climate Change Adaptation Advisor and the BOLD Response Project Manager in accordance with the overall project's activities.

**Payment Schedule:**

The successful tenderer will receive payment in monthly installment after submission to and approval of a monthly report by MNRE with final approval by SPREP's BOLD Response Project Manager. The monthly report will include, inter alia, functions fulfilled during that period pursuant to the list provided above. All reporting