

# REQUEST FOR TENDERS

RFT: 2026-014  
File: AP\_3/43  
Date: 31 March, 2026  
To: Interested consultants  
From: Filomena Nelson

**Subject: Request for tenders (RFT) for the Prioritisation, Costing and Development of the National Adaptation Plan - Action Plan, for the Republic of Marshall Islands**

## 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 the Prioritisation, Costing and development of the National Adaptation Plan (NAP) Action Plan
- 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 14 April 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 April 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>Qualifications &amp; Experience</b>	Consultant team will consist of personnel that are specialists in the following areas and will include international and local counterparts. <ol style="list-style-type: none"> <li>a. Team Leader (a specialist in climate change adaptation)</li> </ol>	35

	<p>b. Specialised areas:</p> <ul style="list-style-type: none"> <li>i) Climate Finance/Project Development Expert</li> <li>ii) Economist/Finance Expert</li> <li>iii) MERL Expert</li> <li>iv) Local Level Expert</li> </ul> <p>Refer TOR – Section 6: <b>COMPOSITION AND QUALIFICATIONS</b>  A minimum of 10 years proven experience related to climate change adaptation, climate finance, and development of national plans and strategies and knowledge of the Green Climate Fund and other international climate funding mechanisms.  A proven track record in stakeholder engagement and consultation with international and regional agencies, development banks and nationally with government agencies, development agencies, private sector and communities.</p>	
	<p>To have a minimum of seven years' experience and demonstrated in-depth knowledge in conducting institutional gap assessments, developing strategic / engagement and actions plans, communications, gender and social inclusion, MEL and capacity and project development.</p> <p>A local expert must be included in the proposed. The expert must be a Marshallese and must be based in the RMI.</p>	25
<b>Technical Proposal / Methodology</b>	Submitted proposed methodology noting schedule, activities, concurrent or sequential development, engaging with country representatives.	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: 28 April 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 2026-014: **Prioritisation, Costing and Development NAP Action Plan for the Republic of the Marshall Islands**

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**

**Professional Services Firm / Consortium of Consultants**

**for the**

**Prioritisation, Costing and Development NAP Action Plan for the Republic of the Marshall Islands**

**Small Islands Developing States Capacity and Resilience Programme (SIDAR)**

**(March 2026)**

## **1. INTRODUCTION**

The Republic of the Marshall Islands (RMI) is among the countries most vulnerable to the impacts of climate change. As a low lying atoll, it is prone to the risks of sea-level rise, coastal erosion, saltwater intrusion, drought, and extreme weather events. These climate change impacts poses significant risks to infrastructure, water security, food systems, livelihoods, and human settlements.

In response to these growing challenges, the RMI National Adaptation Plan (NAP) was developed and submitted to UNFCCC in 2023. RMI NAP provides a framework for a coordinated and strategic approach to addressing climate change impacts and guide long term resilience building efforts.

However, there is a need to strengthen the prioritisation and costing of adaptation measures and investments. There is also a need to develop a robust Action Plan that to guide implementation and access to international climate finance.

SPREP through the Climate Change Resilience team has been actively supporting Pacific Island countries in addressing adaptation needs of Pacific Island countries. Recently supporting Tuvalu, Nauru and Federated States of Micronesia for the development of their respective National Adaptation Plans.

This consultancy will support the Government of RMI in prioritising and costing of adaptation actions identified in the NAP, and in developing a comprehensive and actionable NAP Action Plan. The consultant will work directly with the RMI Climate Change Directorate and under their guidance will consultant relevant stakeholders.

## **2. OBJECTIVE**

The purpose of this consultancy is to engage a qualified professional firm and / or consortium of consultants to:

1. Undertake a prioritisation and costing of prioritised actions of the 2023 RMI NAP;
2. Develop financing strategy to support resource mobilization
3. Develop a NAP Action plan informed by prioritised and costed adaptation actions to facilitate implementation.

## **3. SCOPE OF WORK**

The consultant / consulting firm will be required to work directly with the SPREP Climate Change Resilience and RMI team to achieve the following tasks:

### **3.1. Adaptation actions identified, prioritised and costed**

- 3.1.1. Develop a prioritisation and costing methodology consistent with international best practices.
- 3.1.2. Carry out a systematic identification and prioritisation of adaptation actions under the 2023 RMI NAP and undertake detailed costing of the prioritised adaptation actions.
- 3.1.3 Undertake relevant stakeholder engagement in coordination with the RMI Climate Change Directorate.

### **3.2 RMI NAP Action Plan developed**

- 3.2.1 Develop RMI NAP Action Plan based on prioritised and costed adaptation actions.
- 3.2.2 Validate the Action Plan and finalise for approval by RMI Climate Change Directorate.

## 4. DELIVERABLES

Key deliverables are:

4.1. Inception Report detailing the following:

- A comprehensive description of the understanding of the ToR and indicating any major inconsistency or deficiency in the ToR and proposed amendments.
- An updated detailed methodology to address the scope of the ToR.
- A complete workplan for the entire scope of the ToR. The firm / consortium of consultants shall develop and submit a detailed schedule for the assignment and distribute the days accordingly among the different tasks.

4.2. Final Prioritised and Costed Adaptation Actions

- A prioritised and fully costed adaptation actions based on the approved 2023 RMI NAP, incorporating validated national, sector and community priorities, implementation timelines, and detailed budget estimates.
- The document shall reflect findings from desktop review and stakeholder consultations, and alignment with national development frameworks and international climate commitments.

4.4. RMI NAP Action Plan

- A detailed, time-bound Action Plan detailing priority adaptation actions, responsible agencies, implementation arrangements, indicative performance indicators, and monitoring mechanisms.
- The Action Plan shall clearly define short-, medium-, and long-term actions and establish a framework for tracking progress and reporting.
- The Action Plan shall also include the cost of implementation of each identified adaptation action and potential funding sources.

## 5. METHODOLOGY

The firm / consortium of consultants should propose a preliminary methodology to be used to undertake the scope of work in their technical proposal. This will be expected to be updated as part of the Inception Report (Deliverable 4.1) and reflect some consultations with the RMI Climate Change Directorate and SPREP NAP Team (CCR).

## 6. COMPOSITION AND QUALIFICATIONS

The firm or consortium of consultants will need to provide a full composition of their team outlining experience and roles with the scope of this term of reference. Note the composition of the team as submitted in the proposal / bid is not subject to change. At a minimum, the team must comprise of specialists as outlined below.

### 6.1 Team Composition

The firm or consortium of consultants will consist of personnel that are specialists in the following areas and will include international and local counterparts.

- a. Team Leader (a specialist in climate change adaptation)
- b. Specialised areas:
  - i) Climate Finance/Project Development Expert
  - ii) Economist/Finance Expert
  - iii) MERL Expert
  - iv) Local Level Expert

## 6.2 Qualifications, expertise, skillset and experience

- Team Leader to have a Masters in Climate Change, Environmental Science or related discipline.
- Team Leader to have a minimum of 10 years proven experience related to climate change adaptation, climate finance, and development of national plans and strategies and knowledge of the Green Climate Fund and other international climate funding mechanisms.
- Team Leader to have a proven track record in stakeholder engagement and consultation with international and regional agencies, development banks and nationally with government agencies, development agencies, private sector and communities.
- Other international specialists / Experts to have a minimum of seven years' experience and demonstrated in-depth knowledge in conducting institutional gap assessments, developing strategic / engagement and actions plans, communications, gender and social inclusion, MEL and capacity and project development.
- The local expert must be included in the proposed. The expert must be a Marshallese and must be based in the RMI.
- All team members must display culture, gender, religion, race, nationality and age sensitivity and adaptability.
- All team members to have excellent oral and written communication skills in English and has the capacity in preparing high quality technical reports.

## 7. SCHEDULE OF THE ASSIGNMENT

The schedule of the assignment is for a period of 2.5 months (a total of 65 working days) to deliver against all activities outlined in this ToR. The firm or consortium of consultants shall develop and submit a detailed schedule for the assignment and distribute the days accordingly among the different activities as part of the Inception Report (Deliverable 4.1).

The assignment will require trips to undertake necessary stakeholder consultations in Majuro. The consultation should plan for at least one trip to Majuro and it should include indicative costs in their financial proposal. Expense estimates should be calculated using the following:

- 10 days accommodation
- Return flight from home base
- Local transportation
- Per diem and miscellaneous costs.

The successful tenderer will be responsible for booking and advance payment of all travel and travel-related expenses. All travel bookings will require approval from SPREP prior to booking.

The cost venue and catering for stakeholder consultations will be paid directly by SPREP to Majuro-based suppliers.

## 8. PAYMENT SCHEDULE

The firm or consortium of consultants shall be paid upon completion of deliverables which will be outlined and agreed to within the Service Agreement.

The financial proposal must include

The table below provides the proposed schedule of payments, these will be agreed to and finalised in the Service Agreement.

Deliverables	Description	Payment (%)
Inception Report	Outline a comprehensive understanding of the ToR and indicating any major inconsistency or deficiency in the ToR and proposed amendments; an updated detailed methodology to address the scope of ToR; and complete work plan for the entire scope of work. A detailed schedule for the assignment indicating distribution of days accordingly among different tasks.	20%
Final prioritised and costed RMI NAP	<p>A prioritised and fully costed adaptation actions based on the approved 2023 RMI NAP, incorporating validated national, sector and community priorities, implementation timelines, and detailed budget estimates.</p> <p>The document shall reflect findings from desktop review and stakeholder consultations, and alignment with national development frameworks and international climate commitments.</p>	35%
RMI NAP Action Plan	<p>A detailed, time-bound Action Plan detailing:</p> <ul style="list-style-type: none"> <li>• priority adaptation actions, responsible agencies, implementation arrangements, indicative performance indicators, and monitoring mechanisms.</li> <li>• clearly define short, medium, and long-term actions and establish a framework for tracking progress and reporting.</li> <li>• cost of implementation of each identified adaptation action and potential funding sources.</li> </ul>	45%

## **9. Duty Station**

The firm or consortium of consultant are expected to work remotely and undertake at least one in-country mission outlined under Section 7 above.

## **10. INSTITUTIONAL AND REPORTING ARRANGEMENTS**

The firm or consortium of consultants will be formally reporting to the Director of the RMI Climate Change Directorate and SPREP Task Manager – Climate Change Adaptation Adviser and are expected to submit all deliverables to them for comments and approval of deliverables. The SPREP Task Manager will make the final approval for all payments.