

REQUEST FOR TENDERS

RFT: 2026-018
File: SPREP 2/44
Date: 8 April, 2026
To: Interested consultants
From: Rupeni Mario, Project Development and Implementation Specialist

Subject: Request for tenders (RFT): Evaluating the completion of the 2021–2026 Grant Funding Agreement on Improving Pacific Access to Climate Finance – the Grant Funding Agreement is between MFAT New Zealand and SPREP.

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
 - We value the Environment
 - We value our People
 - We value high quality and targeted Service Delivery
 - We value Integrity
- 1.3. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services to evaluate the completion of the 2021–2026 Grant Funding Agreement on Improving Pacific Access to Climate Finance.
- 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 before 20 April 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 22 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
Qualification & Experience	i. Advanced tertiary institution degree in development studies, project management /evaluations or a related field.	20%
	ii. Specialised qualification(s) as a Evaluator and or member of an International Evaluators group /association would be an added advantage.	
	iii. Minimum 7 years of professional experience including in MERL (monitoring, evaluation, research & learning) in a development programme or related field.	35%
	iv. Demonstrated experience in evaluating projects and programmes funded by bilateral donors.	
	v. Strong understanding of projects portfolio management, projects integrity, projects planning, and relevant projects policy frameworks.	
	vi. Proven analytical, evaluation, and report-writing skills. Strong communication skills in English.	
	vii. Experience working in the Pacific and strong knowledge and understanding of regional organisations such as SPREP.	
Technical Proposal / Methodology	The technical proposal will have all the details on how the scope of work in the terms of reference (Annex A) will be achieved including the methodology and timelines for the deliverables.	25%

II. Financial Score – 20%

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = a \times \frac{b}{c}$$

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

7. Variation or Termination of the Request for Tender

- 7.1 a. SPREP may amend, suspend or terminate the RFT process at any time.
- b. In the event 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 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 2026-018: Evaluating the completion of the 2021–2026 Grant Funding Agreement on Improving Pacific Access to Climate Finance – the Grant Funding Agreement is between MFAT New Zealand and SPREP'

Mail: SPREP

Attention: Procurement Officer

PO Box 240

Apia, SAMOA

Email: tenders@sprep.org (MOST PREFERRED OPTION)

Fax: 685 20231

Person: Submit by hand in the tenders' box at SPREP reception,
Vailima, Samoa.

Note: Submissions made to the incorrect portal will not be considered by SPREP. If SPREP is made aware of the error in submission prior to the deadline, the applicant will be advised to resubmit their application to the correct portal. However, if SPREP is not made aware of the error in submission until after the deadline, then the application is considered late and will be returned unopened to the sender.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

SPREP reserves the right to enter 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

Evaluating the completion of the 2021–2026 Grant Funding Agreement
on Improving Pacific Access to Climate Finance

between

Ministry of Foreign Affairs & Trade, New Zealand

and the

Secretariat of the Pacific Regional Environment Programme

1.0 INTRODUCTION

The Ministry of Foreign Affairs and Trade, New Zealand (MFAT NZ) provided funding over the period 2021-2026 to SPREP to improve Pacific access to climate finance. This funding was dedicated to the Project Coordination Unit (PCU) costs that included staff, projects development, projects and relationship management and operations.

1.1 Establishment of the Project Coordination Unit

The Project Coordination Unit (PCU) was established in 2017 and became fully operational in October 2018. The PCU has the goal of providing high quality project development, implementation and management services. The PCU achieves this through:

- The provision of high-level technical expertise in programme/project management including design, development, implementation and appraisal of the project portfolio.
- Undertaking effective delivery as an accredited entity for the GCF and AF involving support for the development and implementation of new GCF and AF projects. This includes undertaking the overarching Implementing Agency responsibilities for GCF and AF projects.
- The provision of strategic support to Members' in their engagement with the Global Environment Facility (GEF).
- The provision of strategic support to SPREP to strengthen internal project management practices.
- Undertaking an 'integrator' role to connect Member countries' project ideas with SPREP technical expertise and funding agencies.
- Provision of expertise for ongoing strengthening and effective operations of SPREP's systems, policies and procedures and overall capacity relating to project management and portfolio management.
- Facilitate the updating of SPREP's systems, policies and procedures in an all-of-SPREP approach to be aligned to accreditation standards and international best practices.

In 2024 the PCU became an integral part of the Strategic Planning, Partnerships and Resource Mobilisation Department (SPPRD) and over the 2021-2026 period achieved many milestones including:

- Growth in talent and expertise within SPREP (the PCU team consists of multidisciplinary specialists of six members)
- Increased SPREP capacity in projects planning, development, implementation, & management.
- PCU being accorded as a Centre of Excellence within SPREP.
- Integrated into the SPREP Strategic Planning, Partnerships and Resource Mobilisation Department (SPPRD that has a total of 12 staff, including PCU).
- Better defined functions that have been embedded into SPREP organisational operations.
- Integrated into SPREP Programmes efforts in resource mobilisation.
- Better tracking and visibility of the SPREP projects portfolio that has been highlighted in the MFAT MERL framework – appended to this terms of reference.
- An improved Project Review and Monitoring Group (PRMG) meeting agendas and processes to include the SPREP projects portfolio.
- Contributes directly to institutional strengthening activities of SPREP through reviews and development of policies, systems and processes.
- Contributing to the notable status of SPREP being the preferred partner with Members and Donors in the environment and climate change nexus.
- Contributing to better implementation of SPREP policies in the project cycle
- Achieved investment (MFAT funding) to projects-funded ratio of 1:16 and to projects under development ratio of 1:27.

1.2 Intent of Evaluating the completion of the Grant Funding Agreement

This terms of reference outlines tasks to be conducted by an independent individual evaluator to validate the contribution to outcomes within SPREP, and for Members and partners, from MFAT NZ-funded PCU operations and services the results and or contribution to outcomes of the MFAT NZ funding and PCU operations within SPREP, to Members and partners.

The final delivery of an Evaluation Report will also contribute to finalising the draft PCU Business Case for beyond 2026.

2.0 CONSULTANCY OBJECTIVES

- a) Validate the results and or contribution to outcomes of PCU services within SPREP, to Members and partners.
- b) Review the PCU core functions to better address Members needs and adapt to organisational development at SPREP, and the evolving Donors and Partners landscape.
- c) Recommend an operational structure and funding requirements for PCU beyond 2026.

3.0 SCOPE OF WORK

The consultant will work closely with the relevant SPREP staff to undertake an independent evaluation covering the PCU services, outputs, and outcomes. The evaluation exercise will consider:

3.1 Relevance and Coherence Assessment

- Assess the original intention of the establishment of the PCU including the MFAT NZ MERL framework, and underlying assumptions.
- Examine the extent to which PCU objectives were aligned with organisational needs and Members priorities.
- Assess coherence and complementarity of PCU functions across SPREP.
- Review the responsiveness to evolving institutional (SPREP) and Members context over the 2021-2026 period.

3.2 Assessment of Performance

- Review the implementation and management arrangements, including coordination mechanisms, decision-making processes, and core functions of the PCU.
- Assess the efficiency of resource use, including financial, human, and technical resources, in relation to results achieved.
- Examine the effectiveness of monitoring and evaluation systems, adaptive management practices, and use of performance data to inform implementation.
- Assess the effectiveness of partnerships and coordination arrangements in supporting delivery and results.

3.3 Effectiveness and Achievement

- Assess the extent to which planned outcomes were achieved, including any deviations from the approved MERL framework¹.
- Examine the use, uptake, and application of PCU services across SPREP and by Members.

¹ The MFAT NZ MERL Framework is attached for reference.

- Assess the institutional, technical, financial, and human capacity outcomes achieved through PCU operations.
- Identify key enabling factors and constraints influencing effectiveness of PCU services.

3.4 Contribution to Outcomes

- Assess observed and emerging changes in planning, decision-making, and outcomes.
- Identify any unintended positive or negative effects arising from the establishment and operations of PCU.
- Assess how gender equality, social inclusion, and vulnerable groups were addressed across SPREP through the PCU.
- Review how environmental and social management systems were identified, managed, and monitored through PCU services.

3.5 Sustainability and Growth

- Assess the likelihood of sustainability of PCU service beyond completion of the MFAT NZ funding in December 2026.
- Examine whether conditions are in place to maintain and operationalise PCU beyond 2026.
- Assess potential for growth including lessons learned and best practices relevant to such services.

3.6 Evaluation Approach and Methodology

- i. Apply mixed-methods evaluation approaches, including:
 - Desktop review of available documentation such as on the establishment of PCU and annual progress reports² to MFAT NZ.
 - Key informant interviews across SPREP and where applicable, with partners and Members.
 - Focus group discussions, where feasible.
 - Triangulation of qualitative and quantitative evidence.
 - Alignment to OECD-DAC and MFAT NZ Evaluation Operational Policy.
- ii. Prepare an Evaluation Inception Report (Deliverable 4.0 a.) detailing the final methodology, evaluation matrix, sampling approach, and workplan for validation prior to full data collection

4.0 DELIVERABLES

Specific deliverables include:

a. Evaluation Inception Report

- An understanding of the required tasks.
- An evaluation matrix aligned with OECD-DAC and MFAT NZ Evaluation Operational Policy³.
- Stakeholder engagement plan and sampling matrix.
- Detailed workplan, methodology and timeline.
- Summary of the desk review of documentation.

b. Presentation of Preliminary Findings

- Presentation at SPREP in person to summarise initial findings and emerging conclusions.
- Validation of the findings with SPREP and key stakeholders.

² These documents will be made available to the successful Bidder.

³ <https://www.mfat.govt.nz/assets/Aid-Prog-docs/Tools-and-guides/Evaluation-Policy.pdf>

c. Evaluation Report

- Draft report that includes preliminary evaluation ratings, lessons learned and recommendations.
- Final report incorporating comments from key stakeholders.

5.0 QUALIFICATIONS AND EXPERIENCE

- Advanced degree in development studies, project management /evaluations or a related field.
- Specialised qualification(s) as an evaluator and or member of an International Evaluators group /association would be an added advantage.
- Minimum 7 years of professional experience including in MERL (monitoring, evaluation, research & learning) in a development programme or related field.
- Demonstrated experience in evaluating projects and programmes funded by bilateral donors.
- Strong understanding of projects portfolio management, projects integrity, projects planning, and relevant projects policy frameworks.
- Proven analytical, evaluation, and report-writing skills. Strong communication skills in English.
- Experience working in the Pacific and strong knowledge and understanding of regional organisations such as SPREP.

6.0 SCHEDULE OF ASSIGNMENT

The assignment will be carried out for up to a maximum of 20 working days with final Evaluation Report to be submitted on 20 June 2026.

It is expected that the consultant will undertake the above scope of work through desktop-based research; virtual consultations, and face-to-face engagement with the SPREP Senior Leadership Team and staff.

In the financial proposal separately provide all travel costs including airfares and DSAs – these costs are separate from the professional fees. The Consultant is expected to organise his/her own travel arrangements subject to SPREP approval.

7.0 INSTITUTIONAL ARRANGEMENT

The consultant will be supported by the Strategic Planning, Partnerships and Resource Mobilisation Department (SPPRD).

Appendix – MFAT MERL Framework

Project Coordination Unit Monitoring, Evaluation, Research, and Learning Framework	
Goal: To support Pacific Countries to improve their access and management of climate finance.	
Outcome: The Pacific is able to secure climate finance to build resilience to climate change	
Measurement: Amount of climate funding secured for the Pacific region through funds such as the Green Climate Fund, the Global Environment Facility and the Adaptation Fund.	

Sub-Outcomes	Outputs	Indicators	Measurement
1. These projects are at their closure phases	1.1. Operationalising SPREP's Project Coordination Unit (PCU)	1. Increase in PICS accessing climate financing through SPREP as an RIE (full size projects).	Measured by: a. Amount of funding received through SPREP as an RIE. b. Number of projects approved and under implementation. c. Number of projects approved into planning stage.
		2. Increased capacity of PICs to access climate finance through SPREP assistance in Readiness & Preparatory Support and National Adaptation Planning (NAPs).	Measured by: a. Amount of funding received through Readiness & NAP support. b. Number of Readiness and NAP projects. c. Narrative on effectiveness and achievement against the objectives of the Readiness support in strengthening countries capacity to access climate financing.

Sub-Outcomes	Outputs	Indicators	Measurement
		3. Projects are effectively implemented as determined through mission aide memoires, annual reporting, M&E reporting, MTRs and Terminal evaluations.	Measured by: a. Number of projects under implementation which are effectively implemented i.e. timeframes, budgets etc., M&E (quantitative and qualitative data as evidence).
	1.2. Collaborate with other accredited entities, delivery partners or implementing entities.	1. Number of collaborations undertaken through partnerships with entities resulting in Countries accessing climate financing.	Measured by: a. Number of collaborations whereby SPREP is either the implementing entity or executing entity.
	1.3. SPREP's systems, policies and processes have been established to undertake the RIE function effectively; and continue to meet Donor accreditation requirements	1. SPREP continues to remain accredited to the GCF and AF with no conditions. 2. SPREP's systems, policies and procedures meet RIE / Implementing Entity requirements.	Measured by: a. SPREP re-accreditation to GCF and AF. b. Project-related systems, policies and procedures upgraded to support RIE / IE functionality. c. GCF Portfolio baseline indicators and reporting. d. Number of projects undertaking ESS (measured through screenings and ESMPs). e. Committees / Panels PCU is a member of / invitation for participation.