REQUEST FOR TENDERS

RFT: 2026-BOLD-008
File: AP_3/41
Date: 14 May, 2026
To: Interested non-governmental organisations
From: BOLD Response Project

Subject: **Request for tenders (RFT): Non-governmental organisation (NGO) to support the implementation of the Building Our Loss and Damage (BOLD) Response Project - Tuvalu**

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 non-governmental organisations in Tuvalu to lead and support the implementation of the BOLD Response Project through community engagement, research support, piloting of local loss and damage response actions, and inclusive stakeholder coordination.

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. The local NGO must be an organisation that is established, legally registered, and recruited locally in Tuvalu, with demonstrated community roots.
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. 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.
v. Open exclusively to Tuvalu non-governmental organisations that are legally registered in Tuvalu.
vi. Must meet local registration requirements where the NGO 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 03 June 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 05 June 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
Organisational Experience	Demonstrated capacity to operate as a legally registered NGO in Tuvalu, with strong organisational governance, financial management etc. Tenderers must include copies of audited financial statement/reports for the most recent 2-3 years.	10%
	Proven experience of more than 5 years in management of community-based projects with the Government of Tuvalu, private sector, Civil Society Organisations, Faith Based Organisations, and other relevant development agencies.	10%
Technical Capacity	Demonstrated technical involvement/work in the fields of climate change, loss and damage, disaster risk reduction, environmental management, or related community-based work in Tuvalu and/or the Pacific.	20%
	Proven track record in community engagement and trainings, using participatory, inclusive approaches, including meaningful engagement of women, youth, persons with disabilities, and marginalised groups (GEDSI Approach) etc.	15%
Technical Proposal / Methodology	Clear understanding of the Terms of Reference objectives, scope of work, and alignment with the BOLD Response Project goals ie. quality and feasibility of the proposed approach, including workplan, coordination arrangements, risk management, and reporting.	15%
	Relevant experience and expertise of the Project Team in line with the scope and the requirements of this Terms of Reference – refer Section 4	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 inform unsuccessful bidders accordingly.

8. Deadline

8.1. **The due date for submission of the tender is: 26 June 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-BOLD-008: Non-governmental organi sation to support the implementation of the Building Our Loss and Damage (BOLD) Response Project – Tuvalu'**

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

Consultancy Services

Non-Governmental Organisation
to support the implementation of the
Building Our Loss and Damage (BOLD) Response Project – Tuvalu

1. Introduction

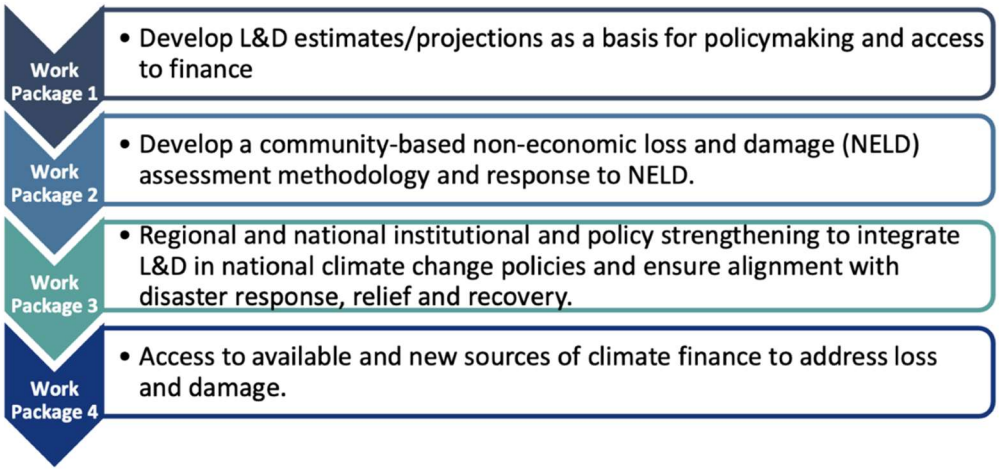
Impacts from extreme events such as tropical cyclones and slow onset events like sea level rise and ocean acidification are already causing significant economic and non-economic loss and damage to the people and the environment in Pacific Island Countries (PICs), endangering people's livelihoods, cultural heritage, land and biodiversity and, in extreme cases, their statehood and sovereignty.

The Pacific has a long history of resilience, culturally, spiritually and mentally. Although the Pacific continues to thrive, the worsening climatic conditions are creating significant challenges. Several unique factors make Pacific Island countries especially vulnerable to climate change impacts, including their 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, co-designed and implementing the Building Our Loss and Damage Response (BOLD Response Project. This six-year initiative funded by the International Climate Initiative (IKI) of the Federal Government of Germany, aims to address loss and damage in the Pacific. The BOLD Response Project is being implemented in the Republic of Marshall Islands, Samoa, Tuvalu, Vanuatu and Fiji.

The BOLD Response Project aims to strengthen national and regional capacities to better understand, measure, and respond to loss and damage in the Pacific. This will involve the integration of loss and damage into national policies and institutions, regional collaboration and planning for loss and damage, and increased access to funding to help in addressing the impacts of loss and damage. The project has a particular focus on non-economic loss and damage, and is structured around the following four interconnected work packages:



The project is being implemented until December 2029, and include stakeholders from different cultures, countries and communities. National Coordinators will be hired to ensure country specific activities are organised in an effective, inclusive and locally appropriate manner. The local NGO will be expected to work closely with the national coordinator of their country, the national government focal point, and the SPREP Project Manager for the BOLD Response Project.

Gender Equity, Disability and Social Inclusion (GEDSI), as well as youth engagement are core priorities for the BOLD Response Project and will be a continual focus throughout all activities. GEDSI training and activities will be implemented in line with national gender and social inclusion policies, delivered in a culturally appropriate manner consistent with the customs and traditions of Tuvalu.

2. Objectives

The purpose of this Terms of Reference is to engage a qualified and experienced local NGO[1] in Tuvalu, to lead and support the implementation of the BOLD Response Project through community engagement, research support, piloting of local loss and damage response actions, and inclusive stakeholder coordination.

To achieve the above purpose, the local NGO is expected to support:

(i) Effective coordination and communication between the national climate change focal point ie. Climate Change Department (CCD) of the Tuvalu Ministry of Home Affairs, Climate Change and Environment, local communities, SPREP and project partners;

(ii) Organisation and implementation of in-country missions and community engagements;

(iii) Collection and dissemination of relevant data/information from/within targeted communities; and,

[1] Local NGO means an organisation that is established, legally registered, and recruited locally in Tuvalu, with demonstrated community roots. Branches of INGOs may be considered eligible provided they can demonstrate independent governance and operational decision-making based in-country.

(iv) Implementation of pilot projects, ensuring that activities are locally grounded, gender responsive, socially inclusive, environmentally sound and aligned with Tuvalu's cultural values and governance systems.

(v) Project (and pilot project) monitoring and evaluation (M&E) processes as required, including supporting community participation.

The local NGO will be contracted by SPREP and is expected to work closely with all key project partners ie. SPREP, Climate Analytics, CCD as the National Climate Change Focal Point, and the National Coordinator for Tuvalu under the project. The successful NGO will provide operational, technical and community level engagement and implementation in coordination with local and international experts.

All reports, data and outputs generated under this project and this Terms of Reference, must be reviewed and endorsed by the CCD before submission to SPREP.

3. Scope of Works

The NGO will implement specific activities under the project as set out in this Terms of Reference and Scope of Works, in consultation with all project partners, and shall ensure that the project activities contribute to the implementation of loss and damage activities within Tuvalu's National Adaptation Plan (NAP) 2025, Nationally Determined Contribution 3.0, and any other relevant national framework.

3.1 Effective coordination and communication between the CCD, the BOLD National Coordinator, local community organisations and outer island/village councils, SPREP and project partners

This activity will require the local NGO to support effective communication to achieve the overall project objectives. Specific activities include:

3.1.1 *Providing a point of contact with local communities:* serve as a contact point between project partners, and the appropriate local organisations, and outer island/village councils in regard to all community engagement activities. This will establish and maintain clear communication channels with local communities and vice versa.

3.1.2 *Attending regular meetings:* as appropriate, attend relevant project meetings and planning sessions to effectively coordinate and align project workplans, activities and reporting timelines, with local community events to prevent clashes and consultation fatigue.

3.1.3 *Coordinating community feedback:* ensure timely community review/feedback on project activities and materials, as well as convey relevant community issues which may impact project delivery, in close collaboration with the CCD and the National Coordinator.

3.1.4 *Maintain engagement with all local community stakeholders*: ensure ongoing dialogue and engagement with outer island/village councils, women's groups, youth, persons with disabilities, faith-based organisations and other CBOs throughout project implementation.

3.1.5 *Work closely with the National Coordinator* to plan, implement and monitor community engagement activities, including regular progress reporting and the proactive identification and mitigation of emerging risks and concerns.

3.2 Support the organisation of in-country missions and community engagements

This activity will require the local NGO to provide logistical and local expertise to support the organisation of in-country missions and community engagements. Specific activities include:

3.2.1 *Coordinate with project partners ahead of mission and community engagement*: participate in virtual or in-person meetings to determine the purpose, appropriate participants, methods of engagement, and logistics for executing successful project missions and community engagement, in close collaboration with the CCD and the National Coordinator.

3.2.2 *Coordinate with local organisations, outer islands, as well as communities, ahead of in-country missions:* ensure mission timelines and activities are cleared with the communities, and communicate any specific community requests to project partners, to ensure seamless in-country missions.

3.2.3 *Provide training on local context and priorities to project partners:* training for non-local partners such as the SPREP and Climate Analytics teams attending the in-county missions, on local customs and expectations etc. Understanding local context will ensures that all project partners adequately address and consider community wellbeing and customs, as well as GEDSI principles, to achieve inclusive and culturally appropriate community activities, that are in line with national gender and social inclusion policies, and delivered in a culturally appropriate manner.

3.2.4 *Support community dialogue and awareness on loss and damage during missions and consultations:* strengthen the understanding of all local community groups and organisations on loss and damage, including both economic and non-economic losses, as well as the BOLD Response Project objectives and activities. This also involves contributing local knowledge and community perspective to improve the planning and implementation of missions and consultations.

3.2.5 *Ensure meaningful participation and engagement of women, youth, persons with disability, elderly persons and marginalised groups*, in all project activities.

3.3 Collection and dissemination of relevant project data/information

3.3.1 *Support relevant research through participatory data collection:* liaise with community leaders and groups in facilitating grassroots surveys and research, to collect data/information (quantitative/qualitative) on loss and damage (economic/non-economic), in collaboration with project partners. Data collection practices must be sensitive to the sometimes traumatic experiences of communities, recognising that they may be describing significant loss, eg. loss of life, land, cultural heritage or livelihoods.

3.3.2 *Strengthen evidence-based project activities:* Provide community level data/information on loss and damage to support the design and implementation of pilot project activities, particularly in documenting non-economic loss and damage such as impact on culture, identity, traditional knowledge, social cohesion, land, ecosystems, health and wellbeing, etc.

3.3.3 *Disseminate information relevant to the project:* Ensure the appropriate communication of project information and products to targeted communities in accordance with agreed data sharing protocols and requirements.

3.4 Supporting the implementation of pilot projects

3.4.1 *Support pilot project scoping and selection:* Work with the project partners and communities in designing potential pilot projects to address loss and damage impacts and provide advice and expertise in line with community needs and priorities, in co-developing locally appropriate response measures.

3.4.2 *Ensure the implementation of pilot projects at community-level:* provide technical implementation support to communities in collaboration with project partners. This will involve regular monitoring visits to the communities at least biannually, and reporting progress back to project partners. The trips are to be spread over a period of 4 years (2026-2029).

The local NGO should plan for two (2) persons to travel to three (3) locations/distinct communities ie. within the atolls of Funafuti, Vaitupu and Nanumea, to contribute to:

- Field research to design potential pilot projects to implement novel approaches responding to loss and damage, especially for marginalised groups with resilient income opportunities in Tuvalu; and,
- Monitoring and implementation support visits for pilot projects.

It is expected that each location/site shall be visited by the NGO five (5) times over the project period. This equates to a total of 15 implementation support trips.

3.4.3 *Contribute to monitoring and evaluation, reporting and learning:* provide timely input and feedback to progress reports and learning products, to support the documentation of community experiences and stories of change on loss and damage, and advise on innovative ways to effectively report on, communicate and share community level lessons and impacts.

4. Team Composition and Qualifications

The local NGO will need to provide the full composition of their team outlining experience and roles within the scope of this Terms of Reference. The team composition may be changed during the course of the project in discussion with SPREP and project partners. The team can be composed of both international and national-based experts. At a minimum, the team must comprise of specialists as outlined below.

a. Composition

The firm or consortium will consist of personnel that have proven expertise in the following areas and may include international and national counterparts that demonstrate expertise in the following areas:

(i) Climate Change impacts, adaptation and Loss and Damage;
(ii) Awareness and Communication;
(iii) Community Engagement;
(iv) GEDSI;
(v) Field Research in a community context; and,
(vi) Logistics.

It is recognised that local NGOs may have multidisciplinary staff who cover several of these areas, and applicants may propose a team structure best suited to deliver the assignment. One individual may assume multiple roles, provided they can demonstrate the relevant experience and capacity to effectively perform each. Applicants should clearly demonstrate how their team collectively meets the required areas of expertise, and if there are any gaps, proposed a plan to address them. A Team Leader should be clearly identified.

b. Qualifications, expertise, skillset and experience

(i) Climate Change impacts, adaptation and Loss and Damage:

- Bachelor's degree in Climate Change, Finance, Economics, International Development / Relations, Environmental Science, or related discipline with ten (6) years of experience in related field.
- OR a Diploma/Certificate in Climate Change, Finance, Economics, International Development / Relations, Environmental Science, or related discipline with minimum of ten (10) years proven experience related to climate change, adaptation, mitigation, loss and damage and development of data and gap analysis.
- 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 the community.
- Knowledge of loss and damage and/or adaptation is desirable.

(ii) Awareness and Communication:

- Bachelor's degree in Communication, Project Management or any related discipline with a minimum of three (3) years of experience in related field.
- OR a Diploma/Certificate in Communication, Project Management or any related discipline with a minimum of five (5) years proven experience related to awareness and communication on climate related issues.
- Proven track record facilitating stakeholder engagement and consultation with international and regional agencies.

(iii) Community Engagement:

- Bachelor's degree in Community Engagement, social science or any related disciplines with a minimum of three (3) years proven experience in community engagement in the Pacific region, with a preference for experience in Tuvalu.
- OR a Diploma/Certificate in Community Engagement, social science or any related disciplines with a minimum of five (5) years proven experience in community engagement in the Pacific region, with a preference for experience in Tuvalu.
- Demonstrated experience in trauma-informed community engagement, including knowledge of psychosocial and mental health support, as well as ethical practices for collecting/sharing sensitive information/data from communities or people that have experienced significant loss.
- Proven track record in community engagement in Tuvalu.
- Proficiency in the Tuvaluan language (oral and written).

(iv) GEDSI:

- Bachelor's degree in gender studies, social science, environmental studies, political science, Pacific studies, geography, anthropology or another relevant field with at least three (3) years of professional experience in gender related works in environmental / public sector initiatives.
- OR a Diploma/Certificate in the areas of gender studies, social science, environmental studies, political science, Pacific studies, geography, anthropology or another relevant field with at least five (5) years of professional experience in gender related works in environmental / public sector initiatives.
- Demonstrated experience in designing / developing a gender strategy and action plan.
- Formal training in gender analysis and gender planning and demonstrated expertise in mainstreaming gender in projects and programmes, especially in specific area of intervention.
- Thorough understanding of the gender context in the Pacific region, and experience working with government institutions and international or non-governmental organisations supporting gender and development work in the specific area of intervention.
- Knowledge of and experience in climate change issues in the Pacific region.
- Familiar with gender analysis tools and methodologies in the specific area of intervention.
- Strong communication skills, and ability to liaise with various stakeholders, including government officials.

(v) Field Research in a community context:

- Bachelor's degree in Environmental Science, hazard projections and modelling, meteorological studies or another relevant field with at least three (3) years of relevant experience in data collection or field research.
- OR a Diploma/Certificate in the areas of environmental science, hazard projections, meteorological studies or another relevant field with at least five (5) years of relevant experience in data collection or field research.
- Proficiency in Tuvaluan language (oral and written).
- Knowledge of data collection methodology and climate change issues in the Pacific region.
- Experience in GIS applications in analysing and displaying spatial data and information. Where this expertise is not held by the Field Researcher, it may be demonstrated by another member of the proposed team. In such cases, tenderers shall clearly indicate which team member will provide this expertise.

(vi) Logistics:

- Bachelor's degree in Project Management, event planning or any related disciplines with at least three (3) years of proven experience in travel logistics, events organisations or another relevant fields.
- OR a Diploma/Certificate in Project Management, event planning or any related disciplines with at least five (5) years of proven experience in travel logistics, events organisations or another relevant fields.
- Strong communication skills, and ability to liaise with various actors.
- Strong organisational skills and flexibility in working hours.

(vii) The successful tenderer must be legally registered to operate as a recognised NGO in Tuvalu.

(viii) All Team members must display sensitivity and adaptability regarding culture, gender, religion, race, nationality and age.

(ix) All Team members must declare a Conflict of Interest with the project partners, and are required to disclose all current and future work commitments.

(x) All Team members must have excellent oral and written communication skills in English and a good capacity in working with an international team.

(xi) We welcome applications that do not cover all the extent of expertise listed above and are open to discuss how to supplement any missing qualifications/expertise.

(xii) The successful tenderer will be required to provide inputs to project MERL in collaboration with the SPREP PM and National Coordinator.

(xiii) The successful tenderer will be required to provide inputs for funding reports/proposals as appropriate.

5. Selection Criteria

Selection will be based on 80% Technical Score (as follows) and 20% Financial Score.

Criteria	Description	Weight (%)
1. Organisational Experience	Demonstrated capacity to operate as a legally registered NGO in Tuvalu, with strong organisational governance, financial management etc.	10%
	Proven experience of more than 5 years in management of community-based projects with the Government of Tuvalu, private sector, Civil Society Organisations, Faith-Based Organisations, and other relevant development agencies.	10%
2. Technical Capacity	Demonstrated technical involvement/work in the fields of climate change, loss and damage, disaster risk reduction, environmental management, or related community-based work in Tuvalu and/or the Pacific.	20%
	Proven track record in community engagement and trainings, using participatory, inclusive approaches, including meaningful engagement of women, youth, persons with disabilities, and marginalised groups (GEDSI Approach) etc.	15%
5. Technical Proposal / Methodology	Clear understanding of the Terms of Reference objectives, scope of work, and alignment with the BOLD Response Project goals ie. quality and feasibility of the proposed approach, including workplan, coordination arrangements, risk management, and reporting.	15%
	Relevant experience and expertise of the Project Team in line with the scope and the requirements of this Terms of Reference	10%

6. Schedule of the Assignment

The schedule of the assignment is from June 2026 until December 2029 (43 months) to deliver against all activities outlined in this Terms of Reference. The successful tenderer will be subject to annual performance reviews.

The list of community engagement activities described in Section 3.4.2 of this Terms of Reference is indicative to provide a basis for budgeting and may be adjusted in consultation with SPREP and project partners.

The successful tenderer should provide travel costs in their financial proposal including local transportation, hotels, per diem, and other miscellaneous costs. Costs associated with project consultations eg. venue hire, sound and materials should not be included.

7. Reporting Arrangements

The local NGO will execute the scope of this Terms of Reference in close collaboration with the National Coordinator who have the overall day-to-day management and coordination role with the CCD.

The local NGO will report and provide deliverables to the BOLD Response Project Manager at SPREP, through the CCD and the National Coordinator for the project.

The key deliverables will be reported as part of monthly reports including inter alia, functions fulfilled during that period pursuant to the list and tasks provided within this Terms of Reference.

Deliverables	Description	Timeline
Inception Report	Detailed workplan, staffing, methodology and engagement plan.	One month from signing of contract
Implementation and Monitoring Reports	Summary of functions/tasks completed within each reporting period including mission/consultation reports, pilot design notes, loss and damage research/data collection briefs, technical expert reports, as well as identifying potential implementation risks and propose mitigation strategies etc.	Monthly
Final Report	Final report on results and lessons learnt from the community's perspective.	End of Contract

8. Payment Schedule

The successful tenderer shall be paid upon submission and approval of monthly reports by the CCD and the BOLD Response Project Manager at SPREP.

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 exact schedule will be decided in coordination with SPREP's Adaptation Advisor and in accordance with the overall project activities.