REQUEST FOR QUOTES

RFQ: 2026-051
File: AP 1/4/3
Date: 30 April, 2026
To: Interested consultants
From: Joeli Bili, Partnerships and Donor Relations Officer

Subject: **Request for quotes (RFQ): Development of Donor Profiles, READVERTISED**

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 quotes from qualified and experienced consultants who can offer their services to develop a suite of standardised Donor Profiles for priority bilateral, multilateral, philanthropic, and other funding partners relevant to SPREP's mandate.

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, 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 submission, including the most recent work completed;
iii. Provide examples of past related work outputs;
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).*
For the Technical and Financial proposals you may attach these separately.

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 activity 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. 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. 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).*

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 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 Evaluation Committee requests further information for the purposes of the evaluation process. SPREP may shortlist one or more Tenderers and seek further information from them.

4.6. The submitted 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 proposal.

5. Clarification

5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 29 May 2026. A summary of all questions received complete with an associated response will be shared with all Tenderers by 1 June 2026.

b. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.

c. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFQ or any other information given or made available by SPREP, the Tenderer should promptly notify the Requesting 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 proposal 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
Qualifications Experience	A postgraduate degree (or higher) in a relevant field such as Development Studies, International Relations, Public Policy, Economics or a related discipline.	20
Experience	• Proven experience in donor research, resource mobilisation, fundraising, or development cooperation, preferably within international development contexts, with strong ability to use and triangulate diverse sources including public information, databases, institutional materials, and stakeholder inputs to address gaps in publicly available data • Strong understanding of traditional and emerging donor landscapes, including bilateral and multilateral donors, philanthropic foundations, private sector partners, and impact investors, as well as their priorities, funding mechanisms, and engagement processes • Experience working with international and/or regional organisations, with preferred experience in the Pacific region • Strong research capabilities, combined with excellent writing, editing, and content structuring skills	40

Technical Proposal / Methodology	Proposed methodology and workplan to undertake the tasks outlined in these terms of reference, acknowledging the timelines to complete the deliverables.	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 Quotes

7.1 a. SPREP may amend, suspend or terminate the RFQ process at any time.

b. In the event that SPREP amends the RFQ or the conditions of tender, it will inform potential Tenderers.

c. 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 RFQ process at any time. In such cases SPREP will cancel this process and inform unsuccessful bidders accordingly.

8. Deadline

8.1. **The due date for submission is: 5 June 2026, midnight (Apia, Samoa local time).**

8.2. Late submissions will be returned unopened to the sender.

8.3 Please send all quotes clearly marked '**RFQ 2026-051: Development of Donor Profiles, READVERTISED'**

Mail: SPREP
PO Box 240
Apia, SAMOA
Email: joelib@sprep.org
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 proposals and the lowest or any proposal 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

1.0 INTRODUCTION

The Secretariat of the Pacific Regional Environment Programme (SPREP) is the principal intergovernmental organisation responsible for environmental protection and sustainable development in the Pacific region. SPREP works in partnership with its Member States and Territories, development partners, donors, and regional and international organisations to deliver programmes addressing climate change, biodiversity conservation, pollution prevention, and environmental governance.

To strengthen strategic fundraising, partnership development, and donor engagement, SPREP requires a set of structured, up-to-date Donor Profiles. These profiles will support evidence-based engagement with existing and potential donors by clearly identifying donor priorities, funding modalities, geographic interests, decision-making processes, and alignment with SPREP's mandate and strategic priorities.

The purpose of this assignment is to develop a suite of standardised Donor Profiles for priority bilateral, multilateral, philanthropic, and other funding partners relevant to SPREP's mandate. The Donor Profiles will be used as an internal and external resource to support Strategic donor engagement and relationship management, concept development and proposal preparation and targeted and coordinated fundraising efforts across SPREP programmes.

2.0 OBJECTIVES OF THE CONSULTANCY

The specific objectives of the assignment are to:

1. Produce clear, concise, and actionable donor profiles for SPREP priority donors
2. Improve SPREP's understanding of donor priorities, funding instruments, and decision-making processes
3. Strengthen alignment between SPREP programmes and donor strategies
4. Support proactive, coordinated, and strategic donor engagement across the organisation

3.0 SCOPE OF WORK

Under the guidance of SPREP, the consultant/team will undertake the following tasks:

3.1 Donor Identification and Prioritisation

Work with SPREP to confirm a list of priority donors, including (but not limited to):

- Bilateral donors
- Multilateral agencies and funds
- Climate and environmental funds
- Philanthropic foundations
- Regional and emerging donors

3.2 Research and Analysis

Conduct desk-based research and internal consultations to gather information on each selected donor, including:

- Donor mandate, strategic priorities, and thematic focus areas
- Geographic and regional interests (with emphasis on the Pacific)
- Funding instruments, eligibility criteria, and funding cycles

- Decision-making structures and processes
- Preferred implementing modalities and partnership models
- Historical and current engagement with SPREP (where applicable)

3.3 Donor Profile Development

Develop a standard donor profile template to be applied consistently across all donors.

Prepare individual Donor Profiles using the agreed template. Each profile should include, at a minimum:

- Donor overview and mandate
- Strategic and thematic priorities
- Funding mechanisms and typical funding size
- Application and approval processes
- Opportunities and entry points for SPREP
- Alignment with SPREP Strategic Plan and programmes
- Risks, constraints, and key considerations
- Recommended engagement approach

3.4 Validation and Finalisation

- Present draft Donor Profiles to SPREP for review.
- Incorporate feedback and ensure accuracy, consistency, and usability across all profiles.

4.0 DELIVERABLES

The expected deliverables are:

- Donor Profile Template, agreed with SPREP
- Draft Donor Profiles for the agreed list of priority donors
- Final Donor Profiles, incorporating SPREP feedback

5.0 REQUIRED QUALIFICATIONS

Qualifications

- A postgraduate degree (or higher) in a relevant field such as Development Studies, International Relations, Public Policy, Economics or a related discipline.

Experience

- Proven experience in donor research, resource mobilisation, fundraising, or development cooperation, preferably within international development contexts, with strong ability to use and triangulate diverse sources including public information, databases, institutional materials, and stakeholder inputs to address gaps in publicly available data
- Strong understanding of traditional and emerging donor landscapes, including bilateral and multilateral donors, philanthropic foundations, private sector partners, and impact investors, as well as their priorities, funding mechanisms, and engagement processes
- Experience working with international and/or regional organisations, with preferred experience in the Pacific region

- Strong research capabilities, combined with excellent writing, editing, and content structuring skills

6.0 DURATION AND LEVEL OF EFFORT

Indicative total level of effort: 20 working days, allocated approximately as:

- Development of Template and Desktop Review: 2 Days
- First Draft: 10 Days
- Final Draft: 8 Days

Final allocation to be agreed in the Inception meeting.

7.0 REPORTING AND SUPERVISION

The consultancy team will report to the Partnerships and Donor Relations Officer, with technical oversight from the Strategic Partnerships and Donor Relations Adviser.