REQUEST FOR TENDERS

RFT: 2026-017
File: CONV1/3/1
Date: 4 May, 2026
To: Interested consultants
From: Environmental Law and Policy Officer

Subject: **Request for tenders (RFT): Consultant to Develop a Sustainable Financing Strategy for the Noumea Convention (Convention for the Protection of the Natural Resources and Environment of the Pacific Region)**

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 Develop a Sustainable Financing Strategy for the Noumea Convention.

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 15 May 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 19 May 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
Qualifications / Experience	Must have at least 10 years' experience in carrying out similar work in other organisations similar to SPREP with relevant qualifications, preferably in business/financial management, economics or	**25**

	other relevant field (CVs for each consultant or team member to be provided)	
	Extensive experience and knowledge in sustainable financing mechanisms with at least 5 years working experience in conducting diagnostic analysis and identification of sustainable financing options and strategy development	**25**
	Extensive experience in participative and consultative approaches in similar type of organisational review work in international organisations in the Pacific or other relevant regions	**15**
Technical Proposal/Methodology	Provide a detailed Workplan for the Deliverables Outlined in the Terms of Reference	**15**

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 May 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 2026-017: **Consultant to Develop a Sustainable Financing Strategy for the Noumea Convention'**

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

Consultant to Develop a Sustainable Financing Strategy for the Noumea Convention (Convention for the Protection of the Natural Resources and Environment of the Pacific Region)

1. Background

The Noumea Convention is the Pacific Region's component of the United Nations Environment Programme Regional Seas that was launched in 1972. It was adopted in 1986 and came into force in 1990 with two protocols, namely the Dumping Protocol and the Emergencies Protocols. The focus of the Noumea Convention is to prevent, reduce and control pollution in the convention area from any source, and to ensure sound environmental management and development of natural resources.

The 12 Parties to the Noumea Convention are Australia, Cook Islands, Federated States of Micronesia, Fiji, France, Republic of Marshall Islands, Nauru, New Zealand, Papua New Guinea, Samoa, Solomon Islands and United States of America.

The main source of funding for the Noumea Convention derives from contributions by the Parties on a biennial basis. Traditionally, these funds have been used for the limited purposes of covering the costs associated with the organization of the COP meetings and to support the provision of technical advice during the COP.

Over the past five years, key implementing activities and meetings under the Noumea Convention were supported through financial assistance from the African, Caribbean and Pacific States Multilateral Environmental Agreements Phase 3 Project (ACP MEA 3). This strengthened national capacities to implement the convention and advanced key priorities such as biodiversity conservation, marine pollution management and environmental governance. The ACP MEA Phase 3 Project concluded in December 2025 and although the Noumea Convention is the Pacific's regional component of the UNEP Regional Seas Programme, the Secretariat of the Pacific Regional Programme (SPREP) is an independent secretariat and does not receive funding support from UNEP.

At the 18th COP Meeting in 2025, the Parties formally approved the Noumea Convention Workplan and Budget. The main purpose of the Workplan and Budget is to implement the activities and recommendations from the review of the Noumea Convention carried out in 2021 to evaluate and assess its governance, operations and implementation.

The Workplan and Budget is built around four (4) main goals comprising, strengthening the Secretariat of the Noumea Convention and its sustainability, effective communication and awareness, strengthening the Regional Seas Programme and improving monitoring and reporting. A key strategic action or priority under the Workplan and Budget includes the development of a Sustainable Financing strategy to mobilize resources and explore financial opportunities that can support effective implementation of the Convention and its work programme and activities.

The Sustainable Financing Strategy aims to support the core mandate of the Noumea Convention through direct country level implementation based on alignment with national priorities and existing policy frameworks. In addition, it will also support activities and strategic actions included in its approved Workplan and Budget.

2. Purpose:

The purpose of this consultancy is to:

a) Conduct comprehensive assessment of the financing of the Noumea Convention and develop a report that summarises the findings of this assessment, including mapping out current and previous partners and funding mechanisms; and

b) Develop a sustainable financing strategy that provides clear, implementable recommendations to deliver long-term financial stability of the Noumea Convention and its secretariat.

3. Scope of Services:
The Consultant is expected to:

a) Conduct a comprehensive review and assessment of all existing funding, including previous and currently available mechanisms, and revenue streams under the Noumea Convention (Party contributions and project funds);
b) Provide a financial projection of the funding requirements to fulfill and deliver both the work of the Noumea Convention as its core mandate and to deliver all activities under the approved Workplan and Budget ;
c) Assess donor funding landscape including multilateral financing mechanisms, financing of other Regional Seas Programme and identify strategies to assess and mobilise funding sources to generate sustainable financing for the Noumea Convention;
d) Identify options for increased funding assistance through Parties' contributions to the Noumea Convention taking into account equity and capacity of each Party;
e) Identify and consider options for the development of a financial mechanism to support non-Parties to ratify the Noumea Convention; and
f) Prepare and develop a Sustainable Financing Strategy for the Noumea Convention including a roadmap and recommendations.

Task	Description	Deliverables
1. Inception Report	Meeting with Legal Services & Governing Bodies Department and the Finance Department to discuss the delivery of the Consultancy, the Workplan and list of documents for review	Inception meeting report – including Agreed Workplan
2. Review Report	Prepare a report based on a comprehensive review and assessment of all existing funding mechanisms and revenue streams under the Noumea Convention. Include an assessment of funding sources for other Regional Seas Programmes, and whether they are transferable to SPREP's context. Consult internally with relevant SPREP teams (Finance Department, Strategic Planning, Partnerships and Resource Mobilisation Department, Biodiversity Conservation Programme) and previous Secretariats for the Noumea Convention (the Environmental Governance Programme and the Waste Management and Pollution Control Programme)	Review Report that includes: • Stocktake of all existing funding mechanisms • Assessment of funding landscape, identifying available mechanisms to be utilised • Other information and metrics as agreed at the inception meeting.
3. Draft Financing Strategy	Review of all relevant documents and consultations internally and externally with Noumea Convention Parties Develop a Financing Strategy by identifying strategies to mobilise funding sources, identifying options for increased funding assistance to the	Draft Financing Strategy that includes: • Comparison of Noumea Convention funding against other Regional Seas Programme's financing mechanisms

	Noumea Convention including support for non-Parties to ratify the Noumea Convention, while ensuring that these mechanisms also strengthen benefits for current parties.	• Projections of funding requirements to deliver the convention mandate and workplan • strategies to mobilise resources • options to support non-Parties ratification • options for increased funding and Parties' contributions. • Other recommendations as agreed at the inception meeting.
4. Consultations with Parties on the Draft Financing Strategy	Draft to be circulated to Parties for review and comments. Followed by a virtual consultation with all Parties	Revised Strategy based on comments/review from Parties and the Secretariat
5. Final Draft Sustainable Financing Strategy	Final Draft with Recommendations and Roadmap	Final Draft of the Sustainable Financing Strategy for the Noumea Convention, that includes clear and implementable recommendations.

5. Deliverables and Timeframes

Deliverable	Timeframe
1. Inception Report	1 week from signing of contract
2. Review report on existing funding mechanism, revenue streams and historical income and expenditure trends	Within 3 weeks
3. First Draft Sustainable Financing Strategy for the Noumea Convention	Within 3 weeks
4. Consultations with Parties on the Draft Financing Strategy for the Noumea Convention	Within 2 weeks
5. Final Draft Sustainable Financing Strategy for the Noumea Convention	Within 3 weeks

5. Duration of Consultancy Service
The duration of this consultation is expected to take 12 weeks.

6. Mode of Delivery and Reporting

The consultancy is expected to carry out the work as follows:

a) Review all relevant documentation

b) Discussions and consultations with the Finance and Legal Services and Governing Bodies Departments including relevant SPREP Programmes (virtually);
c) Consultations with Noumea Convention Parties virtually; and
d) Reports and documents developed are to be submitted in electronic form.

The Consultant will work directly with the Environmental Law and Policy Officer (EPLO) under the Legal Services and Governing Bodies Department. Reporting will be to the Director of Legal Services and Governing Bodies through the EPLO.