REQUEST FOR TENDERS

RFT: 2026-021
File: SPREP 2/44
Date: 22 May 2026
To: Interested consultant(s)/specialists/company/firm
From: Department of Strategic Planning, Partnerships and Resource Mobilisation (SPPRD), and Climate Change Resilience (CCR) Programme

Subject: Request for Tender – Professional Services Firm / Consortium of Consultants to Develop the Federated States of Micronesia (FSM) Private Sector led Climate Adaptation and Climate Resilience Project Concept Note

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 is an accredited entity to the Adaptation Fund and the Green Climate Fund.

1.3. 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

1.4. 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 deliver against the Scope of Work in the enclosed Terms of Reference.

2.2. The Terms of Reference of the consultancy are set out in Annex A.

2.3. The successful consultant(s)/company/firm 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. The Service Agreement template is provided in Annex B.

3. Conditions: information for applicants

3.1. To be considered for this tender, interested consultant(s)/company/firm must meet the following conditions:

i. International consultants/companies **MUST** include a local consultant as part of the team to support the delivery of the work.

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 the CVs. 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. 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(s)/specialists/company/firm 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 the CVs. 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 08 June 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 10 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 as 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(s)/company/firm 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 and Experience	• Team Leader has a master's level qualification in climate change / environmental science or related fields. • Other international specialists and local national experts have tertiary level qualifications in economics, finance or related fields: agriculture and food systems.	10
	• Team Leader has a minimum of ten (10) years of proven professional experience with at least five (5) years of demonstrated experience in proposal development for accessing climate finance from GCF and AF. • Other international specialists have a minimum of seven (7) years' experience in establishing economic/financial viability of projects, development of project budgets and financial management capacity assessments; in-depth knowledge and understanding of public finance management, private sector financing and investments, and financial institutions products and services in the Pacific and / or small islands developing states;	20

	environmental and social safeguards with specific focus on gender, indigenous peoples, capacity and institutional strengthening. • National Expert must have a minimum of three (3) years of work experience in climate change including climate finance and stakeholder engagement.	
	• Team Leader to have a proven track record in stakeholder engagement and consultation with international and regional agencies, multilateral development banks, and nationally with government agencies, NGOs/CSOs, development and commercial banks, private sector and communities. • All team members must display culture, gender, religion, race, nationality and age sensitivity and adaptability. • All team members must have excellent oral and written communication skills in English and a good capacity in preparing technical reports.	10
Technical Proposal / Methodology	• Outlines how each of the deliverables will be achieved including the stakeholders to be consulted and the engagement plan. • Provides specific milestones for each of the deliverables including timelines for SPREP and FSM agencies' comments/inputs on draft documents. • Specifies the personnel responsible for each deliverable including the estimated number of working days to be spent. This is to be costed accordingly in the financial proposal. • Includes sessions with SPREP and FSM agencies to present and discuss the deliverables.	40

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: 22 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 2026-021 **Professional Services Firm / Consortium of Consultants to Develop the Federated States of Micronesia (FSM) Private Sector led Climate Adaptation and Resilience Project Concept Note**

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

Professional Services Firm / Consortium of Consultants
For the
Development of the Federated States of Micronesia (FSM) Private Sector led Climate Adaptation and Resilience Project Concept Note

The Strengthening SPREP's Capacity as a Direct Access Entity is part of the GCF-funded *Supporting Regional Direct Access Entities to increase Pacific SIDS access to climate financing* project, commonly referred to as the SPREP Readiness.

1. BACKGROUND

The Federated States of Micronesia (FSM) is an island nation comprised of 607 dispersed islands in the north-western Pacific Ocean. The FSM is an independent sovereign country in free association with the United States of America made up of four semi-autonomous states – Chuuk, Korae, Pohnpei, and Yap. The FSM is widely recognised as one of the world's most vulnerable countries to the impacts of climate change. It's small, remote and dispersed population, narrow range of natural resources, poorly developed infrastructure, limited domestic air and sea transport links and vulnerability to external shocks are further compounded by the impacts of climate change. The people and communities of FSM are already living with the impacts of rising temperatures, sea level rise, ocean acidification, intensifying storms and saltwater intrusion. Water insecurity and health related impacts, damages to coastal infrastructure and therefore lifeline services are experienced across the island nation. Fisheries and agriculture which are vital to community livelihoods and FSM's socio-economic growth are already under stress affecting communities and national revenue generation. Businesses have experienced impacts such as damages to products and business facilities which led to disruption of services due to impacts of localised flooding, typhoons and associated storm surges, high tides and droughts.

Private sector is also facing challenges of losing labour due to out-migration, limited capacities and financial constraints. Some businesses have invested in renewable energy to support business continuity and strengthening business infrastructure to adapt to the impacts of climate change. However private has limited access to climate finance and the capacity to access funding to climate proof existing infrastructure, supply chains and service; and create enabling environment to support private sector engagement and investment in climate change mitigation and adaptation leading the more resilient FSM.

In response to these climate change impacts , the FSM Development Bank (FSMDB), in collaboration with the FSM's Green Climate Fund National Designated Authority (GCF NDA) and the Department of Environment, Climate Change and Emergency Management (DECEM) as the National UNFCCC Focal Point would like to mobilise the private sector to engage in investable projects particularly in the areas of food security, green energy and resilient buildings. This will complement the public sector climate resilience building initiatives for a sustainable future for FSM. The project is expected to reach all of FSM and will be managed through the FSMDB branches across the country.

The Secretariat of the Pacific Regional Environment Programme (SPREP), in collaboration with the FSM's GCF NDA and DECEM is supporting the development of a Private Sector led Climate Adaptation and Resilience proposal to the GCF to be led by the FSMDB as one of the FSM national direct access entities for GCF. The proposal will use the GCF Simplified Approval Process (SAP) modality. This technical assistance is financed under the SPREP Regional Direct Access Entity (DAE) Readiness Project referred to as the: *GCF-funded Supporting Regional Direct Access Entities to increase Pacific SIDS access to climate financing project.*

2. CONSULTANCY OBJECTIVES

The main objective of the consultancy is to develop a bankable concept note to secure climate finance from the GCF to support strengthening of Food security in FSM. Agribusinesses absorptive capacity, enhancing knowledge and capability to invest in transformative adaptation solutions, and build resilience of supply chains, products and services.

3. SCOPE OF WORK

The professional services firm / consortium of consultants will be required to work with FSMDB, GCF NDA, DECEM and SPREP to undertake the activities set out below using a two-phase approach. This

review must focus on national level and the four States of FSM – Chuuk, Kosrae, Pohnpei, and Yap

Phase I – Pre-feasibility study on Agribusiness sector in FSM

3.1 Private sector adaptation and financing needs and gaps established

3.1.1 Undertake a pre-feasibility study on the industry's viability to scale potential business ideas from the Agribusiness sector, in particular staple crops such as yams, breadfruit, taro, and banana as well as fisheries such as aquaculture. The study must also include a market analysis, supply chain analysis and analysis of other relevant elements taking into account the impacts of climate change.

The study should further include an analysis on the sector's ability to absorb financing models as well as capacity to meet projected increases in production, supply and demand and other relevant elements. As part of this analysis, the firm should;

a) propose different financing models,
b) financial projection modelling and
c) a cost-benefit analysis for different options that will be proposed to strengthen the climate change resilience of the private sector in particular the agribusiness sector.

The study should also include an analysis of findings to identify:

- how the private sector has been engaged; and what and where the private sector has focused their investments on;
- access to financing from national financing institutions – FSMDB and commercial banks including climate finance from FSM Government and other donors and partners.
- financial products and services accessed from the FSMDB and other commercial banks and financing institutions operating in FSM as well as through funds from donors and partners;
- gaps in private sector absorptive capacity and capability, financing and investment in measures to adapt to the impacts of climate change; and
- suggested options to address the private sector needs and gaps identified.

3.1.2 Finalise the Project Concept Detailed Sheet (PCDS) with detailed information generated from the pre-feasibility study and desktop review report. A draft PCDS have been prepared by the FSMDB and GCF NDA and annexed to this ToR.

3.1.3 Facilitate and deliver targeted capacity building program for the FSMDB to strengthen understanding of climate finance landscape and climate funds requirements and requirements as an accredited entity to the GCF.

Phase II – Development of Concept Note and relevant annexes

3.2 Concept Note developed and validated

3.2.1 Based on findings from pre-feasibility study and the approved Project Concept Detailed Sheet, undertake feasibility study focusing on proposed activities and measures as agreed by FSMDB, GCF NDA, DECEM and private sector representatives. This study should also include

- financial and economic viability of the proposed activities;
- development of robust climate change rationale linked to proposed adaptation interventions;
- undertake a preliminary assessment of potential environment and social impacts, and a gender analysis relevant to the proposed components, outputs and activities.

3.2.2 Plan and facilitate consultations with relevant national and State level stakeholders using facilitated discussions in groups and one-on-one as well as a write-shop to develop a draft concept note whilst strengthening proposal development capacity and understanding of climate funds

requirements.

3.2.3 Finalise first draft of concept note for review by FSMDB, GCF NDA, DECEM, SPREP and other key national and state level stakeholder agencies. The draft concept note must include all relevant Annexes and ensure it meets the GCF requirements under SAP modality.

3.2.4 Revise the draft concept note considering the comments and proposed changes and finalise it for a no-objection and submission to the Green Climate Fund.

4. DELIVERABLES

The Professional Services Firm and / or Consortium of Consultants are expected to produce the following deliverables:

4.1 Inception report reflecting a comprehensive understanding of the ToR indicating any major inconsistency and or deficiency in the ToR and proposed amendments. A detailed work plan, including a finalised methodology and approach to deliver on the scope of work and implementation schedule within two weeks from signing of the contract.
4.2 Pre-feasibility study report detailing the baseline information, findings from the various analysis and gaps and needs; and suggested options to address identified gaps and needs.
4.3 Approved version of the Project Concept Detailed Sheet (PCDS).
4.4 Report detailing training provided and outcomes and gaps and needs for future capacity building activities
4.5 Feasibility Study report detailing the selected options with clear articulation of how each of these options can be feasibly implemented.
4.6 Draft of the Concept Note with a robust climate rationale, clear components, outputs and activities, all relevant annexes for review by FSMDB, GCF NDA, DECEM and SPREP and other key partners.
4.7 Final Concept Note for no-objection and submission to the GCF.

5. METHODLOGY

The professional firm / consortium of consultants should propose a preliminary methodology to implement each of the work packages in their technical proposal. This will be expected to be updated as part of the Inception Report (Deliverable 4.1) and reflect some consultations with FSMDB, GCF NDA, DECEM and SPREP.

6. COMPOSITION AND QUALIFICATIONS

The professional firm / consortium of consultants will need to provide the full composition of their team outlining experience and roles against the Scope of Work and Deliverables. The team composition is not subject to change without approval from SPREP. It is preferred that the team is composed of both international, Pacific regional and nationally based experts. At a minimum, the team must comprise of the specialists outlined below.

6.1 Composition

The professional services firm / consortium of consultants will consist of personnel that are specialists in the following areas for both international and national experts.

(a) Team Leader (a specialist in climate change adaptation including climate finance and proposal development)

(b) Specialised areas:
   i. Adaptation / Private Sector Specialist [also is the Project Development Specialist]
   ii. Agribusiness specialist
   iii. Financial Analyst / Financial Modelling Analyst
   iv. Economist / Business Analysis [cost-benefit work]
   v. GEDSI [and closely integrated with FSM DB]
   vi. ESS [should also be closely integrated with FSM DB]
   vii. National consultant – to be based in and work with the FSM DB

6.2 Qualifications, expertise, skillset and experience

The professional services firm / consortium of consultants proposed team of experts should have prior experience in preparation of proposals with climate change adaptation focus. The knowledge, skills and experience required of the team of experts includes:

i. Team Leader to have a Master's Level qualification in climate change / environmental science or related fields, with a minimum of ten (10) years of proven professional experience with at least five (5) years of demonstrated experience in proposal development for accessing climate finance from the GCF and / or Adaptation Fund.
ii. Team Leader to have a proven track record in stakeholder engagement and consultation with international and regional agencies, multilateral development banks, and nationally with government agencies, NGOs/CSOs, development and commercial banks, private sector and communities.
iii. Other international specialists and local national experts to have tertiary level qualifications in economics, finance or related fields; agriculture and foods systems; with a minimum of seven (7) years' experience in establishing economic/financial viability of projects, development of project budgets and financial management capacity assessments; in-depth knowledge and understanding of public finance management, private sector financing and investments, and financial institutions products and services in the Pacific and / or small islands developing states; environmental and social safeguards with specific focus on gender, indigenous peoples, capacity and institutional strengthening.
iv. National expert must have a minimum of 3 years of work experience in climate change including climate finance and stakeholder engagement.
v. All team members must display culture, gender, religion, race, nationality and age sensitivity and adaptability.
vi. All team members must have excellent oral and written communication skills in English and a good capacity in preparing technical reports.

7. SCHEDULE OF ASSIGNMENT

The assignment will be carried out for a period of four (4) months (80 working days) and all deliverables to be completed before the end of September 2026. The professional services firm / consortium of consultants shall develop and submit a detailed schedule for the assignment and distribute the days accordingly among the different activities as part of the Inception Report (Deliverable 4.1).

8. PAYMENT SCHEDULE

The professional services firm / consortium of consultants shall be paid upon completion of deliverables which will be outlined and agreed to within the Service Agreement. The table below provides the

proposed payments; these will be agreed to and finalised in the Service Agreement.

Deliverables	Description	Payment (%)
1. Inception Report	Report to reflect a comprehensive understanding of the ToR indicating any major inconsistency and or deficiency in the ToR and proposed amendments. A detailed work plan, including a finalised methodology and approach to deliver on the scope of service and implementation schedule within two weeks from signing of the contract	10%
2. Pre-feasibility Study & Approved version of PCDS	• Report detailing the baseline information, findings from the various analysis and gaps and needs; and suggested options to address identified gaps and needs. • Approved version of the PCDS reflecting comments and feedback from FSM GCF-NDA, FSMDB, DECEM and other key partners.	35%
3. Feasibility Study	Report detailing the selected options with clear articulation of how each of these options can be feasibly implemented.	20%
4. Draft Concept Note & Training Report	Draft of the Concept Note with relevant annexes for review by FSMDB, GCF NDA, DECEM, SPREP and other key partners. Draft Concept Note must comply with the GCF requirements for concept notes and Annexes. Report detailing training provided and outcomes and gaps and needs for future capacity building activities.	20%
5. Final Concept Note	Final Concept Note reflected changes in response to comments from FSMDB, GCF NDA, DECEM, SPREP and other key stakeholders for no-objection and submission to the GCF	15%

9. REPORTING ARRANGEMENTS

The successful professional services firm / consortium of consultants will report to SPREP's Task Manager (Project Development and Implementation Specialist, Strategic Planning and Partnerships, Resource Mobilisation Department) and the FSM DB as the FSM lead for this assignment. The FSM DB will coordinate inputs and comments from relevant FSM agencies and key stakeholders including FSM GCF NDA, DECEM, private sector and others. The SPREP Task Manager will work closely with the Climate Change Resilience (CCR) Programme and other relevant teams in SPREP to coordinate technical inputs to finalise deliverables. All deliverables must be submitted to FSM DB and SPREP for review. Deliverables will only be approved by SPREP following endorsement by FSM DB.