

## REQUEST FOR TENDERS

RFT: ClimSA\_2025\_004  
File: AP\_3/35  
Date: 29<sup>th</sup> April 2025  
To: Interested Tenderers/experts/firms  
From: Terry Atalifo, CimSA Regional Climate Centre (RCC) Coordinator

**Subject: Request for tenders (RFT):** Development of IT Scripting and Programming Training Materials plus Training and Capacity Building for National Meteorological & Hydrological Services in the 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](http://www.sprep.org).

### 2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced tenderers/experts/firms who can offer their services to develop and deliver IT scripting and programming training materials and provide training and capacity building for National Meteorological and Hydrological Services (NMHSs) in the Pacific region.”
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful Tenderer 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 Tenderers

- 3.1. To be considered for this tender, interested Tenderers must meet the following conditions:
  - I. Submit a detailed Curriculum vitae detailing qualifications 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*).
    - a. *For the Technical and Financial proposals, you may attach these separately.*
  - IV. Must meet local registration requirements where the firm/consultant is based.
- 3.2 Tenderers must declare any areas that may constitute a 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. The Tender documentation should demonstrate that the interested Tenderer 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 Tenderer'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 that you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered*).
    - a. *Provide examples of past related work outputs*
    - b. *For the Technical and Financial proposals, you may attach these separately.*
  - b) **Honour form**
  - c) **Curriculum Vitae** of the proposed personnel demonstrates that they have the requisite skills and experience to carry out this contract successfully.
  - d) **Technical Proposal** which contains the details of achieving 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 consultants as per relevant national legislation)
    - 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 Tenderers must be submitted by email to [procurement@sprep.org](mailto:procurement@sprep.org) before 16 of May 2025. A summary of all questions received, complete with an associated response, posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 23 of May 2025.
- 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 Tenderer 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
<b>Qualification</b>	A relevant degree (master's or PhD) in Computer Science, Meteorology, Climate Science, Environmental Science, Data Science or a related field.	10%
<b>Experience</b>	Proven experience in IT scripting and programming, especially in Python, R, and shell scripting	10%
<b>Technical Experience</b>	<p>Experience working with weather and climate data, including knowledge of data formats (e.g., NetCDF, GRIB, CSV).</p> <p>Experience in developing and delivering technical training to professionals, especially in weather and climate services.</p>	20%
<b>Technical Skills</b>	<p>A strong understanding of how IT tools and programming are applied in meteorology, climatology, or similar disciplines.</p> <p>Candidates should demonstrate that their performance is driven through independent or collaborative efforts with excellent coordination and communication skills.</p>	20%
<b>Technical Proposal/Methodology</b>	Tenderers must submit a detailed technical proposal outlining their proposed approach, including the work plan and methodology for developing and delivering the training materials, conducting the needs assessment, training delivery strategy, integration of materials into the SPREP e-learning platform, provision of post-training support, risk mitigation measures, and any innovative or value-added elements that enhance the quality and sustainability of the training.	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 Tender

- 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 public interest or SPREP's interest to do so, SPREP may terminate this RFT process at any time. In such cases SPREP will cancel the tender, issue a cancellation notice and inform unsuccessful bidders accordingly.

## 8. Deadline

**8.1. The due date for submission of the tender is: 30 May 2025, 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 ClimSA\_2025\_04: Development of IT Scripting and Programming Training Materials plus Training and Capacity Building for National Meteorological & Hydrological Services in the region.**

Mail: SPREP  
Attention: Procurement Officer  
PO Box 240  
Apia, SAMOA  
Email: [tenders@sprep.org](mailto: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 Tenderer 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>**



**SPREP  
PROE**



## Annex A: Terms of Reference

### Development of IT Scripting and Programming Training Materials, Training and Capacity Building for National Meteorological & Hydrological Services in the region.

#### 1. Background

The climate in the Pacific region is highly variable and is prone to climate extremes such as droughts, floods, tropical cyclones and many others. With our changing climate, these extreme events are projected to increase in frequency and intensity leading to more stress and economic losses. National Meteorological and Hydrological Services (NMHSs) in the region play a critical role in monitoring, predicting these extreme events including disaster risk reduction. IT systems within these services are essential and are foundational to the functioning of these NMHSs.

The importance of IT systems in NMHSs cannot be overstated, as these systems are integral to the efficient functioning and effectiveness of weather forecasting, climate monitoring, disaster risk reduction, and public safety efforts. In the context of climate services, the increasing need for data-driven decision-making has highlighted the importance of effective data processing, automation, and analysis.

Thus, the Secretariat of the Pacific Regional Environment Programme through the EU funded ClimSA project seeks to enhance the capacity of climate service providers and professionals in the use of IT scripting and programming tools essential for climate data processing, analysis, and service delivery. This training program aims to equip participants with the necessary skills to develop scripts and programs for automating climate data workflows, improving the efficiency of data analysis, and advancing the use of technology in climate services. The training will specifically focus on scripting languages such as Python, R, etc., which are commonly used in climate data analysis, automation of routine tasks, and integration of various climate models and systems.

#### 2. Objectives

The objectives of this assignment are as follows:

- 1) Develop comprehensive training materials focused on IT Scripting and Programming tools relevant to National Meteorological & Hydrological Service (NMHS). The training materials will cover the following.
  - **Climate Data Processing & Product Generation:** To introduce participants on how scripting can be used to extract climate data from various external sources, quality control, data analyses, product generation plus visualization taking into consideration the existing tools such as CliDEsc, CliDE, etc.
  - **Automation:** To equip participants with the necessary scripting skills to automate and optimize climate work processes, workflows and product generation.
  - **Integration:** To provide hands on experience on how scripting can be used to integrate various climate data sources, tools and systems.

- 2) Deliver a series of IT Scripting and Programming training sessions based on the content developed in (1) for climate professionals and NMHSs' in the region.
- 3) Ensure the training materials are compatible and hosted in the SPREP IT e-learning platform and are adaptable for future use and updates by the NMHSs. The platform is compatible with Moodle LMS.

### 3. Methodology

The methodology to be employed includes:

#### 3.1 Scripting & Programming Needs Assessment

- ☞ Conduct needs assessment by using existing literature, reports and consulting with relevant stakeholders (e.g., meteorologists, climate scientists, data analysts, etc.) to understand the specific technical and thematic IT scripting & programming needs of weather and climate services across the region.

#### 3.2 Development of IT Scripting & Programming Training Materials

- ☞ Develop IT scripting & programming training materials. The curriculum will be designed to address the specific needs in weather and climate services, including but not limited to the following modules:
  - **Introduction to Scripting & Programming for Climate Data:** basics of scripting and how it applies to climate services, including an overview of Python, R, and other relevant tools.
  - **Climate Data Formats & Tools:** handling common climate data formats such as NetCDF, CSV, GRIB, etc. Introduction to climate-specific libraries like xarray, climatapy or pandas. Integrate various climate data sources, tools and systems within NMHSs.
  - **Data Processing & Cleaning:** using scripts to clean and preprocess large datasets (e.g., removing missing values, normalizing data, transforming data).
  - **Climate Modeling & Analysis:** writing scripts to interact with climate models and perform analysis on simulation outputs, running models using scripts, with great consideration on existing tools such as CliDEsc, CliDE, etc.
  - **Automation of Climate Workflows:** using scripts to automate the processing of real-time data, analysis pipelines, and the generation of automated reports and visualization.
  - **Visualization and Reporting:** Training on automating the creation of climate-related visualizations and reports using tools such as Matplotlib, Seaborn, ggplot2, or Plotly.
  - **Version Control and Documentation:** An introduction to best practices for version control (e.g., using Git) and documenting scripts effectively for reproducibility and collaboration.

#### 3.3 Delivery of a series of IT Scripting and Programming Training developed in (3.2):

- ☞ **Instructor-led Sessions:** presentations, discussions, and demonstrations on the various scripting languages, tools, and techniques relevant to climate services.
- ☞ **Hand-on Practice:** practical exercises where participants will write and run scripts on real climate data and tackle climate-specific problems.

- ☞ **Case Studies:** real-world examples of how climate organizations use scripting for data processing, analysis and reporting.
- ☞ **Q & A and Troubleshooting:** dedicated time for participants to resolve issues they face in scripting and apply the lessons learned.
- ☞ **Integration of Training Materials:** training materials integrated in the SPREP IT e-learning platform using online reading resources, videos, assessments and issue of certificates. The platform is Moodle LMS compliant.

### 3.4 Post-Training Support:

- ☞ Provide post-training support in the form of:
  - Access to training materials and resources for participants to review after the sessions.
  - Answering follow-up questions from participants as they implement the skills learned.
  - Offering additional resources that may be useful for further self-study.
  - All training materials are made available to SPREP in updated formats.

### 3.5 Training Syllabus Repository:

- ☞ Training syllabus to be housed with the SPREP IT e-learning platform.

### 3.6 Evaluation and Feedback:

- ☞ Develop and distribute evaluation forms before and after the training sessions to assess participants' knowledge and satisfaction.
- ☞ Collect feedback on the effectiveness of the training and materials, including suggestions for improvement.
- ☞ Provide a report summarizing the evaluation results including lessons learned and recommendations for future training programs.

## 4. Deliverables

The consultant is required to deliver the following outputs:

- 1) **IT Scripting & Programming Needs Assessment:** comprehensive needs assessment report.
- 2) **Training Materials:** Comprehensive and complete training materials (slides, documents, code examples, exercises) suitable for a variety of learning levels, from entry-level to advance level.
- 3) **Series of Training Sessions:** A series of training sessions will be delivered either online, hybrid or in-person) to weather and climate service professionals.
- 4) **Automated Climate Reports:** sample automated climate reports generated during the training including tools like CliDEsc, CliDE, etc.
- 5) **Post-Training Support:** a follow-up mechanism to provide continued support and guidance to participants after the completion of the training.
- 6) **Scripts Repository:** a repository of example scripts created during the training, focusing on common climate data processing tasks and stored in the SPREP IT e-learning platform and SPREP Github.

- 7) **Evaluation Report:** A detailed report summarizing feedback from participants, outcomes of the training and recommendations for future programs.

## 5. Requirements

- A relevant degree (master's or PhD) in Computer Science, Meteorology, Climate Science, Environmental Science, Data Science or a related field.
- Proven experience in IT scripting and programming, especially in Python, R, and shell scripting.
- Experience working with weather and climate data, including knowledge of data formats (e.g., NetCDF, GRIB, CSV).
- Experience in developing and delivering technical training to professionals, especially in weather and climate services.
- A strong understanding of how IT tools and programming are applied in meteorology, climatology, or similar disciplines.
- Candidates should demonstrate that their performance is driven through independent or collaborative efforts with excellent coordination and communication skills.

## 6. Work Arrangements

The consultant will work remotely, supervised by the ClimSA Regional Climate Centre (RCC) Coordinator and provide regular updates on progress throughout the consultancy. The consultant will be required to engage with the National Meteorological Services, University of the South Pacific and other technical partners in the region. In addition, if the consultant is required to conduct national travel, additional funding will be granted.

## 7. Characteristics of the Consultancy

- 1) Type of Consultancy: Individual or firm.
- 2) Contract Duration: 40 days over 5 months.
- 3) Place of Work: Home based. Should travel be required, this will be arranged and paid for by SPREP in accordance to their Rules and Regulations.
- 4) Means of Payment: The consultant will be paid for the approval of deliverables.

## 8. Confidentiality

All information and data shared with the consultant during this consultancy must be treated as confidential and will not be disclosed to third parties without prior consent.

## 9. Timeline & Deliverables

The following milestones and deliverables will be used to track progress on this contract.

<b>Tasks</b>	<b>Key Deliverables &amp; Milestones</b>	<b>Due Date (40 days over 4-months)</b>
1. Familiarization process, planning and development of work plan.	Endorse work plan	2 days
2. Conduct an IT scripting & programming needs assessment for NMHSs' across the region.	IT scripting and programming needs assessment report compiled and submitted.	10-days
3. Curriculum Development - IT Scripting & Programming.	Training curriculum developed - IT Scripting & Programming.	20-days
4. Transfer of training syllabus to the SPREP IT e-learning platform.	Syllabus repository with SPREP IT e-learning platform.	1-days
5. Delivery of a series of IT Scripting and Programming training.	A series of training courses delivered with reports compiled.	5-days
6. Evaluate the effectiveness of the training with a summary report.	An evaluation report compiled.	2-days
7. Post training support in the form of training materials made available to participants; answering follow-up questions from participants; offering additional resources for further self-study.	Post training support is available at the end of the training program, available for a year.	1-year with a special rate.