



# REQUEST FOR TENDERS

RFT: 2025/PCCC/003  
File: AP\_3/34/9  
Date: 10 September, 2025  
To: Interested Tenderers/experts/firms  
From: Yvette Kerslake - Technical Adviser, Science to Services, PCCC

**Subject: Request for tenders (RFT):** Intergovernmental Panel on Climate Change (IPCC)  
Pacific Regional Coordinator

## 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 as an Intergovernmental Panel on Climate Change (IPCC) Pacific Regional Coordinator
- 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. Must be currently in Samoa and legally entitled to work
  - ii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience.
  - 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. 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](mailto:procurement@sprep.org) before 24 September 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 26 September 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 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
<b>Qualification</b>	1) A Master's degree in Climate Science, Climate Change, or related fields with 5 years working experience working in the Pacific region; or A bachelor's degree in Climate Science, Climate Change other related fields with a minimum of 7 years' experience working in the Pacific region.	10%
<b>Experience</b>	2) At least 7 years relevant experience in climate science (regional/global climate science)	15%
<b>Technical Experience</b>	3) We seek candidates that bring a broad understanding of state-of-the-art climate science, international research and coordinated activities, demonstrated experience of teamwork, as well as international and pacific experience. We are looking for someone who is enthusiastic in supporting the IPCC's high impact and rigorous processes and promote the value of information on the physical basis of climate change and its accessibility and usability by policymakers and different communities in the Pacific. <ul style="list-style-type: none"> <li>i. Proven experience in project management and coordination within the Pacific region including Governments, private sector, Civil Society Organisations (CSOs), Faith-based organisations (FBOs), Non-government organisations (NGOs) academia and other development agencies nationally, regionally and internationally</li> <li>ii. Track record of research in climate change, with supporting examples (links) to relevant works.</li> <li>iii. Experience and knowledge of IPCC processes and reports</li> <li>iv. Experience in team coordination and or science team leadership including students and other scientists,</li> <li>v. Experience in research project development</li> <li>vi. Experience in multilateral forums and working collaboratively to achieve regional priorities</li> <li>vii. Scientific publications in peer-reviewed literature</li> <li>viii. Leadership and skills to work in an international team with common long-term goal</li> <li>ix. Experience in communicating climate science to different audiences including in the Pacific.</li> <li>x. Demonstrated experience working in the Pacific region across Climate Change and IPCC</li> </ul>	15%
<b>Technical Skills</b>	4) Demonstrated experience in coordination and managing projects, applying participatory techniques to enhance multi-sectoral stakeholder engagement and consultation in regional coordination of IPCC <ul style="list-style-type: none"> <li>i. Candidates should demonstrate their performance is driven through independent or collaborative efforts with excellent coordination and communication skills</li> </ul>	15%



<b>Technical Proposal Methodology</b>	Provided detail summary on the proposed methodology, execution, approach and timeline	25%
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## 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: 3 October 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 PCCC-2025-003: IPCC Regional Coordinator

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.



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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

### IPCC Regional Coordinator

#### Background

The Pacific Climate Change Centre (PCCC) hosted at SPREP is a commitment of the 7th Pacific Islands Leaders Meeting (PALM7) in 2015. At this meeting, Pacific leaders agreed to the concept of the PCCC and Japan agreed to fund the construction of the centre which was officially opened in 2019.

The PCCC is a globally respected Pacific Centre of Excellence providing practical information, support, and training to address the adaptation and mitigation priorities of Pacific communities. It is underpinned by strong partnerships with Pacific Governments, applied research institutions, donors, civil society, and the private sector. These collaborations have led to innovative products which are increasing resilience in the Pacific.

The PCCC is Pacific-led and has strong buy-in from the region. The Centre is highly valued by Pacific Island countries and territories as it provides practical support and training to address their adaptation and mitigation priorities. The PCCC is a trusted source of user-friendly, scientifically robust information on climate and meteorological science, climate change impacts and responses. This information directly supports more effective decision-making in Pacific communities.

The four key core functions of the PCCC are:

**Knowledge brokerage:** Building relationships between the producers and users of climate change knowledge so that Pacific Governments and other decision-makers receive timely, robust information in user-friendly formats

**Applied research:** The PCCC will host research projects that are designed to address specific research objectives and priorities identified in the region and which lead to practical outcomes for the Pacific.

**Capacity building through training and learning:** The PCCC will be a one-stop-shop for the improved coordination of climate change training and will help the region to more effectively learn from climate change adaptation and mitigation efforts to date.

**Innovation:** The PCCC will support the development of innovative products and services which can increase resilience in the Pacific.

The vision of the PCCC is to “Catalyse Climate Action and Investment in the Pacific”. This vision is well aligned to the 2050 Strategy for the Blue Pacific Continent and calls for climate action and long-term investments that respond to the challenges of climate change.

The mission of the PCCC is “A respected Centre of Excellence for a Climate Resilient Pacific through 1) brokering of knowledge, 2) applied research, 3) capacity building and 4) innovation.” The Pacific Climate Change Centre (PCCC) since its establishment in 2019 has been delivering services to Pacific Island Countries and Territories (PICTs) to meet their climate change resilience priorities through its four mutually reinforcing services.

The Pacific Meteorological Council (PMC) in August 2023 endorsed the PCCC to coordinate and strengthen Pacific engagement in the IPCC processes. The priority is part of the PCCC’s service on Science to Services and Applied Research and aimed at enhancing regional coordination, harmonization and ongoing technical support and development of best-practice, scientific knowledge, products, services, capacity, and practical applications of IPCC findings.

The Government of Australia through the Department of Foreign Affairs and Trade and the Department of Climate Change, Energy, the Environment and Water (DCCEEW) continue to provide support to the PCCC to strengthen Pacific coordination in the IPCC. The importance of strengthening participation of Pacific Island Countries and Territories (PICTs) in the IPCC processes underscore the importance of providing Pacific policymakers with regular and regionally relevant scientific assessments, including reports on climate change, its impacts, and potential future risks, as well as offering adaptation and mitigation options. These are key drivers of change to inform climate change policy decisions.

The project aims to strengthen the role of the PCCC to coordinate IPCC activities in the Pacific. It complements the existing PCCC partnerships with Australia, New Zealand and Japan.

The overarching objective of the project is to support the priority need for regional coordination, harmonization and ongoing technical support and development of best-practice IPCC aligned scientific knowledge, products, services, capacity and practical applications in partner PICs

The Pacific Climate Change Centre hosted at SPREP have held a series of IPCC Pacific Webinars and a regional dialogue in partnership with the Australian National University to provide summaries of the most up-to-date information on the previous IPCC Sixth Assessment cycle (AR6) reports to our diverse Pacific Island audiences. These webinars have also addressed key challenges with the reports and the modalities of the IPCC plenary to strengthen Pacific knowledge and engagement around the work of the IPCC.

The Pacific Climate Change Centre have hosted two Pacific regional dialogues with the most recent in April 2025 in which engagement focused on the IPCC processes and the role of the PCCC SPREP in amplifying involvement of the PICTs in the IPCC processes.

The project supports the delivery of the PCCC’s Strategy and Business Plan, which has been endorsed by the PCCC Advisory Board in 2020, and the multi-year workplans which underpin

the Strategy and Business Plan. The project focuses on flexible funding, to allow the PCCC to deliver on activities specifically for Applied Research and Science to Services outlined in the multi-year workplan. The proposal also includes funding for one staff position, to support strengthening Pacific engagement in IPCC.

This project is consistent with Regional Goal 1 in SPREP's Strategic Plan 2017-26: Pacific people benefit from strengthened resilience to climate change. SPREP's Strategic Plan has been endorsed by all Members, and it underpins the Australia-SPREP Partnership Arrangement 2021-31.

The project is intended to undertake activities that will be documented in an annual work plan that will be developed in consultation with PICTs and DCCEEW. These activities include sharing information related to IPCC processes with PICTS including their national focal points, developing Pacific regional positions and needs ahead of IPCC Plenary meetings, attending IPCC Plenary meetings, supporting outreach events from the IPCC's Bureau members and authors and supporting Pacific climate research community to engage with the IPCC including through supporting Pacific climate publications in time for the seventh assessment reports. The Australian Government will support the regional coordinator to develop their capacity to undertake the role.

### **Project Implementation Position**

The Australian Government's investment to 'Strengthening Pacific Engagement in the IPCC' requires the PCCC to recruit an IPCC Regional Coordinator to support the implementation of the project.

The Position will include:

IPCC Regional Coordinator (this consultancy)

### **ABOUT THE IPCC**

The intergovernmental Panel on Climate Change (IPCC) was established by the United Nations Environment Programme (UN Environment) and the World Meteorological Organization (WMO) in 1988 to provide policymakers with rigorous, transparent, and objective scientific assessments on climate change, its implications and potential future risks, as well as to put forward adaptation and mitigation options. The IPCC is now undertaking its Seventh Assessment (AR7) cycle.

The position of IPCC Project Coordinator addresses the following Key Result Areas:

1. Coordinate IPCC scientific activities within PCCC
2. Delivery and coordination of science related activities on IPCC for the Pacific throughout the preparation, review and completion of the Seventh Assessment Report.
3. Monitoring of Pacific based scientific literature and develop a strategy for Pacific Author's engagement in IPCC



4. Development of a network of regional scientists for the Pacific
5. Development and implementation of the IPCC Pacific regional mechanism
6. Capacity building and communication
7. Monitoring, evaluation and reporting
8. Networking, partnerships and collaboration

The specific functions are the following.

- Organise the Pacific regional dialogues and write shops on IPCC
- Organise Pacific regional capacity building programmes for IPCC focal points and stakeholders.
- Oversee and coordinate the creation of communication products from regional dialogues and other project activities, ensuring the timely, accurate and efficient distribution of communication products.
- Coordinate the development of regional scientists for the Pacific,
- Coordinate, monitor and report on any pilot programmes implemented under the IPCC project.
- Participate in IPCC meeting as an observer and work to coordinate Pacific delegates and promote regional positions and engage with other delegations.
- Liaise with the relevant government ministries / departments, regional, national and international research institutes, NGOs, and other relevant institutions to involve their staff in the project activities, and to gather and disseminate information relevant to the project.
- Coordinate with consultants, regional and national institutions, and communities to ensure smooth and appropriate execution of project activities.
- Review all materials/deliverables generated during the project timeline.
- Ensure Gender Equality Disability and Social Inclusions (GEDSI) considerations and goals are met and honoured throughout the project in line with the guidelines of the project. Prepare periodic progress reports on project implementation.
- Liaise with SPREP PCCC through the Technical Adviser of Science to Services on project management and implementation, monitoring the progress of the project, tracking of activities in accordance with the agreed timelines for delivery of outputs.
- Work with SPREP PCCC technical adviser for science to services to ensure publication and dissemination of the reports identified as project outputs.

### **3. Qualifications and Experience**

- A master's degree in Climate Science, Climate Change, or related fields with 5 years working experience working in the Pacific region; or A bachelor's degree in Climate Science, Climate Change other related fields with a minimum of 7 years' experience working in the Pacific region.
- Proven experience in project management and coordination within the Pacific regional including Governments, private sector, CSOs, FBOs, NGOs academia and other development agencies nationally, regionally and internationally



- Good knowledge and understanding of IPCC and Pacific climate change science institutions
- Proven track record in stakeholder engagement and consultation within the Pacific region with government agencies, development agencies, donor communities, NGOs, private sector, and the community.
- Demonstrated experience working in the Pacific Region for Climate Change

#### **4. Competencies**

- Professionalism: Able to engage with regional Government officials, private sector, FBOs, NGO and CSO audiences.
- Leadership: Establishes and maintains relationships with a broad range of people to understand needs and gain support. Fosters positive work relations and ensures team members are empowered to achieve their goals.
- Communication: Written and spoken English communication is clear and effective. Demonstrates openness in sharing information and keeping people informed. Inclusivity:
  - Takes an inclusive and respectful approach to leadership and management.
  - Takes a zero-tolerance approach to discrimination and harassment in all aspects of the project.
  - Will actively engage in GEDSI issues throughout the project. Teamwork: Works collaboratively and respectfully with colleagues to achieve goals.
- Actively puts in effort to engage all team members. Research, Planning, Adaptability and Organising:
  - Ability to undertake research and develops clear goals that are consistent with agreed strategies; identified priority actions and assignments. Able to manage time and resources.

#### **5. Schedule of the Assignment**

The IPCC Regional Coordinator Activities will be implemented over a period of 24 months.

#### **6. Working Arrangement and reporting**

This is a full-time consultancy and will be based at SPREP, under the Climate Change Resilience Programme. The Consultant will be supervised by the Technical Adviser – Science to Services, PCCC and will report to the Manager of the Pacific Climate Change Centre. It is also expected that the Consultant will work closely with the PCCC team for the coordination and execution of activities.

#### **7. Remuneration**

Financial proposals should be submitted in USD and based on a monthly rate. Payments will be made upon submission and approval of monthly progress reports by the Manager of the



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Pacific Climate Change Centre. All payments must be supported by appropriate invoices and aligned with the agreed workplan.

## **8. Travel Arrangements**

Travel related to SPREP-led project components, while anticipated throughout the project, will be determined based on need and mutual agreement. All approved travel will be covered under the project budget in line with SPREP's travel policy.