

REQUEST FOR TENDERS

RFT: 2026_ClimSA_003

File: AP_3/35

Date: 18 April, 2026

To: Interested consultants

From: ClimSA Project

Subject: Request for tenders (RFT): Consultant to Assess Climate Services Information Needs for Samoa and Kiribati - European Union Intra-ACP Climate Services and Related Application (ClimSA) project

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 is seeking a qualified Consultant to provide technical assistance to survey and compile the climate informational needs and gaps of the Agriculture and DRR sectors in Samoa and Kiribati. The findings will directly inform the development of tailored climate products and advice for these sectors.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.4. 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.
- 2.5. 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 23rd of April 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 30 April 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	A minimum of a postgraduate degree in meteorology, climate science, agriculture, environmental science or related field	10%
Experience	At least 7-10 years' experience in the climatology field, with a track record of providing technical assistance on climate related projects	10%
Technical Expertise	Experience working within the Pacific Island region, particularly with national meteorological and hydrological services (NMHSs) or sectoral government agencies, is highly desirable.	10%
	Demonstrated proficiency in producing high-level technical reports and analysing complex socio-economic and scientific data.	10%
	Proficiency in English and ability to produce high-level strategic reports and plans.	10%
Technical Proposal / Methodology	Provide a detailed technical proposal that outlines the proposed methods, consultation process, and delivery milestones for the tender. The submission must include practical examples and relevant links to supporting resources or previous project references.	30%

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: 07 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_ClimSA-003: Consultant to Assess Climate Information Needs for Samoa and Kiribati – ClimSA Project'**

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: Assess Climate Information Needs for Samoa and Kiribati – ClimSA Project

A. Background and Rationale

The UN Global Framework for Climate Services (GFCS) was established in 2009 at the World Climate Conference 3, organized by the UN World Meteorological Organization (WMO), to strengthen the production, availability, delivery and application of science-based climate prediction and services. Climate Services (CS), as defined by the GFCS, include the timely production, translation, provision and use of climate data, information and knowledge for informed societal decision-making regarding climate risks. Enabling access to climate information and providing user-friendly CS will help decision-makers at all levels, including end users, in various sectors (agriculture, food security, disaster risk reduction, sustainable water and health, etc.). While climate information and forecast are growing rapidly worldwide, many African, Caribbean and Pacific (ACP) countries still need the infrastructural, technical, human and institutional capacities to provide high-quality climate services (CS).

The Pacific region is particularly vulnerable to the adverse impact of climate change. According to the 2019 World Risk Index, disaster risk is at its highest in the Oceania Pacific Small Island Developing States (SIDS). The “Hydro-meteorological Disasters in the Pacific” report states that out of 615 disasters between 1983-2012, 75% were hydro-meteorological in nature, the most common being cyclones followed by floods, with a total damage cost of USD 3.9 billion. Climate variability and change are already severely impacting the region's national economies and key socio-economic sectors without sound CS. Pacific National Meteorological and Hydrological Services (NMHS) play a pivotal role in monitoring weather, climate, and hydrological hazards. Still, many operate with infrastructure and staffing constraints that limit their capability. Many staff are weather observers, and a few NMHSs in the region have established climate services, but tailoring support for sectors continues to be an ongoing challenge.

The EU signed a EUR 85 million Financing Agreement (FA) with the ACP Secretariat for the implementation of the “Intra-ACP Climate Services and related Application programme” (also called “ClimSA”) financed under the 11th European Development Fund. The overall goal is to support the climate information services value chain with technical and financial assistance, infrastructure and capacity building. This will result in improved access and use of climate information and enable and encourage the generation and use of climate services and applications for decision-making at all levels.

The Secretariat of the Pacific Regional Environment Programme (SPREP) is the lead agency for implementing the Pacific component of ClimSA, with a budget of EUR 9m. This programme is timely and necessary for the Pacific since climate variability and change already have and will continue to severely impact national economies and key socio-economic sectors without this large-scale resilience intervention.

All Pacific ACP (Cook Islands, Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu) members will indirectly benefit from the Action with the recognition of Samoa, Kiribati, Nauru, and Tonga to

also benefit from upgrading their weather observations stations to improve the quality of the climate data to support tailored products for decision making.

Samoa and Kiribati have been selected as pilot countries for the demonstration of tailored climate services products. Significant gaps in Pacific climate services remain, including limited sector-based tools and poor integration of climate data into decision-making. On the end-user side, sectors representatives reported needing more training to integrate climate information into professional decisions. This activity is designed to bridge these gaps by identifying the specific needs of the Agriculture (including fisheries) and Disaster Risk Reduction (DRR) sectors in the two pilot countries.

B. SERVICES REQUIRED

2.1. SPREP is seeking a qualified Consultant to provide technical assistance to survey and compile the climate informational needs and gaps of the Agriculture and DRR sectors in Samoa and Kiribati. The findings will directly inform the development of tailored climate products and advice for these sectors.

C. SCOPE OF CONSULTANCY AND KEY DELIVERABLE

3.1. The consultant will be responsible for the following tasks, to be completed within the 40-working day budget.

- **Sectoral Gap Analysis:** Survey and compile the specific climate informational needs and existing gaps within the Agriculture, Fisheries and DRR sectors.
- **Stakeholder Consultation:** Use National Climate Outlook Forums (NCOFs) in Samoa and Kiribati as the primary platform to consult representatives from NMHSs and sectoral ministries. Online surveys and virtual consultations are also encouraged to engage national stakeholders.
- **Value Chain Assessment:** Identify entry points for integrating sector considerations into every step of the climate services value chain.
- **Strategic Recommendations:** Analyse findings to facilitate the integration of DRR, fisheries and agriculture considerations into National User Interface Platforms (UIPs) and NCOFs.
- **Reporting:** Produce a comprehensive survey report detailing the findings and analysis for both Kiribati and Samoa.

Key Deliverables

The Consultant is required to produce the following outputs:

- **Deliverable 1: Inception Report and Work Plan.** A detailed methodology for the assessment in Samoa and Kiribati, including a schedule for stakeholder consultations through National Climate Outlook Forums (NCOFs).
- **Deliverable 2: Sectoral Stakeholder Mapping and Consultation Log.** Documentation of all representatives consulted from NMHSs, Agriculture (including fisheries), and Disaster Risk Reduction (DRR) sectors across both countries, including the outer islands (e.g., Kiritimati).

- **Deliverable 3: Draft Survey Report on Climate Information Needs.** A comprehensive draft identifying technical gaps and informational requirements for the Agriculture and DRR sectors.
- **Deliverable 4: Final Survey Report: Findings and Analysis.** A validated report detailing the climate information needs and gaps for Kiribati and Samoa, which will serve as the baseline for developing tailored climate products under Activity 1.3.4.
- **Deliverable 5: Recommendations for Value Chain Integration.** Strategic entry points for mainstreaming sectoral needs into National User Interface Platforms (UIPs) and NCOFs.

Timeline for Delivery

The consultancy is allocated a total of 40 working days. Implementation is prioritized to occur during the 2025–2026 window to allow for the subsequent development of tailored products before project closure in 2027.

Deliverables	Estimated Days	Indicative Due Date
1. Inception Report & Work Plan	5 Days	Week 2 after commencement
2. Stakeholder Consultations (Samoa & Kiribati)	20 Days	Completed by Month 3
3. Draft Survey Report	10 Days	Month 4
4. Final Survey Report & Recommendations (Deliverables 4 and 5)	5 Days	Month 5

Note on Budget: The professional fees for this activity are budgeted at USD \$24,000 (40 days @ \$600/day). Additional travel and logistical costs for NCOF attendance in Samoa (Savai'i/Upolu) and Kiribati (Tarawa/Kiritimati) are managed separately under the project's national forum budget lines.

Requirements

The successful consultant must demonstrate:

- In-depth understanding of the **Global Framework for Climate Services (GFCS)** and the climate services value chain.
- Expertise in the specific climate information needs of the **Agriculture, Fisheries, and DRR** sectors in the Pacific context.
- Strong familiarity with **National Climate Outlook Forums (NCOFs)** and User Interface Platforms.
- Proven ability to conduct technical assessments and multi-stakeholder consultations at the national level. Travel to Samoa and Kiribati is required for 5 days each.

Essential Qualifications and Experience

- **Education:** Minimum of a postgraduate degree in Meteorology, Climate Science, Agriculture, Environmental Science, Geography, or a related technical field.

- **Professional Experience:** At least **7-10 years of experience** in the climatology field, with a track record of providing technical assistance on climate-related projects.
- **Regional Expertise:** Experience working within the **Pacific Islands region**, particularly with NMHSs or sectoral government agencies, is highly desirable.
- **Analytical Skills:** Demonstrated proficiency in producing high-level technical reports and analysing complex socio-economic and scientific data.
- **Language Skills:** Proficiency in English and ability to produce high-level strategic reports and plans.

Remuneration

- **Budget Allocation:** The consultancy is budgeted for a total of **40 working days**.
- **Professional Fee:** The budgeted rate is **USD \$600 per day**, totaling **USD \$24,000** for the duration of the assignment.
- **Payment Schedule:** Payments will be made upon the submission of a satisfactory survey report and associated deliverables.
- **Taxes:** The consultant is responsible for the settlement of all taxes required by law.

Work Arrangements

The consultant will work under the guidance of the SPREP Pacific Met Desk (Meteorology and Climate Adviser) and coordinate closely with the NMHSs of Samoa and Kiribati. The consultant is expected to provide their own laptop, software, and mobile phone.

Travel is required to Samoa and Kiribati. SPREP will support travel, return airfare and per diem in line with the SPREP Travel Policy.

Duration of the Consultancy

The consultancy is expected to cover a period of **40 working days**, to be completed within the 2026–2027 implementation timeframe.