



# REQUEST FOR TENDERS

RFT: ClimSA\_2024\_005  
File: AP\_3/35  
Date: 3 May 2024  
To: Interested Tenderers/experts/firms  
From: Salesa Nihmei, Meteorology and Climate Advisor

**Subject: Request for tenders (RFT):** Review and update the Pacific Islands Meteorological Strategy (2017 – 2026).

## 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 review and update the Pacific Islands Meteorological Strategy (2017 – 2026).
- 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). Provide examples of past related work outputs. For the Technical and Financial proposals, you may attach these separately.
  - iv. Provide a copy of a valid business registration/license.
- 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. 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). 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.
- 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 10<sup>th</sup> of May 2024. 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 13<sup>th</sup> of May 2024.
- 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 – 70%

Criteria	Detail	Weighting
<b>Qualification</b>	Minimum qualifications of a master's degree in meteorology, Climate Science, Climate Change, Environmental Science, or another relevant technical field is desirable.	10%
<b>Experience</b>	At least 10 years of work experience in Meteorology, with at least 5 years of experience in developing regional strategic	15%



	plans and policy documents relating to meteorology, climate variability and change, disaster risk reduction or other relevant aspects of sustainable development in the Pacific.	
<b>Technical Experience</b>	Experience in international meteorological consultation related to the development of meteorological services and disaster risk management. Familiar with the application of meteorological services in the developing world context, particular experience in the Pacific is desirable.	15%
<b>Technical Skills</b>	Demonstrated experience in applying participatory techniques to enhance multi-sectoral stakeholder engagement and consultation in the development of national or regional policy documents.  Candidates should demonstrate that their performance is driven through independent or collaborative efforts with excellent coordinating and communication skills	15%
<b>Technical Proposal/Methodology</b>	Provided detailed summary on the proposed methodology, execution approach and timeline.	15%

## II. Financial Score – 30%

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

- SPREP may amend, suspend or terminate the RFT process at any time.
- 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>).
- 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.
- 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: 17<sup>th</sup> of May 2024, 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\_2024\_05: Review and update the Pacific Islands Meteorological Strategy (2017 – 2026)'**

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>**



## Annex A: Terms of Reference

### Review and Update of the Pacific Islands Meteorological Strategy (2017 – 2026)

#### Background

In 2017, the Pacific Meteorological Council (PMC) adopted the Pacific Island Meteorological Strategy (PIMS) 2017-2026 upon the advice of the National Meteorological Services (NMHSs), their clients and partners. Updating its objectives, recognising that national, regional, and international contexts have changed, and that much has been achieved since 2017.

The PIMS sets out strategic context and direction for strengthening NMHSs in the region to effectively deliver their basic and core functions on weather, climate, ocean, and water with the capacity to fulfill their responsibilities.

The PIMS strategy identified four priority areas for action and as follow:

- ☞ **Improved weather services**, in particular aviation, marine and public weather services, and establishment of ocean services to support the safety and efficiency of this sector.
- ☞ **Disaster risk reduction**, including implementing the Framework for Resilient Development in the Pacific (FRDP) 2017–2030 and contributing to the Sendai Framework for Disaster Reduction 2015–2030 to protect life and property of Pacific people as well as NMHSs contribution to climate change internationally, regionally, and nationally.
- ☞ **Improved climate and hydrological services**, including implementing the Pacific Roadmap for Strengthened Climate Services (PRSCS) and strengthened collaboration between hydrological and meteorological services.
- ☞ **Integrated observing and communication systems** to support processing and preparation of weather, climate, water and ocean information and services including warnings.
- ☞ **Coordinated support for NMHSs, PMC and the Pacific Meteorological Desk Partnership (PMDP)** to ensure NMHSs have resources to undertake their legislated requirements and service their stakeholders.

The PIMS sets out priority areas in a Matrix of Pacific Outcomes and Activities to be undertaken at the national, regional, and international level. The priorities and actions are supported by a set of institutional partnerships that bring together Pacific Island Countries and Territories (PICTs) members of SPREP and development partners to support meteorological (weather and climate) services in the Pacific region. The PIMS was due for mid-term review in 2021 but due to COVID and lack of funding, this was rescheduled. The review will include the development of a new and updated strategy including updating its objectives, recognising that national, regional, and international contexts have changed, and that much has been achieved since 2017. A consultancy is being sought to carry out this work. The consultancy will be managed by the PMDP within the Climate Change Resilience (CCR) Programme of SPREP.





## Objectives

The Secretariat of the Pacific Environment Programme (SPREP) is now seeking a consultant to:

1. Mid-term review of the Pacific Island Meteorological Strategy (PIMS) 2017-2026.
  - ☞ Review the overall progress of PIMS implementation at the national and regional level in terms of relevance, effectiveness, impacts, and value adding.
  - ☞ Identify gaps and challenges at national and regional level during the implementation of the PIMS and make recommendations on how to address these gaps.
  - ☞ Evaluate how the communities utilize and benefited from the service information (weather, climate, and hydrology) provided by the NMHSs.
  - ☞ Review and evaluate existing priorities of the PIMS and identify emerging or new national and regional priorities.
  - ☞ Align the PIMS with global priorities such as the World Meteorological Organization (WMO) Strategic Plan (2024-2027), Global Framework on Climate Services (GFCS), and regional priorities such as the Framework for Resilient development in the Pacific (FRDP), 2050 Strategy for the Blue Pacific, Weather Ready Pacific Decadal Investment Programme, PMC, and its Panels of experts' priorities.
2. Update the PIMS based on the mid-term review in (1).
3. Develop an appropriate and new monitoring and evaluation framework.

## Methodology

The methodology to be employed includes:

- 1) Conduct initial consultations with SPREP/WMO and establish the strategic work plan process, work plan and schedule.
- 2) Conduct desktop study on the activities through programs, projects and other initiatives implemented by regional agencies, international organizations, countries, and partners in relation to the PIMS. Particular attention should be given to the Weather Ready Pacific (WRP) governance and implementation as well as the review of the PMC and the Secretariat support provided by the PMDP.
- 3) Engage in consultations with the providers and users of Meteorological and Hydrological Services such as WMO regional centers, regional organizations, NMHSs' in the region, socio-economic sectors sensitive to weather and climate, selective communities, and stakeholders.
- 4) Review existing 11 PIMS Pacific Key Outcomes (PKO) and articulate new strategic priorities and goals taking into consideration national and regional priority actions across Pacific Island Countries and Territories (PICTs).
- 5) Present PIMS plan at a glance which includes vision, strategic priorities, core values, long-term goals, and strategic objectives to the PIMS Committee for approval to proceed.
- 6) Update the PIMS plan and develop an implementation plan to translate the strategies.
- 7) Develop a monitoring, evaluation, and reporting template.



- 8) Finalize and present the updated PIMS plan.

## Deliverables

The consultant is expected to produce the following deliverables:

1. Consultant's work plan with timelines;
2. Evaluation report of the PIMS 2027-2026 with recommendations;
3. Consultation with providers and users of Meteorological and Hydrological Services, 14 NMHSs', relevant stakeholders including key sectorial representatives, international and regional partners, vulnerable and marginalized groups;
4. Stakeholders' consultation report;
5. Updated PIMS;
6. Development of an Implementation Plan and a Monitoring and Evaluation (M&E) Framework;
7. Development of a Reporting Template to use for reporting on implementing PIMS; and
8. Final report and presentation during PMC-7.

## Requirements

- 1) Experience with or strong knowledge of meteorological and sustainable development programs and organizations in the Pacific islands is highly desirable.
- 2) Minimum qualifications of a master's degree in meteorology, Climate Science, Climate Change, Environmental Science, or another relevant technical field is desirable.
- 3) At least 10 years of work experience in meteorology, with at least 5 years of experience in developing regional strategic plans and policy documents relating to meteorology, climate variability and change, disaster risk reduction or other relevant aspects of sustainable development.
- 4) Experience in international meteorological consultation related to the development of meteorological services and disaster risk management. Familiar with the application of meteorological services in the developing world context, particular experience in the Pacific is desirable.
- 5) Demonstrated experience in applying participatory techniques to enhance multi-sectoral stakeholder engagement and consultation in the development of regional strategic and policy documents.
- 6) Candidates should demonstrate that their performance is driven through independent or collaborative efforts with excellent coordinating and communication skills.

## Work Arrangements

The consultant will work remotely and be supervised by the Meteorology and Climate Advisor (SPREP). The PIMS Working Group is established, is responsible for the review of the PIMS and will approve reports and deliverables as satisfactory and submit to Meteorology and Climate Advisor (SPREP) for authorized payment. The PMC members may request changes and/or additional information. Additionally, if the consultant is required to conduct regional travel, additional funding will be granted. There are other critical areas of this strategy that are undertaken in parallel and that is the review of the Pacific Roadmap for Strengthened Climate Services (PRSCS), review of PMC and PMDP), review of the Pacific Climate Change Science and Services Research Roadmap (PCCSSRR). The consultant is expected to work together with other consultants undertaking the





above reviews.

## Characteristics of the Consultancy

Type of Consultancy	Individual or firm
Contract Duration	30 days (about 4 and a half weeks) over 4 months.
Place of Work	Home based with travel (the travel arrangement and cost will be paid directly by SPREP)
Means of Payment	The consultant will be paid on the approval of deliverables.

## Timeline & Deliverables

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

Tasks	Key Deliverables & Milestones	Due Date (40 days over 3-months)
1. Familiarization process and initial consultations.	Endorse work plan	2 days
2. Conduct a desktop evaluation of the progress and achievements of the 2017-2026 PIMS Plan in consultation with key stakeholders.	Evaluation report of the 2017-2026 PIMS Plan with recommendations.	5-days
3. Conduct stakeholder consultation workshop with linkages to WMO Strategic plan, new strategic priorities, and user needs.	Stakeholder consultation workshop report	10-days
4. Update the PIMS Plan considering the latest priorities and needs.	Updated PIMS Plan	10-days
4. Develop an implementation plan (IP), a Monitoring & Evaluation (M&E) framework and reporting template of PIMS Plan to PMC.	Implementation Plan & Monitoring and Evaluation Framework	5-days
5. Presentation of the updated PIMS Plan, Implementation plan and Monitoring & Evaluation framework to relevant stakeholders.	Feedback from relevant stakeholders.	5-day
6. Finalize the PIMS Plan, IP and M&E Framework and final presentation.	Final presentation to PMC	3-day