



REQUEST FOR TENDERS

RFT: ClimSA_2024_002
File: AP_3/35
Date: 14 January, 2024
To: Interested Tenderers/experts/firms
From: Terry Atalifo, ClimSA Regional Climate Centre (RCC) Coordinator

Subject: Request for tenders (RFT): Review and update the Pacific Road Map for Strengthened Climate Services (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.

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 Road Map for Strengthened Climate Services (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;



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- 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 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.



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- 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 before 1st February 2024. A summary of all questions received, complete with an associated response, posted on the SPREP website www.sprep.org/tender by 8th February 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
Qualification	Minimum qualifications of a master's degree in Climate Science, Climate Change, Meteorology, Environmental Science, or another relevant technical field	10%
Experience	At least 10 years of work experience in climate services, with at least 5 years of experience in developing national or regional	15%



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	policy and plan documents relating to climate variability and change, disaster risk reduction or other relevant aspects of sustainable development.	
Technical Experience	Experience in international climate consulting related to the development of climate services. Familiar with the application of climate services in the developing world context, particular experience in the Pacific is desirable	15%
Technical Skills	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%
Technical Proposal/Methodology	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: 15th February, 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_02: Review and update the Pacific Road Map for Strengthened Climate Services (2017 – 2026)'

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 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 Road Map for Strengthened Climate Services (2017 – 2026)

Background

In 2015, the third Pacific Meteorological Council (PMC) and the first Ministerial Meeting on Meteorology requested the development of a Pacific Roadmap for Strengthened Climate Services. The objective of the Climate Service Roadmap is to regionalise the Global Framework for Climate Services (GFCS) and provide context and direction to strengthen the National Meteorological and Hydrological Services (NMHS) in the region. This roadmap will also ensure that regional and national climate services target Pacific priorities and providers can fulfill service requirements. It is also aligned to the Pacific Islands Meteorological Strategy (PIMS: 2017-2026) that is now under review. The PIMS has four priority areas for action which includes improved climate services.

The current Climate Service roadmap timeframe is from 2017 to 2026 and is due for review and update. A consultant or consultancy firm will be engaged to review and update the current Climate Service roadmap, working closely with the Pacific Island Climate Service (PICS) Panel members. The review findings will be tabled at the 2024 Pacific Meteorological Council (PMC).

Objectives

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

1. Evaluate the progress and achievements of the 2017-2026 Pacific Roadmap for Strengthened Climate Services (PRSCS).
2. Review and update the 2017-2026 PRSCS for the next 10 years.
3. Develop an Implementation Plan including a Monitoring and Evaluation Framework.

Methodology

The methodology to be employed includes:

- 1) Conduct a desktop evaluation in consultation with relevant stakeholders with emphasis on:
 - a) The progress and achievements of the Climate Service roadmap (2017-2026) implementation, both at the regional (partners) and national level (NMHSs (National Meteorological Hydrological Services)).
 - b) Alignment of such progress and achievements against key strategic and associated policy drivers in the Pacific; and
 - c) New and emerging gaps and needs may be relevant to the next iteration of the PRSCS.
- 2) Perform a desktop review of the evaluation results and make recommendations on a way forward.
- 3) Conduct consultation workshop(s) with relevant stakeholders during the review of the PRSCS.
- 4) Stakeholder consultation will include projects such as, but not limited to:
 - a) Climate and Oceans Support Program for the Pacific (COSPPac);
 - b) Climate Information Services for Resilient Development in Vanuatu (Van-KIRAP);
 - c) Enhancing Climate Information and Knowledge Services for resilience in five (5) island countries of the Pacific Ocean (UNEP CIS-Pac5);
 - d) Climate Risk Early Warning Systems (CREWS);



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- e) Pacific National Adaptation Planning and associated Climate Impact, Vulnerability and Risk Assessments (Pacific NAP-CIVRA); and
 - f) Other nationally led climate projects.
- 5) Consult with and draw clear linkages and/or alignment to interdependencies with new initiatives such as the Weather Ready Pacific (WRP) Program, Regional Training Centre (RTC), the Pacific Climate Change Centre (PCCC), the Pacific Regional Climate Centre (PRCC-N), the Regional Instrument Centre (RIC), the review and update of the Pacific Climate Change Science and Services Research Roadmap (PCCSSRR) and the Pacific Meteorological Council panels.
 - 6) Update the PRSCS considering latest and emerging needs and priorities of the Pacific and align to global climate service framework and other new and emerging regional strategic and policy drivers where appropriate.
 - 7) Develop an Implementation Plan and a Monitoring and Evaluation (M&E) framework of the roadmap.
 - 8) Engage in consultation with the PICs panel, PMC members and partners and other PMC expert/advisory panels (including PIETR and PIMOS), Pacific RCC-N members, National Meteorological & Hydrological Services, and other relevant stakeholders to ensure that these key stakeholders have their say on the draft roadmap, implementation plan and the Monitoring and Evaluation framework.
 - 9) Finalise and present the updated roadmap, implementation plan and M&E framework to all key stakeholders.

Deliverables

The consultant is expected to produce the following deliverables:

1. The 2017-2026 PRSCS Evaluation report and consultant work plan.
2. Deliver stakeholders consultation workshop with 14 NMHS and other relevant stakeholders including key sectorial representatives and other relevant users of climate services and associated (climate adaptation & DRM (Disaster Risk Management)) decision-makers in the Pacific to seek feedback and guidance on areas for update. ClimSA will fund this stakeholder's consultation workshop, the consultant will need to deliver this workshop.
3. Stakeholder's Consultation Workshop Report.
4. Updated PRSCS.
5. Development of an Implementation Plan including a monitoring and evaluation framework.
6. Development of a Reporting Template for PRSCS to PMC.
7. Final report and presentation during PMC-7 for endorsement.

Requirements

- Minimum qualifications of a master's degree in Climate Science, Climate Change, Meteorology, Environmental Science, or another relevant technical field.
- At least 10 years of work experience in climate services, with at least 5 years of experience in developing national or regional policy and plan documents relating to climate variability and change, disaster risk reduction or other relevant aspects of sustainable development.
- Experience in international climate consulting related to the development of climate services. Familiar with the application of climate services in the developing world context, particular experience in the Pacific is desirable.
- Demonstrated experience in applying participatory techniques to enhance multi-sectoral stakeholder engagement and consultation in the development of national or regional policy documents.



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- 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 ClimSA Regional Climate Centre (RCC) Coordinator. The Working Group established under the PICS panel responsible for the review of review of the PRSCS will approve reports and deliverables as satisfactory and submit to ClimSA project manager through the ClimSA RCC Coordinator for authorised payment. The PICS panel may request changes and/or additional information. Also, if the consultant is required to travel for consultation or deliver the stakeholder's consultation workshop, SPREP will facilitate the travel planning and payments for the consultant.

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 (30 days (about 4 and a half weeks) over 4-months)
1. Familiarisation process and initial consultations.	Endorse work plan	2 days
2. Conduct a desktop evaluation of the progress and achievements of the 2017-2026 PRSCS in consultation with key stakeholders.	Evaluation report of the 2017-2026 PRSCS with recommendations.	6-days
3. Conduct stakeholder consultation workshop with linkages to WRP, RTC, PCCC, RCC, RIC & PMC Panels with a report.	Stakeholder consultation workshop report	5-days
4. Update the PRSCS considering the latest priorities and needs.	Updated PRSCS	7-days



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4. Develop an implementation plan (IP), a Monitoring & Evaluation (M&E) framework and reporting template of PRSCS to PMC.	Implementation Plan & Monitoring and Evaluation Framework	6-days
5. Presentation of the updated PRSCS, Implementation plan and Monitoring & Evaluation framework to relevant stakeholders.	Feedback from relevant stakeholders.	3-day
6. Finalise the PRSCS, IP and M&E Framework and final presentation	Final presentation to PMC	1-day