

REQUEST FOR TENDERS

RFT: ClimSA/2025/008

File: AP 3/35

Date: 10 September, 2025

To: Interested suppliers

From: Wati Kanawale, Finance & Administration Officer, ClimSA Project

Subject: Request for tenders (RFT): Review and Update of the Pacific Island 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. This tender is developed under the Intra-ACP ClimSA (Climate Services and Applications) Project funded by the European Union (EU). The ClimSA Project aims to ensure climate information in Samoa is accurate, accessible, and actionable. For more information about the ClimSA: <https://www.sprep.org/climsa>
- 1.4. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from bidders to review and update the Pacific Meteorological Strategy (2017-2026).
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.4. The successful vendor 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 suppliers must meet the following conditions:
- Provide three referees relevant to this tender submission, including the most recent work completed;
 - Provide three referees relevant to this tender submission, including the most recent work completed;
 - 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.
 - Provide a copy of valid business registration/license.
- 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 **SPREP Declaration of honour** 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 bidder satisfies the conditions stated above 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 outline the interested bidder's complete proposal: methods, timeframes and costs.
- 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 supply made by the company.
- 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.
- 4.9. Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 26 September 2025. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 30 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 supplier 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:

I. Technical Score – 80%

Criteria	Detail	Weighting
Qualification	Minimum qualifications of a master's degree in meteorology, Climate Science, Climate Change, Environmental Science, Disaster Risk Management or another relevant technical field is desirable. A PhD or equivalent experience in relevant areas will be an asset.	10%
Experience	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 in the Pacific region. Please provide information and links to previously produced documents or strategies.	20%
Technical Experience	Experience in international meteorological consultation related to the development of meteorological strategic frameworks and action plans. Familiar with the application of meteorological 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.	20%

II. Financial Score – 20%

The following formula shall be used to calculate the financial score for ONLY the proposals which score 70% or more in the technical criteria:

$$\text{Financial Score} = a \times \frac{b}{c}$$

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

7. Variation or Termination of the Request for Tender

- 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: 01 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/ClimSA/2025/008: Review and Update of the Pacific Island Meteorological Strategy (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 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 1: Terms of Reference

Background

The Pacific Island Meteorological Strategy (PIMS) sets out the strategic context and direction for strengthening National Meteorological and Hydrological Services (NMHSs) in the Pacific region to effectively deliver their basic, core and mandatory functions on weather, climate, ocean, and water with the capacity to fulfill their responsibilities. In 2017, the Pacific Meteorological Council (PMC) adopted the Pacific Island Meteorological Strategy (PIMS) 2017-2026 upon the advice of the NMHSs, their clients and partners, with activities implemented and much have been achieved to date.

The current PIMS strategy identified five priority areas for action and as follows:

- ☞ **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 strengthening the NMHSs capacity to implement Multi-Hazard Early Warning System (MHEWS) and the Framework for Resilient Development in the Pacific (FRDP) 2017–2030 to protect life and property of Pacific people as well as NMHSs contribution to climate change work 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 as Pacific Key Outcomes (PKOs) 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, technical and development partners to support meteorological (weather and climate) services and hydrological (flood monitoring and forecasting) in the Pacific region.

This strategic plan was due for mid-term review in 2021 but due to COVID-19, lack of funding and necessary alignment to emerging new programs such as the Weather Ready Pacific (WRP) and Early Warnings for All (EW4All), this was rescheduled. In addition, given the evolving environmental, technological and socio-economic landscape, the review of the PIMS is both timely and necessary. Funding is provided by the Intra-ACP Climate Services and Related Application Project (ClimSA) through the European Union for the review and update of the PIMS strategy. This review will include providing a progress report on the implementation of the PIMS 2017-2026, achievements and gaps, as well as the development of a new and updated strategy that ensures relevance and responsiveness to current priorities, incorporating scientific and technological advances, enhance regional coordination and capacity building, aligning with global and regional policy shifts, integrating lessons learned and stakeholder feedback. A consultancy is being sought to carry out this work. The consultancy will be managed by the Climate Science and Information (CSI) Programme of SPREP.

Objective

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

1. Evaluate, assess, review and update the Pacific Island Meteorological Strategy (PIMS) 2017-2026.
 - ☞ Evaluate PIMS (2017-2026) implementation at the national and regional level in terms of relevance, effectiveness, efficiency, sustainability, impacts, coherent, and value adding.
 - ☞ Identify issues, gaps, challenges and needs at national and regional levels during the implementation of the PIMS (2017-2026) and make recommendations on how these are to be addressed in the updated Strategy.
 - ☞ Assess how PIMS (2017-2026) is integrated into national and regional frameworks, strategies, and policies, including its benefits, and identify issues, gaps, challenges, and areas for improvement.
 - ☞ Assess how stakeholders, users at the local, community and national levels, utilize and benefited from the implementation of the PIMS at the national level through the NMHSs provision of services, information, and data (weather, climate, ocean and hydrology), and identify issues, gaps, challenges, needs and requirements for hydro-meteorological services.
 - ☞ Identify emerging, new and additional national and regional priorities, review and update existing priorities of the PIMS.
 - ☞ Assess and consider recommendations from the PMC and CSI review to be strategically included in the PIMS.
 - ☞ Assess and strategically incorporate the coordination mechanisms established by the Weather Ready Pacific (WRP) and the PMC.
 - ☞ Provide clear linkages to the Pacific Roadmap for Strengthened Climate Services (completed), the Climate Change Science Research Roadmap and the Pacific Hydrology Strategy that are being developed.
 - ☞ Align the new strategy to the SPREP Strategic Plan that is currently being developed for 2027-2036
 - ☞ Assess and strategically 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 Continent, Weather Ready Pacific (WRP) Decadal Investment Programme, PMC, and its Panels of experts' priorities.
2. Update the PIMS based on the evaluations, assessments, consultations and reviews carried out in (1) above.
3. Develop an Implementation Plan and related budget.
4. Develop Monitoring and Evaluation (M&E) Framework and reporting templates,
5. Develop a Sustainability Framework with a clear Resource Mobilization Strategy.
6. Develop a Communication and Public Outreach Framework.

Methodology

The methodology to be employed includes:

- 1) Conduct initial consultations with SPREP and WMO and establish the strategic work plan process, work plan and schedule.
- 2) Conduct consultations with NMHSs of the PMC, PMC Panels, SPREP and WMO on the progress in implementing the PIMS 2017-2026
- 3) Conduct consultations with selected hydrological services and National Disaster management Offices
- 4) Conduct desktop study on the activities through programmes, projects and other initiatives implemented by

regional and international organizations, countries, and partners in relation to the PIMS. Particular attention should be given to the WRP governance, implementation and coordination mechanism, PMC and its panels of experts coordination mechanism, the review of the PMC and PMDP and the Secretariat support provided by the Pacific Meteorological Desk Partnership (PMDP), the Pacific Roadmap for Strengthened Climate Services (PRSCS) 2024-2033 (endorsed in 2024), review of PMC and PMDP (completed in 2025), review of the Pacific Climate Change Science and Services Research Roadmap (PCCSSRR), (ongoing) and the Pacific Hydrology Strategy. The consultant(s) is expected to work together with other consultants undertaking the above reviews and the alignment of WRP to the Early Warnings for All (EW4All), ongoing.

- 5) Consult and discuss with SPREP's Executive, Strategic Planning and Resource Mobilisation Department on SPREP's new Strategic Plan; Climate Change Resilience Programme and the Pacific Climate Change Centre, Finance, Communications and Outreach as well as Human Resources Department on linkages and how they can support the new PIMS strategy
- 6) Attend the regional consultation workshops organized by SPREP and develop an agenda for the meeting to collect some of the required information
- 7) Conduct consultations with the providers of hydro-meteorological services such as the WMO regional centers, and NMHSs in the region.
- 8) Conduct consultations with the Pacific Community (SPC) on the Disaster risk management programme, Ocean Science and Hydrology to inform the new PIMS.
- 9) Conduct consultations with collaborating partners such as regional organizations and institutions (SPREP, SPC, FFA, PIFS, PTA, PASO, SPTO, USP, others), UN agencies, including regional and national academic institutions in the region.
- 10) Conduct consultations with the Pacific Disability Forum (PDF) and special groups such as women, children, youth, people with disability, etc.
- 11) Conduct consultations with socio-economic sectors including marine, aviation, water, health, tourism, agriculture, energy, fisheries, etc.
- 12) Review the existing 11 PIMS PKOs and articulate new strategic priorities and goals taking into consideration national and regional priority actions across the PICTs.
- 13) Present the draft updated PIMS to the PIMS Working Group for review and approval to proceed.
- 14) Update and develop the final draft updated PIMS.
- 15) Develop an Implementation Plan including budget.
- 16) Develop a Monitoring and Evaluation (M&E) Framework and reporting templates.
- 17) Develop a Sustainability Framework with a clear Resource Mobilization Strategy.
- 18) Develop a Communication & Public Outreach Framework.
- 19) Develop a summary of the final updated PIMS including the Implementation Plan, the M&E Framework, the Sustainability Framework, with a clear Resources Mobilization Plan, Communication & Public Outreach Framework including and present these at PMC-8

Deliverables

The consultant is expected to produce the following deliverables:

- 1) An Inception Report highlighting the consultant's work plan with timelines and methodology.
- 2) Final report of the desk-top review.
- 3) Final evaluation report on PIMS 2017-2026 implementation using the Organization of Economic Cooperation and Development, Development Assistance Committee (OECD DAC) and European Union (EU) evaluation criteria including benefits, issues, gaps, challenges, needs, and recommendations identified through the assessment of PIMS 2017-2026 utilization and integration with national and regional frameworks, strategies, policies; the assessment of stakeholders, users utilizing and benefiting from the services, information, and data (weather, climate, ocean and hydrology) provided by the NMHSs; assessment of recommendations from

the PMC and PMDP review; functions of the CSI Programme; assessment of the WRP and PMC coordination mechanism; and assessment of alignment with regional and global frameworks.

- 4) Individual countries and territories progress reports of how they have implemented the PIMS 2017-2026. The summary progress reports should highlight key achievements under the 11 PKO's including staffing, funds (government and projects), policies and legislation, and other achievements. It should also include gaps and priority needs. A summary of this report will be presented to the fourth Pacific Ministerial Meeting on Meteorology (PMMM-4).
- 5) Stakeholders' consultation final report which includes consultations with providers and users of hydro-meteorological services, regional organizations and institutions, academic institutions, special groups, socio-economic sectors.
- 6) Updated Pacific Island Meteorological Strategy (PIMS 2026-2035).
- 7) PIMS Implementation Plan including budget.
- 8) PIMS Monitoring and Evaluation (M&E) Framework including reporting templates.
- 9) PIMS Sustainability Framework with clear resource mobilization plan.
- 10) PIMS Communication and Public Outreach Framework.
- 11) Final summary report of final updated PIMS including the Implementation Plan, the M&E Framework, the Resources Mobilization Strategy, and the Sustainability Framework, and presentation for PMC-8.

Requirements

- 1) Experience with and excellent knowledge in meteorology, sustainable development programs and organizations in the Pacific islands is highly desirable.
- 2) Minimum qualifications for a master's degree in Meteorology, Climate Science, Climate Change Science, Disaster Risk Management, Environmental Science, Public Policy, Strategic Planning & Foresight, Business Administration, Communication and media or another relevant technical field are desirable. A PhD or equivalent experience in relevant areas will be an asset.
- 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 in the Pacific region.
- 4) Experience in international meteorological consultation related to the development of meteorological strategic frameworks and action plans. Familiar with the application of meteorological services in the developing world context, particular experience in the Pacific is desirable. Similarly, experience in designing monitoring and evaluation (M & E) frameworks and templates, development of communication strategies and public outreach plans, budgeting and resource mobilization for large scale or donor funded initiatives.
- 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 coordination and communication skills.

Work Arrangements

The consultant will work remotely and be supervised by the Director of the Climate Science and Information Programme at SPREP including the PIMS Working Group. The PIMS Working Group will be established, and responsible for the review of the PIMS and make recommendations if the reports and deliverables are satisfactory and submit them to the Director (CSI-SPREP) for endorsement and authorize payment. The PMC members may request changes and/or additional information. Additionally, if the consultant is required to conduct regional travel for workshops and national consultations, additional funding will be granted.

Characteristics of the Consultancy

Type of Consultancy	Individual or firm
Place of Work	Home based with travels
Means of Payment	The consultant(s) will be paid upon the submission and approval of deliverables by the SPREP CSI OIC.
Contract Duration	80 days over 8 months

Timeline & Deliverables

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

Tasks	Key Deliverables & Milestones	Due Date (80 days over 8-months)
1) Familiarization process, initial consultations, an inception report highlighting workplan with time-lines, and methodology.	Final draft inception report and work plan endorsed.	5 days
2) Conduct a desktop study of the activities through programmes, projects and other initiatives implemented by regional organizations, international organizations, countries, and partners in relation to the PIMS.	Final report of desktop review endorsed.	15-days
3) Conduct stakeholders' consultations with providers and users of hydro-meteorological services through workshops, physical and virtual meetings and surveys.	Final stakeholders' consultations report endorsed	20-days
4) Review and update the PIMS, present it to the PIMS Working Group for review and seek approval to proceed.	Updated PIMS presented to the PIMS Working Group for approval	10-days
5) Develop the PIMS Implementation Plan including a budget	Final draft of the PIMS Implementation Plan endorsed	5-days

6) Develop a Monitoring & Evaluation Framework with reporting templates.	Final draft Monitoring and Evaluation Framework endorsed	5-days
7) Develop a Sustainability Framework with a Resource Mobilization Plan	Final draft Sustainability Framework endorsed	10-days
8) Develop a Communication and Public Outreach Framework	Final draft Communication and Public Outreach Framework endorsed	5-days
9) Develop a summary report and presentation on the finalized updated PIMS, the Implementation Plan, the Monitoring and Evaluation, the Sustainability Plan with the Resource mobilization plan, and the reporting templates for the new PIMS for PMC-8.	Final report on updated PIMS, the Implementation Plan, the Monitoring and Evaluation Framework, the Sustainability Plan with the Resources Mobilization Plan, and the reporting templates presented at PMC-8	5-days

End...