



# REQUEST FOR TENDERS

RFT: ClimSA\_2025\_009

File: AP\_3/35

Date: 15 October, 2025

To: Interested consultants

From: ClimSA Project Finance and Administration Officer

**Subject: Request for tenders (RFT): National Technical Support Officer (NTSO) for Samoa (Service Based Consultancy) – ClimSA Project – to implement ClimSA Samoa activities and provide technical support/services to the Samoa Meteorology Division.**

## 1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organization 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 is seeking to recruit a qualified and experienced National Technical Support Officer (Service-Based Consultancy) to implement ClimSA Samoa activities and provide technical support/services to the Samoa Meteorology Division.
- 2.2 The National Technical Support Officer is expected to work on a full-time consultancy basis and will commence as soon as practicable, 01 December 2025 until 30 November 2027.



- 2.3 The consultant will work under the direction of the Assistant Chief Executive Officer (ACEO), Samoa Meteorology Division and submit reports through the ACEO to the ClimSA Project Manager at SPREP against agreed work plans and project deliverables.
- 2.4 The Terms of Reference (ToR) and the specific statement of work for the consultancy are set out in Annex A.
- 2.5 The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: <https://www.sprep.org/attachments/Publications/Corporate Documents/spreporganisational-values-code-of-conduct.pdf>. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.6 SPREP Standard Contract Terms and Conditions are non-negotiable

### 3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
- i. Must be a National or Permanent Resident of Samoa and currently resides in Samoa
  - ii. Be able to demonstrate that he/she is legally entitled to work in Samoa
  - iii. Be willing and able to travel to project sites throughout Samoa.
  - iv. Have an excellent command of spoken and written English and local language.
  - v. Demonstrated experience in seasonal forecasting with involvement in climate research as well as excellent knowledge of, and a demonstrable track record working on Pacific Islands Climate Services panels, climate change and disaster resilience, vulnerability reduction and climate change adaptation and mitigation projects, preferably in the Pacific Islands region, with excellent knowledge of emerging climate change and disaster resilience issues and challenges faced by the Pacific region
  - vi. At least 3 years of experience in the climatology field, with at least 2 of those years providing technical assistance on projects related to climate or climate change and disaster resilience, preferably nationally or within the Pacific Islands region.
  - vii. Minimum qualifications of a bachelor's degree in Climate Science, Climate Change, Geography, Environmental Science, Meteorology, or other relevant technical fields.
  - viii. At least 3 years' experience working in government agencies or non-governmental stakeholders.
- 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 applicant satisfies the conditions stated above and is capable of meeting the requirements as stipulated in the ToR. 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).*  
*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.
- 4.3. Provide three referees relevant to this tender submission, including the most recent work completed.
- 4.4. Tenderers/bidders shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award; SPREP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 4.5. The tenderer/bidder might be requested to provide additional information relating to their submitted proposal, if the Tender Evaluation Committee requests further information for the purposes of tender evaluation. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6. The submitted tender proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential tenderer/bidder can provide services for.
- 4.7. The Proposal must remain valid for 90 days from date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of tender.

## 5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to [procurement@sprep.org](mailto:procurement@sprep.org) before 10 November 2025. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 14 November 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 tenderer on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer satisfies the following criteria.

| Detail  | Weighting |
|---|-----------|
| Minimum qualifications of a bachelor's degree in Climate Science, Climate Change, Geography, Environmental Science, Meteorology, or other relevant technical fields   | 10%       |
| At least 3 years of experience in the climatology field, with at least 2 of those years providing technical assistance on projects related to climate or climate change and disaster resilience, preferably nationally or within the Pacific Islands region | 20%       |
| Demonstrated experience in seasonal forecasting with involvement in climate research as well as excellent knowledge of, and a demonstrable track record   | 40%       |



working on Pacific Islands Climate Services panels, climate change and disaster resilience, vulnerability reduction and climate change adaptation and mitigation projects, preferably in the Pacific Islands region, with excellent knowledge of emerging climate change and disaster resilience issues and challenges faced by the Pacific region. Demonstrated track record in project management, including work planning, partner oversight, reporting, monitoring, and evaluation would be an advantage

Demonstrated experience in capacity building

20%

Excellent command of spoken and written English and local language and knowledge of the Samoa governmental processes and procedures will be an advantage

10%

## 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: 21 November 2025 at 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\_009: **National Technical Support Officer (NTSO) for Samoa (Service Based Consultancy) – ClimSA Project – to implement ClimSA Samoa activities and provide technical support/services to the Samoa Meteorology Division.**

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 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/award and to consider localized 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**

### **National Technical Support Officer (NTSO) for Samoa (Service Based Consultancy) – ClimSA Project**

#### **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.

### **Services Required**

SPREP is seeking the services of a suitably qualified National Technical Support Officer (NTSO) for Samoa to be appointed on a full-time service consulting basis to implement ClimSA Samoa activities and provide technical support/services to the Samoa Meteorology Division.

### **Scope of Consultancy**

The NTSO lead the implementation of ClimSA-related activities for Samoa and provides technical support/services to Samoa Meteorology Division, working closely with SPREP, EU JRC, & WMO. Specific activities include:

- ✓ Coordination and implementation of ClimSA activities.
- ✓ Ensure the definition and timely implementation of the monitoring and evaluation (M&E) plan, including adherence to experimental design principles
- ✓ Development and demonstration of the National Climate Services production chain. Leading with the support of SPREP and technical partners to effectively implement and report on successes and learning of this initiative at the national and regional levels. Responsible for the development of the sustainability plan for NCOFs and sectoral products.
- ✓ Support the assessment of existing gaps in climate observing networks on the produced climate services and develop a plan for Samoa to improve observations to support climate services with WMO. Produce a detailed procurement plan.
- ✓ Produce workplan and budgets for Samoa-related activities. Perform monitoring and evaluation functions and progress reports and work closely with the Knowledge Brokerage Officer to increase the visibility of the ClimSA project at the national level.
- ✓ Supporting capacity gaps assessment and development and demonstrating the national climate services value chain.
- ✓ Support the organisation and facilitation of national and sectoral forums (e.g., NCOF), workshops and training, and report on successes and learning from initiatives under the Action.
- ✓ Strengthen relationship and communication between NMHSs and sectors; collect information to inform tailored products, support development of case studies and other relevant national activities of the Action.
- ✓ Ensure coordination of project activities with other on-going, in-country initiatives.
- ✓ Report and provide feedback on the project strategies, activities, progress and challenges to the ACEO Meteorology Division.
- ✓ Any other work assigned by the ClimSA team and ACEO Meteorology Division

### **Requirements**

To ensure inclusivity, this position welcomes applicants with diverse backgrounds who possess relevant experience and skills in project coordination, climate or environmental work, and stakeholder engagement.

### **Essential Qualifications and Experience:**

- A minimum of a bachelor's degree in a relevant field such as Environmental Science, Climate Change, Geography, Development Studies, Disaster Risk Management, or other related disciplines.





- At least three years of professional experience in project coordination, development, or technical support roles related to climate, environment, or resilience; experience within the Pacific region is an advantage.
- Demonstrated ability to work across sectors (e.g., agriculture, water, disaster management, or planning) and to coordinate multi-stakeholder projects.
- Proven project management skills, including work planning, reporting, and monitoring.
- Strong written and verbal communication skills, with experience preparing reports, organizing meetings, and facilitating capacity-building activities.
- Ability to build and maintain effective partnerships with government institutions, development partners, and community stakeholders.
- Excellent organizational, interpersonal, and analytical skills.
- Must be a national or permanent resident of Samoa and legally entitled to work in Samoa.

#### **Desirable:**

- Familiarity with climate data, information systems, or climate change adaptation frameworks would be an asset but not mandatory.
- Experience working with meteorological or environmental agencies, or with development projects in related sectors, would be an advantage.

#### **Remuneration**

- ✓ The final offer will be discussed with the selected candidate based on qualifications and level of experience. The payment will be made monthly upon submission of a satisfactory report based on agreed work plans and project deliverables for the previous month.
- ✓ There will be an operational budget for agreed disbursements, including travel and per diem. Travel throughout the focal area will be required and paid for through the individual project's travel budget.
- ✓ The consultant will be expected to provide and cover the costs of their mobile phone, laptop/computer equipment and associated software and stationery as part of the contract agreement.
- ✓ The consultant will be liable for the settlement of their taxes as required by law.

#### **Work arrangements**

The consultant will be based at the Samoa Meteorology Division in Mulinu'u. The consultant will work under the direction of the Assistant Chief Executive Officer (ACEO), Samoa Meteorology Division and submit reports through the ACEO to the ClimSA Project Manager at SPREP against agreed work plans and project deliverables.

The consultant must demonstrate that they are legally entitled to work in Samoa.

#### **Duration of the Consultancy**

The consultancy will commence as soon as practicable, 01 December 2025 to 30 November 2027.