

REQUEST FOR TENDERS

RFT: ClimSA 2025_013
File: AP 3/35
Date: 26 November, 2025
To: Interested consultants
From: Naheed Hussein, ClimSA Project Manager

Subject: Request for tenders (RFT): Procurement Consultant – ClimSA Project

1. Background

- 1.1. The Secretariat of the Pacific Regional Environment Programme (SPREP) is an intergovernmental organisation charged with promoting cooperation among Pacific islands countries and territories to protect and improve their environment and ensure sustainable development.
- 1.2. SPREP approaches the environmental challenges faced by the Pacific guided by four simple Values. These values guide all aspects of our work:
 - We value the Environment
 - We value our People
 - We value high quality and targeted Service Delivery
 - We value Integrity
- 1.3. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services as a Procurement Consultant for ClimSA Project.
- 2.2. The Terms of Reference of the consultancy are set out in Annex A.
- 2.3. The successful consultant must supply the services to the extent applicable, in compliance with SPREP's Values and Code of Conduct: <https://library.sprep.org/sites/default/files/sprep-organisational-values-code-of-conduct.pdf>. Including SPREP's policy on Child Protection, Environmental Social Safeguards, Fraud Prevention & Whistleblower Protection and Gender and Social Inclusion.
- 2.4. SPREP Standard Contract Terms and Conditions are non-negotiable

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested consultants must meet the following conditions:
 - i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 - ii. Provide three referees relevant to this tender submission, including the most recent work completed;
 - iii. Complete the **tender application form** provided (*Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered*).

Provide examples of past related work outputs

For the Technical and Financial proposals you may attach these separately.

iv. Must meet local registration requirements

3.2 Tenderers must declare any areas that may constitute conflict of interest related to this tender and sign the **conflict of interest form** provided.

3.3 **Tenderer is deemed ineligible due to association with exclusion criteria, including** bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.

3.4 Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall **into** any of the exclusion situations cited in 3.3 above and where applicable, that they have taken adequate measures to remedy the situation.

4. Submission guidelines

4.1. Tender documentation should demonstrate that the interested consultant satisfies the conditions stated above and in the Terms of Reference and is capable of meeting the specifications and timeframes. Documentation must also include supporting examples to address the evaluation criteria.

4.2. Tender documentation should be submitted in English and outline the interested consultant's complete proposal:

a) **SPREP Tender Application form and conflict of interest form.** *(Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered).*

Provide examples of past related work outputs

For the Technical and Financial proposals you may attach these separately.

b) **Honour form**

c) **Curriculum Vitae** of the proposed personnel to demonstrate that they have the requisite skills and experience to carry out this contract successfully.

d) **Technical Proposal** which contains the details to achieve the tasks outlined in the Terms of Reference.

e) **Financial Proposal** – provide a detailed outline of the costs involved in successfully delivering this project submitted in United States Dollars (USD) and inclusive of all associated taxes.

f) Where relevant provide:

- i. Business registration/license (For Entities/ Individual consultant's as per relevant national legislations)
- ii. Tax Identification Number (TIN) Letter (If applicable for Individual consultant's as per relevant national legislations)

4.3. Provide three referees relevant to this tender submission, including the most recent work completed.

- 4.4. Tenderers/bidders shall bear all costs associated with preparing and submitting a proposal, including cost relating to contract award; SPREP will, in no case, be responsible or liable for those costs, regardless of the conduct or outcome of the bidding process.
- 4.5. The tenderer/bidder might be requested to provide additional information relating to their submitted proposal, if the Tender Evaluation Committee requests further information for the purposes of tender evaluation. SPREP may shortlist one or more Tenderers and seek further information from them.
- 4.6. The submitted tender proposal must be for the entirety of the Terms of Reference and not divided into portions which a potential tenderer/bidder can provide services for.
- 4.7. The Proposal must remain valid for 90 days from date of submission.
- 4.8. Tenderers must insist on an acknowledgement of receipt of tender.

5. Tender Clarification

- 5.1. a. Any clarification questions from applicants must be submitted by email to procurement@sprep.org before 19 December 2025. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 23 December 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 consultant on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer offers the best value for money, and that the tender satisfies the following criteria:
- 6.2. A proposal will be rejected if it fails to achieve 70% or more in the technical criteria and its accompanying financial proposal shall not be evaluated.

I. Technical Score – 80%

Criteria	Detail	Weighting
Qualification	Bachelor's degree in Procurement, Business Administration, Management, Finance, or related field	10%

Technical Experience	Minimum of 5 years' experience in procurement and contract management in donor-funded or public sector projects. Experience drafting tenders, contracts, and evaluation reports.	20%
Other Experience	Demonstrated understanding of international procurement rules (EU, UN, CROP agency or similar). Strong coordination and communication skills, with ability to manage multiple procurement activities simultaneously. Familiarity with logistics, shipping, and customs clearance in Pacific contexts	20%
Desired	Experience working with regional or international organizations (SPREP, SPC, FAO, UNDP, etc.) in the Pacific region. Knowledge of Pacific market and suppliers. Certification in procurement (e.g. CIPS Level 3 or higher) is an advantage.	10%
Proposed Methodology and Work Approach	The proposal must outline a structured, feasible, and results-oriented methodology for delivering the assignment	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: 9 Jan 2026, midnight (Apia, Samoa local time).**



- 8.2. Late submissions will be returned unopened to the sender.
- 8.3 Please send all tenders clearly marked 'RFT ClimSA 2025_013: **Tender name Procurement Consultant – ClimSA Project**

Mail: SPREP
Attention: Procurement Officer
PO Box 240
Apia, SAMOA
Email: tenders@sprep.org (MOST PREFERRED OPTION)
Fax: 685 20231
Person: Submit by hand in the tenders' box at SPREP reception,
Vailima, Samoa.

Note: Submissions made to the incorrect portal will not be considered by SPREP. If SPREP is made aware of the error in submission prior to the deadline, the applicant will be advised to resubmit their application to the correct portal. However, if SPREP is not made aware of the error in submission until after the deadline, then the application is considered late and will be returned unopened to the sender.

SPREP reserves the right to reject any or all tenders and the lowest or any tender will not necessarily be accepted.

SPREP reserves the right to enter into negotiation with respect to one or more proposals prior to the award of a contract, split an award/awards and to consider localised award/awards between any proposers in any combination, as it may deem appropriate without prior written acceptance of the proposers.

A binding contract is in effect, once signed by both SPREP and the successful tenderer. Any contractual discussion/work carried out/goods supplied prior to a contract being signed does not constitute a binding contract.

For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website <http://www.sprep.org/accountability/complaints>

Annex A: Terms of Reference

Procurement Consultant – ClimSA Pacific Project

1. Background

The *Intra-ACP Climate Services and Related Applications (ClimSA) Programme* is a European Union-funded initiative implemented through the Secretariat of the Pacific Regional Environment Programme (SPREP) to strengthen climate information and services across the Pacific region.

Funded by the European Union, the Intra-ACP Climate Services and Related Applications (ClimSA) project aims to support the climate information services value chain with technical and financial assistance, infrastructure, and capacity building. This will ultimately 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 in the Pacific region.

Pacific National Meteorological and Hydrological Services (NMHSs) as custodians of weather climate, hydrological (or water) and other related environmental information, play a pivotal role in the monitoring of weather, climate and hydrological hazards however many of the NMHSs operate with infrastructure and staffing constraints that limit their capability.

To ensure timely delivery of key project procurements—including specialized equipment, services, and consultancy contracts—the project seeks to engage a **Procurement Consultant**. The consultant will provide technical support in procurement planning, tender preparation, evaluation, contract management, and logistics coordination in line with SPREP and EU procurement requirements.

2. Objective

The objective of this consultancy is to provide specialized procurement and contract management support to ensure that all procurement actions under the ClimSA project are conducted efficiently, transparently, and in compliance with donor and SPREP procurement policies and procedures.

3. Scope of Work

The Procurement Consultant will be responsible for:

A. Procurement Planning and Coordination

- Support the ClimSA Project Manager in preparing and updating the project procurement plan.
- Engage with participating countries and project partners to define procurement specifications, technical requirements, and scopes of work.
- Advise on appropriate procurement methods (e.g. open tender, restricted, direct contracting) in line with SPREP rules.

B. Tender and Contract Documentation

- Draft Requests for Quotation (RFQs), Requests for Proposals (RFPs), and Bidding Documents including evaluation criteria.
- Prepare and issue tender notices, coordinate bid evaluation, and prepare evaluation reports.
- Draft and finalize Letters of Agreement (LoAs), Contracts for Services, and Purchase Orders.
- Ensure documentation is complete and auditable for all procurement files.



C. Contract Management and Monitoring

- Support contract administration and ensure deliverables are tracked and verified.
- Maintain a contracts tracker with key milestones, deliverables, and payment schedules.
- Prepare monthly or quarterly contract management reports summarizing contract performance, delays, risks, and compliance actions.
- Liaise with suppliers, contractors, and consultants to resolve procurement or delivery issues.

D. Logistics and Shipment Coordination

- Provide advice on international shipment arrangements, customs clearance, and import duties for project goods.
- Coordinate with SPREP administration and national focal points on import procedures in participating countries (e.g. Samoa, Fiji, Tonga, Kiribati, Nauru).

E. Capacity Building and Compliance

- Ensure all procurement activities adhere to SPREP and EU procurement policies.
- Provide brief guidance to project staff and country counterparts on procurement compliance and documentation standards.

4. Deliverables

No.	Deliverable	Description	Frequency / Time-line
1	Updated Procurement Plan	Consolidated plan covering all ongoing and upcoming procurements	Within 1 month of contract start
2	Tender Packages	Complete documentation for approved procurements	As required
3	Evaluation Reports	Bid evaluation and recommendation reports	As required
4	Contract Management Tracker	Updated contract register with deliverable tracking	Monthly
5	Procurement & Contract Reports	Summary of procurement status, issues, risks, and compliance	Quarterly
6	Final Consultancy Report	Summary of procurement completed, performance review, and recommendations	End of contract

5. Duration and Duty Station

The consultancy is expected to run for **12 to 18 months**, depending on performance and the consultant's proposed rate within the approved budget.

6. Reporting and Supervision

The consultant will report directly to the **ClimSA Project Manager** and work closely with the **SPREP Procurement and Finance teams** to ensure compliance and alignment with institutional processes.

7. Qualifications and Experience



Essential

- Bachelor's degree in Procurement, Business Administration, Management, Finance, or related field.
- Minimum of **5 years' experience** in procurement and contract management in donor-funded or public sector projects.
- Demonstrated understanding of international procurement rules (EU, UN, CROP agency or similar).
- Experience drafting tenders, contracts, and evaluation reports.
- Strong coordination and communication skills, with ability to manage multiple procurement activities simultaneously.
- Familiarity with logistics, shipping, and customs clearance in Pacific contexts.

Desirable

- Experience working with regional or international organizations (SPREP, SPC, FAO, UNDP, etc.) in the Pacific region.
- Knowledge of Pacific market and suppliers.
- Certification in procurement (e.g. CIPS Level 3 or higher) an advantage.

8. Remuneration

The total consultancy budget is **USD 54,000** for the full assignment period (12–18 months). The consultant will propose a monthly or lump-sum rate within this ceiling, inclusive of professional fees, taxes, and any related costs.

Payments will be made based on satisfactory delivery of agreed deliverables and approval by the ClimSA Project Manager.

9. Work Arrangement

The Consultant will work under the overall supervision of the **ClimSA Project Manager** and in close collaboration with the **Climate Science & Information (CSI) Division**, the **Procurement Unit**, and other relevant SPREP teams.

The preferred modality is for the Consultant to be **based on-site at the SPREP Headquarters in Apia, Samoa**, to ensure effective coordination with project staff, timely engagement with SPREP's procurement processes, and direct access to internal systems and stakeholders.

However, **remote work arrangements may be considered** depending on the Consultant's proposal, availability, and the methodology outlined in their technical offer. In the case of remote delivery, the Consultant will be required to ensure:

- Reliable connectivity and availability during SPREP business hours (GMT+13) for virtual meetings;
- Ability to access and work securely with SPREP project documentation and procurement systems;
- Clear communication protocols and agreed timelines for deliverables.



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All deliverables must be submitted electronically using SPREP-approved templates and formats. Travel to SPREP or Member countries may be required subject to project needs and will be coordinated in accordance with SPREP's travel policies.