

REQUEST FOR TENDERS

RFT: 2025/PCCC/002
File: AP_3/34/9
Date: 30 July, 2025
To: Interested consultants
From: 'Ofa Kaisamy

Subject: Request for tenders (RFT): Short-term Consultancy: Information, Knowledge Management and Brokerage for the Pacific Climate Change Centre (PCCC).

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 information, knowledge management and brokerage services for the Pacific Climate Change Center.
- 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. Must be currently in Samoa and legally entitled to work
 - ii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;
 - iii. Provide three referees relevant to this tender submission, including the most recent work completed;
 - iv. 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

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

- v. Must meet local registration requirements where the consultant is based.
- 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 20 August 2025. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tenders by 22 Aug 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	1) Minimum qualifications of a postgraduate degree in Information/Knowledge Management, Information Science or Resource Management linked to climate change OR a Bachelor degree in lieu, with applied relevant work experience in excess of the minimum required relevant work experience.	5%
Experience	2) At least 7 years' experience in knowledge management and brokerage, preferably in the areas of climate change and climate services, with at least 5 of those years at the strategic and advisory level, preferably within the Pacific Islands region.	15%
	3) Extensive experience in information and resource management and information work within the Pacific Islands country	15%

	contexts including establishing networks, strong understanding of relational databases, information systems with related tools and software packages as well as extensive knowledge of climate change and development issues in the Pacific island context	
	4) Extensive experience and understanding of the following: i. managing databases and information systems within an information service; ii. training users in using the information systems; iii. issues relating to the access and use of information and knowledge in the Pacific.	10%
	5) Demonstrates initiative and ability to think outside the box in dealing with multiple tasks and demanding deadlines as well as excellent understanding and appreciation of environmental ethics, values and priorities within the workplace, ability to be creative, innovative, persistent and resourceful.	10%
	6) Excellent experience in strategic collaboration and networking with donors and partners, developing and maintaining effective relationships with a diverse group of people and as part of a team within a multi-disciplinary and multi-cultural environment	5%
	7) Excellent written and verbal communication skills, including high level of presentation and inter-personal skills, writing including synthesizing and translating scientific and technical information as well as extensive experience in capacity building facilitation and coordination involving a diverse audience and partner organizations.	5%
Technical Proposal / Methodology	Provided detail summary on the proposed methodology, execution, costs, approach and timeline for delivery	15%

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>).
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- 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: 29 August 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 2025-PCCC-002: Information, Knowledge Management and Brokerage Consultancy for the Pacific Climate Change Centre (PCCC)

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

Terms of Reference (ToR) for

Information, Knowledge Management and Brokerage Consultancy for the Pacific Climate Change Centre (PCCC)

1. INTRODUCTION

This is the Terms of Reference (ToRs) for a suitable Information, Knowledge Management and Brokerage consultant to support the work of the PCCC. This consultancy will provide support to the Manager PCCC in the coordination and delivery of the functions and activities related to the knowledge brokerage function of the Centre as stipulated under the MERL and Workplan.

2. BACKGROUND

The Pacific Climate Change Centre (PCCC) is based in Samoa. Since its establishment in 2019 the Centre became operational in 2020. Hosted by the Secretariat of the Pacific Regional Environment Programme (SPREP), the PCCC is a partnership between the Governments of Japan and the Government of Samoa. Climate change practitioners from the Pacific put forward the idea of a regional climate change centre during the Pacific Climate Change Roundtable in Majuro, the Marshall Islands. In 2012, SPREP Secretariat proposed, and countries agreed, and the request was made to Japan through the Samoan Government to construct the PCCC at SPREP headquarters.

The PCCC was established to respond to Pacific needs on climate change and this goal will be realised through undertaking of knowledge generation, brokering and information sharing, technical support through science to services including coordination of research and policy advice, technical support for training and capacity building as well as bringing together people, ideas, and innovation to collectively build a resilience future for the Blue Pacific.

The PCCC fulfils its purpose by providing technical support, advice and expertise as input to national governments, private sector, civil society, and academic institutions to accelerate the implementation of the 2050 Strategy for a Blue Pacific Continent and the SPREP Strategic Plan 2017-2027. The PCCC interventions over the four years have been guided by its Strategy and Business Plan and its four key partnership frameworks for Knowledge Brokerage, Science to Services and Research, Capacity Building and Training and Innovation, with emphasis on strong leadership, engagement, sustainability, and monitoring and evaluation. The PCCC delivers four mutually reinforcing functions:



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- Knowledge brokerage: Building relationships between the producers and users of climate change knowledge so that Pacific Governments and other decision-makers receive timely, robust information in user-friendly formats.
- Applied research: The PCCC will host research projects that are designed to address specific research objectives and priorities identified in the region and which lead to practical outcomes for the Pacific.
- Capacity building through training and learning: The PCCC will be a one-stop-shop for the improved coordination of climate change training and will help the region to more effectively learn from climate change adaptation and mitigation efforts to date.
- Innovation: The PCCC will support the development of innovative products and services which can increase resilience in the Pacific.

3. Objectives of the Consultancy

The overall objective of the Consultancy is to assist the Manager and PCCC team in the coordination, planning and delivery of activities under the knowledge brokerage function which includes the following broad categories:

- Continued regional collaboration and coordination with Pacific countries and partners on knowledge brokerage priorities and shared interests.
- Provide strategic, policy and technical advice and support to the PCCC team in the delivery of its knowledge brokerage activities and ongoing review of high-level documents/guidelines.
- Support and facilitate PCCC-KB capacity building and training initiatives and provide advice on the upgrade and maintenance of PCCC KB tools and systems (Pacific Climate Change Portal, e-learning platform, etc)
- Maintain and foster knowledge brokerage partnership opportunities through networking and regular dialogues with key stakeholders and partners.
- Assist and advise with the preparation of PCCC reporting and implementation monitoring.

4. Scope of Work

The scope of work for the Consultant will include the following tasks and deliverables:

Tasks	Deliverable (s)
<p>1. Regional collaboration and coordination</p> <p>a) Support the MPCCC¹ in coordinating the planning, delivery and implementation of the PCCC's Annual Work Plan, with a focus on the Pacific Climate Change Portal, Climate Change Knowledge Management and Brokerage priorities.</p> <p>b) Coordinate and support the delivery of the PCCC's Strategy and Business Plan MERL², Annual Workplan and specifically the implementation of the Pacific Climate Change Portal, Climate Change Knowledge Management and Brokerage priorities.</p> <p>c) Collaborate and coordinate with PCCC partners and stakeholders on progressing the work of the PCCC and SPREP</p> <p>d) Coordinate and support the delivery, update and progression of the Pacific Climate Change Portal as well as initiatives on Climate Change Knowledge Management and Brokerage</p>	<ul style="list-style-type: none"> • Annual work plan targets and priorities are delivered on time and to a high standard. • Delivers support the PCCC Strategic and Business Plan and Annual Workplan • Pacific Climate Change Portal, Climate Change Knowledge Management and Brokerage work of the PCCC are well established and understood by all stakeholders. • Increased positive collaboration and coordination with partners and stakeholders that support progress of the PCCC and SPREP's work. • The work of the PCCC is well understood and well regarded by all partners
<p>2. Strategic, policy and technical support and assistance</p> <p>a) Assist the MPCCC and the technical advisers with strategic, policy and technical support and assistance on all Pacific Climate Change Portal, Climate Change Knowledge Management and Brokerage issues and related matters that support PCCC's Strategy and Business Plan</p> <p>b) Provide strategic, technical and policy support on key emerging Pacific Climate Change Portal, Climate Change Knowledge Management and Brokerage issues and their potential implications on the work of</p>	<ul style="list-style-type: none"> • Well researched, relevant and timely strategic and policy advice provided on all PCCC matters. • Technical and policy support for the PCCC's role in the work of SPREP in the region • PCCC programmes and projects provide value and positive influence on partners and stakeholders work programmes • Strategic technical input is coordinated and included in consideration of key PCCC decisions, negotiations and processes

¹ Manager, Pacific Climate Change Centre

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<p>the PCCC.</p> <p>c) Provide strategic, technical and policy support on key emerging Pacific Climate Change Portal, Climate Change Knowledge Management and Brokerage issues and their potential implications on the work of the PCCC.</p> <p>d) Coordinate and provide relevant advice and support to PCCC partners and key stakeholders on Pacific Climate Change Portal, Climate Change Knowledge Management and Brokerage issues including possible solutions to address these</p> <p>e) Coordinate and facilitate relevant Pacific Climate Change Portal, Climate Change Knowledge Management and Brokerage inputs on PCCC strategic and technical matters to inform key decisions.</p>	
<p>3. Networking and partnerships</p> <p>a) Explore and establish new knowledge brokerage partnership opportunities in line with the PCCC's Strategic and Business Plan</p> <p>b) Work closely with Climate Science Information, SPREP ICT and Communications divisions, knowledge brokerage Community of Practice (CoP) and other relevant internal and external partners and groups in the development, and support of the Pacific Climate Change Portal (PCCP).</p> <p>c) Liaise on a regular basis with relevant national authorities in PICTs and regional/ international development partners to understand knowledge needs.</p> <p>d) Share knowledge and experiences with other similar centers in other regions.</p> <p>e) Identify strategic opportunities to enhance information management and knowledge brokerage for climate change in the Pacific</p>	<ul style="list-style-type: none"> • New partnerships have been established and maintained which increase the effectiveness of the PCCC. • New partnerships and funding opportunities have been successfully achieved. • IKMB Workplan is aligned to the Climate Knowledge Brokers Community of Practice and network is well established. • The PCCC is a member of the global Climate Change Knowledge Brokers Network • Regular dialogue established with PICTs focal points, working closely with CCR³ to ensure this does not increase burden on countries. • Consultations with other similar centers have been undertaken and ideas exchanged, and a regular dialogue established • The PCCC Annual Plan reflects a growing number of effective knowledge networks within and beyond the region

³ SPREP Climate Change and Resilience Programme



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<p>4. Pacific Climate Change Portal (PCC), Climate Change Knowledge Management and Brokerage products</p> <p>a) Schedule and execute regular technical upgrades and system update requirements for the Pacific Climate Change Portal (PCCP), e-learning platform and KB tools.</p> <p>b) Lead the design, maintenance, curation and update of Databases, information management systems and their standards on the PCCP and ensure the accuracy and integrity of the knowledge products and information and scope opportunities for development and enhancement as well as providing relevant content for users with very different experiences, expectations and needs.</p> <p>c) Support the PICTs on the development and maintenance of their national climate change portals.</p> <p>d) Represent the PCCC and the secretariat in regional/international meetings and workshops on knowledge management and platforms.</p> <p>e) Develop knowledge products in accessible and relevant formats which highlight lessons learned from research and the development of climate services and products</p>	<ul style="list-style-type: none"> • Timely development and functionality of the portal • All relevant information within SPREP systems is uploaded and or linked. • Up to date system maintenance and information upload • Programme for portal management, data acquisition and uploading, training on how to use the system are developed. • Protocol for data/portal standards, accuracy and integrity is developed and approved • Relevant national and regional climate change portals, are linked to the PCCP • Protocol developed for uploading and screening national and regional content onto the PCCP • The PCCP is update to date and valued by users • Flows of information and knowledge are well coordinated between the PCCP and other regional portals and websites as well as other PCCC platforms (e.g. Innovation Lounge) • A range of knowledge products developed, synthesized and translated to climate information and knowledge • Knowledge products and tools are valued and utilized by stakeholders and support effective decision- making • Global and regional awareness of the PCCC has increased. • The PCCC has published a range of accessible and relevant papers, summaries and reports. • Key relevant events are designed and facilitated that increase awareness of the PCCC work
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<p>5. Communications and capacity building</p> <ul style="list-style-type: none"> a) Support the MPCCC in the development and implementation of the PCCC's MERL, Annual Plan, KB Partnership Framework, and Sustainability Plan for Capacity Building b) Promote the PCCC work within the region and beyond c) Provide effective communication and reporting of all PCCC initiatives and work, specifically on the PCCP and IKMP initiatives and priorities d) Provide support in implementation of the PCCC's ongoing capacity building programs for SPREP and the region e) Identify new areas and opportunities for capacity building initiatives for Members, particularly related to the mission of the PCCC f) Support the Pacific Met Desk in the delivery of training under the Pacific Regional Climate Centre and related initiatives. g) Design, facilitate and deliver regional events (meetings, workshops) 	<ul style="list-style-type: none"> • Support is provided to the development and implementation of the CVCB Plan in support of the PCCC's Strategic and Business Plan • Communications and visibility products are developed, promoted, and disseminated • Increased awareness and appreciation of the PCCC and what it does • Relevant capacity building initiatives are provided to strengthen SPREP and member countries positions and capabilities in line with the mission of the PCCC • The PCCC has established itself as the reputable regional Centre of Excellence for climate change information, research and innovation • Support is provided to the Pacific Met Desk
<p>6. Reporting and Monitoring</p> <ul style="list-style-type: none"> a) Support the MPCCC in preparing regular progress reports to the PCCC Advisory Board, the SPREP Senior Leadership Team, development partners and the Director of CCR b) Ensure relevant reports are prepared ahead of the SPREP Meeting, Advisory Board and development partners due dates for reporting as stipulated in grant agreements. c) Support the MPCCC and advisers in gathering and monitoring data regarding the effectiveness of the PCCC's role in knowledge brokerage in the Pacific 	<ul style="list-style-type: none"> • Reporting information is timely, relevant and valued by PCCC partners • Monitoring systems and data sources are established which provide a clear picture of PCCC effectiveness and performance • Monitoring data and lessons learned are used for improvement of work and services

5. Timeline for the Consultancy

The scope and focus of the assignment are to provide technical, strategic and facilitation support based on the scope of work provided up to 30th June 2026, with possible extension subject to continuity of related programme activities and availability of funds.

6. Working Arrangements and reporting

This is a full-time consultancy and will be based at SPREP, under the Climate Change Resilience Programme. The Consultant will report directly to the Manager of the Pacific Climate Change Centre. It is also expected that the Consultant will work closely with the PCCC team for the coordination and execution of activities.

7. Remuneration

Financial proposals should be submitted in USD and based on a monthly rate. Payments will be made upon submission and approval of monthly progress reports by the Manager of the Pacific Climate Change Centre. All payments must be supported by appropriate invoices and aligned with the agreed workplan.

8. Travel Arrangements

Travel related to SPREP-led project components, while anticipated over the course of the project, will be determined based on need and mutual agreement. All approved travel will be covered under the project budget in line with SPREP's travel policy.