



REQUEST FOR TENDERS

RFT: 2025/PCCC/004
File: AP_3/34/9
Date: 26 November, 2025
To: Interested Tenderers/experts
From: Manager, Pacific Climate Change Centre
Subject: **Request for tenders (RFT) Individual Consultant:** PAVE¹ Health and Climate Change Regional Coordinator

1. Background

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

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced tenderers/experts/firms who can offer their services as PAVE Health and Climate Change Regional Coordinator
- 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

¹ Pacific Action to Enhance the Visibility of Evidence on Health and Climate Impacts



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.
- 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 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**



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- 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 inclusive of fees and accommodation on monthly basis in the United States Dollars (USD) and inclusive of all associated taxes. *(This is a full time individual consultant to be based in Apia and fees will include accommodation only (Airfares and any relocation costs to Apia for beginning and end of contract will be met directly by the project/PCCC upon negotiations of contract)*
 - f) Where relevant only provide:
 - i. Business registration/license (For Entities/ 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 15 December 2025 . A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 17 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	1) Bachelor's degree in a relevant discipline such as public health, environmental health, health policy, climate policy, or related disciplines.	5%
Experience	2) Minimum 5 years' relevant experience in project management, implementation, or coordination, preferably in Pacific Island countries or regional contexts. 3) Experience in climate change, health, or climate change and health projects. 4) Evidence of successful engagement with government agencies, Civil Society Organisations (CSOs), Faith-based organisations (FBOs), Non-government organisations (NGOs), academia, or regional development partners. 5) Experience managing donor-funded initiatives, including financial management, budget monitoring, compliance, and MEL/reporting requirements. 6) Experience in supervising or mentoring staff.	25%
Technical Experience	7) Proven experience in coordinating and managing multi-country projects, including planning, resource management, and timely delivery. 8) Strong understanding of Climate Change and Health, climate science, and applied research. 9) Experience in research, monitoring, evaluation, and reporting of climate and health projects. 10) Ability to collaborate effectively with partners, stakeholders, and donors, and to lead or support teams in achieving project objectives.	25%

	11) Strong communication skills, including preparing reports, publications, and presenting to diverse audiences.	
Technical Proposal Methodology	Provided detail summary on the proposed methodology, execution, approach and timeline	25%

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: 15 January 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 PCCC-2025-004: Climate Change and Health PAVE Regional Coordinator

Mail: SPREP
 Attention: Procurement Officer

PO Box 240, Apia, Samoa T +685 21929 F +685 20231 sprep@sprep.org www.sprep.org

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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/award 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

PAVE-Health and Climate Change Regional Coordinator

1.0 Background

The Pacific Climate Change Centre (PCCC) hosted at SPREP was officially opened in 2019. Since inception it provides practical information, support, and training to address the adaptation and mitigation priorities of Pacific communities. It is underpinned by strong partnerships with Pacific Governments, applied research institutions, donors, civil society, and the private sector. These collaborations have led to innovative products which are increasing resilience in the Pacific. The Centre provides practical support and training to address their adaptation and mitigation priorities and provide user-friendly, scientifically robust information on climate and meteorological science, climate change impacts and responses.

The vision of the PCCC is to “Catalyse Climate Action and Investment in the Pacific”. This vision is well aligned to the 2050 Strategy for the Blue Pacific Continent and calls for climate action and long-term investments that respond to the challenges of climate change.

The mission of the PCCC is “A respected Centre of Excellence for a Climate Resilient Pacific through 1) brokering of knowledge, 2) applied research, 3) capacity building and 4) innovation.”

The four key core functions of the PCCC are:

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.

About the Project - PAVE-Health: Pacific Action to enhance the Visibility of Evidence on Health and Climate Impacts

PAVE-Health is a project on climate change and health recognising the significant climate-related health threats, often overlooked in climate policies. It builds on efforts by PICTs already pursuing climate resilience through new sectors such health traditional knowledge, policy frameworks and practice. PAVE-Health aims to rapidly upskill policymakers, researchers, and health practitioners to draw attention to and reduce climate-related health impacts across four **Pacific Island Countries (PIC): Samoa, Solomon Islands, Kiribati, and Federated States of Micronesia (FSM)**. The project is led by a



strong, collaborative, transdisciplinary team at the Pacific Climate Change Centre (Samoa) and University of Melbourne (Australia).

The PAVE-Health intervention will unlock critical resources - financial, human and technical - for PICs to address and make visible current and future climate-related health risks, which is critical to access climate finance.

The outcomes of the PAVE-Health project are to

1. build local capacity to generate evidence on the health impacts of climate change; ensure local evidence is policy-relevant, via conduct or revision of Health Vulnerability and Capacity Assessments (VCAs) that underpin National Adaptation Plans (NAPs) and their health-specific components.
2. enable the use of this knowledge generation, capacity development and engagement to access global climate finance.
3. Demonstrate the feasibility and effectiveness of a **co-designed capacity-building program** to build sustainable capabilities in the Pacific.

2.0 PAVE Health and Climate Change Regional Coordinator

The PCCC hosted at SPREP is seeking the service of a **PAVE Health Regional Coordinator** to lead the implementation of PAVE-Health project and support PCCC engagement on climate change and health.

The key responsibilities of the position include:

1. PAVE-Health Coordination Delivery

- Provide overall coordination and leadership for the PAVE-Health project working with PCCC team and the University of Melbourne
- Oversee, supervise and support PAVE Health country liaison officers (CLOs) and contractors engaged by the PAVE-Health project.
- Provide monthly progress reports to the PCCC Manager and the Climate Futures at the University of Melbourne
- Coordinate the delivery of the PAVE Health project in the Pacific, including developing project plans and implementation pathways.
- Manage PAVE health schedule, resources, and ensure timely completion within budget.
- Oversee country liaison officers and stakeholder engagement activities across the Pacific, including coordination and delivery of regional and in-country training and partnership activities.
- Assist in delivery of work packages of the PAVE Health project, including assisting in project development, ethics and grant applications, data analysis, and drafting reports and papers for publication.
- Ensure activities are conducted in accordance with local and national ethical guidelines.
- Support translation and dissemination of research at academic and non-academic forums, including conferences and stakeholder workshops.
- Support national and regional relationships between climate change and health sectors in the implementation of the PAVE-Health project and also for PCCC.

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2. Collaboration, Partnerships and Communications:

- Manage the collaboration with University of Melbourne and PCCC in the delivery of PAVE Health Project
- Collaborate effectively with PCCC, University of Melbourne team and Pave Health collaborators, and collaborate with external partners such as government agencies, non-profit organisations and research institutions.
- Build and maintain strong partnerships to advance the PAVE Health objectives and maximise impact.
- Forge new partnerships to upscale and sustainability of the PAVE-Health project
- Ensure that PAVE-health project activities are promoted and visible to public and donors.
- Write communication and media articles to promote the work on the project and increase visibility.

3. Budget and grant management

- Develop and oversee PAVE health budget and monitor overall spending in consultation with the PCCC manager.
- Ensure project expenditure is on track and does not exceed allocated budgets, including expert consultancy services and in-country activities.
- Support quarterly and annual financial reporting and accrual systems, in consultation with PCCC/SPREP finance team and funding partner requirements (University of Melbourne, Wellcome Trust).
- Ensure accurate financial records are maintained, including supporting documents.
- Support PAVE-health country liaison officers in formulating budget and activity expenditure.

4. Monitoring, evaluation and learning

- Assist with design and implementation of a robust MERL framework, ensuring programme progress and output tracking is routinely captured.
- Provide monthly reports on implementation progress against the PAVE-Health Merl
- Support timely reporting to program partners, including the University of Melbourne, and in accordance with Wellcome trust funding requirements.
- Undertake and coordinate monitoring visits to project activities as required.

5. Qualifications and Experience

- Bachelor's degree in a relevant discipline such as public health, environmental health, health policy, climate policy, or related disciplines.

6. Knowledge / Experience

- High-level project management and organisational skills, demonstrated by at least 5 years' work experience in project management and implementation, preferably in the Pacific Islands region.
- Evidence of successful partnerships with stakeholder groups, including government, service providers, and communities.
- Experience managing donor-funded initiatives, including financial and MEL reporting requirements.

- Strong interpersonal and communication skills, with an ability to build and maintain relationships with key stakeholders (internal and external) and work collaboratively.
- Understanding and demonstrated experience managing budgets, financial reporting, compliance, reconciliation and monitoring processes, and ensuring proper use of funds in accordance with contractual and grant requirements.

7. Desirable

- Experience mentoring and supervising junior staff.
- Understanding and technical knowledge of climate change impacts, particularly on health and health systems.
- Understanding and experience implementing applied research and evaluation activities.

8. Competencies

- Professionalism: Able to engage with regional Government officials, private sector, FBOs, NGO and CSO audiences.
- Leadership: Establishes and maintains relationships with a broad range of people to understand needs and gain support. Fosters positive work relations and ensures team members are empowered to achieve their goals.
- Communication: Written and spoken English communication is clear and effective. Demonstrates openness in sharing information and keeping people in formed. Inclusivity:
- Takes an inclusive and respectful approach to leadership and management.
- Takes a zero-tolerance approach to discrimination and harassment in all aspects of the project.
- Will actively engage in GEDSI issues throughout the project. Teamwork: Works collaboratively and respectfully with colleagues to achieve goals.
- Actively puts in effort to engage all team members. Research, Planning, Adaptability and Organising:
- Ability to undertake research and develops clear goals that are consistent with agreed strategies; identified priority actions and assignments. Able to manage time and resources.

5. Schedule of the Assignment

The PAVE-Health and Climate Change Regional Coordinator consultancy is expected to commence from the date of contract signing until 30 June 2028, with of extension subject to availability of funds and satisfactory performance.

6. Working Arrangement and reporting

This is a full-time service-based consultancy contract and will be based at SPREP, under the Pacific Climate Change Centre within the Climate Change Resilience Programme. The Consultant will be supervised and report to the Manager of the PCCC. It is also expected that the coordinator will lead the PCCC work as technical lead on climate change and health with the PCCC team.

7. Remuneration and relocation to Apia

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 to the Manager of the Pacific Climate Change Centre.



8. Travel Arrangements

All approved travel will be covered under the project budget in line with SPREP's travel policy.