

REQUEST FOR TENDERS

RFT: 2025/PCCC/007
File: AP_3/34/9
Date: 16 December, 2025
To: Interested Tenderers/experts
From: Manager, Pacific Climate Change Centre

Subject: Request for tenders (RFT) National Consultant for Pacific Action to Enhance the Visibility of Evidence (PAVE) on Health and Climate Change Country Liaison Officer – Samoa

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 Country Liaison Officer (CLO)
- 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.
 - 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
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 inclusive of fees and accommodation on monthly basis in the United States Dollars (USD) and inclusive of all associated taxes.
 - f) Where relevant only 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 12 January 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 14 January 2026.
- 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 of a Master's degree in Climate Change Science, Climate Change and Health, Environmental Management, Development Studies, Public Health, Project Management or a related field, with at least 3 years of relevant professional experience; or a Bachelor's degree with a minimum of 5 years' experience working in the Pacific region in climate change, health, environment, or development programmes.	10%
Experience	2) Advanced administrative and organisational abilities, including accurate record keeping, effective work planning, and the ability to develop, monitor and manage reporting systems, ensuring timely and high-quality submission of reports, briefs and progress updates to project stakeholders. Experience in monitoring, evaluation and learning (MEL), including data collection, analysis, documentation of lessons learned and use of evidence to inform decision-making. 3) Excellent communication skills, including strong written and verbal English proficiency, with the ability to convey technical information clearly, prepare high-quality documentation, and represent the project professionally at various levels. 4) Demonstrated teamwork, professionalism and a solutions-oriented mindset, with the ability to work effectively in a multicultural team and maintain a positive attitude under pressure while delivering high-impact results. Cultural competence and respect for Pacific contexts, including the ability to work sensitively within local cultural protocols, community structures, traditional leadership systems and diverse audiences.	20%

	5) Proficiency in project management tools and digital applications, including Microsoft Office Suite (Word, Excel, PowerPoint), online collaboration platforms and basic data management software.	
Technical Experience	6) Proven experience in project management and multi-sector coordination at national and/or regional levels, working effectively with government ministries, private sector stakeholders, civil society, faith-based organisations, non-government organisations, academia, and development partners. 7) Demonstrated ability to strengthen national knowledge and evidence on climate change and public health, or substantial experience in understanding, researching and addressing climate-related health impacts in Pacific Island contexts. 8) Strong stakeholder engagement and consultation skills, with a track record of managing diverse stakeholders, facilitating inclusive dialogue, and ensuring the perspectives of vulnerable and marginalised groups are integrated into project planning and implementation.	30%
Technical Proposal Methodology	Provided detail summary on the proposed methodology, execution, approach and timeline	20%

II. Financial Score – 20%

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

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

Where:

a = maximum number of points allocated for the Financial Score

b = Lowest bid amount

c = Total bidding amount of the proposal

7. Variation or Termination of the Request for Tender

- 7.1 a. SPREP may amend, suspend or terminate the RFT process at any time.
- b. In the event that SPREP amends the RFT or the conditions of tender, it will inform potential Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>).

- c. Tenderers are responsible to regularly check the SPREP website Tenders page for any updates and downloading the relevant RFT documentation and addendum for the RFT if it is interested in providing a Tender Response.
- d. If SPREP determines that none of the Tenders submitted represents value for money, that it is otherwise in the public interest or SPREP's interest to do so, SPREP may terminate this RFT process at any time. In such cases SPREP will cancel the tender, issue a cancellation notice and inform unsuccessful bidders accordingly.

8. Deadline

- 8.1. **The due date for submission of the tender is: 23 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-2025-007: National Consultant for PAVE on Health and Climate Change Country Liaison Officer – Samoa

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/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

Terms of Reference

PAVE – Climate Change and Health: Country Liaison Officer (PCCH-CLO)

1. Background

The Pacific Climate Change Centre (PCCC) hosted at the Secretariat for the Pacific Regional Environment Programme (SPREP) are partnering with the University of Melbourne to deliver the Project “PAVE – Climate Change and Health: Pacific Action to enhance the Visibility of Evidence on Health and Climate Impacts” in *Federated States of Micronesia, Kiribati, Samoa and Solomon Islands*. It is an AUD4.8 million support from the Wellcome Trust to address urgent climate related health risks and improve access to climate financing in health.

The PCCC is a respected Pacific Centre of Excellence providing practical information, science to services and applied research, training and capacity building and innovation to address the adaptation and mitigation priorities of the region. The Centre serves the region in alignment with its four key core functions which are essential for building the resilience of our Pacific community: 1) Knowledge brokerage 2) Applied research: 3) Capacity building through training and learning: and 4) Innovation

2. Objective

The Project “PAVE-Health and Climate Change: Pacific Action to enhance the Visibility of Evidence on Health and Climate Impacts”

A 3-year initiative with funding support through the Wellcome Trust, the Project PAVE emphasises support on Capacity Building, Evidence Generation and Policy support to *Federated States of Micronesia, Kiribati, Samoa and Solomon Islands*. The Project Inception workshop held in March 2025 provided a comprehensive overview of the project objectives, facilitated discussion and planning with national and regional representatives from the four member countries in the Health and Climate Change sectors. The workshop enabled networking opportunities between climate and health professionals, researchers and development partners to co-design and align proposed project activities with national context, policy landscapes, NAPs, and national priorities.

Building on a strong partnership and policy links between the PCCC hosted at SPREP and the UoM, the PAVE-Climate Change and Health Intervention will address resource and data shortages by:

- Generating evidence on local climate-related health risks and impacts to address existing data and policy gaps;
- Making this evidence available for use by the health sector to access climate finance and advocate for policy action to address climate-related health impacts; and
- Demonstrating the feasibility and effectiveness of a co-designed capacity-building program to build sustainable capabilities in the Pacific.

PAVE will be implemented in collaboration with national governments in four (4) Pacific Island countries: Federated States of Micronesia (FSM), Kiribati, Samoa and Solomon Islands. Depending on country institutional arrangements, the Position will be housed in either the Department of Climate Change or the Department of Health, specific information will be made available in country specific requirements

The Position – Country Liaison Officer

The Country Liaison Officer (CLO) will serve as the central focal point between project partners and the host government, ensuring strong coordination, effective communication, and seamless implementation of all country-level activities. As the primary in-country representative of the PAVE–Climate Change and Health Project, the CLO will oversee day-to-day project operations, support national stakeholders, and facilitate the timely execution of planned interventions. The role will also ensure that country priorities, challenges, and progress are clearly communicated to the regional team. The CLO will report directly to the PAVE Climate Change and Health Coordinator based at the Pacific Climate Change Centre (PCCC), SPREP in Apia, Samoa, and will contribute to maintaining alignment between national activities and the overall project goals, timelines, and reporting requirements.

3. Key Responsibilities

The Country Liaison Officer will:

- Build and maintain strong stakeholder relationships with government ministries, community-based organisations, research institutions, private sector partners and other relevant agencies to support effective implementation and long-term sustainability of the PAVE–CCH project.
- Coordinate and prepare meeting documentation, including agendas, briefs, concept notes and minutes, on behalf of the Ministry of Health, Ministry of Natural Resources and Environment, the Health Sector and other climate and health partners. Ensure timely circulation of documents and follow-up actions prior to and after engagements.
- Serve as the primary liaison between PAVE–CCH project staff, the PCCC, and Samoa’s national stakeholders to ensure effective communication, alignment of activities and smooth delivery of project objectives.
- Support strategic partnerships and collaboration by providing technical advice, coordinating joint activities, supporting knowledge management processes and contributing to monitoring and reporting across national and regional partners.
- Facilitate and support project implementation, including coordination of research activities, stakeholder consultations, national capacity-building efforts and engagements with climate and health institutions and experts.
- Represent the project in national, regional and international meetings, workshops, conferences and technical forums, ensuring country priorities and progress are effectively communicated.
- Contribute to monitoring, evaluation and reporting, including data collection, progress tracking, documentation of lessons learned and preparation of timely project reports for the regional team.
- Support work planning and coordination, assisting in the development and updating of annual and quarterly work plans that align with national priorities and the overall PAVE–CCH project framework and work packages.
- Identify and escalate risks and challenges, contributing to the development of mitigation measures to ensure timely and effective implementation of project activities.

- Integrate GEDSI principles (Gender Equality, Disability and Social Inclusion) across all project activities, ensuring inclusive engagement, research, consultations and decision-making processes.
- Provide logistical and administrative support, including coordination of workshops, trainings, field visits and stakeholder meetings, ensuring efficient operations and compliance with required procedures.
- Support communication and visibility efforts, including contributing to developing speeches, public statements, news articles, newsletters, stories of impact, briefs and other communication materials that highlight project achievements and progress.
- Assist with budget and resource management, supporting the monitoring of project expenditures and ensuring adherence to financial and administrative guidelines where applicable.
- Great knowledge of cultural protocols and traditional practices, ensuring all engagements with communities, chiefs, elders, women's groups, youth and other diverse audiences are conducted with cultural sensitivity, respect and adherence to local customs.

4. Qualifications and Experience

- Minimum of a Master's degree in Climate Change Science, Climate Change and Health, Environmental Management, Development Studies, Public Health, Project Management or a related field, with at least 3 years of relevant professional experience; or a Bachelor's degree with a minimum of 5 years' experience working in the Pacific region in climate change, health, environment, or development programmes.
- Proven experience in project management and multi-sector coordination at national and/or regional levels, working effectively with government ministries, private sector stakeholders, civil society, faith-based organisations, non-government organisations, academia, and development partners.
- Demonstrated ability to strengthen national knowledge and evidence on climate change and public health, or substantial experience in understanding, researching and addressing climate-related health impacts in Pacific Island contexts.
- Strong stakeholder engagement and consultation skills, with a track record of managing diverse stakeholders, facilitating inclusive dialogue, and ensuring the perspectives of vulnerable and marginalised groups are integrated into project planning and implementation.
- Advanced administrative and organisational abilities, including accurate record keeping, effective work planning, and the ability to develop, monitor and manage reporting systems, ensuring timely and high-quality submission of reports, briefs and progress updates to project stakeholders. Experience in monitoring, evaluation and learning (MEL), including data collection, analysis, documentation of lessons learned and use of evidence to inform decision-making.
- Excellent communication skills, including strong written and verbal English proficiency, with the ability to convey technical information clearly, prepare high-quality documentation, and represent the project professionally at various levels.
- Demonstrated teamwork, professionalism and a solutions-oriented mindset, with the ability to work effectively in a multicultural team and maintain a positive attitude under pressure while delivering

high-impact results. Cultural competence and respect for Pacific contexts, including the ability to work sensitively within local cultural protocols, community structures, traditional leadership systems and diverse audiences.

- Proficiency in project management tools and digital applications, including Microsoft Office Suite (Word, Excel, PowerPoint), online collaboration platforms and basic data management software.

5. Competencies

- **Professionalism:** Able to engage with diverse audiences. Takes an inclusive and respectful approach to leadership and management.
- **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:** Excellent written and verbal English communication skills, with the ability to convey information clearly and effectively. Demonstrates openness in sharing information, ideas, and updates, and ensures timely and appropriate communication with stakeholders.
- **GEDSI integration:** Actively integrates Gender Equality, Disability and Social Inclusion (GEDSI) considerations throughout all stages of the project, ensuring activities are inclusive and responsive to diverse community needs.
- **Stakeholder Engagement and Teamwork:** Engages constructively with team members, national stakeholders, and community groups, promoting mutual respect, cooperation, and a positive working culture that supports collective project outcomes. Takes a zero-tolerance approach to discrimination and harassment in all aspects of the project.
- **Research and Analysis:** Demonstrates strong research skills, including the ability to design and undertake analytical work that aligns with project strategies and national priorities. Able to define clear research objectives, identify priority actions, and deliver high-quality outputs. Effectively manages time, tasks, and resources to meet deadlines and support evidence-based decision-making.

6. Schedule of the Assignment

This consultancy will run up to 30 June 2028, commencing as soon as practicable.

7. Remuneration

The remuneration is a maximum of AUD \$50,000 per annum. The consultant will propose a monthly rate within this ceiling, inclusive of professional fees, taxes, and any related costs.

8. Working arrangements and reporting

This is a full-time, service-based consultancy contract, with the national consultant to be stationed at either the Ministry of Health or the Ministry of Natural Resources and Environment, Samoa. Payments will be processed upon submission and approval of monthly progress reports by the Manager of the Pacific Climate Change Centre.

9. Travel Arrangements

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