

# REQUEST FOR TENDERS

RFT: 2025/WRP/001\_ReAd  
File: AP\_3/39  
Date: 27 August, 2025  
To: Interested consultants / firms  
From: 'Ofa Fa'anunu

**Subject: Request for tenders (RFT): Review and update the Weather Ready Pacific Decadal Investment Plan, READVERTISEMENT**

## 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](http://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 to review and update the Weather Ready Pacific Decadal Investment Plan.
- 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 where the firm/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 consultants as per relevant national legislation)
    - 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](mailto:procurement@sprep.org) before 5 September 2025. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 09 September 2025.
- b. The only point of contact for all matters relating to the RFT and the RFT process is the SPREP Procurement Officer.
- c. SPREP will determine what, if any, response should be given to a Tenderer question. SPREP will circulate Tenderer questions and SPREP's response to those questions to all other Tenderers using the SPREP Tenders page (<https://www.sprep.org/tenders>) without disclosing the source of the questions or revealing any confidential information of a Tenderer.
- d. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- e. If a Tenderer believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFT or any other information given or made available by SPREP, the Tenderer should promptly notify the Procurement Officer setting out the error in sufficient detail so that SPREP may take the corrective action, if any, it considers appropriate.

## **6. Evaluation criteria**

- 6.1. SPREP will select a preferred tenderer on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the tenderer 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                    | Minimum qualifications of a master's degree or applied relevant work experience in excess of the minimum required work experience in Meteorology, Hydrology, Geophysics, Engineering/infrastructure, Disaster Risk Management, Hazard Preparedness. Finance/Costing or another relevant technical field is desirable   | 10%       |
| Experience                       | At least 10 years of work experience in:<br>a. Hazard risk, Hazard preparedness and Disaster Risk Reduction<br>b. Operational Hydrology, Meteorology and Geophysics<br>c. Hydro-Meteorological Monitoring and multi-hazard hazard infrastructure and systems (to assess existing infrastructure shortcomings and information gaps, operability, sustainability and maintenance considerations, costings for remediation and expansion)<br>At least 5 years of work experience in:<br>d. Developing regional strategic plans relating to meteorology, climate adaptation, disaster risk reduction or other relevant aspects of sustainable development in the Pacific region.<br>e. Demonstrated experience in financial costing of activities and/initiatives. | 20%       |
| Technical Experience             | Demonstrated experience in international consultation related to the development of strategic frameworks and investment plans. Familiar with the application of hydrometeorological, geological and disaster management services in the developing world context, particular experience in the Pacific region is desirable.  | 20%       |
| Technical Skills                 | Demonstrated experience in applying participatory techniques to enhance multi-sectoral stakeholder engagement and consultations in the development of national or regional policy documents.   | 10%       |
| Technical Proposal / Methodology | Provided detailed 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: 12 September 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/WRP/001\_ReAd - Review and update the Weather Ready Pacific Decadal Investment Plan, READVERTISEMENT.

Mail: SPREP  
Attention: Procurement Officer  
PO Box 240  
Apia, SAMOA

Email: [tenders@sprep.org](mailto:tenders@sprep.org) (MOST PREFERRED OPTION)

Fax: 685 20231

Person: Submit by hand in the tenders' box at SPREP reception, Vailima, Samoa.

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

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

SPREP reserves the right to enter into negotiation with respect to one or more proposals prior to the award of a contract, split an award/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>**

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A resilient Pacific environment sustaining our livelihoods and natural heritage in harmony with our cultures.

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## Annex A: Terms of Reference

### Weather Ready Pacific Decadal Investment Plan Review and Update

#### Background

The Weather Ready Pacific (WRP) Decadal Programme of Investment was approved by the Pacific Leaders in 2021. This was followed with the approval of the WRP Decadal Investment Plan (Attachment A) by the Pacific Meteorological Council (PMC) to build capacity of the Pacific National Hydrological Meteorological Services to Extreme Weather. The WRP Program Management Unit (PMU) was established in 2024 and is presently in the inception phase of implementation and embarking on phase 1 activities and currently supported through funding by the Governments of Australia, New Zealand and the United Kingdom.

The Weather Ready Pacific Programme comprises of 5 Key Result Areas.

KRA1 - Management and Coordination

KRA2 - Production of Forecasts and Warnings

KRA3 – Communication and Delivery of Forecasts and Warnings to End Users

KRA4 – Infrastructure

KRA5 – Capacity and Training

The total investment target of the Weather Ready Pacific Program is USD191M.

In 2022, the United Nations launched the Early Warnings for All (EW4All) initiative which aims to ensure that everyone, everywhere, is protected by life-saving early warning systems by 2027. The EW4All Initiative has 4 Pillars:

- Pillar 1: Disaster Risk Knowledge
- Pillar 2: Detection, Monitoring, Analysis, and Forecasting
- Pillar 3: Warning Dissemination, and Communication
- Pillar 4: Preparedness and Response Capabilities

In the Pacific, a key regional delivery vehicle for EW4All is the Weather Ready Pacific (WRP) program, as endorsed by the Third Pacific Ministerial Meeting on Meteorology (PMMM-3) in August 2023.<sup>1</sup>

The current WRP Programme is only focused on hydro-meteorological hazards, and the associated forecasting and warning services and observation infrastructure.

The WRP Steering Committee on 20 May 2025, endorsed the scope expansion of WRP as recommended in the EW4All alignment Paper (Attachment B), to be reflected in an update to the WRP Decadal Investment Plan for PMC approval. The scope expansion includes:

- New/Revised Key Result Area, to capture activity gaps associated with risk information, traditional knowledge hazard datasets, and disaster preparedness and response plans.
- Adoption of a multi-hazard approach based on the WMO Catalogue of Hazardous Events (with appropriate adaptations for the Pacific).

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<sup>1</sup> Third Pacific Ministerial Meeting on Meteorology (PMMM-3), see <https://www.pacificmet.net/sites/default/files/inline-files/documents/PMMM-3-v2.pdf>



## Objectives

The Secretariat of the Pacific Environment Programme (SPREP) through the Weather Ready Pacific Programme is now seeking a consultant to:

1. Review the existing Decadal Investment Plan and revise based on the expanded scope recommended in the EW4All alignment Paper.
2. Revise the Decadal Investment Plan in general for current costs based on best available information.
3. Ensure that the activities of the WRP are reflected in the Pacific Island Meteorological Strategy 2027-2036 that will be reviewed in parallel.
4. Input to the PMU's revision of the WRP Implementation Plan
5. Input to the DFAT funded WRP Investment Design for alignment with WRP decadal investment plan.
6. Input to the Pacific Island Meteorological Strategy Review for alignment with WRP decadal investment plan.

## Methodology

Conduct joint consultations with the PIMS Review Consultant through:

1. in-country consultations with NMHSs of the PMC, PMC Panels, SPREP and SPC and other relevant Pacific organisations.
2. consultations with WMO, UNDRR, IFRC and ITU and other relevant international agencies.
3. consultations with technical delivery partners, such as Bureau of Meteorology, NIWA, NZ Met Services for example.
4. consultations with SPREP Metropolitan Member Countries.

## Requirements

1. A multidisciplinary team will be engaged to undertake this review. The team will have specialized expertise and capability in the following focus areas:
  - a. Hazard risk, Hazard preparedness and Disaster Risk Reduction
  - b. Operational Hydrology, Meteorology and Geophysics
  - c. Hydro-Meteorological Monitoring and multi-hazard hazard infrastructure and systems (to assess existing infrastructure shortcomings and information gaps, operability, sustainability and maintenance considerations, costings for remediation and expansion)
  - d. Costing specialist (with in-kind input by UN agencies, technical delivery partners as needed) and
  - e. Familiarity with the Context of the Pacific Islands, the Pacific Meteorological Council (PMC), NMHSs, NDMOs, SPREP and SPC

## Qualifications

Minimum qualifications of a master's degree or equivalent work experience in Meteorology, Hydrology, Geophysics, Engineering/infrastructure, Disaster Risk Management, Hazard Preparedness. Finance/Costing or another relevant technical field is desirable

|                     |   |
|---------------------|---|
| Type of consultancy |   |
| Place of Work       | Home based.   |
| Travel              | Should travel be required SPREP will arrange and cover those costs separately   |
| Means of Payment    | The consultant(s) will be remunerated upon submission and approval of deliverables to SPREP Weather Ready Pacific PMU |
| Contract Duration   | 45 days over 7 months   |

### Timelines & Deliverables

| Tasks   | Key Deliverables & Milestones                                    | Due Date                      |
|---|--|-------------------------------|
| Familiarisation process, initial consultations, an inception report highlighting work-plan with timelines, engagement approach and methodology.                         | Work Plan Endorsed   | 4 days ~ August               |
| Desktop study and stakeholder consultations, with findings summarised regularly in presentation format and virtually delivered to SPREP WRP PMU and others as required. | Regular/fortnightly summary findings presentations               | 20 days ~ August to October   |
| Update to WRP Steering Committee  | Presentation at Steering Committee                               | 1 day ~ October               |
| Review and update Decadal Investment Plan, iteratively based on feedback  | Draft Investment Plan to WRP Technical Committee for endorsement | 10 days ~ November            |
| Input to revisions of WRP Implementation Plan, DFAT Design and PIMS.  | Meetings, Emails   | 5 days ~ November to December |
| Final Decadal Investment Plan incorporating feedback  | Final Investment Plan for PMC and Ministerial endorsement        | 5 days ~ January to February  |
| Contract Duration   |  | 45 days                       |