REQUEST FOR TENDERS

RFT: 2026-023
File: AP_3/28/1
Date: 9 June, 2026
To: Interested consultants
From: Climate Science & Information Programme and Project Coordination Unit

Subject: **Request for tenders (RFT):** Review of the One Pacific Programme (OPP) Concept Note for resubmission to the Green Climate Fund.

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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 /firm who can offer their services to review the One Pacific Programme Concept Note for resubmission to the Green Climate Fund (GCF).

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 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 24 June 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 26 June 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 preferred consultants or consultancy firm 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 & Experience	a) An advanced tertiary qualification such as a Masters degree in climate sciences and or other relevant field related to the assignment. b) Highly specialised with extensive relevant experience and highest-level of expertise in climate change, climate adaptation, meteorology, hydrology, disaster risk reduction. c) Demonstrated experience in producing high quality reports and documents, including funding concept notes and or proposals for full projects for the GCF. d) Solid knowledge of Green Climate Fund (GCF) and Climate Information and Early Warning Systems (CIEWS).	20%
	e) At least 7 years' experience in providing leadership and expert advice in programme and operations for climate financing. f) Proven experience structuring blended finance solutions that combine public finance, concessional finance, and private sector investment including the use of instruments such as guarantees and credit enhancement mechanisms; equity or quasi-equity instruments; results-based financing; reimbursable grants; public-private partnership (PPP) financing models. g) Knowledge or experience in designing or advising on climate risk financing solutions, including integration of public finance with insurance-based instruments including parametric insurance products, sovereign or sub-sovereign disaster risk insurance mechanisms, resilience or catastrophe bonds, insurance-linked contingency financing mechanisms, risk layering strategies combining grants with contingent finance/insurance. h) Experience working with international climate finance institutions and/or multilateral development banks or similar entities such as GCF; including structuring financial solutions aligned with their investment frameworks and financial instruments. i) Demonstrated experience engaging private investors, insurers, development finance institutions or other financial actors in the development of financially sustainable climate resilience investments. j) Strong workshop facilitation skills. k) Excellent written and verbal communication skills in English. l) Flexibility, teamwork skills, professional and personal integrity. m) Proven work experience and knowledge of the Pacific SIDS, regional organisations and CROP (council of regional	30%

	organisations in the Pacific) in particular in Climate Information and Early Warning Systems (CIEWS).	
Technical Proposal / Methodology	The technical proposal will have all the details on how the scope of work in the terms of reference (Annex A) will be achieved including the methodology and timelines for the deliverables.	30%

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: 08 July 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 2026-023: **Review of the One Pacific Programme (OPP) Concept Note for resubmission to the Green Climate Fund'**

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

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Annex A: Terms of Reference

Review of the One Pacific Programme Concept Note

Consultancy Services to provide technical assistance to revise and re-submit the One Pacific Programme Concept Note to the Green Climate Fund.

1.0 INTRODUCTION

The Secretariat of the Pacific Regional Environment Programme (SPREP) submitted a concept note to the Green Climate Fund (GCF) in September 2024. The concept note titled: Climate Information and Early Warning Systems, One Pacific Programme (commonly referred to as the One Pacific Programme – OPP) was reviewed by the GCF in 2025 and now at the stage to respond to the review comments including the need to revisit the design and scope due to the evolving nature of development and initiatives in the climate information and early warning systems (CIEWS) sector in the Pacific.

The GCF review highlighted specific gaps related to financial structuring, co-financing mobilisation, private sector engagement, and long-term sustainability mechanisms. These elements are critical to demonstrating programme viability beyond grant funding and aligning the One Pacific Programme with evolving GCF investment criteria, including increased emphasis on leveraging private finance, ensuring sustainability of early warning systems.

The review also highlighted the need for articulating locally led climate action, implementation capacity, complementarity with existing initiatives, and stronger alignment with evolving GCF investment criteria.

This terms of reference (ToR) seeks technical assistance to address the GCF review comments and revise the concept note accordingly. The scope of work below provides details of the required responses and areas needing further articulation.

The current version of the OPP concept note and additional information collected from countries in April 2026 will be provided to the successful Bidder.

2.0 CONSULTANCY OBJECTIVES

Review and finalise the OPP Concept Note to ensure alignment with the GCF requirements, addressing comments from the GCF review, and integration of the financial structuring inputs as per scope of works below for successful resubmission to the GCF.

3.0 SCOPE OF WORK

The consultancy services will provide technical assistance to the SPREP team to:

a) conduct a Gap Analysis with a desktop assessment detailing: existing Climate Information and Early Warning Systems (CIEWS) at the regional and national levels, these include but are not limited to gaps and upgrade opportunities, and specific resources and capacity gaps OPP will address.

b) complementarity and synergies: re-align the OPP to the Gap Analysis above and the independent evaluation of the GCF's approach to and portfolio of climate information and early warning system interventions, and demonstrate alignment with existing initiatives (e.g., FP035, FP147, FP258, FP259, Weather Ready Pacific)1. Clearly articulate the synergies with the Weather Ready Pacific initiative and the UN Early Warnings for All initiative.

c) conduct a stakeholder mapping to identify potential partnerships and collaboration to strengthen bilateral partners and agencies funding CIEWS in the Pacific and align these to financial structure, co-financing potentials, financing instruments including the sustainability and innovation framework.

d) Financial structure and co-financing

- develop clear financial architecture for the OPP including indicative flexible financing instruments, blended finance options, and grant versus reimbursable components aligned with GCF requirements.
- identify co-financing sources including bilateral donors, MDBs, parallel regional programmes and private sector opportunities.
- provide an indicative financial sustainability pathway including cost-recovery options where appropriate without undermining the public-good nature of early warning systems.

e) Private sector engagement

- identify viable private sector engagement models relevant to the Pacific SIDS (e.g., climate services for aviation, agriculture, etc.) as well as identify the specific institutions for partnerships).
- assess and develop for inclusion in the proposal revenue-generating climate services and associated risks. Consider reimbursable finance, concessional loans, and insurance mechanisms.

f) Sustainability and innovation

- propose long-term sustainability strategies (e.g., revolving funds, micro finance).
- explore partnerships with telecommunication companies, insurers, agro businesses, and tourism operators; and reference the Caribbean models like CCRIF SPC for parametric insurance.
- propose concrete sustainability mechanisms including maintenance financing models for hydromet infrastructure, pooled financing options, revolving funds, or insurance-linked approaches.

g) explore /assess the implementation arrangements for multi-country and as appropriate consider other approaches consistent with best practices by the GCF in other regions.

h) prepare a short briefing note and presentation with key elements of the revised OPP Concept Note (SPREP will share the brief with the Pacific Meteorological Council (PMC), NDAs and Meteorological Directors for information, validation and feedback).

i) revise the concept note to address review comments made by the GCF and ready for resubmission. Coordinate closely with the Finance Specialist to ensure coherent integration of financing, sustainability, and private sector engagement elements.

j) ensure full compliance with the updated GCF Concept Note template and formatting requirements.

k) finalise the draft PPF (project preparation facility) application.

4.0 DELIVERABLES

Specific deliverables include:

Deliverable 1 *10 working days after signing of contract.*	*Inception brief* and work plan and *Gap Analysis* summary including country-level assessment, complementarity mapping, institutional capacity review, and prioritised investment recommendations.
Deliverable 2 *Due 20 August 2026*	**draft revised OPP Concept Note** incorporating financial structure, co-financing, strengthened theory of change, implementation arrangements, sustainability considerations, and GCF compliance.

Deliverable 3 *Due 20 September 2026*	**final revised OPP Concept Note** for resubmission to the GCF.
Deliverable 4 *Due 20 September 2026*	final draft **OPP PPF application**.

5.0 QUALIFICATIONS AND EXPERIENCE

Team Leader to:

n) have an advanced tertiary qualification such as a Masters degree in climate sciences and or other relevant field related to the assignment.
o) highly specialised with extensive relevant experience and highest-level of expertise in climate change, climate adaptation, meteorology, hydrology, disaster risk reduction.
p) have at least 7 years' experience in providing leadership and expert advice in programme and operations for climate financing.
q) have expertise in producing high quality reports and documents, including funding concept notes and or proposals for full projects for the GCF.
r) have solid knowledge of Green Climate Fund (GCF) and Climate Information and Early Warning Systems (CIEWS).

Other Team Members have:

s) proven experience structuring blended finance solutions that combine public finance, concessional finance, and private sector investment including the use of instruments such as guarantees and credit enhancement mechanisms; equity or quasi-equity instruments; results-based financing; reimbursable grants; public-private partnership (PPP) financing models.
t) knowledge or experience in designing or advising on climate risk financing solutions, including integration of public finance with insurance-based instruments including parametric insurance products, sovereign or sub-sovereign disaster risk insurance mechanisms, resilience or catastrophe bonds, insurance-linked contingency financing mechanisms, risk layering strategies combining grants with contingent finance/insurance.
u) experience working with international climate finance institutions and/or multilateral development banks or similar entities such as GCF; including structuring financial solutions aligned with their investment frameworks and financial instruments.
v) demonstrated experience engaging private investors, insurers, development finance institutions or other financial actors in the development of financially sustainable climate resilience investments.
w) strong workshop facilitation skills.
x) excellent written and verbal communication skills in English.
y) flexibility, teamwork skills, professional and personal integrity.
z) proven work experience and knowledge of the Pacific SIDS, regional organisations and CROP (council of regional organisations in the Pacific) in particular in CIEWS.

6.0 SCHEDULE OF ASSIGNMENT

The assignment will be carried out for up to maximum 45 working days with all deliverables to be completed by **20 September 2026**.

It is expected that the consultants will undertake the above scope of work through desktop-based research; virtual consultations, and face-to-face engagement with the SPREP Team. The financial proposal to clearly identify all associated costs for the assignment.

7.0 INSTITUTIONAL ARRANGEMENT

The consultancy will be supported by the SPREP Team led by the Director Climate Sciences and Information Programme.

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