

REQUEST FOR TENDERS

RFT: 2026-029
File: AP_4/12
Date: 15 July 2026
To: Interested consultants
From: Tavita Su'a, Pacific Environment Portal Systems Developer and Analyst

Subject: Request for tenders (RFT): National Climate Data Strategy and Action Plan Development for Cook Islands, Niue and the Republic of the Marshall Islands

1. Background

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

2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced consultants who can offer their services to review existing documentation on climate data and information within Cook Islands, Niue and the Republic of the Marshall Islands to develop a National Data and Information Strategic Action Plan for each of the three countries mentioned.
- 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 27 July 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 29 July 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.
- b. Tenderers should identify in their question what, if any, information in the question the Tenderer considers is confidential.
- c. 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 and Experience	Postgraduate qualification in meteorology, climatology, climate change, environmental management, information systems, public policy, disaster risk management or related discipline	10%
	At least 10 years of relevant professional experience working in the Pacific especially for the 3 countries – Cook Islands, Niue and the Republic of the Marshall Islands	10%
	Demonstrated experience preparing strategic plans, roadmaps or institutional strengthening frameworks	20%
	Sound knowledge of climate data systems, climate information services and governance	10%
	Proven experience facilitating multi-stakeholder consultations and producing practical policy documents	10%
Technical Proposal / Methodology	Development of workplan and schedule of activities	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 August 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 2026-029: Development of National Climate Data Strategy and Action Plans for Cook Islands, Niue and the Republic of the Marshall Islands'

Mail: SPREP

Attention: Procurement Officer
PO Box 240
Apia, SAMOA

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

Fax: 685 20231

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

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

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

SPREP reserves the right to enter into negotiation with respect to one or more proposals prior to the award of a contract, split an award/awards and to consider localised award/awards between any proposers in any combination, as it may deem appropriate without prior written acceptance of the proposers.

A binding contract is in effect, once signed by both SPREP and the successful tenderer. Any contractual discussion/work carried out/goods supplied prior to a contract being signed does not constitute a binding contract.

For any complaints regarding the Secretariat's tenders please refer to the Complaints section on the SPREP website <http://www.sprep.org/accountability/complaints>

Annex A: Terms of Reference

Development of National Climate Data Strategy and Action Plans for Cook Islands, Niue and the Republic of the Marshall Islands

Background

The Pacific region faces growing climate risks that threaten the ecosystems, livelihoods and development prospects of its island populations. In response, SPREP is implementing the GCF-funded Enhancing Climate Information and Knowledge Services for Resilience in 5 Island Countries of the Pacific (UNEP CISPac5) project, which aims to support climate-resilient development in Cook Islands, Niue, Palau the Republic of the Marshall Islands (RMI) and Tuvalu through improved generation and use of climate information, strengthened adaptive capacity and increased climate risk awareness. This consultancy is delivered under Sub-activity 2.3.1 of UNEP CISPac5 to Establish and implement national climate data and information strategies. In support of the Pacific roadmap for strengthened climate services, each target country will develop a national Climate Data Strategy and Action Plan to improve climate-related data management, governance and inter-sectoral communication. Each Plan will include provisions for sex- and age-disaggregated data collection where possible and will support improved tracking and reporting under the UNFCCC and other multilateral environmental agreements.

Purpose and Objective

The purpose of this consultancy is to develop a **National Climate Data Strategy and Action Plan** for Cook Islands, Niue, and the Republic of the Marshall Islands. Each Plan will define strategic priorities, institutional arrangements, and sequenced actions to strengthen national climate data systems and their use in decision-making, while remaining adaptable to evolving policies, stakeholder input, and new technologies.

Developed action plans will support a shift toward science-based, climate-resilient policy, planning, and early action - strengthening National Frameworks for Climate Services, enabling Impact-based Forecasting and Forecast-based Financing, and integrating Traditional Knowledge alongside scientific data systems as a crosscutting principle.

Each Plan will also provide practical guidance on how climate data can be accessed and used for decision-making, bringing together the full landscape of available data sources — including those provided by regional technical partners under the UNEP CISPac5 programme, national climate datasets, and data from local, national, regional, and global partners and stakeholders.

Scope of Work

Under the supervision of SPREP's Environmental Governance and Climate Science Information Programmes in consultation with designated national UNEP CISPac5 project managers, the consultant will:

- Review relevant national, regional and international policy and technical documents and prepare an inception report confirming methodology, workplan, consultation approach and proposed plan structure for each country.
- Undertake a baseline assessment for each country covering institutional mandates, capacity, climate observation networks, data collection and storage practices, quality control, system interoperability and access mechanisms.
- Consult with the other regional technical partners under the UNEP CISPac5 project to accurately document climate data flows generated through the project's implementing partners
- Consult with meteorological services, environment and climate change agencies, National Statistics Offices, disaster management offices and other relevant sectoral agencies to identify priority data and information needs, gaps and opportunities. The consultant will draw on

lessons from the Inform project, including NSO-led experience in data governance, cloud-based environmental databases and State of Environment reporting.

- Prepare a draft national Climate Data Strategy and Action Plan for each country, defining a strategic vision, objectives, institutional arrangements, priority actions and an implementation roadmap. Each plan shall include provisions for sex- and age-disaggregated data collection where possible.
- Facilitate stakeholder review and validation of draft plans and revise documents accordingly for final submission.

Deliverables

Output	Description
1	Inception report (methodology, workplan, consultation schedule, stakeholder map, proposed plan structure) — due within two weeks of contract commencement
2	Consolidated baseline assessment report covering all three countries
3–6	Draft national Climate Data Strategy and Action Plan for each country (Cook Islands, Niue, RMI)
7	Consultation summaries and comment/response matrix from stakeholder review
8	Final Strategic Action Plans for all four countries, incorporating stakeholder feedback

Duration

Six months, structured as follows:

Phase	Timing
Inception and document review	Weeks 1–2
Baseline assessment and consultations	Weeks 3–6
Drafting of strategic plans	Weeks 7–10
Review and validation	Weeks 11–13
Finalisation and submission	Weeks 14–16

Reporting Arrangements

The consultant will report to Mr Tavita Su'a at SPREP and work closely with nominated national focal points in each target country. All deliverables shall be submitted in Microsoft Word and PDF in clear professional English.

Duty Station

Primarily home-based. Consultations may be conducted virtually and/or in-country subject to budget and personnel availability.

Budget and Payments

All submitted tenders should be inclusive of professional fees and all consultancy costs. Travel is required and will be supported separately by SPREP in line with the SPREP Travel Policy (economy

airfare and DSA) to visit Cook Islands, Niue and the Republic of the Marshall Islands to carry out consultations.

Milestone	Allocation
Contract signing, initial meeting and approval of inception report	10%
Approval of baseline assessment report	20%
Submission of draft strategic plans (all three countries)	30%
Completion of validation and submission of final plans	30%
Approval of final consultancy report	10%

Required Qualifications and Experience

Essential

- Postgraduate qualification in meteorology, climatology, climate change, environmental management, information systems, public policy, disaster risk management or related discipline
- At least 10 years of relevant professional experience working in the Pacific, especially for the 3 countries – Cook Islands, Niue and the Republic of the Marshall Islands
- Demonstrated experience preparing strategic plans, roadmaps or institutional strengthening frameworks
- Sound knowledge of climate data systems, climate information services and governance
- Proven experience facilitating multi-stakeholder consultations and producing practical policy documents
- Excellent written and oral communication skills in English

Desirable

- Familiarity with meteorological services, climate services frameworks, state of the environment reporting and national adaptation planning
- Understanding of regional institutions relevant to Pacific climate resilience