

REQUEST FOR TENDERS

RFT: 2026-032
File: AP_3/28/1
Date: 3 August, 2026
To: Interested consultants
From: Climate Science & Information Programme & Project Coordination Unit

Subject: Request for tenders (RFT): Development of the One Pacific Programme (OPP) proposal and all mandatory annexes for submission to the Green Climate Fund

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 18 August 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 20 August 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 consultants /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	i) A Team Leader to be identified and will be the contact person for the services to be provided. The consortium of consultant(s) /firm /company will collectively have a minimum of: - A master's degree in relevant field(s) from a recognised tertiary institution. - At least 10 years' experience in respective technical areas (e.g., in hydro-meteorological area) cited in the Scope of Work, including evidence of similar assignments in the last 5 years. - Excellent knowledge of climate change in the Pacific Region, and demonstrated expertise in hydro-meteorology, as well as project/programme monitoring, evaluation, reporting and learning. - Strong background in results-based monitoring (RBM) management strategy for measuring performance and achievement of outputs, outcomes and impacts.	20%
	ii) Good understanding of GCF requirements and standards for project /programme proposals. - Provided examples of successfully developed proposals to multilateral entities such as the Adaptation Fund and Green Climate Fund. - Good experience in undertaking multiple stakeholder consultations and workshop facilitation as relevant for the Pacific and the tasks outlined in the Scope of Work. - Excellent communication skills with high command of spoken and written English, and proficiency in reporting and presenting findings for decision making.	30%
Technical Proposal / Methodology	iii) The proposal to lay out the plan and methodologies to deliver within the 50 working days timeline. Any initial thoughts on what sustainability features would look like is to be also presented in the technical proposal.	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: 01 September 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 2026-032: **Development of the One Pacific Programme (OPP) proposal and all mandatory annexes for submission 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>

Annex A: Terms of Reference

Development of the One Pacific Programme proposal and all mandatory annexes for submission to the Green Climate Fund

1.0 INTRODUCTION

The Secretariat of the Pacific Regional Environment Programme (SPREP) will be resubmitting a revised concept note to the Green Climate Fund (GCF) in September 2026. The concept note titled: Climate Information and Early Warning Systems, One Pacific Programme (commonly referred to as the One Pacific Programme – OPP) is anticipated to be approved including Project Preparation Facility funds to further progress the proposal development phase.

SPREP as the accredited entity for the One Pacific Programme and in anticipation of the approval of the concept note has commenced preparations for drafting the full proposal and required annexes.

This terms of reference (ToR) outlines specific tasks to support the accredited entity in the preparation of the proposal and mandatory annexes such as the feasibility study, environmental and social management framework, stakeholder analysis and consultations plan at national and regional levels, implementation including with indigenous people where appropriate, gender assessment and action plan, operations and maintenance plan, and grant operation manual if relevant

SPREP seeks a firm that can dedicate time to deliver within a maximum timeframe of 50 working days.

2.0 CONSULTANCY OBJECTIVES

Draft a proposal and all mandatory annexes required for a complete submission to the Green Climate Fund.

3.0 SCOPE OF WORK

The consultancy services will provide technical assistance to:

- 3.1 Review key stakeholders, baseline analysis and capacity gaps.
- 3.2 Consultations plan to engage stakeholders at national and regional levels.
- 3.3 Feasibility study including a screening of environmental and social safeguards and impacts, economic and financial sustainability analysis, an assessment of implementation arrangements and a gender analysis.
- 3.4 Technical design of a high-quality Funding Proposal to be submitted to the GCF.

Specific scope and details are:

3.1 Analytical work:	Review and assessment of stakeholders, baseline analysis and capacity gaps
Level of Effort (est. w/days):	10
Output:	An Analysis Report on the proposed OPP interventions
Deliverable:	Part of Deliverable 1

There is a revised concept note that outlines the One Pacific Programme interventions, synergies with notable initiatives in the hydro-meteorological areas including implementation arrangements and a budget. The analytical work aims to get a clear understanding of key stakeholders, needs, priorities, challenges, from the supplier and demand sides. The task consists of a desk research and literature review to analyse and map the present context, needs and priorities of countries from both supply and demand sides, identify stakeholders and existing initiatives and undertake a review of the OPP

proposed components and activities in the Pacific region. It will also explore linkages, coordination and cooperation with other Accredited Entities (AEs) and ways to supplement and add value to the GCF project portfolio in the region.

- (a) *Context analysis*: collect information and analyse national and regional socio-economic and institutional context as well as policy, legislative, regulatory and administrative frameworks relevant to climate services, weather services, disaster risk reduction/management, climate adaptation planning and the development of meteorological and hydrological services.
- (b) *Needs assessments*: identify, collect and analyse all the necessary information and documents to fully map national and regional needs, challenges, priorities and capacities with regard to hydro-meteorological hazards, climate and weather services and early warning systems.
- (c) *Analysis of initiatives related to climate finance*: identify and collect the necessary information to provide an overview of the participating countries and regional initiatives related to climate finance and hydro-meteorological services.
- (d) *Analysis of investments*: identify and analyse existing and planned initiatives including GCF funded initiatives, supporting the development of weather and climate services in the region, noting the key flagship initiatives such as the Weather Ready Pacific (WRP) and the global Early Warning for All (EW4ALL).
- (e) Identify and map-out specific areas where the OPP could complement and add value.
- (f) *Mapping of key stakeholders in the sector*: Carry out an analysis of key players at country and regional level, bring out their approach and area of focus and identify collaboration opportunities.

3.2 Stakeholder Engagement:	Engagement plan of stakeholders at national and regional levels including relevant projects.
Level of Effort (est. w/days):	15
Output:	Stakeholder Engagement Assessment and Plan
Deliverable	2

This targets to enhance ownership of the OPP by and establish clear and strong collaboration with relevant stakeholders (e.g. national, provincial, community, sector and regional stakeholders, development partners, private sector, CSOs/NGOs, women, children, youth and most vulnerable marginalised groups) through engaging them in the identification and prioritisation of their needs and the OPP design. Throughout the consultation process, attention will be paid to social inclusion with gender considerations.

There has been a wide range of national and regional consultations including with relevant projects such as the EW4All (FP258) and CIS-Pac5 (FP281) conducted at the development of the concept note. These discussions and information will be available to the successful bidder.

These involve:

- (a) Develop a 3-days annotated agenda for the consultations, Outputs and reference to relevant documentations to be provided.
- (b) Collection /updating of data and information on status of the meteorological and hydrological observing and forecasting systems operated by Pacific SIDS based on all current available documentation such as the PSIDS Reports to Pacific Meteorological Council (PMC) meeting, September 2026.
- (c) Confirmation of country needs and priorities on the establishment of the focused scope of the OPP.

- (d) Propose a practical way to integrate the OPP proposed governance aspects to the regional architecture of the Pacific Meteorological Council, SPREP meeting, country-GCF NDAs and other associated arrangements.
- (e) Summarise key findings and highlight possible orientations for the OPP at country and regional level.

3.3 Feasibility Study:	Including an environmental and social management plan, economic and financial sustainability analysis, an assessment of implementation arrangements and a gender analysis.
Level of Effort (est. w/days):	20
Output:	Feasibility Study Report with annexes (ESMP, Gender Action Plan, O&M Plan, etc.)
Deliverable	3

To ensure that proposed investments are socially, technically, economically and environmentally sound. For this purpose, it seeks to ensure that proposed investments are in full compliance with GCF investment criteria and GCF Social and Environmental Safeguards as well as country policy and regulatory frameworks.

The study will focus on:

- (a) Analysis of technical feasibility of proposed interventions and infrastructures and assessment of alternatives as appropriate; This assessment will also ascertain that there is no replication of procurement of equipment /instruments, appropriate operation and maintenance needs including training needs for technicians.
- (b) Institutional analysis: Assessment of proposed OPP implementation arrangements as outlined in the concept note including capacity of participating countries to implement the programme and operate the infrastructure, identification of capacity development activities, capacity supplementation and assessment of the monitoring, evaluation and risk management frameworks.
- (c) Economic and financial analysis: The products and services produced from the OPP being public goods, this analysis will consist of (i) the assessment of the economic benefits, efficiency and sustainability and options for ensuring financial viability including through assessing possibility of sourcing finance from national budgets or other investments in the country and/or region, and (ii) formulation of an O&M plan including development of long-term management and monitoring plan (beyond completion) with indicative budget to ensure sustainable operation and maintenance of the infrastructure and equipment.
- (d) Environmental and Social Safeguards aspects to be implemented by the accredited entity, SPREP are Category B (1&2), therefore, this assessment will consist of a screening and identification of mitigation and risk management measures, as necessary.
- (e) Gender analysis and formulation of a Gender Action Plan: In the development and implementation of the OPP there is the requirement to articulate the differences between women's and men's situations, perceptions of threats and vulnerabilities. Integrating a gender perspective can ensure better preventive and robust responses and preparedness. In order to improve the effectiveness of OPP, the analysis is to adequately inform the design with specific and precise assessment of gender implications including gender roles, power relations and a disaggregation of women's and men's specific interests, needs, and priorities. The Gender Action Plan will provide recommendations on how to enhance the benefits of the OPP for both men and women and to promote gender equality including gender-responsive activities, gender performance and gender-disaggregated indicators.

3.4 OPP design:	Technical design of a high-quality Funding Proposal to be submitted to the GCF
Level of Effort (est. w/days):	20
Output:	Draft OPP funding proposal
Deliverable	4

The Project Proposal will be designed based on the approved concept note and findings from the above analysis and assessments.

Tasks include:

- (a) Develop the Funding Proposal that reflects the GCF guidelines and quality standards; (i) a description of the OPP (activities including a cascading¹ theory of change for national and regional levels connecting end users' needs, technical solutions, cost and financing arrangements, O&M plan including a long-term (beyond completion) management and monitoring plan and budget, etc; (ii) an analysis of the OPP performance against the GCF investment criteria; (iii) definition of implementation arrangements (governance, financial management framework, risk management frameworks); monitoring, reporting and evaluation framework; and, (iv) integration of the Gender Action Plan and the Environment and Social Management Plan into the OPP overall implementation plan.
- (b) Review and validation of the Funding Proposal: Draft a 3-days annotated agenda including presentations and other documentations to be validated.

4.0 DELIVERABLES

Specific deliverables include:

Deliverable 1 <i>10 working days after signing of contract.</i>	Inception brief and work plan Report on the analysis of the proposed OPP interventions
Deliverable 2 <i>Due 8 October 2026</i>	Stakeholder engagement assessment and plan (findings from scope of work 3.2) – Result of desk review and consultations to produce findings and recommendations on the engagement of key stakeholders and collaborative opportunities.
Deliverable 3 <i>Due 30 October 2026</i>	Feasibility Study Report (an output from scope of work 3.3) – The report to include specific annexes such as the economic and financial analysis, environment and social management plan and a gender action plan.
Deliverable 4 <i>Due 20 November 2026</i>	Draft One Pacific Programme Funding Proposal – The draft funding proposal to include the findings and recommendations of all the above deliverables including a detailed budget with co-financing using the relevant GCF templates. There is a current plan to present this to a regional forum of NDAs, Met Directors, etc in the first week of December in Samoa.

A summary of deliverables and timelines are presented below.

Deliverables	September				October				November			
Inception brief and work plan, and Report on the analysis of the proposed OPP interventions			x									
Stakeholder engagement assessment and plan					x							
Feasibility Study Report								x				
Draft One Pacific Programme Funding Proposal											x	

5.0 QUALIFICATIONS AND EXPERIENCE

The firm /company to clearly outline the qualifications, experience and role that will provide the technical assistance and deliver against the Scope of Work. A Team Leader to be identified as well and will be the contact person for the services to be provided.

The consortium of consultant(s) /firm /company will collectively have a minimum of:

- A master's degree in relevant field(s) from a recognised tertiary institution.
- At least 10 years' experience in respective technical areas (e.g., in hydro-meteorological area) cited in the Scope of Work, including evidence of similar assignments in the last 5 years.
- Excellent knowledge of climate change in the Pacific Region, and demonstrated expertise in hydro-meteorology, as well as project/programme monitoring, evaluation, reporting and learning.
- Strong background in results-based monitoring (RBM) management strategy for measuring performance and achievement of outputs, outcomes and impacts.
- Good understanding of GCF requirements and standards for project /programme proposals.
- Good experience in undertaking multiple stakeholder consultations and workshop facilitation as relevant for the Pacific and the tasks outlined in the Scope of Work.
- Excellent communication skills with high command of spoken and written English, and proficiency in reporting and presenting findings for decision making.

6.0 SCHEDULE OF ASSIGNMENT

The assignment will be carried out for up to maximum **50 working days** with all deliverables to be completed by **20 November 2026**.

The successful Bidder will report to the Procurement Officer and will work closely with the SPREP Team.

The workplan should consider a blend of working remotely, country visits where possible and at SPREP Headquarters in Apia, Samoa to produce the required deliverables.

7.0 INSTITUTIONAL ARRANGEMENT

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