REQUEST FOR TENDERS

RFT: 2026-ClimSA-001

File: AP_3/35

Date: 11 March, 2026

To: Interested consultants

From: ClimSA Project

Subject: **Request for tenders (RFT): Consultancy to Update, Formalise, and Support the Implementation of a Pacific-wide Capacity Development Plan for the Climate Services Value Chain – ClimSA Pacific Project**

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 or firm who can offer their services to update, formalise, and support the implementation of a Pacific-wide capacity development plan that augments the capacity of stakeholders at every step of the climate services value chain.

2.2. The consultant will ensure the plan is strictly aligned with the WMO Competency Framework for Climate Services (CFCS) and incorporates requirements for accredited and competency-based training for both providers (including National Meteorological and Hydrological Services) and users, with an initial focus on the Agriculture (including fisheries) and Disaster Risk Reduction (DRR) sectors**.**

2.3 The Terms of Reference of the consultancy are set out in Annex A.

2.4. 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.

2.5. SPREP Standard Contract Terms and Conditions are non-negotiable

3. Conditions: information for applicants

3.1. To be considered for this tender, interested consultants or firm 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 of firm 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 or firm 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. Travel associated with the delivery of the TOR must be clearly separated from the consultancy fee.

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 20 March 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 24 March 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 or 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
Qualifications	A minimum of a post-graduate degree in climate science, meteorology, geography, environmental science, social science or related technical field	10%
Technical Expertise	7–10+ years' experience in climate services, DRR or climate adaptation, including at least 5 years in capacity development/training roles.	10%
	At least 10 years of experience in the climatology field, with a proven track record of providing technical assistance on climate-related projects, preferably in the Pacific Islands region.	10%
Sectoral Knowledge	Proven track record in developing competency-based training frameworks, curriculum development, and mainstreaming climate science. Sound understanding of climate change, vulnerability and disaster resilience issues faced by Pacific SIDS	10%
	Excellent command of written and spoken English, with a track record of producing high-level strategic reports and capacity building plans. Knowledge of one Pacific language being an advantage.	10%
Technical Proposal / Methodology	Technical proposed on the approach and methodology to undertake the activities outlined in the terms of reference, including timelines to complete 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: 01 April 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-ClimSA-001**: Consultancy to Update, Formalise, and Support the Implementation of a Pacific-wide Capacity Development Plan for the Climate Services Value Chain – ClimSA Pacific Project**

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

Consultant: Develop and Implement Pacific-wide Capacity Building Plan for Climate Services Value Chain

A. Background and Rationale

The UN Global Framework for Climate Services (GFCS) was established in 2009 at the World Climate Conference 3, organized by the UN World Meteorological Organization (WMO), to strengthen the production, availability, delivery and application of science-based climate prediction and services. Climate Services (CS), as defined by the GFCS, include the timely production, translation, provision and use of climate data, information and knowledge for informed societal decision-making regarding climate risks. Enabling access to climate information and providing user-friendly CS will help decision-makers at all levels, including end users, in various sectors (agriculture, food security, disaster risk reduction, sustainable water and health, etc.). While climate information and forecast are growing rapidly worldwide, many African, Caribbean and Pacific (ACP) countries still need the infrastructural, technical, human and institutional capacities to provide high-quality climate services (CS).

The Pacific region is particularly vulnerable to the adverse impact of climate change. According to the 2019 World Risk Index, disaster risk is at its highest in the Oceania Pacific Small Island Developing States (SIDS). The “Hydro-meteorological Disasters in the Pacific” report states that out of 615 disasters between 1983-2012, 75% were hydro-meteorological in nature, the most common being cyclones followed by floods, with a total damage cost of USD 3.9 billion. Climate variability and change are already severely impacting the region's national economies and key socio-economic sectors without sound CS. Pacific National Meteorological and Hydrological Services (NMHS) play a pivotal role in monitoring weather, climate, and hydrological hazards. Still, many operate with infrastructure and staffing constraints that limit their capability. Many staff are weather observers, and a few NMHSs in the region have established climate services, but tailoring support for sectors continues to be an ongoing challenge.

The EU signed a EUR 85 million Financing Agreement (FA) with the ACP Secretariat for the implementation of the “Intra-ACP Climate Services and related Application programme” (also called "ClimSA") financed under the 11th European Development Fund. The overall goal is to support the climate information services value chain with technical and financial assistance, infrastructure and capacity building. This will result in improved access and use of climate information and enable and encourage the generation and use of climate services and applications for decision-making at all levels.

The Secretariat of the Pacific Regional Environment Programme (SPREP) is the lead agency for implementing the Pacific component of ClimSA, with a budget of EUR 9m. This programme is timely and necessary for the Pacific since climate variability and change already have and will continue to severely impact national economies and key socio-economic sectors without this large-scale resilience intervention.

All Pacific ACP (Cook Islands, Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu) members will indirectly benefit from the Action with the recognition of Samoa, Kiribati, Nauru, and Tonga to

also benefit from upgrading their weather observations stations to improve the quality of the climate data to support tailored products for decision making.

A capacity assessment commissioned by the Pacific Meteorological Council (PMC) revealed that investment in the NMHS community is critically needed at all levels, particularly regarding the Capacity Development pillar of the Pacific Roadmap for Strengthened Climate Services 2024-2033

B. SERVICES REQUIRED

2.1. SPREP is seeking the services of a qualified Consultant or team to lead the development and implementation of a Pacific-wide capacity development plan that augments the capacity of stakeholders at every step of the climate services value chain. The consultant will develop regional capacity development plan for the Pacific.

2.2. The consultant will ensure the plan is strictly aligned with the WMO Competency Framework for Climate Services (CFCS) and incorporates requirements for accredited and competency-based training for both providers and users (focus on the Agriculture and food security (including fisheries) and Disaster Risk Management (DRM), Water, Energy, Health and tourism sectors.

C. SCOPE OF CONSULTANCY AND KEY DELIVERABLE

3.1. The consultant or firm will be responsible for the following tasks and deliverables, to be completed within the 60-working day budget.

The scope of the consultancy shall be framed around a full cycle: diagnose, design, implement, and institutionalise a Pacific-wide capacity building plan along the climate services value chain.

Inception and diagnostic

- Conduct inception consultations with key regional bodies (SPREP, SPC, WMO, CROP agencies) and NMHSs to agree objectives, governance, and workplan.
- Desktop Review of all relevant capacity building plans developed for climate services for the Pacific Region, to establish whether there have been prior efforts, and if so, to what level the plans were developed. Map ongoing capacity building activities to avoid duplication.
- Lead a structured capacity needs assessment across institutional, infrastructural, procedural and human-resource dimensions for climate services in all Pacific PICs.

Design of the capacity building plan

- Develop a regional Capacity Building Framework for the climate services value chain (observations → data → modelling → products → communication → uptake → socioeconomic benefits (SEB).
- Co-design Pacific regional “learning pathways” with NMHSs and priority user sectors. Ensure the plan covers all 6 sectors under the GFCS and incorporates considerations especially for the Agriculture and Disaster Risk Reduction (DRR) sectors.
- Prepare a detailed multi-year Capacity Building Plan: objectives, target groups, competencies, delivery modalities (training, mentoring, exchanges, communities of practice, e-learning), timelines and resource needs.

Tools, curricula and partnership arrangements

- Develop and adapt curricula, training modules, standard operating procedures (SOP) packages, mentoring guidelines and toolkits aligned with WMO competency frameworks and Pacific priorities.
- Propose and where possible, broker partnership arrangements with universities, regional climate centres, WMO Regional Training Centres (RTCs), and existing projects to deliver components of the plan.
- Design a mechanism for sustained communities of practice and peer-to-peer support (e.g. thematic groups for fisheries, Agromet, DRR, aviation, tourism).

Implementation and coordination

- Propose an Implementation and Coordination Plan, which will aim to pilot selected training and capacity building activities in representative PICs.
- Identify regional implementation tools (a calendar of proposed training dates, trainers and location).

Monitoring, evaluation, learning and sustainability

- Develop and apply an MEL framework to track changes in competencies, service quality, user uptake and socio-economic benefits across the region.
- Recommend institutionalisation options (e.g. integration into Weather Ready Pacific (WRP), PMC decisions, regional training programmes) and resource mobilisation pathways to sustain the capacity building beyond the assignment.

e. **Requirements**

The successful consultant and firm must demonstrate:

Core technical expertise

- Deep understanding of the **climate services value chain** (observations, data management, modelling/forecasting, products/services, user needs assessments, user feedback mechanisms and socio-economic benefits).
- Knowledge of WMO GFCS and Pacific frameworks: Pacific Roadmap for Climate Services, PIMS, FRDP, EW4All, WMO capacity development guidelines
- Experience working with NMHSs and sectoral users (agriculture, DRR, water, health, oceans, etc.) in the Pacific or similar SIDS contexts.
- Ability to map institutional, infrastructural, procedural and human-resource capacities for climate services, and design interventions across all four areas.

Capacity development and training skills

- Proven track record designing and implementing multi-country or regional capacity development strategies or training programs (not just one-off workshops).
- Skills in training needs assessment along the value chain, co-designing learning pathways with NMHSs and users, and developing curricula, tools and guidelines tailored to Pacific contexts.
- Strong facilitation, mentoring and community-of-practice skills to support ongoing peer learning across Pacific countries.
- Experience integrating MEL into capacity building (indicators for skills, service quality, and user uptake; feedback loops to adapt the plan).

Coordination and strategic skills

- Ability to lead and coordinate regional partners (SPREP, SPC, WMO, CROP agencies, universities, NGOs, donors) around a shared capacity building roadmap.
- Experience convening and working with expert panels/working groups (e.g. PMC panels such as PIETR, WRP technical committees, sectoral platforms).
- Strong programme and project management skills: work planning, budgeting, contracting trainers/consultants, and reporting to donors.
- Ability to embed resource mobilisation and sustainability thinking in the plan (e.g. linking capacity needs to WRP, GCF, Adaptation Fund, other windows).

Essential Qualifications and Experience:

- **Minimum Qualifications:** A post-graduate degree in Climate Science, Meteorology, Geography, Environmental Science, Social Science or a related technical field.
- **Professional Experience:** 7–10+ years' experience in climate services, DRR or climate adaptation, including at least 5 years in capacity development/training roles.
- At least 10 years of experience in the climatology field, with a proven track record of providing technical assistance on climate-related projects, preferably in the Pacific Islands region.
- **Sectoral Knowledge:** Proven track record in developing competency-based training frameworks, curriculum development, and mainstreaming climate science. Sound understanding of climate change, vulnerability and disaster resilience issues faced by Pacific SIDS
- **Technical Writing:** Excellent command of written and spoken English, with a track record of producing high-level strategic reports and capacity building plans. Knowledge of one Pacific language being an advantage.

Overall duration

- Duration: 60 working days over a 6 month period
- Phases:
  - Months 1–2: Inception & needs assessment
  - Months 3–4: Plan design & validation
  - Months 5–6: Tools + pilots + handover

Deliverables and timelines (6 months)

Month 1–2: Inception and needs assessment

1. Inception report (end of Month 1)
- Refined methodology and detailed 6-month workplan
- Stakeholder map and agreed governance/coordination arrangements
2. Rapid capacity needs assessment report (end of Month 2)
- Short framework + tools
- Synthesis of regional gaps and priority country/sub-regional needs (using online surveys, virtual interviews, quick scans of existing docs)

Month 3–4: Draft plan and validation

3. Draft Pacific-wide Capacity Building Framework (mid-Month 3)
- Value-chain-based framework and target groups ("learning pathways")
4. Draft 3-year Capacity Building Plan (end of Month 4)

- Objectives, outcomes, priority themes, delivery modalities, indicative schedule and rough resource needs

5. Validation workshop and final Plan (end of Month 4)

- Regional virtual (or hybrid) consultation
- Revised, endorsed final Pacific-wide Capacity Building Plan with implementation roadmap

Month 5: Tools and partnership setup

6. Core training and mentoring package (end of Month 5)

- At least 2–3 modular training outlines (objectives, session plans, exercises)
- Simple mentoring/peer-learning guidance note

7. Partnership and delivery note (end of Month 5)

- Proposed roles of key regional/national partners in delivering the Plan
- Priority opportunities to align with existing projects and finance

Month 6: Pilots, MEL and handover

8. Pilot implementation note (mid- to end of Month 6)

- Design and delivery of at least 1–2 pilot activities (e.g. one regional/sub-regional training and one community-of-practice/mentoring cycle)
- Brief pilot report with participation, feedback and immediate adjustments to the Plan/tools

9. MEL framework (end of Month 6)

- Light results framework, indicators and simple tracking tools for skills, service quality and user uptake

10. Final technical report and handover package (end of Month 6)

- Summary of process, final Plan, tools, pilot results and recommendations for scaling (next 2–3 years)
- All materials handed over in agreed formats

Work Arrangements

The Consultant or firm will work under the direction of the SPREP Pacific Met Desk and coordinate with the RCC Coordinator and the ClimSA Pacific Project to ensure all deliverables meet regional standards and are integrated into the broader ClimSA governance framework. While the role is regional in scope, the consultant may work remotely with scheduled virtual or face-to-face consultations with regional partners and NMHSs.

Travel

All travel-related expenses shall be detailed as a distinct component within the technical and financial proposal, clearly delineated from the professional consultancy fees.