

# REQUEST FOR TENDERS

RFT: 2026/PCCC/001  
File: AP\_3/34/9  
Date: 10 March, 2026  
To: Interested Tenderers/experts  
From: Fred Patison

**Subject: Request for tenders (RFT) Individual Consultant: Pacific Action to Enhance the Visibility of Evidence (PAVE) on Climate Change and Health, Epidemiologist Officer, Samoa.**

## 1. Background

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

## 2. Specifications: statement of requirement

- 2.1. SPREP wishes to call for tenders from qualified and experienced tenderers/experts/firms who can offer their services as PAVE Health and Climate Change Country Epidemiologist Officer (PCCH-EO)
- 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. Must be based in Samoa and legally entitled to work.
  - ii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience.
  - iii. Provide three referees relevant to this tender submission, including the most recent work completed.
  - iv. 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.*
  - v. 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 on monthly basis in the United States Dollars (USD) and inclusive of all associated taxes.
- f) Where relevant only 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](mailto:procurement@sprep.org) before 23 March 2026. A summary of all questions received complete with an associated response posted on the SPREP website [www.sprep.org/tender](http://www.sprep.org/tender) by 25 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 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
<b>Qualification</b>	i. Bachelor's degree in public health, Epidemiology, Biostatistics, Infectious Disease Medicine, or a related field, with specialisation in Epidemiology. Must have at least five (5) years within the health sector, demonstrating proven experience in data analysis and interpretation, particularly in relation to epidemiological and public health investigations.	15%
<b>Experience</b>	<p>ii. Demonstrated excellent communication skills, including strong written and verbal English proficiency. Proven experience in preparing high-quality reports, technical documentation, policy briefs, and other knowledge products. Ability to professionally represent the project at national, regional, and international levels.</p> <p>iii. Demonstrates an open-minded and objective approach when assessing a wide range of issues and impacts related to climate change and health. Shows strong understanding of both the theoretical foundations and practical applications within the climate change and health sectors. Undertakes impartial, evidence-based research and applies sound analytical thinking to assess pros and cons of a situation based on documented evidence on climate change and health.</p>	20%
<b>Technical Experience</b>	iv. Demonstrated experience in designing, implementing, and overseeing epidemiological studies related to climate-sensitive health outcomes at project or national level. Ability to effectively collaborate with climate change and health professionals, government	30%



	<p>ministries, NGOs, and other stakeholders to ensure research ethics are inclusive and effectively applied. Demonstrated contribution to knowledge sharing, reporting, and publication of research findings for both scientific and policy audiences.</p> <p>v. Experience in collecting, analysing, and interpreting health and climate data to identify trends, risks, and priority areas for intervention. Ability to provide evidence-based recommendations to inform national and regional policy and programmatic decisions. Demonstrated capacity to provide technical guidance on climate change and health data management, monitoring, and evaluation to strengthen national and regional health systems.</p> <p>vi. Experience and active participation in participatory research and/or mixed methods projects applied at the national level. Demonstrated understanding and practical application of climate change and health data analysis software for epidemiological investigations.</p>	
<p><b>Technical Proposal Methodology</b></p>	<p>vii. Provided detail summary on the proposed methodology, execution, approach and timeline</p>	<p>15%</p>

## 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: 8 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 PCCC-2026-001:National Consultant for Pacific Action to Enhance the Visibility of Evidence (PAVE) on Climate Change and Health, Epidemiologist Officer, Samoa.**

Mail: SPREP

Attention: Procurement Officer

PO Box 240

Apia, SAMOA

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

Fax: 685 20231

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

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

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

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

**Pacific Action to Enhance the Visibility of Evidence (PAVE) on Climate Change and Health, Epidemiologist Officer, Samoa.**

### **Background**

The Pacific Climate Change Centre (PCCC) hosted at the Secretariat for the Pacific Regional Environment Programme (SPREP) are partnering with the University of Melbourne to deliver the Project “PAVE – Climate Change and Health: Pacific Action to enhance the Visibility of Evidence on Health and Climate Impacts” in *Federated States of Micronesia, Kiribati, Samoa and Solomon Islands*. It is an AUD4.8 million support from the Wellcome Trust to address urgent climate related health risks and improve access to climate financing in health.

The PCCC is a respected Pacific Centre of Excellence providing practical information, science to services and applied research, training and capacity building and innovation to address the adaptation and mitigation priorities of the region. The Centre serves the region in alignment with its four key core functions which are essential for building the resilience of our Pacific community: 1) Knowledge brokerage 2) Applied research: 3) Capacity building through training and learning: and 4) Innovation

### **The Project “PAVE-Health and Climate Change: Pacific Action to enhance the Visibility of Evidence on Health and Climate Impacts”**

A 3-year initiative with funding support through the Wellcome Trust, the Project PAVE emphasises support on Capacity Building, Evidence Generation and Policy support to *Federated States of Micronesia, Kiribati, Samoa and Solomon Islands*. The Project Inception workshop held in March 2025 provided a comprehensive overview of the project objectives, facilitated discussion and planning with national and regional representatives from the four member countries in the Health and Climate Change sectors. The workshop enabled networking opportunities between climate and health professionals, researchers and development partners to co-design and align proposed project activities with national context, policy landscapes, NAPs, national and priorities.

Building on a strong partnership and policy links between the PCCC hosted at SPREP and the UoM, the PAVE-Climate Change and Health Intervention will address resource and data shortages by:

- Generating evidence on local climate-related health risks and impacts to address existing data and policy gaps;
- Making this evidence available for use by the health sector to access climate finance and advocate for policy action to address climate-related health impacts; and
- Demonstrating the feasibility and effectiveness of a co-designed capacity-building program to build sustainable capabilities in the Pacific.

PAVE will be implemented in collaboration with national governments in four (4) Pacific Island countries: Federated States of Micronesia (FSM), Kiribati, Samoa and Solomon Islands. Depending on country institutional arrangements, the Position will be housed in either the Department of Climate Change or the Department of Health, specific information will be made available in country specific requirements

## **The Position – Epidemiologist Officer (EO)**

The primary purpose of the Epidemiologist is to assist all units in the Ministry/Department of Health (and across the health, climate change, environment and other relevant ministries, as needed) in addressing climate-sensitive communicable diseases through current and timely status of local epidemiology and designing evidence-based responses to climate-related public health threats. This role will also assist the division in disseminating information (situational reports, community alerts/notifications, updates, etc.) in alignment with climate-related risk communication (and emergency risk communication) principles to both the public and multi-sectoral stakeholders. The epidemiologist will also provide capacity building in relevant climate-sensitive infectious diseases areas as required for the implementation of programs and interventions, and will contribute to the development of relevant policies, such as Vulnerability, Capacity and Adaptation (VCA) assessments and corresponding Health National Adaptation Planning.

The Epidemiologist will serve as the technical lead for health-related data, research, and analysis within the PAVE Climate Change and Health Project. This role will focus on understanding the impacts of climate change on health in Pacific Island countries and providing evidence-based guidance to support project planning, implementation, and policy development. The Epidemiologist will work closely with national and regional stakeholders, including government agencies, research institutions, and community-based organisations, to ensure that data, research findings, and health interventions are relevant, accurate, and actionable.

## **Key Responsibilities**

**The Epidemiologist Officer** will carry out:

### ***Health Surveillance Bulletins:***

- Data collection, collation, cleaning and analysis for all notifiable conditions, including climate-sensitive health outcomes

### ***Information & Data Management:***

- Provide routine data management, analysis and reporting services for the PAVE-Health project team as required. Assist principal and surveillance officers in coordinating hospital, syndromic, event based and other modules of surveillance for the PAVE-Health project as required

### ***Epidemiological Investigations for the purpose of VCA input and development:***

- Identify through investigations and analysis 1) climate-sensitive communicable disease trends and priorities, 2) causative agents/pathogens/conditions responsible for climate-related disease trends or outbreaks, and 3) adverse climate-related health outcomes identified in event-based surveillance

- Provide technical assistance and assist in the coordination of routine surveillance and epidemiological investigations for climate-related diseases and conditions, liaising with relevant units and divisions as needed.

#### ***Evidence based design of health interventions and activities***

- Collaboratively design programs, interventions, strategies or actions plans based on available epidemiological evidence
- Assist in developing guidelines, plans and protocols relating to infection control, health promotion, surveillance and the design of the climate-sensitive communicable disease interventions.
- Review and update climate-sensitive Communicable Disease Control Guidelines routinely and when updated evidence is available
- Provide technical assistance in the design and implementation of climate-related infectious disease interventions and response to outbreaks/emergencies
- Support M&E of climate-related disease specific health programs with surveillance data (such as neglected infectious diseases and EPI)
- Provide technical assistance for relevant policy, strategy development, M&E, surveillance and relevant assessments, as well as research, as required by the PAVE-CCH project team

#### ***Training and Development***

- Capacity building for staff and relevant stakeholders as it relates to climate-related surveillance systems and relevant assessments
- Participating and providing technical input into regional and national training workshops as required (note that this responsibility requires international travel)
- Capacity building and media publicity activities for the public and private sector.

#### **Qualifications and Experience**

- Bachelor's degree in public health, Epidemiology, Biostatistics, Infectious Disease Medicine, or a related field, with specialisation in Epidemiology. Must have at least five (5) years within the health sector, demonstrating proven experience in data analysis and interpretation, particularly in relation to epidemiological and public health investigations.
- Demonstrated excellent communication skills, including strong written and verbal English proficiency. Proven experience in preparing high-quality reports, technical documentation, policy briefs, and other knowledge products. Ability to professionally represent the project at national, regional, and international levels.
- Demonstrates an open-minded and objective approach when assessing a wide range of issues and impacts related to climate change and health. Shows strong understanding of both the theoretical foundations and practical applications within the climate change and health sectors. Undertakes impartial, evidence-based research and applies sound analytical thinking to assess pros and cons of a situation based on documented evidence on climate change and health

- Demonstrated experience in designing, implementing, and overseeing epidemiological studies related to climate-sensitive health outcomes at project or national level. Ability to effectively collaborate with climate change and health professionals, government ministries, NGOs, and other stakeholders to ensure research ethics are inclusive and effectively applied. Demonstrated contribution to knowledge sharing, reporting, and publication of research findings for both scientific and policy audiences.
- Experience in collecting, analysing, and interpreting health and climate data to identify trends, risks, and priority areas for intervention. Ability to provide evidence-based recommendations to inform national and regional policy and programmatic decisions. Demonstrated capacity to provide technical guidance on climate change and health data management, monitoring, and evaluation to strengthen national and regional health systems.
- Experience and active participation in participatory research and/or mixed methods projects applied at the national level. Demonstrated understanding and practical application of climate change and health data analysis software for epidemiological investigations.

### **Competencies**

- Professionalism: Able to engage with diverse audiences. Takes an inclusive and respectful approach to leadership and management.
- Leadership: Establishes and maintains relationships with a broad range of people to understand needs and gain support. Fosters positive work relations and ensures team members are empowered to achieve their goals.
- Communication: Excellent written and verbal English communication skills, with the ability to convey information clearly and effectively. Demonstrates openness in sharing information, ideas, and updates, and ensures timely and appropriate communication with stakeholders.
- Stakeholder Engagement and Teamwork: Engages constructively with team members, national stakeholders, and community groups, promoting mutual respect, cooperation, and a positive working culture that supports collective project outcomes. Takes a zero-tolerance approach to discrimination and harassment in all aspects of the project.
- Research and Analysis: Demonstrates strong research skills, including the ability to design and undertake analytical work that aligns with project strategies and national priorities. Able to define clear research objectives, identify priority actions, and deliver high-quality outputs. Effectively manages time, tasks, and resources to meet deadlines and support evidence-based decision-making.
- GEDSI integration: Actively integrates Gender Equality, Disability and Social Inclusion (GEDSI) considerations throughout all stages of the project, ensuring activities are inclusive and responsive to diverse community needs.

### **Schedule of the Assignment**

The Epidemiologist Officer (EO) activities will be implemented over a period of 2 year, commencing as soon as practicable and completed no later than 30 June 2028.

**Budget**

The budget allocated for this Consultancy Position is **USD 34,000 per annum**. The consultant will propose a monthly rate within this ceiling, inclusive of professional fees, taxes, and any related costs.

**Working Arrangement and reporting**

This is a full-time, service-based consultancy contract, with the national consultant to be stationed at Ministry of Health, Samoa. Payments will be processed upon submission and approval of monthly progress reports by the Manager of the Pacific Climate Change Centre.

**Remuneration.**

Payments will be made upon submission and approval of monthly progress reports to the Manager of the Pacific Climate Change Centre.

**Travel Arrangements**

All approved travel will be covered under the project budget in line with SPREP's travel policy.