REQUEST FOR QUOTES

RFQ: ClimSA 2026_001
File: AP 3/35
Date: 7 October, 2026
To: Interested Candidates
From: ClimSA Project Manager

Subject: **Request for quotes (RFQ): ClimSA Climate Data & Services Intern /Associate – Naoero (Consultancy Basis)**

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 quotes from qualified and experienced candidates who can offer their services to perform the role of Climate Data & Services Associate – Naoero for ClimSA Project.

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

2.3. The successful candidate 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, interested candidates 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 submission, including the most recent work completed;
iii. Provide examples of past related work outputs;

iv. Complete the **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).*
For the Technical and Financial proposals you may attach these separately.

v. Must meet local registration requirements

3.2 Applicant must declare any areas that may constitute conflict of interest related to this activity and sign the **conflict-of-interest form** provided.

3.3 **Application 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 Applicant 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. Documentation should demonstrate that the interested candidate 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. Documentation should be submitted in English and outline the interested candidates's complete proposal:

a) **SPREP 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).*

For the Technical and Financial proposals you may attach these separately.

b) **Honour form**

c) **Curriculum Vitae** 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 candidate's as per relevant national legislations)

ii. Tax Identification Number (TIN) Letter (If applicable for Individual candidate's as per relevant national legislations)

4.3. Provide three referees relevant to this submission, including the most recent work completed.

4.4. Applicants 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 Applicant might be requested to provide additional information relating to their submitted proposal, if the Evaluation Committee requests further information for the purposes of the evaluation process. SPREP may shortlist one or more Tenderers and seek further information from them.

4.6. The submitted 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 Applicant must insist on an acknowledgement of receipt of proposal.

5. Clarification

5.1. a. Any clarification questions from applicants must be submitted by email to naheedh@sprep.org before 13 October 2026. A summary of all questions received complete with an associated response will be shared with all Applicants by 14 October 2026.

b. Applicants should identify in their question what, if any, information in the question the Applicant considers is confidential.

c. If an Applicant believes they have found a discrepancy, error, ambiguity, inconsistency or omission in this RFQ or any other information given or made available by SPREP, the Applicant should promptly notify the Requesting 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 candidate on the basis of SPREP's evaluation of the extent to which the documentation demonstrates that the applicant offers the best value for money, and that the proposal 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
A. Academic qualifications	Relevant bachelor's degree: up to 10 points. Relevant master's degree or higher qualification providing added value to the assignment: up to an additional 5 points.	15
B. Relevant professional experience	Minimum 1-year relevant experience is required. Additional directly relevant experience in meteorology, climate services, environmental/climate data or NMHS operations will be assessed for depth and relevance.	15
C. Pacific/National Met Hydrology Services working experience and contextual understanding	Experience working in the Pacific, preferably with an NMHS, environment/climate agency or comparable technical institution; demonstrated ability to work effectively in small-island institutional settings.	15
D. Understanding of climate services value chain and related technical support	Understanding of climate services, observations/data, products/services, stakeholder engagement, capacity development, early warning and user needs	10

E. Work planning, coordination, communication and reporting	Ability to coordinate multiple stakeholders and activities, maintain trackers, communicate clearly, prepare concise reports and work independently in-country.	10
Technical Proposal and methodology	Quality, practicality and clarity of the proposed approach to the 10-month assignment, especially the method for organising, prioritising, quality-controlling and completing data rescue/digitisation while supporting wider national activities.	15

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 Quotes

7.1 a. SPREP may amend, suspend or terminate the RFQ process at any time.

b. In the event that SPREP amends the RFQ or the conditions of the RFQ, it will inform potential Tenderers.

c. If SPREP determines that none of the Application submitted represents value for money, that it is otherwise in the public interest or SPREP's interest to do so, SPREP may terminate this RFQ process at any time. In such cases SPREP will cancel this process and inform unsuccessful bidders accordingly.

8. Deadline

8.1. **The due date for submission is: 20 October 2026, midnight (Apia, Samoa local time).**

8.2. Late submissions will be returned unopened to the sender.

8.3 Please send all quotes clearly marked '**RFQ ClimSA 2026_001 Climate Data & Services Associate – Naoero (Consultancy Basis)**

Mail: SPREP
PO Box 240
Apia, SAMOA
Email: naheedh@sprep.org and copy jeanm.ext@sprep.org
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 proposals and the lowest or any proposal 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 applicant. 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

ClimSA Climate Data & Services Intern/Associate – Naoero (Consultancy Basis)

Data Rescue, Climate Services and National Implementation Support

Background

The Intra-ACP Climate Services and Related Applications (ClimSA) Pacific Action is implemented by SPREP to strengthen the climate information services value chain through technical and financial assistance, infrastructure and capacity development. The Action seeks to improve access to, generation and use of climate information and services for decision-making at regional and national levels.

Naoero (Nauru) is one of the countries receiving targeted ClimSA support. A ClimSA/Fiji Meteorological Service assessment of Nauru Meteorological Service identified gaps across five components of the climate services value chain: data; infrastructure; products and services; stakeholder engagement; and training and capacity building. Of particular importance, National Met Services holds historical climate records dating from 1893, including records stored in boxes, while digitisation has not been systematically undertaken and historical records need to be inventoried, rescued, quality-managed and transferred into CliDE.

ClimSA therefore intends to engage a Naoero-based Associate to provide dedicated day-to-day technical and coordination support to NMS. The assignment will place primary emphasis on data rescue and digitisation, while also supporting wider ClimSA national activities, addressing identified climate-services value-chain gaps, and supporting the completion and coordination of relevant CSI/SPREP activities under the UNEP/SOFF initiative for which CSI, through Weather Ready Pacific (WRP), is expected to provide technical implementing support.

Purpose and Objective of the Assignment

The purpose of the assignment is to strengthen in-country implementation capacity for ClimSA and related CSI/SPREP climate and early warning activities in Naoero. The Associate will serve as an embedded technical and coordination resource working closely with NMS and SPREP.

- Rescue, catalogue, digitise, quality-check and migrate Naoero's historical meteorological and climate records into CliDE.
- Support NMS and SPREP to address priority gaps identified across the climate services value chain.
- Provide on-the-ground implementation, coordination, follow-up and reporting support for ClimSA national activities.
- Serve as a national focal/contact point for completion and coordination of agreed CSI/SPREP technical activities under the UNEP/SOFF workstream, including activities supported through WRP.
- Strengthen NMS institutional capacity through documentation, knowledge transfer, practical coaching and establishment of repeatable procedures.

Scope of Work and Key Responsibilities

3.1 Data Rescue, Digitisation and CliDE – Primary Responsibility

- Work with NMS and SPREP/Fiji Met Services technical advisers to establish and maintain a complete inventory of available historical meteorological and climate records, including records dating back to 1893 and records stored in physical archives.
- Assess the physical condition, completeness, station/source metadata and priority of historical records and support safe handling, organisation, preservation and rescue of fragile records.

- Develop and apply an agreed digitisation workflow, file naming convention, metadata register, scanning protocol, data-entry procedure, backup arrangement and progress tracker.
- Scan and/or key-enter historical observations using approved tools and templates and ensure digitised records are securely organised and backed up.
- Support data quality control and quality assurance, including checking transcription accuracy, identifying missing/duplicate/suspect records, documenting issues and referring technical anomalies to NMS/SPREP/FMS specialists.
- Prepare historical datasets for ingestion into CliDE and support transfer/migration into CliDE in accordance with agreed procedures and access controls.
- Support reconciliation of digitised records against source documents and maintain an auditable register showing records rescued, digitised, checked, migrated and outstanding.
- Assist NMS to develop or update work instructions and Standard Operating Procedures for data rescue, digitisation, data entry, quality control, archiving and routine CliDE use.
- Support NMS staff to strengthen practical use of CliDE through on-the-job coaching and coordination of specialist training where required.

3.2 Climate Services Value Chain Support

- Support implementation and follow-up of actions arising from the Naoero Climate Service Assessment, covering data, IT/infrastructure, products and services, stakeholder engagement, and training/capacity development.
- Support delivery of first National Climate Outlook Forum to be hosted by NMS
- Support stakeholder engagement and user-interface activities, including meetings, consultations, awareness activities and collection of user feedback to strengthen the relevance and uptake of climate information.
- Identify implementation bottlenecks and emerging capacity needs and provide practical recommendations to NMS and the ClimSA PMU.

3.3 ClimSA National Implementation and Coordination

- Act as the day-to-day ClimSA focal resource on the ground in Naoero and support NMS in executing approved ClimSA national activities.
- Maintain an activity tracker covering agreed actions, procurement/equipment follow-up, training, technical assistance, deliverables, risks, dependencies and deadlines.
- Coordinate with NMS, SPREP ClimSA/CSI, Fiji Meteorological Service and other technical partners as directed by the ClimSA Project Manager.
- Support logistics, technical missions, meetings, workshops, training and stakeholder activities implemented under ClimSA in Naoero.
- Monitor use and status of ClimSA-supported equipment and systems where requested and promptly escalate operational or maintenance issues.
- Prepare concise monthly progress reports, evidence of delivery, data-digitisation statistics, issue logs, photographs where appropriate, and inputs required for ClimSA reporting.
- Ensure visibility, record-keeping and documentation requirements are followed for ClimSA-supported activities.

3.4 CSI/SPREP Support

- Subject to the final agreed scope between SPREP/CSI, UNEP/SOFF and Naoero, the Associate will provide in-country coordination and follow-up support for relevant CSI/SPREP activities.
- Serve as an operational contact point between NMS and SPREP/CSI

- Support collection, organisation and validation of information, inventories, evidence and national inputs required.
- Track agreed actions, dependencies, decisions and outstanding information and provide timely updates to the relevant CSI/WRP technical lead.
- Support handover, documentation and institutionalisation of completed activities within NMS.

Expected Deliverables

- Inception report and detailed 10-month work plan, including stakeholder/contact map, data-rescue methodology, risks, monthly targets and reporting arrangements.
- Baseline historical-data inventory and Digitisation register, including prioritisation of records and agreed workflow/SOP outline.
- Operational data-rescue and Digitisation system established, including scanning/data-entry conventions, metadata register, backup structure and QA/QC process.
- CliDE migration of historical records, with monthly statistics showing records/pages/data entries processed, checked, migrated and outstanding.
- Updated work instructions/SOPs for historical data rescue, Digitisation, archiving, quality control and CliDE-related processes.
- Implementation of ClimSA national activities
- Monthly progress report covering achievements, quantitative progress, constraints, risks, decisions required and next-month priorities.
- Final assignment report and handover package, including final Digitisation inventory, outstanding records/actions, SOPs, lessons learned and recommendations for sustainability.

Reporting and Working Arrangements

- The Associate will be based in Naoero for the duration of the assignment and will work closely with NMS.
- The assignment will be managed by the ClimSA Project Manager within SPREP's Climate Science and Information (CSI) programme/division, with technical direction provided by relevant CSI, NMS, FMS and WRP specialists as required.
- The consultant is expected to work collaboratively within NMS operational arrangements and comply with applicable SPREP and Government of Naoero protocols, confidentiality requirements, data-management rules and workplace standards.
- All data, digitised records, registers, procedures, reports and other outputs produced under the assignment will be provided to NMS/SPREP in agreed editable and final formats and remain project/government records as applicable.

Duration, Duty Station, Visa and Relocation Travel

Duration: Ten (10) months from the agreed commencement date.

Duty station: Naoero (Nauru). The successful candidate is expected to reside in Naoero and be available for in-person support to NMS.

Visa/work authorisation: Where required, the relevant visa/work-authorisation process will be facilitated in coordination with Nauru Meteorological Service and the appropriate Government authorities. The successful candidate must provide all required documentation in a timely manner.

Relocation travel: As the tender is open to eligible candidates regardless of current location, ClimSA will meet approved economy-class travel costs for the successful candidate to relocate to Naoero at the commencement of the assignment and return travel at completion, subject to SPREP travel policy. Any additional official duty travel during the assignment must be pre-approved by SPREP.

Financial proposal treatment: Applicant should quote their professional fee for the full 10-month assignment and clearly state any assumptions. The payment will be done monthly as fixed rate which needs to be supported with Progress Reports.

Qualifications and Experience

Minimum requirements

- A Bachelor's degree in Meteorology, Atmospheric Science, Climate Science, Environmental Science, Earth Science, Physics, Mathematics, Geography, Environmental Management, Information/Data Science, or another closely related scientific/technical field from a recognised institution. A relevant Master's degree will be considered an advantage.
- Minimum 1-year relevant experience is required. Additional directly relevant experience in meteorology, climate ser-vices, environmental/climate data or NMHS operations will be assessed for depth and relevance.
- Strong computer literacy, including spreadsheets, databases/data-entry systems, file management and preparation of concise technical reports.
- Demonstrated ability to work independently, organise large volumes of records accurately, meet deadlines and maintain attention to detail.
- Strong written and spoken English and effective interpersonal and communication skills.
- Willingness and ability to be based in Naoero for the full assignment, subject to applicable immigration/work-authorisation requirements.

Desirable attributes

- Previous work experience in a Pacific Island country, preferably within or closely supporting a National Meteorological and Hydrological Service (NMHS), environment/climate agency or related technical institution.
- Knowledge of climate-data rescue, digitisation, metadata management, data quality control, archives or historical records.
- Experience supporting project implementation, donor-funded activities, stakeholder engagement, training, procurement/equipment follow-up or technical coordination.
- Familiarity with climate services value-chain concepts, Global Framework for Climate Services, early warning systems and user-oriented climate services.

Performance Standards

- Accuracy, completeness and traceability of digitised data and supporting registers.
- Achievement of agreed monthly targets, taking account of the condition and volume of source records.
- Timeliness and quality of monthly reporting and action follow-up.
- Effective coordination with NMS, SPREP/CSI and technical partners.
- Quality and usability of SOPs, handover records and institutional knowledge transfer.
- Professional conduct, confidentiality and appropriate handling of meteorological/climate records and government information.

Other Conditions

- The successful candidate may be required to undertake reasonable related duties that are consistent with the objectives of the assignment and the ClimSA/CSI programme of work in Naoero.
- Any changes to the scope, deliverables or work plan must be agreed with the ClimSA Project Manager.
- Payment arrangements and the final contract value will be specified in the contract and linked to satisfactory performance and acceptance of agreed deliverables.
- SPREP reserves the right to verify qualifications, experience, references and information provided by tenderers.