REQUEST FOR TENDERS

RFT: 2026-043
File: AP_3/30/3-CREWS_Vanuatu.
Date: 16 November, 2026
To: Interested consultant(s)/specialist/company/firm
From: Department of Strategic Planning, Partnerships and Resource Mobilisation Department and Climate Science & Information Programme

Subject: Request for Tender: Consultancy Services to Develop the Vanuatu CREWS Scale-Up Project Proposal under the Green Climate Fund SAP Modality

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 deliver against the Scope of Work in the enclosed Terms of Reference.

2.2. The Terms of Reference for 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 consultant(s)/company/firm must meet the following conditions:

i. International consultant(s)/company/firm **MUST** include a local consultant as part of the team to support the delivery of the work.

ii. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personal.
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. Provide a copy of valid business registration/license.

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 labor 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 can meet 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 01 December 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 04 December 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 preferred consultant(s)/company or consultancy 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.

Technical Score – 80%

Criteria	Detail	Weighting
Qualification & Experience	a) An advanced tertiary qualification such as a Masters degree in Climate Sciences or Meteorology and or other relevant field related to the assignment. b) Highly specialised with extensive relevant experience and highest-level of expertise in climate change, climate adaptation, meteorology, hydrology, disaster risk reduction. c) Demonstrated experience in producing high quality reports and documents, including funding concept notes and or proposals for full projects for the GCF. d) Solid knowledge of Green Climate Fund (GCF) and Climate Risks and Early Warning Systems (CREWS). e) Proven work experience and knowledge of the Pacific SIDS, in particular in Vanuatu, would be an asset.	20%
	f) At least 10 years' experience in providing leadership and expert advice in programme and operations for climate financing. g) Expertise in producing high quality reports and documents, including fundi9ng proposals for full projects and SAPs, for the GCF. h) Solid knowledge of the Green Climate Fund (GCF) and Climate Risk and Early Warning Systems (CREWS). i) Strong workshop facilitation skills. j) Excellent written and verbal communication skills in English. Knowledge of the UN Languages is an asset (English, France, Spanish, Russian, Arabic, Chinese). k) Flexibility, teamwork skills, professional and personal integrity.	20%
Technical Proposal / Methodology	l) Outline how each of the deliverables will be achieved including the stakeholders to be consulted and the engagement plan. m) Provide specific milestones for each of the deliverables including timelines for SPREP and other DAEs comments/inputs on draft documents. n) As required, specify the personnel responsible for each deliverable including the estimated number of working days to be spent. This is to be costed accordingly in the financial proposal. o) Include a session to present all the deliverables to SPREP.	40%

I. 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: 15 December 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 2026-043: Request for Tender for Consultancy Services for proposal Development of the CREWS for the Vanuatu Scale-Up project under the Green Climate Fund SAP modality

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

Consultancy Services for Proposal Development of the CREWS for the Vanuatu Scale-Up under the Green Climate Fund SAP Modality

1.0 INTRODUCTION

The Secretariat of the Pacific Regional Environment Programme (SPREP) has been designated by Vanuatu Green Climate Fund's (GCF) National Designated Authority- Ministry of Climate Change to lead in the development of the full proposal for the scale up of Vanuatu's Climate Risks and Early Warning System (CREWS) initiative.
The proposal is to be submitted within the GCF's Simplified Approval Process (SAP).

The scale up proposal will build on and scale up the outcomes of the two regional CREWS Pacific regional projects and the FP035 Climate Information Services for Resilient Development Planning in Vanuatu (Van-CIS-RDP), and complement the upcoming new CREWS investments in the region. It will also be developed in line with Vanuatu's Early Warning for All (EW4LL) roadmap and in synergy with other ongoing and pipeline projects in the country and in the Pacific region, in general.

Climate Risk and Early Warning Systems (CREWS) is a mechanism that funds LDCs and SIDS for risk informed early warning services, implemented by three partners (World Bank/Global Facility for Disaster Risk Reduction, World Meteorological Organization and United Nations Office for Disaster Risk Reduction), based on clear operational procedures. It was launched by 5 countries1 at United Nations Framework Convention on Climate Change (UNFCCC) COP21 in December 2015.

The World Meteorological Organization (WMO) plays a leading role in implementing CREWS, also acting as the CREWS Secretariat, by mobilising expertise from the global meteorological community, setting technical standards, and working with regional and national partners to deliver sustainable, people-centred early warning services.

CREWS Secretariat is supporting the development process of the scale up proposal for Vanuatu through an agreement between SPREP and WMO, with support from the WMO's office for the Pacific region. SPREP is the leading intergovernmental organisation charged with protecting and managing the environment and natural resources of the Pacific. With 26 Member countries and territories, SPREP provides policy advice, technical assistance, capacity building and project implementation support across the region.

SPREP is an accredited entity to the Green Climate Fund (GCF), enabling it to design and implement climate change adaptation and mitigation projects in partnership with Pacific governments, communities, and development partners. As the Pacific's principal regional environmental agency, SPREP plays a central role in strengthening resilience to climate change, safeguarding biodiversity, improving waste management, and protecting ocean and island ecosystems.

The Green Climate Fund (GCF) is the world's largest climate financing mechanism, mandated to support developing countries raise and realise their Nationally Determined Contributions (NDC) ambitions towards low-emissions, climate-resilient pathways and employs part of its funds to help mobilise financial flows from the private sector to compelling and profitable climate-smart investment opportunities. GCF is mandated to invest 50% of its resources to mitigation and 50% to adaptation in grant equivalent. At least half of its adaptation resources must be invested in the most climate vulnerable countries (Small Island Developing States (SIDS), Least Developed countries (LDCs), and African States).

The GCF programming strategy recognises that mitigation and adaptation efforts have to be scaled up. The result management framework of GCF emphasises early warning systems and climate information as one of the backbones of its resilience and adaptation investments. GCF's Simplified Approval

Process (SAP) is an application process for projects or programmes that are expected to possess significant climate impact potential, while demonstrating minimal environmental and social risks and impacts.
One important step towards the implementation of the UNSG's call for Early Warning for All seeks for an enhancement of the CREWS business model through various operational chains and financing opportunities. One window of opportunity to scale up the framework of increasing access to early warning in LDCs and SIDs is through the cooperation framework between the GCF and CREWS to scale up financing for early warning in LDCs and SIDS.

Following discussions between the GCF and CREWS Secretariats and a decision made by the 15th CREWS Steering Committee, GCF and CREWS have developed a scaling-up framework to fast-track access to the Simplified Approval Process (SAP), of up to USD 25 million, for countries that have a certain capacity, institutional engagement and leadership and climate science information achieved through CREWS investments. SAP allows such frameworks that build on projects that have produced results, and where high demand exists. CREWS can also co-finance SAP beneficiary countries.

The CREWS Steering Committee at its 17th meeting held in 2023, approved the GCF SAP- CREWS Scaling Up Framework (20231121_CREWS_GCF SAP_web pages.pdf). A pipeline list was also prepared and agreed to.

2.0 CONSULTANCY OBJECTIVES

To secure GCF financing for a scale-up Vanuatu project that builds on CREWS Pacific outcomes to strengthen climate and early warning services, through the GCF SAP modality.

3.0 SCOPE OF WORK

A team of two consultants, including one local consultant, will be required to develop the full SAP proposal per GCF requirements.

The process will entail the following:
Facilitate the thinking process with the SPREP, CREWS Secretariat, NDA, WMO, Vanuatu Government and key partners building on the outcomes of the CREWS Pacific projects; also undertaking consultations with relevant country representatives and facilitate the in-country writeshops; Prepare the full proposal with annexes in accordance with the GCF requirements. Particular attention should be given to:

a) The relevance of the proposed intervention with consideration paid to ensuring suitable and adequate data and information to show a strong climate rational and project results;.

b) Relevant pre-feasibility/feasibility and gender studies already done under CREWS Pacific projects and other relevant initiatives that can inform project design and the theory of change;

c) Ensuring clear context and project description with agreed components, outputs, and activities;

d) Providing clear description of the project implementation structure and arrangements between all relevant entities, including information on the flow of funds and responsibilities;

Ensuring the completion of a detailed budget that clearly identifies GCF funding requirements, the preferred instruments, and co-financing (including in-kind) if relevant;

e) Preparation of all mandatory annexes required for submission to the GCF (see Annex 1);

- Organise and moderate further consultations, as needed with Key stakeholders and other interesting parties including government beneficiaries, persons from the meteorological services, national disaster management services, private sector and civil society organisations, to further enhance the funding proposal before final submission.

4.0 DELIVERABLES

The consultants are expected to produce the following deliverables;

4.1 Inception report and detailed work plan, including methodology and implementation schedule within two weeks from signing of the contract .

4.2 Draft of the scaled-up SAP funding proposal; for review by SPREP, NDA, GCF, WMO and key partners.

4.3 Final version of the scaled-up SAP funding proposal with annexes ready for submission to the GCF for their internal review and feedback.

4.4 Revised final version of the scale-up SAP funding proposal that addresses all feedback from GCF resubmitted for further review GCF Board approval (this deliverable is dependent on the timing of feedback from GCF).

4.5 The final document (SAP funding proposal) to be produced upon incorporating feedback from GCF.

5.0 QUALIFICATIONS AND EXPERIENCE

Qualification and experience sought are:

a) Highly specialised with extensive relevant experience and highest-level of expertise in climate change, climate adaptation, meteorology, hydrology, disaster risk reduction.

b) Have an advanced tertiary qualification such as a Master's degree in climate sciences and or other relevant field related to the assignment.

c) At least 10 years' experience in providing leadership and expert advice in programme and operations for climate financing.

d) Have at least 10 years' experience in providing leadership and expert advice in programme and operations for climate financing.

e) Expertise in producing high-quality reports and documents, including funding proposals for full projects and SAPs for the GCF.

f) Solid knowledge of Green Climate Fund (GCF) and Climate Risk and Early Warning Systems (CREWS).

g) Strong workshop facilitation skills.

h) Excellent written and verbal communication skills in English. Knowledge of other UN languages is an asset (English, French, Spanish, Russian, Arabic, Chinese).

i) Flexibility, teamwork skills, professional and personal integrity.

j) Proven work experience and knowledge of the Pacific SIDS, in Vanuatu, would be an asset.

6.0 SCHEDULE OF ASSIGNMENT

The assignment will be carried out for up to maximum 60 working days with all deliverables to be completed by **30 April 2027**.

It is expected that the consultants will undertake the above scope of work through desktop-based research, virtual consultations, writeshops, in country stakeholder consultations and face-to-face engagement with the SPREP Team. The financial proposal to clearly identify all associated costs for the assignment.

7.0 INSTITUTIONAL ARRANGEMENT

The consultancy will be supported by the SPREP Team led by the Director, Climate Sciences and Information Programme and the Director, Strategic Planning, Partnerships and Resource Mobilisation.
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