REQUEST FOR TENDERS

RFT: WRP-2026-013
File: AP_3/39
Date: 22 April, 2026
To: Interested service providers
From: WRP Procurement Officer

Subject: **Request for tenders (RFT): Leadership and Management Programme for National Meteorological & Hydrological Services**

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 service providers who can offer their services to design comprehensive course content, develop curricula, learning materials and assessment frameworks, deliver pilot training and secure accreditation for a Postgraduate Certificate and Postgraduate Diploma in Leadership & Management for Senior Executives of Pacific Meteorological & Hydrological Services.

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

2.3. The successful service provider 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 service providers must meet the following conditions:

i. Submit a detailed Curriculum vitae detailing qualification and previous relevant experience for each proposed personnel;

ii. Provide three referees relevant to this tender submission, including the most recent work completed;
iii. Complete the **tender application form** provided *(Please note you are required to complete in full all areas requested in the Form, particularly the Statements to demonstrate you meet the selection criteria – DO NOT refer us to your CV. Failure to do this will mean your application will **not** be considered).*
Provide examples of past related work outputs
For the Technical and Financial proposals you may attach these separately.
iv. Must meet local registration requirements where the consultant is based.

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

3.3 **Tenderer is deemed ineligible due to association with exclusion criteria, including** bankruptcy, insolvency or winding up procedures, breach of obligations relating to the payment of taxes or social security contributions, fraudulent or negligent practice, violation of intellectual property rights, under a judgment by the court, grave professional misconduct including misrepresentation, corruption, participation in a criminal organisation, money laundering or terrorist financing, child labour and other trafficking in human beings, deficiency in capability in complying main obligations, creating a shell company, and being a shell company.

3.4 Tenderer must sign a declaration of **honour form** together with their application, certifying that they do not fall **into** any of the exclusion situations cited in 3.3 above and where applicable, that they have taken adequate measures to remedy the situation.

4. Submission guidelines

4.1. Tender documentation should demonstrate that the interested service provider 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 tenderers 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 of achieving 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 consultants 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 wrp.procurement@sprep.org before 12 May 2026. A summary of all questions received complete with an associated response posted on the SPREP website www.sprep.org/tender by 15 May 2026.

b. The only point of contact for all matters relating to the RFT and the RFT process is the Weather Ready Pacific 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
Understanding of the assignment and methodology	Demonstrated understanding of the programme context, objectives, scope, and the quality of the proposed methodology	20%
Curriculum design and accreditation approach	Demonstrated technical strength of the proposed approach to course design, assessment frameworks, learning materials, delivery modalities and accreditation	20%
Relevant qualifications and experience	Proven academic qualifications, technical expertise, and relevant experience of the consultant or consulting team.	20%
Work plan, team composition and quality management	Demonstrated feasibility of delivery, including allocation of expertise, risk management, and quality assurance.	12%
Cross-cutting priorities and Pacific fit	Incorporation of GEDSI, cultural appropriateness, Pacific realities, and sustainability considerations in the proposal	8%

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: 29 May 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 WRP-2026-013: **Leadership & Management Programme for National Meteorological & Hydrological Services"**

Mail: SPREP
Attention: WRP 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
Leadership & Management Programme for National Meteorological & Hydrological Services

1. Background

Pacific National Meteorological and Hydrological Services (NMHSs) face growing operational demands driven by climate change, disaster risk and the need for sophisticated early warning systems. Senior executives and directors of NMHSs require advanced leadership and management competencies to guide organizational transformation, secure sustainable financing, build high-performing teams, navigate regional and international partnerships, and ensure business continuity in a complex risk environment.

While technical training in meteorology and hydrology is well established through WMO Regional Training Centres and other programmes, formal postgraduate-level leadership and management development tailored specifically to Pacific NMHS contexts remains limited. Existing generic leadership and management courses do not address the unique governance, resource mobilization, communication and risk management challenges to name a few faced by small island meteorological services operating under constrained budgets, limited resources and in highly hazard-exposed settings.

Building on the Pacific Islands Meteorological Strategy (PIMS) and the Pacific Roadmap for Strengthened Climate Services (PRSCS), the Secretariat of the Pacific Regional Environment Programme (SPREP), through the Weather Ready Pacific Programme (WRP), seeks to establish a formal, accredited postgraduate qualification pathway in leadership and management designed for senior NMHS executives. This initiative aims to professionalize NMHS leadership, strengthen organizational capacity, improve governance and financial sustainability, and position Pacific meteorological and hydrological services as effective contributors to national resilience and sustainable development.

To achieve this, SPREP seeks to engage a qualified consultant or consulting team to design comprehensive course content, develop curricula, learning materials and assessment frameworks, deliver pilot training and secure accreditation for a Postgraduate Certificate and Postgraduate Diploma in Leadership & Management for Senior Executives of Pacific Meteorological & Hydrological Services. Upon accreditation, this program will be managed and delivered by the Regional Training Centre (RTC) in Nadi in the near future.

2. Objective

The primary objective of this consultancy is to develop, deliver (pilot training) and accredit two linked postgraduate qualifications:

a) Postgraduate Certificate in Leadership & Management (three courses); and
b) Postgraduate Diploma in Leadership & Management (seven courses, including the three certificate courses).

These qualifications will provide a structured, evidence-based professional development pathway for senior executives and directors of Pacific NMHSs, equipping them with competencies in leadership, governance, strategic planning, human resources management, financial management, communication, risk management and change leadership tailored to the operational and institutional contexts of small island meteorological services.

The consultant will:

- Design detailed course syllabi, learning outcomes, assessment frameworks and teaching materials for seven thematic courses;
- Ensure alignment with WMO standards, Pacific regional strategies, and international best practice in public-sector management and leadership development;
- Develop delivery modalities suitable for Pacific contexts, including blended learning options;
- Design and implement a pilot delivery of selected priority courses, using representative participants from Pacific NMHSs, to validate course content, delivery modalities and assessment methods, and to generate evidence and feedback required to support formal accreditation and quality assurance;
- Prepare accreditation documentation and support the accreditation process with a recognized tertiary institution or professional body; and
- Provide a roadmap for programme implementation, quality assurance and sustainability.

3. Scope of Work

The consultant will undertake the following tasks:

3.1 Inception and Planning Design Framework (Phase 1)

- Conduct inception meeting with SPREP and key stakeholders (NMHS directors, training institutions, WMO, PMC representatives) to confirm objectives, methodology and expectations.
- Review relevant frameworks including WMO competency frameworks, Pacific regional strategies (PIMS, PRSCS), existing leadership and management training programmes, and tertiary education standards for postgraduate qualifications in the Pacific;
- Develop programme design framework outlining:
  - Programme structure (certificate and diploma pathways);
  - Credit point allocation and workload expectations;
  - Delivery modalities (face-to-face, online, blended learning);
  - Assessment approaches (assignments, case studies, reflective portfolios, group projects);
  - Entry requirements and participant eligibility criteria;
  - Quality assurance mechanisms; and
  - Alignment with tertiary education qualification frameworks (e.g. Pacific Qualifications Framework, Australian Qualifications Framework or equivalent);

- Prepare and submit Inception Report including detailed work plan, stakeholder engagement strategy and programme design framework.

3.2 Course Development (Phase 2)

The consultant will develop detailed course materials for the following seven thematic areas:

- Leadership and Governance
- Human Resources Management
- Strategic Planning, Foresight & Management
- Finance & Resource Mobilisation
- Communication, Negotiations & International Relations
- Business Continuity and Risk Management
- Change Management & Innovation

For each course, the consultant will produce:

Course outline including:

- Course title, level (postgraduate) and credit value;
- Course description and rationale;
- Learning outcomes aligned with competency frameworks;
- Course structure (modules, topics, sequencing);
- Indicative content for each module;
- Teaching and learning activities;
- Assessment methods and criteria;
- Required and recommended readings; and
- Case studies and examples relevant to Pacific NMHS contexts.

Detailed learning materials including:

- Module content (lecture notes, presentations, readings);
- Case studies drawn from Pacific NMHS experiences;
- Activities, exercises and discussion prompts;
- Assessment tasks (assignments, reflective exercises, group projects); and
- Assessment of rubrics and marking criteria.

Facilitator guides providing:

- Session plans and facilitation notes;
- Suggested delivery modes (in-person, online synchronous, asynchronous);
- Guidance for adapting content to participant contexts;
- Resources and tools required for delivery;

All materials must be culturally appropriate, gender-responsive, inclusive, accessible and tailored to the operational realities of small island NMHSs in the region, including limited staffing, geographic dispersion, constrained budgets and climate-risk contexts.

3.3 Delivery Modality and Programme Implementation Plan (Phase 3)

Design delivery modalities suitable for Pacific contexts, considering:

- Geographic dispersion and travel constraints;
- Availability of senior executives with full-time operational responsibilities;
- Access to technology and connectivity;
- Opportunities for peer learning and regional networking; and
- Options for modular delivery, intensive block courses, blended learning, online platforms and practicum components.

Develop Programme Implementation Plan including:

- Proposed schedule and timeline for delivery (e.g. modular delivery over 12–18 months);
- Roles and responsibilities (host institution, SPREP, facilitators, mentors);
- Resource requirements (budget, facilities, technology platforms);
- Quality assurance processes (peer review, participant feedback, continuous improvement);
- Monitoring and evaluation framework with indicators for participant learning, application of skills, and organizational impact; and
- Sustainability plan (ongoing delivery, faculty development, updates to content).

3.4 Delivery of Pilot Training (Phase 4)

Design and facilitate at least one (1) pilot delivery of selected priority courses (or course modules) with a representative group of Pacific NMHS staff, to test training design, delivery modalities and assessment tools in practice, and to generate evidence to support course accreditation and quality assurance processes.

3.5 Accreditation Preparation and Support (Phase 5)

- Identify suitable accrediting bodies or tertiary institutions in the Pacific region (e.g. University of the South Pacific, regional universities, professional bodies, international partners with Pacific recognition);
- Prepare comprehensive accreditation documentation including:
  - Programme rationale and alignment with tertiary education standards;
  - Course outlines, learning outcomes and assessment frameworks;
  - Evidence of quality assurance processes;
  - Qualifications and CVs of proposed teaching staff or facilitators;
  - Delivery modalities and student support systems; and
  - Any other documentation required by the accrediting institution.
- Liaise with selected accrediting body to guide submission, respond to queries, and address feedback;
- Support SPREP and partner institutions through the accreditation review process;
- Provide advice on pathways for recognition or articulation with other postgraduate

qualifications (e.g. Master's programmes).

3.6 Stakeholder Consultation and Validation (Phase 6)

- Facilitate regional validation workshop with NMHS directors, training institutions, WMO, PMC and development partners to review draft course materials and programme design;
- Present course outlines, delivery modalities and accreditation strategy;
- Gather feedback and recommendations from stakeholders;
- Conduct targeted consultations as needed; and
- Incorporate feedback into final programme materials.

3.7 Finalisation and Handover (Phase 7)

- Finalize all course materials, facilitator guides, assessment frameworks and programme documentation incorporating stakeholder feedback;
- Prepare Executive Summary and Policy Brief for decision-makers highlighting programme objectives, structure, accreditation status and implementation pathway;
- Deliver comprehensive Final Consultancy Report documenting all activities, outputs, accreditation progress, lessons learned and recommendations for programme launch and sustainability;
- Conduct handover session with SPREP and partner institutions to ensure readiness for programme delivery.

4. Methodology

The consultant is expected to employ a participatory, evidence-based methodology that includes:

- **Desk review** of relevant literature including WMO competency frameworks, Pacific regional strategies (PIMS, PRSCS), leadership and management best practices, existing training programmes, and tertiary education standards;
- **Stakeholder consultations** through interviews, focus groups and workshops with NMHS directors, senior managers, training institutions, WMO, PMC and development partners;
- **Co-design approach** ensuring Pacific NMHS leaders contribute to and validate course content, ensuring relevance, applicability and cultural appropriateness;
- **Review of accreditation requirements** from potential partner institutions to ensure programme design meets tertiary education standards from inception;
- **Pilot Training Workshop** to review and finalize course materials and programme design with broad ownership by Pacific stakeholders; and
- **Gender-responsive and inclusive approach ensuring** materials address gender equality, social inclusion and diverse leadership styles.

The methodology should be refined and detailed in the Inception Report following consultations with SPREP and stakeholders.

5. Deliverables

The consultant is expected to produce the following deliverables:

No.	Deliverable	Time-line (Days)
1	Inception Report including detailed methodology, work plan, stakeholder engagement strategy and programme design framework	**5**
2	Draft Course Outlines and Learning Materials for all seven courses	**20**
3	Programme Implementation Plan including delivery modalities, schedule, resources, quality assurance and M&E framework	**5**
4	Accreditation Documentation Package prepared for submission to accrediting body	**8**
5	Pilot Training Delivery Report & Accreditation Alignment Note summarizing the design and delivery of the pilot training (agenda, participants, evaluation results, lessons learned), and documenting how pilot findings will be used to refine course materials, assessment methods, and accreditation submissions relevant qualification bodies	**3**
6	Final Course Materials, Facilitator Guides, Assessment Frameworks and Programme Documentation incorporating all feedback	**12**
7	Executive Summary and Policy Brief highlighting programme structure, accreditation status and implementation pathway	**3**
8	Final Consultancy Report documenting all activities, outputs, accreditation progress, lessons learned and recommendations	**4**

All deliverables must be submitted in English in editable format (Microsoft Word for documents; PowerPoint for presentations) and as PDF. The consultant will present the Inception Report, Draft Course Materials, and Final Programme to SPREP and stakeholders through virtual meetings and one regional validation workshop.

6. Qualifications and Experience

The consultant or consulting team must demonstrate the following qualifications and experience:

Essential Requirements

- **Advanced degree** (Master's or PhD) in management, public administration, education, organizational development, or related field;
- **Minimum 10 years of professional experience** in leadership and management development, curriculum design, and tertiary education, with at least 5 years working in Pacific Island contexts or small island developing states;

- **Proven expertise** in designing and accrediting postgraduate-level courses and programmes;
- **Strong knowledge** of tertiary education standards, quality assurance frameworks and accreditation processes in the Pacific region (e.g. University of the South Pacific, Pacific Qualifications Framework);
- **Experience** in leadership development for public-sector technical organizations, preferably meteorological, hydrological, disaster management or related services;
- **Familiarity** with Pacific NMHS operational contexts, WMO frameworks and regional strategies (PIMS, PRSCS);
- **Excellent curriculum design, writing and facilitation skills** with ability to produce high-quality learning materials and facilitate stakeholder workshops; and
- **Demonstrated ability** to work effectively with diverse stakeholders including government agencies, regional organizations, tertiary institutions and international partners.

Desirable Requirements

- Experience designing blended learning and online courses for professional development;
- Knowledge of competency-based education and adult learning principles;
- Familiarity with weather and climate services, early warning systems and disaster risk reduction in Pacific contexts;
- Understanding of gender and social inclusion in leadership development;
- Experience working with SPREP, Pacific Meteorological Council, WMO, University of the South Pacific or other regional/international organizations;
- Previous consultancy experience with multilateral organizations or development partners; and
- Professional qualifications or certifications in education design, leadership development or related areas.

7. Work Arrangements

- **Duty Station:** Home-based with travel to Pacific Island Countries for consultations and one regional validation workshop.
- **Supervision:** The consultant will report to the Weather Ready Pacific Programme Manager and the Capacity Development and Training Adviser at SPREP and work closely with the Climate Science and Information programme.
- **Support:** SPREP will facilitate introductions to NMHS directors, tertiary institutions and key stakeholders; provide relevant documentation; support liaison with accrediting bodies; and support logistics for the regional validation workshop.
- **Technical Advisory Group:** A Technical Advisory Group will be established comprising representatives from SPREP, WMO, Pacific Meteorological Council, selected NMHS directors, tertiary institutions and training experts to provide technical guidance and review deliverables.

8. Duration and Schedule

- **Total consultancy duration:** 60 working days over 4 months
- **Start date:** July 2026
- **End date:** November 2026
- **Travel:** The consultant is expected to undertake travel to facilitate one regional validation workshop (location TBD).

9. Payment Schedule

Payment will be made upon submission and approval of deliverables according to the following schedule:

Milestone	Deliverable	Payment (%)
1	Inception Report approved	15%
2	Draft Course Outlines and Learning Materials approved	30%
3	Programme Implementation Plan and Accreditation Documentation Package approved	20%
4	Pilot Training and Accreditation Alignment Note completed, and Final Course Materials revised and approved	20%
5	Final Consultancy Report, Executive Summary and Policy Brief approved	15%

Travel costs (flights, accommodation, per-diem) for field consultations and the regional validation workshop will be covered separately according to SPREP travel policies.