

REQUEST FOR TENDERS

File: AP 3/25
Date: 22 May, 2018
To: Interested suppliers
From: Azarel Maiai, COSPPac Capacity Development Officer

Subject: Request for tenders to Develop Training for Short Term Courses in Pacific Meteorology, Climate and Climate Change

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. For more information, see: www.sprep.org.

2. Specifications: statement of requirement

- 2.1. SPREP would like to call for tenders from qualified and experienced consultant or firm who can offer their services to provide expert assistance to SPREP in developing meteorology training programme in compliance with Samoa Qualification Authority (SQA) National Competency Standards and Non-Formal Learning Recognition.
- 2.2. The successful applicant will need to provide **Training Material for Short-Term Course in Pacific Meteorology, Climate and Climate Change by 22 of June**. Refer to Annex A for Term of Reference.

3. Conditions: information for applicants

- 3.1. To be considered for this tender, interested suppliers must meet the following conditions:
 - i. **Technical Proposal**
 - Profile of the consultant (1 page max) explaining why they are the most suitable for the work
 - Relevant experience (2 page max)
 - Detailed meteorology and conceptual framework with expected deliverables and timelines (2 page max)
 - Recent CV to demonstrate that they have the requisite skills and experience to carry out this contract successfully.
 - Provide at least 3 referees, including the most recent work relevant to this position.
 - Complete the tender application form provided.
 - ii. **Financial Proposal**

The financial proposal shall specify a total in lump sum amount in USD include breakdown of costs. Payments will be made in installment based on deliverables.

- 20% upon signing of the contract and submission of work-plan and methodology
- 20% on completion of training needs assessment and submission of report
- 40% submission of comprehensive training module
- 20% completion of the SPREP NFL application form.

4. Submission guidelines

- 4.1. Tender documentation should demonstrate that the interested supplier satisfies the conditions stated above 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 outline the interested supplier's complete proposal: methods, personnel (and their skill sets/curricula vitae), timeframes and costs.
- 4.3. Tenderers/Bidders must insist on an acknowledgement of receipt of tenders/proposals/bids.

5. Tender Clarification

- 5.1. Any clarification questions from applicants must be submitted by email to Maraea Pogi on maraeap@sprep.org and copy azarelm@sprep.org before **28th May 2018**. A summary of all questions received with an associated response will be posted on the SPREP website www.sprep.org/tender by **29th May 2018**.

6. Evaluation criteria

- 6.1. SPREP will select a preferred supplier 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 tenderer satisfies the following criteria.

Technical – 70 points

- i. Demonstrate knowledge on Pacific meteorology, climate and climate change training needs – 15 points
- ii. At least 5 – 7 years' experience and skills in conducting training need assessment in the field of science, meteorology, climate and climate change – 20 points
- iii. Demonstrate experience in developing training modules/curriculum, drafting report etc – 25points
- iv. Methodology, activities, workplan experience and skills – 10 points

Financial – 30 points

- 6.5. Describe any other factors to be considered in assessing submissions.

7. Deadline

- 7.1. **The due date for submission of the tender is: 05th June 2018, midnight (Apia, Samoa local time).**
- 7.2. Late submissions will be returned unopened to the sender.

- 7.3 Please send all tenders clearly marked 'TENDER: **Develop Training for Short Term Courses in Pacific Meteorology, Climate and Climate Change**' to one of the following methods:

Mail: SPREP
Attention: Procurement Officer
PO Box 240
Apia, SAMOA

Email: tenders@sprep.org

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

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

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: Term of Reference for Consultant

To

Develop Training for a Short term Courses in Pacific Meteorology, Climate and Climate Change

1. Background

The Pacific islands are one of the most vulnerable regions to climate variability, climate extremes such as droughts and flooding and climate change impacts. The value of timely and reliable weather and climate information is ever more critical for decision making which is the core business of Pacific National Meteorological Services.

However, retaining qualified and experience staff specialized in meteorology, climate, climate change and hydrology continues to be a growing concern for NMHS due to high turnover of staff and decreasing number of students interested in science (physics and math) or meteorology at tertiary level.

These challenges are coupled with project funded trainings and capacity development programmes committed only during the implementation phase of projects. Once funds are exhausted most of the training comes to a halt and NMHS are having to seek support either through government, regional organisations or international agencies to maintain ongoing training for staff to collect, store, analyze and report on weather and climate information and data.

Through the Pacific-Australia Climate Change Adaptation Project (PACCSAP), the Climate and Oceans Support Programme for Pacific (COSPPac) and the SPREP Pacific Meteorological Desk Partnership (PMDP), a qualified consultant or firm are requested to provide a tender to develop a Non-Formal Learning (NFL) Programme on Meteorology, Climate and Climate Change Courses to comply with Samoa Qualification Authority (SQA) use of existing or new materials generated through climate and climate change projects; and secondly to assist with SPREP's application to comply with the Non-Formal Learning (NFL) requirements.

Consultants with Qualification Authority experience are encouraged to apply.

2. Scope of Work & Milestones

The following are the proposed workplan and milestones.

1. Carry out a training needs assessment with NMHS using survey monkey and desktop review;
2. Based on the needs assessment, use existing and new information, products, training modules to develop a NFL programme for Meteorology, Climate and Climate Change Courses with the assistance of SPREP Pacific Meteorological Desk Partnership that meets SQA standards (including National Competency Standards) for Post School Education Training (PSET);
3. Align course to comply with SQA Framework on Climate Change and Disaster Risk Reduction accreditation, and that with the SPREP Pacific Climate Change Centre Strategy, Pacific Island Meteorological Strategy and Pacific Roadmap to Strengthened Climate Services;

4. Assist SPREP’s application to SQA for Recognition for Non-Formal Learning with SPREP Pacific Meteorological Desk Partnership.

3. Milestones and Deliverables

Milestone	Due Date
1. Training programme for Meteorology, Climate and Climate Change Courses with the assistance of SPREP Pacific Met Desk Partnership that meets SQA standards for PSET;	20 June
2. Complete Application for SQA recognition	22 June

4. Qualification Requirements

- A post-graduate or equivalent qualification degree in development studies, science or any other relevant discipline;
- At least 5-7years of prior work experience in the field of training or related work especially in the Pacific context;
- Demonstrate knowledge and experience in conducting need assessments and developing training modules/curriculum, training materials etc;
- Relevant SQA experience will be an added advantage;
- Excellent written and oral skills in English.

5. Timeframe

The proposed timeframe is 3 weeks and consultant should be available to start immediately around the 1st week of June

Items	June			
	Wk 1	Wk 2	Wk 3	Wk 4
Signing of contract				
Develop materials together with SPREP PMDP				
Draft Application Form				
Finalize Application Form with Course materials				
Final Payment				

6. Budget

The total budget for this assignment is **USD 20,000**.