

Consultancy Opportunity

Request for Proposals

Review of the Sustainability of Regional Meteorological Services Delivery in the Pacific Islands Region

Background

At the Forum Meeting of 2008, Leaders "called on SPREP to urgently carry out a comprehensive review of regional meteorological services, reporting intersessionally to Leaders as soon as practicable on all options, including building on existing arrangements and consideration of other service providers".

Subsequent to the Forum Meeting, the 19th SPREP Meeting:

"agreed that SPREP immediately commence planning for this urgent review, and as a first step bring together representatives of interested members to provide policy oversight including the development of terms of reference for the review."

In response to this directive, a Policy Oversight Group (POG) has been formed under the auspices of the SPREP, consisting of the membership of the Forum Officials Committee, with the objective of providing overall policy guidance to the Review and its outcomes and the recommendations to be presented to the Forum Islands Leaders. The SPREP Secretariat will coordinate the work of the Review as well as facilitate the work of the POG in addition to the preparation of reports to the Pacific Forum Leaders.

Objective and purpose of Consultancy

The POG has agreed to a Terms of Reference (TOR) providing a roadmap towards the implementation of the Forum Leaders directive. Core to this will be the undertaking of this Consultancy, which is aimed at conducting a review of the current arrangements and a detailed (and cost) analysis of practical and sustainable options for strengthening the delivery of meteorological and climatological and related extreme events related services in the Pacific region. The ultimate objective of this Review thus is to provide the Forum Island Leaders urgently with clear, prioritised, and costed options and recommendations for the provision of viable and effective regional meteorological and climatological services, including regional specialised meteorological and climatological services to all Pacific Island Countries and Territories¹ as provided by the specialised RSMC Nadi, Fiji Meteorological Service (FMS), and other regional service providers.

¹ Pacific Island Countries and Territories currently receiving Pacific regional support from the Fiji Meteorological Services includes American Samoa, the Cook Islands, French Polynesia, Kiribati, Nauru, New Caledonia, Niue, Samoa, Tokelau, Tonga, Tuvalu, Vanuatu, and Wallis & Futuna, as well as Fiji itself. This includes aviation, marine, public daily weather forecasting, and RSMC Nadi cyclone forecasting,.

Proposals are therefore requested from interested parties that are willing and able to undertake the services as specified in the attached (TOR) for the comprehensive review of regional meteorological services and identifying options for improvements, including building on existing arrangements and consideration of other service providers".

Instructions to Bidders:

- ▶ The proposal must cover all the objectives, outputs and activities as specified in the TOR (attached)
- ▶ The proposal must include costs for professional fees, travel and per diem
- ▶ US\$ only must be used in the Proposal
- ▶ The proposal must include: i) an updated CV of the individual/s who will undertake the consultancy ii) a summary of recent work in the areas to be covered in this consultancy (including client and work produced); ii) information on availability; iii) total person days proposed for the work on the consultancy and daily rate in US\$ and iv) a methodology and work plan (maximum 10 pages)
- ▶ The consultancy preferably should commence by April 2009
- ▶ The offer must be in the English language only
- ▶ The above-mentioned documents, information and requirements are mandatory and as such are required to form a complete tender. An offer will be rejected unless it is substantially responsive
- ▶ If the proposal is received prior to the formal submission date corrections/modifications can be made up to that date
- ▶ The proposal must be submitted in electronic format only (Word and PDF format, 1 MB max) by email to the e-mail address specified below
- ▶ The consultancy must be undertaken with a country visits possibly to Fiji, Samoa, and Kiribati or Tuvalu. The exact number of working days will be determined subsequently between the successful Contractor and SPREP.
- ▶ The final working plan will be determined subsequently between the successful Contractor and SPREP.
- ▶ Acknowledgements of the receipt of proposals will be provided by e-mail. Successful as well as unsuccessful bidders will be informed by e-mail once the evaluation and selection process are completed.

Award of Contract and Evaluation Criteria:

Proposals will be evaluated according to the following criteria:

1. Price (20%)
2. Relevant Experience in reviews of meteorology services of similar service in small island environments (30%)
3. Experience with the PICs and/or SIDS meteorology environments (20%)
4. Methodology/Work Plan (30%)

All proposals must be addressed to:

**The Director
SPREP
PO Box 240
Apia, Samoa**

**Telephone: (685) 21929
Facsimile: (685) 20231
E-mail: SPREP@sprep.org**

Deadline for the submission of proposals is 27 March 2009, Samoa time.

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Urgent Review of Pacific Regional Meteorological and Climatological Services

Terms of Reference

1. Background

Pacific Island Forum Leaders 2008 Communiqué: *"called on SPREP to urgently carry out a comprehensive review of regional meteorological services, reporting intersessionally to Leaders as soon as practicable on all options, including building on existing arrangements and consideration of other service providers"*.

The 19th SPREP Meeting added: *"agree that SPREP immediately commence planning for this urgent review, and as a first step bring together representatives of interested members to provide policy oversight including the development of terms of reference for the review."*

This urgent review is separate from the planned review and renewal of the Strategic Action Plan for the Development of Meteorology in the Pacific Region 2000- 2009.

2. Objective

Provide Forum Island Leaders urgently with clear, prioritised, and costed options and recommendations for the provision of viable and effective regional meteorological and climatological services, including regional specialised meteorological and climatological services to all Pacific Island Countries and Territories² as provided by the specialised RSMC Nadi, Fiji Meteorological Service (FMS), and other regional service providers. To develop these options, a review shall be undertaken that will also include a consideration of building upon existing arrangements³ and a consideration of other service providers.

3. Tasks

- Conduct a thorough desk examination of previous reviews, including the 2007 WMO-led mission to the Fiji Meteorological Service, and the 2007-8 review of sustainable meteorological and climatological services from a directive by SIS Leaders carried out by the Pacific Islands Forum Secretariat, SPREP, SOPAC and other agencies in the region.
- Consult with SPREP, the World Meteorological Organization, and PIF member government representatives and all other major stakeholders including Fiji Meteorological Service and recipient governments, regional agencies, donors, weather agencies in Australia, New Zealand, the USA, Meteo-France.

² Pacific Island Countries and Territories currently receiving Pacific regional support from the Fiji Meteorological Services includes American Samoa, the Cook Islands, French Polynesia, Kiribati, Nauru, New Caledonia, Niue, Samoa, Tokelau, Tonga, Tuvalu, Vanuatu, and Wallis & Futuna, as well as Fiji itself. This includes aviation, marine, public daily weather forecasting, and RSMC Nadi cyclone forecasting.

³ As decided at the 19th SPREP Meeting regarding strengthening meteorological and climatological services in the region, the Meteorology and Climatology Officer (MCO) position at SPREP since the mid-1990s must be filled and supported. The MCO should work with a robust meteorological body (such as a proposed Pacific Meteorological Council noted at the 19th SPREP Meeting) in the region to guide these critical activities in the region, and in this regard the relationship between SPREP and WMO office in Apia must be strengthened and better defined for effective and efficient support to the Member States

- Consult with the WMO for advice and assistance on regional and national service costing process.
- Clearly identify the strengths and weaknesses of the current arrangements in servicing regional meteorological and climatological needs, notably for regional specialised meteorological and climatological services.
- Develop a priority list of options for developing a viable and effective regional service with cost-benefit analyses including determination of net cost and criteria of cost, service effectiveness, and financial and human resource sustainability. Financial sustainability should include feasibility of cost-recovery models for provision of commercial service functions as well as identification of services considered 'public good'. In addition, assess each option according to its impact on building on the strengths and/or addressing the weaknesses of the current arrangement.
- Establish the position of the Fiji authorities with regard to ongoing effective support of regional meteorological and climatological services from Fiji.

4. Outputs

- Draft work plan developed by the Review Team and SPREP to be submitted to Policy Oversight Group by email for consideration and approval by March 27th.
- First progress report to be submitted to Policy Oversight Group for consideration on the 15th April 2009 (Samoa time). SPREP shall coordinate the POG review of this report by teleconferencing on April 20th (Samoa time).
- Second progress report with initial findings of the Review to be presented to the 13RMSD meeting, 7-11 May 2009 for consideration.
- Draft final report to be submitted to Policy Oversight Group for consideration by 28th May, 2009.
- Final report to be submitted to Policy Oversight Group for consideration and approval by June 10th 2009.

5. Methodology

It is expected that the team will spend up to 10 days in preparation, 30 days working in the field, and up to 10 days working on the update, draft and final reports.

The team will take the following approach in carrying out the tasks outlined above:

- Consult with SPREP, the WMO and Pacific Forum member governments and other relevant stakeholders in developing the review workplan;
- Travel in the Pacific, Australia, NZ, USA, and possibly WMO headquarters and WMO Sub Regional Office to consult with stakeholders;
- Define regional and national level services costing, and use cost-benefit analyses to evaluate options;
- Deploy skills and experience in institutional reform and strengthening, economic analysis for efficient service provision, delivery of technical meteorological and climatological services, plus additional skills as set out below.

6. Team specification

The review team will consist of at least three people, with a preference for at least one Pacific Island-based member. The team will decide their own split of work, with the exception that the team leader will be primarily responsible for writing the draft and final reports, with the assistance of the other members. The team will possess all or most of the following skills:

General Skills

- strong policy formulation skills and policy understanding of the Pacific and of regional meteorological and climatological service provision arrangements
- good understanding of national meteorological and climatological service functions and of regional meteorological service provision arrangements including arrangements under WMO and ICAO and GCOS
- understanding of current and planned climate change activities in the region in relation to potential opportunities and additional demands of national meteorological services
- expertise and experience in evaluation
- programme and project planning skills and experience
- demonstrated analytical and reporting skills
- cross cultural communication and general interpersonal skills

Specific Skills

- expertise in institutional capability assessment and reform, and capacity building, in the Pacific
- expertise in separation of regional and national level activities and cost apportioning
- expertise in economic cost benefit analysis including for determining provision of shared or public sector services, preferably in the Pacific
- expertise in the delivery of meteorological and climatological services in Small Island Developing States (SIDS)
- experience and understanding of the Pacific political and economic context in particular the relative roles of regional organisations, NGO's, national governments, donors, and global multilateral organisations
- an understanding of development and vulnerability issues in the Pacific and how these relate to climate change adaptation
- relevant formal qualifications and/or consulting experience in the above areas

Team Leader (one of team)

- team leadership skills and experience in particular with donors and/or regional agencies
- demonstrated facilitation and negotiation skills
- demonstrated analytical and reporting skills
- demonstrated ability to integrate results of multidisciplinary studies
- policy formulation skills of a high order
- background or experience with regional meteorological and climatological services

Proposed Governance of Review (draft)

