

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Study and analysis to support the Green Climate Fund proposal: adapting tuna dependent Pacific Island communities and economies to climate change
Nature of the services	Review of the capacity of national administrations to manage the risks posed by natural disasters to small-scale fishers
Location:	Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Niue, Nauru, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu
Date of issue:	14/11/2022
Closing Date:	21/11/2022
SPC Reference:	22-4765

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Part 1: INTRODUCTION

1.1 About the Pacific Community (SPC)

The Pacific Community (SPC) is the principal scientific and technical organisation of the Pacific region, established by treaty in 1947 with the signing of the *Agreement Establishing the South Pacific Commission* (the Canberra Agreement).

Our unique organisation covers more than 20 sectors and is renowned for knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience and conservation of plant genetic resources for food security.

For more information about SPC and the work that we do, please visit our website: <https://www.spc.int/>.

1.2 SPC's procurement activities

SPC's procurement activities are guided by the principles of high ethical standards, value for money, open competition and social and environmental responsibility and are carried out under our Procurement Policy.

For further information or enquiries about SPC's procurement activities, please visit the procurement pages on our website: <https://www.spc.int/procurement> or email: procurement@spc.int

1.3 SPC's Request for Quotation (RFQ) Process

At SPC, procurement valued at more than EUR 2,000 and less than or equal to EUR 45,000 requires an evaluation of at least three quotations to determine the offer that provides the best value for money through a Request for Quotation (RFQ) process.

This RFQ sets out SPC's requirements for a project and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information.

Your participation confirms your acceptance of SPC's conditions of participation in the RFQ process.

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

SPC invites you to submit a quotation to deliver the services as specified in [Part 3](#).

SPC has compiled these instructions to guide prospective bidders and to ensure that all bidders are given equal and fair consideration. Please read the instructions carefully before submitting your bid. For your quotation to be considered, it is important that you provide all the prescribed information by the closing date and in the format specified.

2.2 Submission Instructions

You must **submit your quotation and all supporting documents** in English and as an attachment to an email sent to simonn@spc.int and with the subject line of your email as follows: **Submission 22-4765**. The email should also be copied to rfq@spc.int.

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- Bidder's letter of application
- Information about the bidder and due diligence

- Technical proposal submission form
- Financial proposal submission form

Your submission must be clear, concise and complete and should only include a quotation and information that is necessary to respond effectively to this RFQ. Please note that you may be marked down or excluded from the procurement exercise if your submission contains any ambiguities or lacks clarity.

Bids will be evaluated on the basis of information received by **4.00pm Noumea time on 21/11/2022**.

2.3 Evaluation & Contract Award

Each quotation validly received will be assessed against the evaluation criteria matrix set out in [Part 4](#). Any changes in the evaluation criteria will result in the RFQ process being re-issued.

SPC may award the contract once it has determined that a bidder has met the prescribed requirements and the bidder's proposal has been determined to be substantially responsive to the RFQ documents, provide the best value for money (highest cumulative score) and best serve the interests of SPC.

In the event of a bid being accepted, procurement will take place under SPC's [General Terms and Conditions of Contract](#) and depending on the value or nature of the procurement, the award will be made by issuing a purchase order or a signed and dated contract, or both.

2.4 Key Contacts

Please contact SPC should you have any doubt as to what is required or if we can help answer any questions that you may have.

Mr Simon Nicol will be your primary point of contact for this RFQ and can be contacted at simonn@spc.int. You should copy any communications into rfq@spc.int.

Details will be kept of any communications between SPC and bidders. This assists SPC to ensure transparency of the procurement process. While SPC prefers written communication in the RFQ process, at any point where there is phone call or other conversation, SPC expects to keep a file note of the exchange, with all forms of communication with prospective bidders to be retained as source documents for the procurement of the services.

2.5 Key Dates

Please see the proposed procurement timetable in the table below. This timetable is intended as a guide only and while SPC does not intend to depart from the timetable, it reserves the right to do so at any stage.

STAGE	DATE
RFQ sent to potential vendors	14/11/2022
RFQ Closing Date	21/11/2022
Award of Contract	28/11/2022
Commencement of Contract	TBC
Conclusion of Contract	TBC

2.6 Legal and compliance

Confidentiality: Unless otherwise agreed by SPC in advance or where the contents of the RFQ are already in the public domain when shared with the bidder, bidders shall at all times treat the contents of the RFQ and

any related documents as confidential. SPC will also treat the information it receives from the bidders as confidential.

Conflict of interest: Bidders must take all necessary measures to prevent any situation of conflict of interest. You must notify SPC in writing as soon as possible of any situation that could constitute a conflict of interest during the RFQ process. If you have any familial connection with SPC staff, this must be declared, and approval will then be sought for you to engage in the RFQ process. **In support of your response to this RFQ, you must submit to SPC [the Conflict-of-Interest Declaration form](https://spc.int/procurement) available on our procurement page website: <https://spc.int/procurement>.**

Breach of this requirement can result in SPC terminating any contract with a successful bidder.

Currency, validity, duties, taxes: Unless specifically otherwise requested, all proposals should be in USD and must be net of any direct or indirect taxes and duties, and shall remain valid for 120 days from the closing date. The successful bidder is bound by their proposal for a further 60 days following notification they are the preferred bidder so that the contract may be awarded. No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during this period.

No offer of contract or invitation to contract: This RFQ is not an offer to contract or an invitation by SPC to enter into a contract with you.

Privacy: The bidder is to comply with the requirements of applicable legislation and regulatory requirements in force for the use of personal data that is disclosed for the purposes of this RFQ. SPC will handle any personal information it receives under the RFQ in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

Warranty, representation, assurance, undertaking: The bidder acknowledges and agrees that no person has any authority to give any warranty, representation, assurance or undertaking on behalf of SPC in connection with any contract which may (or may not) follow on from this RFQ process.

2.7 Complaints process

Bidders that consider they were not treated fairly during any SPC procurement process may lodge a protest. The protest should be addressed to complaints@spc.int. The bidder must provide the following information: (1) full contact details; (2) details of the relevant procurement; (3) reasons for the protest, including how the alleged behaviour negatively impacted the bidder; (4) copies of any documents supporting grounds for protest; (5) the relief that is sought.

Part 3: TERMS OF REFERENCE

A. Background/context

Climate change is adversely affecting the Western and Central Pacific Ocean large marine ecosystem, degrading its coral reefs and changing the distribution of tuna. The impacts on coral reefs are reducing the supply of reef fishing and threatening the food security of more than four million people that live along the coasts of the programme's targeted 14 Pacific Island countries. In parallel to the threat to the food security of highly vulnerable populations, the redistribution of tuna will have profound implications for national economies that derive as much as 70% of their (non-aid) government revenue from tuna fishing, thereby dramatically reducing basic social services that are essential to the resilience of Pacific Island people.

Recognising this impending threat, the governments of the Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Niue, Nauru, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu have instructed the Pacific Community (SPC) to collaborate with Conservation International (as an Accredited Entity and Executing Entity for the Green Climate Fund) to prepare an application to the Green Climate Fund to support a programme that will:

- 1) Increase supply of tuna for domestic consumption as an adaption to degradation of coral reefs and the resulting food insecurity for vulnerable populations; and
- 2) Usher in the reforms needed to minimise the risks for citizens of countries with economies that are vulnerable to climate-driven redistribution of tuna.

The concept note for the proposal has been endorsed by the Green Climate Fund and the Pacific Community and Conservation International are currently designing the regional programme of work and preparing associated documentation for the Green Climate Fund.

Ten independent feasibility studies have been commissioned to assist this process. This request for quotation outlines the GCF study 4: **Review of the capacity of national administrations to manage the risks posed by natural disasters to small-scale fishers.**

B. Purpose, objectives, scope of services

Objectives: Component A of the Programme is designed to enable coastal communities to obtain more of the protein they need for food security from tuna and other oceanic fish species (hereafter grouped as 'tuna') as coral reefs are degraded by climate change. This will depend not only on strategically increasing the number of nearshore FADs needed to assist small-scale fishers to catch more tuna, it also depends on supporting small-scale fishers to operate effectively and safely around FADs. Key factors in fishing safely around FADs are 1) access to and utilization of forecasts of wind speed and direction, and sea condition; 2) preparation for disaster risk reduction by national fisheries administrations and small-scale fishers/communities and 3) adequate and timely disaster response.

Fisheries, and particularly locally accessible fisheries, have the unique ability to provide a source of immediate protein. When the essential services described above are in place and robust not only is safety at sea improved but the impacts to small-scale fishers and fishing communities from natural disasters and recovery time are reduced.

Natural disasters pose a serious threat to Pacific Island communities. With climate change and sea surface

temperatures expected to rise, the risks of tropical storms and cyclones are expected to increase in frequency and/or intensity in the future. Impacts from cyclones and tropical storms, flooding, tsunamis, landslides and volcanoes can seriously affect coastal communities which depend not only on fishing but also on subsistence agriculture for survival. Nearshore tuna and other pelagic fish species targeted around FADs are unlikely to be adversely affected by natural disasters and can immediately contribute to local food security while also restarting sectors of the economy after a disaster. The National Disaster Management Organizations (NDMO) have an important role not only in disaster management but also in risk reduction to ensure that the impacts of natural disasters are minimized. To ensure that damages and losses to fishing communities are reduced, it is important that Disaster Risk Reduction (DRR) is an integral part of fisheries management and that the NDMO comprehensively integrate fisheries into its planning and strategies going forward. The purpose of this study is to assess the capacity of national administrations to manage the risks posed by natural disasters to small-scale fishers and identify gaps to be filled. It will also help to inform the communities, fisheries departments, MET offices and NDMOs on strategies and planning to reduce the impacts of disasters, and improve safety of fishing around FADs through improved, people-centered Early Warning Systems. The study will also contribute to the Health and Safety Plan to be developed as part of the Programme's Environmental and Social Management Plan.

The specific tasks to be completed during this study are described below.

- (i) Assess the extent to which relevant regional frameworks, strategies and platforms, e.g., The Framework for Resilient Development in the Pacific (FRDP), the Framework for Pacific Regionalism (FPR), the Pacific Food Security Cluster, the Pacific Islands Meteorological Strategy (PIMS) integrate fisheries in disaster preparedness and risk mitigation. Identify relevant international frameworks e.g. Small Scale Fisheries Guidelines or the Sendai Framework for consideration of fisheries and small-scale fishers and identify relevant provisions for small-scale FAD fisheries.

Implement a gap analysis on the tools needed to improve the forecasting of disasters (cyclones and other severe weather events) and to turn these forecasts into products and communication materials to support timely and tailored preventive actions by small-scale fishers;

Review and identify best practices in early warning strategies in use in the region and their relevance to and application in small-scale fisheries.

- (ii) Identify any gaps in the current tools used and capacity of fisheries departments, national meteorological agencies and NDMOs in each of the 14 participating countries to:
 - Forecast weather and sea conditions relevant to the operations of small-scale fishers using nearshore FADs, communicate this information quickly to all areas within the nation in ways where it can be received easily by these fishers, and provide training to fishers in how to interpret forecasts.
 - Plan interventions to reduce disaster risks to the fisheries sector.
- (iii) Evaluate the liaison mechanisms between national meteorological agencies, national fisheries agencies, the national maritime safety authority and national disaster risk management office, and the extent to which they collaborate to provide small-scale fishers with the tools, services and training required to use forecasts to reduce the risks posed by cyclones and other severe weather events, in each of the 14 participating countries. For each of the countries, identify any improvements needed to provide the training required. Identify innovative tools in use in other regions to improve access and dissemination of information to reduce the impact of natural

disasters and improve resilience of small-scale FAD fishers through disaster risk reduction planning and actions, such as early warning systems.

- (iv) Describe existing arrangements in each of the participating countries for assisting small-scale fishers to reduce risk and assess impacts from disasters and analyse capacity to develop and implement disaster risk reduction and recovery plans. These may include but are not limited to National Disaster Standard Operating Procedures (SOPs), food security cluster strategies, evacuation drills, tsunami, cyclone, data systems for disaster assessments and flood warning systems, methodologies to undertake vulnerability analyses at the community level and training of vulnerable and at risk populations.
- (v) Identify the priority activities to be implemented by the Programme to strengthen the capacity of national administrations to manage the risks posed by the increasing effects of climate-driven disasters on small-scale fishers using FADs. This will be done in consultation with FAO, which is allocating some staff time to this evaluation as co-finance.

Outputs/Deliverables: The main output from this study will be a report that documents:

- I. The extent to which relevant regional frameworks and strategies for disaster risk reduction support national administrations to meet the operational safety and resilience building needs of small-scale fishers using nearshore FADs.
- II. The gaps in the capacity of relevant national agencies (meteorological, fisheries, national disaster agencies) in each of the 14 countries participating in the Programme to forecast weather and sea conditions relevant to the operations of small-scale fishers, and to communicate this information effectively and to build resilience through effective DRR planning and actions throughout each country. In addition to a narrative, this section of the report should also include a table summarising the gaps in capacity.
- III. A review of new, innovative tools in use in the region or applicable to the region to reduce or mitigate impacts from disasters as well as people-centered early warning systems and tools.
- IV. The extent of collaboration between national meteorological agencies, national fisheries agencies, national maritime safety authority agencies and national disaster risk management offices in providing small-scale fishers with the training required to use forecasts to reduce the risks posed by cyclones and other severe weather events. In addition to a narrative, this section of the report should also include a table summarising the scope of this collaboration, and the nature of any actions needed to deliver improved training, for all 14 participating countries.
- V. The existing arrangements in each of the participating countries for assisting small-scale fishers to reduce risks and assess the impacts from disasters and to develop recovery plans. In addition to a narrative, this section of the report should also include a table summarizing the information for all 14 participating countries.
- VI. The priority activities (including cost in USD) to be implemented during the Programme to strengthen the capacity of national administrations to manage the risks posed by the increasing effects of climate-driven natural disasters, particularly cyclones and severe weather events, on small-scale fishers using FADs.

The report must be a stand-alone document that describes the findings from this study in detail, with an appropriate Executive Summary and approved by SPC within 30 days of submission.

C. Timelines

Expected duration of the work is within 9 months from commencement of contract.

D. Reporting and contracting arrangements

The Consultant(s) will report to the Director FAME and/or Deputy Director FAME (Oceanic Fisheries Programme) and/or Deputy Director FAME (Coastal Fisheries and Aquaculture Programme) who will be responsible for signing off on the agreed outputs and approving payments. The consultant(s) will be expected to work closely with relevant staff within FAME.

An induction meeting between the contractor and SPC will be scheduled once the contract has been signed by both parties. During this meeting the scope, the milestones, any potential travel, follow up meetings and timelines shall be confirmed.

The Consultant will have primary responsibility for the completion of documented outputs. The provision of data from SPC (if necessary) will be subject to strict data confidentiality agreements and data provided to the consultant cannot be retained at the end of the contract.

The consultant will generally be home based. Depending on the nature and extent of work, travel to Noumea, New Caledonia, or other sites within the Pacific Islands region, may be required. Travels will require prior written approval from FAME and shall be in line with SPC Travel policy.

E. Skills and qualifications

- A thorough understanding of fisheries sector and associated supply chains in the Pacific Islands
- Demonstrated competencies in disaster risk management as applied to the fisheries sector
- Demonstrated competencies in report writing in English
- Demonstrated project management competencies
- Proposed workplan and methodology

F. Scope of Bid Price and Schedule of Payments

- The terms of payment shall be in accordance with the provisions of Article 10 of the SPC general conditions of contract.
- The contract price shall be lump sum payments based on milestones or time based.
- The bidder must include in the computation of contract price professional fees, management and operating costs, travel costs, per diems and any other administrative costs (**Please note that SPC doesn't cover visa and travel insurance costs**).

Milestone/deliverables	Deadline	% payment
On Signing	On signing	20%
Agreed Report Outline	1 month after signing	20%
Draft Report	8 months after signing	20%
Final report and approval by SPC	9 months after signing	40%
TOTAL		

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Competency Requirements & Score Weight

The evaluation matrix below reflects the obtainable score specified for each evaluation criterion (technical requirement) which indicates the relative significance or weight of the items in the overall evaluation process.

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
<ul style="list-style-type: none"> • Copy of business registration • Technical proposal submission form • Financial proposal submission form 	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: Proposed workplan	10%	70
Technical requirement 2: Proposed methodology for the successful delivery of the services required that demonstrates a thorough understanding of fisheries sector and associated supply chains in the Pacific Islands	50%	350
Technical requirement 3: Demonstrated competencies in: disaster risk management as applied to the fisheries sector, report writing in English, project management	40%	280
Total technical score	100%	700
Technical qualification score	70%	490
Financial score		300