

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	Consultancy for the coordination, completion, reporting and closure of GCCA+ SUPA project activities in Fiji.
<b>Nature of the services</b>	The consultant is expected to coordinate the completion, reporting and closure of all GCCA+ SUPA project activities in Fiji, and to provide any required assistance to the Ministry of Economy- Climate Change and International Cooperation Division (CCID).
<b>Location:</b>	The consultant will be positioned at the Climate Change and International Cooperation Division within the Ministry of Economy and report directly to the Project Manager, GCCA+ SUPA project, SPC, Suva, Fiji.
<b>Date of issue:</b>	22/11/2022
<b>Closing Date:</b>	6/12/2022
<b>SPC Reference:</b>	RFQ22-4848-PRO

## Contents

<b>PART 1: INTRODUCTION .....</b>	<b>3</b>
1.1 ABOUT THE PACIFIC COMMUNITY (SPC)	3
1.2 SPC'S PROCUREMENT ACTIVITIES	3
1.3 SPC'S REQUEST FOR QUOTATION (RFQ) PROCESS	3
<b>PART 2: INSTRUCTIONS TO BIDDERS .....</b>	<b>3</b>
2.1 BACKGROUND	3
2.2 SUBMISSION INSTRUCTIONS	3
2.3 EVALUATION & CONTRACT AWARD	4
2.4 KEY CONTACTS	4
2.5 KEY DATES	4
2.6 LEGAL AND COMPLIANCE	4
2.7 COMPLAINTS PROCESS	5
<b>PART 3: TERMS OF REFERENCE .....</b>	<b>6</b>
A. BACKGROUND/CONTEXT	ERROR! BOOKMARK NOT DEFINED.
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	ERROR! BOOKMARK NOT DEFINED.
C. TIMELINES	ERROR! BOOKMARK NOT DEFINED.
D. REPORTING AND CONTRACTING ARRANGEMENTS	ERROR! BOOKMARK NOT DEFINED.
E. SKILLS AND QUALIFICATIONS	ERROR! BOOKMARK NOT DEFINED.
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	ERROR! BOOKMARK NOT DEFINED.
G. ANNEXES TO THE TERMS OF REFERENCE	ERROR! BOOKMARK NOT DEFINED.
<b>PART 4: PROPOSAL EVALUATION MATRIX.....</b>	<b>9</b>
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	9

## 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](mailto: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 [SUPA@spc.int](mailto:SUPA@spc.int) and with the subject line of your email as follows: **Submission RFQ22-4848-PRO**. The email should also be copied to [rfq@spc.int](mailto:rfq@spc.int).

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- Technical Proposal Submission Form completed
- Financial Proposal Submission Form completed

-

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 **4pm Fiji Time** on **6/12/2022**.

### 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.

Swastika Raju will be your primary point of contact for this RFQ and can be contacted at [swastikar@spc.int](mailto:swastikar@spc.int). You should copy any communications into [rfq@spc.int](mailto: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	22/11/2022
RFQ Closing Date	6/12/2022
Award of Contract	TBC
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 EURO 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](mailto: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

**Project Title: Consultancy for the coordination, completion, reporting and closure of GCCA+ SUPA project activities in Fiji.**

### Background/context

The Global Climate Change Alliance Plus Scaling up Pacific Adaptation (GCCA+ SUPA) project is funded by the European Union with Euros 14.89 million, and implemented over the period 2019-2022, by the Pacific Community (SPC) in partnership with the Secretariat of the Pacific Regional Environment Programme (SPREP) and The University of the South Pacific (USP) and the government and people of Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands, Nauru, Niue, Palau, Tonga and Tuvalu. SPC is the lead organisation for the GCCA+ SUPA project. The overall objective of the SPC GCCA+ SUPA project is to enhance climate change adaptation and resilience within the ten Pacific Island countries. Under the GCCA+ SUPA project, the Government of Fiji has selected coastal protection as the focus sector under Output 3.

Fiji, like many island countries, is increasingly experiencing the negative impacts of climate change. These impacts exacerbate the vulnerability of coastal communities' and their assets to coastal inundation and flooding.

The Fiji National Climate Change Policy 2018 and National Adaptation Plan (NAP) 2018 identified coastal protection as an area needing priority actions and interventions. Following an Inception and Planning Workshop in March 2019, the Fiji SUPA project key stakeholders selected to focus the SUPA project on coastal protection. The Soasoa Drainage area in Labasa, on the island of Vanua Levu in the Macuata province was selected.

In the Soasoa drainage area levees protect the reclaimed area and a series of floodgates discharge water during low tide. The infrastructure was designed in the 1970s and there is now a need to strengthen this infrastructure to address changes in the climate such as rising sea levels, changing rainfall patterns and extreme rainfall events and associated runoff. The project's on-the-ground activities aim to build the resilience of the assets and communities living close to the Soasoa drainage area to coastal flooding. This will be achieved by strengthening the levee and drainage infrastructure to adapt to high precipitation levels and sea level rise that have contributed to the increasing incidents of coastal flooding in the recent past for the Soasoa communities. This work is presently ongoing in collaboration with the Ministry of Waterways. This adaptation measure supports the Fijian Government's efforts to enhance the resilience of vulnerable coastal communities to climate change.

The project has also developed a watershed management plan for the Soasoa drainage area to guide the management of the basin over the next 30 years and implementation of the plan has started. the SUPA project activities. In 2022 the SUPA project supported two training workshops for the implementation of a costing methodology for the NAP for government agencies.

### Purpose, objectives, scope of services

The objective of this consultancy is to coordinate the completion, reporting and closure of all GCCA+ SUPA project activities in Fiji, and to provide any required assistance to the Ministry of Economy-Climate Change and International Cooperation Division (CCID).

The consultant will:

**1. Prepare a work plan and schedule for the delivery of each activity.**

**2. Coordinate the implementation, closure, and reporting of all GCCA+ SUPA project activities in Fiji. The activities include, but are not limited to, the following:**

- Liaise closely with the Ministry of Waterways (MOW) to facilitate the effective delivery of the infrastructural and remedial measures presently being undertaken/planned in the Soasoa Drainage System. Assist with the procurement of additional plant and equipment.
- Oversee and report on the preliminary implementation of the Soasoa Integrated Watershed Management Plan.
- Oversee and report on the application of the training in the costing methodology for the NAP.
- Participate and provide logistical assistance, for regional project activities, including steering committee meetings and lessons learnt meetings.
- Assist with all communications and awareness activities, to include documents, posters, billboards, signage, videos, radio and TV, interviews, design of locally relevant key messages. These must follow national and EU visibility guidelines as described in the GCCA+ SUPA Communications Plan.
- Liaise and coordinate with other GCCA+ SUPA implementing partners, and especially the Secretariat of the Pacific Regional Environment Programme (SPREP) for Output 1 of the GCCA+ SUPA project and the University of the South Pacific (USP) for Output 2 of the GCCA+ SUPA project.
- Liaise with other stakeholders and partners.
- Provide monthly progress narrative reports as per template provided by SPC, by the end of the month.

**3. Provide any required assistance to the Fiji Climate Change and International Cooperation Division.**

- Ensure the Climate Change and International Cooperation staff are fully briefed on all GCCA+ SUPA activities.
- Provide any assistance as may be required by the Head of Climate Change and International Cooperation Division.

**Output:**

1. Work plan and schedule for the delivery of the project activities.
2. Submission of monthly progress narrative report (by the first week of each following month as per the template provided by SPC).
3. Report on the activities conducted for the Climate Change and International Cooperation Division.

**Timelines**

The consultancy will require 100 working days delivered over a period of 7 months from December 2022 to 30th June 2023.

**Reporting and contracting arrangements**

The consultant will be positioned at the Climate Change and International Cooperation Division within the Ministry of Economy and report directly to the Project Manager, GCCA+ SUPA project, SPC, Suva, Fiji.

The consultant will also liaise very closely with the CCICD and MOW.

### Skills and qualifications

- Tertiary degree in a relevant field such as business administration, commerce, environmental resource management, climate change.
- Minimum 5 years' experience in the coordination and delivery of climate change projects or activities and demonstrated experience with complex projects evidenced by CV.
- Minimum 2 years' experience working with or within Fiji government agencies, evidenced by 2 examples.
- Excellent oral and written communications skills and demonstrated ability to articulate and communicate complex issues and positions to senior administrators and community beneficiaries alike, evidenced by 2 examples. Fluency in English (written and verbal). Advanced computer skills in Microsoft Word and Excel.

### Scope of Bid Price and Schedule of Payments

The contract price is a lump sum payment that includes all professional fees.

The schedule for delivery of each output is shown below.

Milestone/Deliverables	Deadline	% Payment
1. Work plan and schedule for the delivery of the project activities	TBC	20%
2. Upon submission of 3 monthly progress narrative report as per the template provided by SPC.	28 <sup>th</sup> February 2023	40%
3. Upon submission of 4 monthly progress narrative as per the template provided by SPC.	30 <sup>th</sup> June 2023	40%



## 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
<b>Mandatory requirements</b>		
<b>Technical Evaluation Criteria</b>	<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met	
<b>Technical requirements</b>		
<b>Technical requirement 1:</b> Tertiary degree in a relevant field such as business administration, commerce, environmental resource management, climate change	25%	175
<b>Technical requirement 2:</b> Minimum 5 years' experience in the coordination and delivery of climate change projects or activities and demonstrated experience with complex projects, evidenced by CV.	25%	175
<b>Technical requirement 3:</b> Minimum 2 years' experience working with or within Fiji government agencies, evidenced by 2 examples.	25%	175
<b>Technical requirement:</b> advanced computer skills in Microsoft Word and Excel.	5%	35
<b>Other:</b> Excellent oral and written communications skills. Demonstrated ability to articulate and communicate complex issues and positions to senior administrators and community beneficiaries alike, evidenced by 2 examples. Fluency in English (written and verbal).	20%	140
<b>Total Score</b>	<b>100%</b>	<b>700</b>