

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Consultancy to evaluate the Community Lifestyle Program activities in RMI conducted under the GCCA+ SUPA project
Nature of the services	The consultant is expected to: (a) review all relevant documentation and prepare a detailed workplan and schedule for this consultancy; (b) Conduct consultations with relevant stakeholders in Majuro and Jaluit and prepare a summary report; (c) Prepare a draft evaluation report; (d) Review draft evaluation report with main stakeholders and SPC and submit a final report.
Location:	The Consultant will conduct the consultancy from their home base in RMI, with expected travel to Jaluit Atoll, RMI (if inter-island travel is feasible).
Date of issue:	8/11/2022
Closing Date:	28/11/2022
SPC Reference:	22-4753

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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 SUPA@spc.int and with the subject line of your email as follows: **Submission 22-4753**. 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
- 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 28/11/2022**.

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.

Swastika Raju will be your primary point of contact for this RFQ and can be contacted at swastikar@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	8/11/2022
RFQ Closing Date	28/11/2022
Award of Contract	TBC
Commencement of Contract	TBC
Conclusion of Contract	28/02/2023

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

The Global Climate Change Alliance Plus Scaling up Pacific adaptation (GCCA+ SUPA) project is about scaling up climate change adaptation measures in specific sectors supported by knowledge management and capacity building. The 4.5-year project (2019 – 2023) is funded with EUR14.89 million from the European Union (EU) and implemented 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) in collaboration with the governments and peoples of Cook Islands, Federated States of Micronesia (FSM), Fiji, Kiribati, Republic of the Marshall Islands (RMI), Nauru, Niue, Palau, Tonga and Tuvalu.

The overall objective is to enhance climate change adaptation and resilience within ten Pacific Island countries. The specific objective is to strengthen the implementation of sector-based, but integrated, climate change and disaster risk management strategies and plans.

1. The three key outputs for the GCCA+ SUPA project are:
Strengthen strategic planning at national levels;
2. Enhance the capacity of sub-national government stakeholders to build resilient communities; and
3. Scale up resilient development measures in specific sectors.

The GCCA+ SUPA project in Marshall Islands

RMI is particularly vulnerable to the effects of climate change. These changes are impacting human health, especially sensitivity to and prevalence of water borne diseases, food safety and prevalence of food borne diseases, and the prevalence of vector borne diseases e.g. dengue fever, as well as other effects such as heat stress.

The RMI's National Climate Change and Health Action Plan of August 2012, identified several climate-sensitive health risks currently being addressed by this GCCA+SUPA project. These climate-sensitive health risks include 1) malnutrition due to crop failures related to inundation and 2) obesity, circulatory disease, diabetes and related NCDs due to altered dietary patterns and dependence of processed foods and altered physical activity levels.

The Community Lifestyle Program (CLP) was piloted by Canvasback Wellness Center on Majuro Atoll, to improve food security and health resilience for diabetic patients. The program has been expanded in Majuro and extended to Jaluit Atoll under the GCCA+ SUPA project. These locations were identified and selected collectively by the Ministry of Health and Human Services (MOHHS), Canvasback Wellness Center, Ministry of Natural Resources and Commerce, Marshall Islands Organic Farmers Association (MIOFA), Taiwan Technical Mission, and the Marshall Islands Epidemiology and Prevention Initiatives (MIEPI) and representatives from Majuro and Jaluit atolls among others in July 2019. A project design document (PDD) was signed on 28.11.19 and amended on 12.03.21 and 17.06.21. The PDD is available at https://gccasupa.org/wp-content/uploads/2022/03/PDD_RMI_Combined_Amendments.pdf and includes a log frame.

The CLP program includes the establishment of home and school gardens, using raised beds and wicking (irrigation) systems, training in seed selection, plant care and compost making. Gardening for improved access to healthy food is incorporated with classes in nutrition and the preparation, cooking and preservation of local crops. The program also involves the training of health workers who conduct regular health checks for the community, establishment and promotion of exercise groups for different interests, e.g. walking groups for women, weight training for men, and sports leagues for youth.

This project aligns with the efforts of the European Union – North Pacific - Readiness for El Niño (RENI) project and builds on the existing efforts of the RMI government to enhance climate resilience and influence behaviors around the linkage between good nutrition, healthy lifestyles and reducing non-communicable diseases. A healthy population is better equipped to be resilient and adapt to climate change stresses.

The program has been implemented using a gender-sensitive human-rights based approach, anchored in the PLANET principles (P=Participation, L=Link to rights; A=Accountability; N=Non-discrimination; E=Empowerment; T=Transforming social norms and framework).

The CLP activities under the GCCA+ SUPA project commenced in January 2020 and will be completed in December 2022. The activities are led by Canvasback Wellness Centre in collaboration with MOHHS, Ministry of Natural Resources and Commerce, MIOFA, Taiwan Technical Mission, and MIEPI.

This consultancy is to evaluate the Community Lifestyle Program activities in RMI conducted under the GCCA+ SUPA project

The consultant is expected to: (a) review all relevant documentation and prepare a detailed workplan and schedule for this consultancy; (b) Conduct consultations with relevant stakeholders in Majuro and Jaluit and prepare a summary report; (c) Prepare a draft evaluation report; (d) Review draft evaluation report with main stakeholders and SPC and submit a final report.

B. Purpose, objectives, scope of services

The objective of the consultancy is to conduct an evaluation of the Community Lifestyle Program activities carried out under the GCCA+ SUPA project in Majuro and Jaluit, RMI.

The scope of services includes the following:

1. Review and submit signed contract.
2. Prepare a detailed workplan and schedule for this consultancy based on the following actions:
 - Review all relevant documentation, including the Project Design Document (PDD), project progress reports and other relevant items on the project website. (A draft final report will be available for review by the beginning of December 2022).
 - Review the relevant indicators in the log frame in the PDD: Overall objective, indicator 2; Strategic Objective, indicators 1 and 2; KRAs 1 and 2, all indicators.
 - The key criteria for this evaluation, as defined in the Organisation for Economic Co-operation and Development (OECD) DAC framework are efficiency, effectiveness, sustainability, cross cutting issues (gender, human rights, environment, climate change).
 - Preliminary consultations with key stakeholders at Canvasback Wellness Center and MOHHS.
3. Prepare a summary report on the in-person consultations, report to include a summary of the main findings and a list of the persons consulted and dates. These consultations to include interviews with the following:
 - 10 stakeholders/beneficiaries in Jaluit and 10 stakeholders/beneficiaries in Majuro. (If inter-island travel is restricted, conduct phone or internet interviews with at least 15 stakeholders in Jaluit). Consult with Canvasback Wellness Center and other partners as to relevant stakeholders.
 - Representatives from the implementing partners: (MOHHS), Canvasback Wellness Center, Ministry of Natural Resources and Commerce, Marshall Islands Organic Farmers Association (MIOFA), Taiwan Technical Mission, and the Marshall Islands Epidemiology and Prevention Initiatives (MIEPI)
4. Prepare a draft evaluation report.
5. Prepare a final report following consultation with the key implementing partners and SPC.

C. Timelines

The target date for the commencement of the work is upon signing of the contract, and the expected completion date for the contract is 28th February 2023.

The schedule for delivery of each output is shown below.

Output	Delivery by	Nature of work
1. Signed contract.	1 day after notification of award	Office work
2. Detailed workplan and schedule for this consultancy (following document review, preliminary consultations and preparation of evaluation criteria).	TBC	Outreach work & document review
3. Summary report on the consultations	10.01.23	Outreach work, travel to Jaluit (if feasible)
4. Draft evaluation report.	31.01.23	Office and outreach work.
5. Final evaluation report.	15.02.23	Office work.

D. Reporting and contracting arrangements

The Consultant will report directly to the Project Manager, GCCA+ SUPA project, SPC Regional Office, 3 Luke Street, Nabua, Fiji.

The consultant will coordinate the activities closely with the Canvasback Wellness Centre (CWC), and MOHHS.

E. Skills and qualifications

The consultant will have the following skills and qualifications:

- First degree in an area such as social science, public health, natural resource management, climate change adaptation or related field.
- At least 5 years professional experience in social science, public health, natural resource management, climate change adaptation or related field in the North Pacific countries.
- Evidence and specific examples of bidder's involvement in 3 projects/actions involving monitoring and evaluation, either as the lead or key team member.
- Fluency in Marshallese and English (oral and written).
- Excellent interpersonal skills in the multi-cultural environment of the North Pacific countries
- Excellent computer skills across necessary applications.

F. Scope of Bid Price and Schedule of Payments

The contract price is a lump sum payment that includes all professional fees, office costs, travel and per diems, consultation costs.

Milestone/deliverables	Deadline	% payment
1. Signed contract.	1 day after notification of award	20%
2. Detailed workplan and schedule for this consultancy (following document review, preliminary consultations and preparation of evaluation criteria).	TBC	20%
3. Summary report on the consultations	10.01.23	20%
4. Draft evaluation report.	31.01.23	30%
5. Final evaluation report.	15.02.23	10%
TOTAL		100%

G. Annexes to the Terms of Reference

The attached technical proposal form, financial proposal form and conflict of interest declaration form must be submitted when submitting application.

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		
Technical Evaluation Criteria	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: First degree in an area such as social science, public health, natural resource management, climate change adaptation or related field.	15%	105
Technical requirement 2: At least 5 years professional experience in social science, public health, natural resource management, climate change adaptation or related field in the North Pacific countries.	20%	140
Technical requirement 3: Specific examples of bidder's involvement in 3 projects/actions involving monitoring and evaluation, either as the lead or key team member.	40%	280
Technical requirement: Excellent computer skills across necessary applications.	10%	70
Other: Fluency in Marshallese and English (oral and written). Excellent interpersonal skills in the multi-cultural environment of the North Pacific countries.	15%	105
Total Score	100%	700