

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Enhancing Direct Assess (EDA) Program, Federated States of Micronesia
Nature of the services	National Consultancy Services for a Review and Finalisation of draft procures and guidelines for grants manual
Location:	Federated States of Micronesia
Date of issue:	18 November 2023
Closing Date:	10 December , 2023
SPC Reference:	RFQ 23-6022

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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 the EDA Programme Coordinator at Floyd@spc.int and with the subject line of your email as follows: **Submission for RFQ 23-6022** -.The email should also be copied to rfg@spc.int.

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- *Personal CV*

- Cover letter including skills and competencies
- Contact for 3 referees
- Your quote (daily in USD)

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 11:59pm, Federated States of Micronesia Time on 10 December, 2023.

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.

The EDA Programme Coordinator will be your primary point of contact for this RFQ and can be contacted at FloydR@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	18/11/2023
RFQ Closing Date	10/12/2023
Award of Contract	12/12/2023
Commencement of Contract	14/12/2023
Conclusion of Contract	02/02/2024

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](#) 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 aim of the proposed Enhanced Direct Access (EDA) Programme “**Climate change adaptation solutions for Local Authorities in the Federated States of Micronesia**” is to shift the status quo from a pathway of climate vulnerability, elevated health risks and limited socioeconomic development for vulnerable communities in the Federated States of Micronesia (FSM) to one of improved food and water security, enhanced disaster risk reduction (DRR) and recovery, and improved socioeconomic development by building the adaptive capacity of Local Authorities (LAs) to respond to climate change.

This ambitious programme – financed by the Green Climate Fund (GCF), the Government of FSM and the Pacific Community (SPC) – will address climate risks threatening socio-economic development improving food and water security, enhancing disaster risk reduction (DRR), and building capacity to respond to climate change at the local level. This will be achieved by:

- Empowering Local Authorities (State governments and municipalities) to deliver climate change adaptation services to communities.
- Establishing a grant facility to enable local communities to build resilience.

A Resilient Communities Grant Facility (RCGF) will fund sub-projects for local-level adaptation to climate change. Local Authorities will also receive technical and institutional support to enable them to better deliver on economic, social, environmental and gender-equitable outcomes for building adaptive capacity and resilience to the changing climate.

The RCGF will provide direct access to climate finance for **municipalities** and **State governments** across all four States in the Federated State of Micronesia. It will support 30–40 sub-projects of USD 75,000–1,000,000 in three thematic areas: i) DRR and Coastal Protection, ii) Food Security, and iii) Water Security. Approval of sub-projects will be based on the needs of vulnerable communities and the viability of the proposed interventions.

Summary of sub-project application process:

1. Expressions of Interest (EOIs) for sub-projects will be issued. There will be five EOIs over the lifetime of the programme.
2. Local Authorities submit applications in response to EOIs in a two-step process (concept and full proposal). Technical support for sub-project design will be provided, if needed.
3. Proposals will be screened against selection criteria and approved by the Programme Board.
4. The Local Authority will implement the sub-project activities in coordination with the Programme Coordination Unit.

B. Purpose, objectives, scope of services

The EDA Program, through Component 2, will establish a Resilient Communities Grants Facility (RCGF). This will support 30 – 40 sub grants to Municipalities and State Government Departments in the range of USD 75,000 – USD 1 Million. An initial step in this process is putting in place the relevant requirements, rules and regulations of the RCGF. To support this, a **draft operations manual** was compiled during the formulation stage. The purpose of this consultancy is to conduct a review and

facilitate the finalization of this Operations Manual for the Resilient Communities Grants Facility.

This will include:

- Updating guidelines and procedures
- Provision of further details to the overall procedures of the Resilient Communities Grant Facility
- Refinement of guidance documents and forms for Municipalities and State Government Departments to access the Resilient Communities Grants Facilities. **These documents are available as per the appendices (I – X) of the current Grants manual**

Methodology: the consultant is expected to compile and submit a methodology for undertaking this task. It is anticipated that this would include desk review, consultations with stakeholders (national government, state government, municipalities and non governmental organisations) and a combined stakeholder discussion to validate findings of the consultancy.

Upon compiling a draft report, this will be circulated through SPC to stakeholders for their review. At least consultation will be held, to allow stakeholders to validate findings of the consultant before the report is finalized and accepted. SPC will support the consultants in organizing these validation workshops.

Scope of Work Key responsibilities include:

- consult with stakeholders, conduct interviews including focus group discussions and literature reviews to triangulate findings;
- develop an inception report including a schedule of consultations, method of consultations and timelines for submission of deliverables;
- consult with other relevant stakeholders such as non-governmental organizations, governments (State and National) community-based groups, municipalities and development agencies. The consultant is expected to also consult internally within SPC including EDA Program, Corporate Grants and projects supporting grants.
- Produce first a draft updated operations manual report and facilitate a consultation to validate initial findings.
- Submit finalized report, incorporating responses from stakeholders including SPC.

The consultant may consult with other stakeholders wherever necessary.

It is critically important for the consultant to carry out these tasks while keeping SPC and the EDA Program Coordination Unit fully involved/informed.

There are other consultancies being undertaken by the EDA Programme, of which some of the findings may provide leads/useful information towards the **review/finalization of the Operations Manual**.

C. Timelines

- The consultant is expected to commence no later than 14 December, 2023, with completion by 2 February, 2024.
- This consultancy is for a period of 20 days.

D. Reporting and contracting arrangements

The consultant will under the overall supervision of the EDA Programme Coordinator, also be based at the Micronesia Regional Office.

Duty station and travel:

- The consultant will be home based in FSM. As per SPC travel policy, travel insurance, travel cost/arrangement within states and other related cost will be in charge of the Consultant and must be included in their professional fees..
- SPC will not cover separate lines for overheads/running costs, contingencies. If these apply, the costs are to be taken into account in the fees charged for the delivery of the specific services.
- SPC will not cover any communication IT equipment for the duration of the assignment. The consultant is to ensure stable internet connection for zoom interactions when necessary.
- Any work-related expenses (softwares, tools, office supplies etc...) shall be covered by the Consultant.
- SPC does not provide insurance for consultants travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes or duties for which the consultant may be liable.

E. Skills and qualifications

The consultant should have the following qualifications and skills;

- At least 4 years of experience managing grants in FSM
- At least 4 years of experience with writing of grants and manuals for stakeholders in FSM
- Experience in reviewing plans, strategies and manuals is necessary
- Bachelors Degree in sustainable development, conservation, management, communications and/or 6 years of relevant experience
- Established networks with National Governments, State governments, NGOS and other stakeholders in FSM
- Experience in supporting climate change adaptation, conservation and development projects with municipalities and State governments
- Knowledge and experience of donor reporting processes and requirements
- Experience conducting community awareness and capacity building
- Experience in undertaking previous consultancies is advantageous

- Demonstrated understanding of the realities of project implementation in the State of FSM, including factors such as cultural, environmental, logistical and social
- Experience with community participatory processes

F. Scope of Bid Price and Schedule of Payments

The contract will be based on lump sum payments based on milestones,

The bidder must include in the computation of contract price which should include professional fees and all travel related costs.

The terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.

Milestone/deliverables	Deadline	% payment
Submission and acceptance of a signed contract and workplan	10 January 2024	10%
Submission and acceptance of a methodology (including stakeholders and processes used)	22 January 2024	15%
Submission and acceptance of an updated draft operations manual and power point presentation summarising recommended changes and justification	15 January 2024	25%
Submission and acceptance of final report (incorporating feedback received and all supporting documentation)	2 February 2024	30%
TOTAL		100%

G. Annexures to the Terms of Reference

The following is the list of supporting documents that may be of assistance in understanding the scope of project:

Annexure 1 – Draft Operations Manual

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		
Consultants CV Completed Technical and Financial Proposal Submission forms Draft work plan Cover letter including skills and competencies		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements		
<ul style="list-style-type: none"> ▪ Technical requirement 1: Established networks with National Governments, State governments, NGOS and other stakeholders in FSM 	20%	140
<ul style="list-style-type: none"> ▪ Technical requirement 2: At least 4 years of experience with writing of grants and manuals for stakeholders in FSM 	20%	140
<ul style="list-style-type: none"> ▪ Technical requirement 3: Experience in reviewing plans, strategies and manuals is necessary 	20%	140
<ul style="list-style-type: none"> ▪ Technical requirement 4: Bachelors Degree in sustainable development, conservation, management, communications and/or 6 years of relevant experience 	10%	70
<ul style="list-style-type: none"> ▪ Technical requirement 5: Experience in undertaking previous consultancies is advantageous 	20%	140
<ul style="list-style-type: none"> ▪ Technical requirement 6: Experience in supporting climate change adaptation, conservation and development projects with municipalities and State governments 	10%	70
Total Score	100%	700