



# REQUEST FOR PROPOSAL (RFP)

## FOR SERVICES

<b>Project Title:</b>	<b>LMMA Network International – Project Coordinator (PEUMP)</b>
<b>Nature of the services</b>	Project Coordinator
<b>Location:</b>	Melanesian Region
<b>Date of issue:</b>	1/12/2023
<b>Closing Date:</b>	8/01/2024
<b>SPC Reference:</b>	23-5891

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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).

SPC has our headquarters in Noumea, New Caledonia and has regional offices in Fiji, the Federated States of Micronesia and Vanuatu, as well as an office in France. SPC works across the Pacific and has staff in nearly all of our Pacific Island Country and Territory members.

SPC works for the well-being of Pacific people through the effective and innovative application of science and knowledge and is guided by a deep understanding of Pacific Island contexts and cultures. 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.

SPC's *Procurement Policy* provides the framework for ensuring that SPC obtains the best value for its purchases, in terms of both cost and quality; demonstrates financial probity and accountability to its members and development partners; manages and prevents the potential for conflicts of interest; reduces its environmental impact and manages any other risks.

At SPC, all procurement follows the same main steps: planning; statement of needs; requisition; solicitation; evaluation; award; receipt; and payment. Different procedures apply depending on the value of the goods, services and works to be procured.

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 Proposal (RFP) Process

At SPC, procurement valued at more than EUR 45,000 must be advertised through a Request for Proposal (RFP) with any bids received evaluated by SPC's Procurement Committee to determine the offer that provides the best value for money.

This RFP sets out SPC's requirements and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information. The RFP contains detailed instructions and templates to enable you to submit a compliant bid. It sets out the overall timetable; it confirms the evaluation criteria that SPC will use to evaluate proposals; it explains the administrative arrangements for the receipt of the bids; and it sets out how bidders can request further information.

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

## Part 2: INSTRUCTIONS TO BIDDERS

### 2.1 Background

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

SPC has advertised this RFP on its website and may send it directly to potential vendors. The same specifications, submission and other solicitation requirements will be provided to all vendors.

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 bid to be considered, you must provide all the prescribed information by the closing date and in the format specified.

### 2.2 Submission instructions

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

Your proposal must include the following documents (annexes of [Part 5](#) of the RFP):

- a) Bidder's Letter of Application (**Annex 1**);
- b) Conflict of Interest Declaration (**Annex 2**);
- c) Information about the bidder and Due diligence (**Annex 3**);
- d) Technical proposal submission form (**Annex 4**);
- e) Financial proposal submission form (**Annex 5**).

Your proposal must be submitted in **two separate emails**.

You must submit your **Technical proposal** (Annexes 1 to 4 and all their supporting documents) in English as an attachment to one email. No financial information may appear in the technical proposal.

You must submit your **Financial proposal** (Annex 5) in a separate email. All prices in the proposal must be presented in EUR. Your Financial proposal is to be password protected. SPC will request the password in the event that it is required.

Both emails are to be sent to [procurement@spc.int](mailto:procurement@spc.int) with the subject line of your email as:

**Submission RFP23-5891 LMMA PEUMP Project Coordinator.**

Your proposal must be received no later than **8/01/2024 by 11 am New Caledonia time**

Only one bid per bidder is permitted.

SPC will send a formal acknowledgement to each proposal received before the deadline.

SPC reserves the right to exclude from consideration any proposal not received by the deadline, with incomplete information or in incorrect form.

### 2.3 Clarifications

You may submit questions or seek clarifications on any issue relating to this RFP. The questions are to be submitted in writing to [procurement@spc.int](mailto:procurement@spc.int) with the subject line:

**Clarification RFP23-5891 LMMA PEUMP Project Coordinator.**

The deadline for submission of clarifications is **15/12/2023 by 4 pm New Caledonia time**.

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 RFP process, at any point where there is phone call or other conversation, SPC will keep a record or a file note of the exchange with prospective bidders.

## 2.4 Evaluation

### Validity

Each proposal will be assessed for compliance with the submission requirements by the Bids Opening Committee. At this stage, basic due diligence will also be undertaken.

To assist in the examination, evaluation and comparison of proposals, SPC may ask the bidder for clarification of its proposal or additional information. The request for clarification will be in writing.

### Technical

All valid proposals will be assessed against the technical evaluation criteria set out in Part 4. The criteria are provided with weighted scores according to the relative importance of each. SPC will not change the evaluation criteria set out in the RFP at any stage of the procurement process. Any changes in the evaluation criteria will result in the RFP process being re-issued.

Bidders are expected to familiarise themselves with local conditions and take these into account in preparing their proposal. Where minimum qualifications are set as specific evaluation criteria (which may include educational qualification, professional accreditation or certification, licensing, experience and expertise), proposals submitted must necessarily meet these criteria.

### Pre-Bid Meeting

A Pre-bid Meeting will be arranged by SPC Procurement Team on **13<sup>th</sup> December 2023**. The pre-bid meeting will be undertaken virtually. Bidders who are interested to attend the pre-bid meeting must register their attendance through the SPC Procurement email ([procurement@spc.int](mailto:procurement@spc.int)) by **4 pm New Caledonia time on 11<sup>th</sup> December 2023**.

### Financial

Any bids that pass the minimum technical evaluation requirements will pass onto financial evaluation.

During the financial evaluation, if there is a discrepancy between the unit price and the total price, the lower price shall prevail. If there is a discrepancy between words and figures the amount in words will prevail.

The total cost of the proposal must be submitted inclusive of taxes in accordance with the applicable legislation, and is not subject to revision.

## 2.5 Contract award

SPC may award the contract once the Procurement Committee has determined that a bidder has met the prescribed requirements and the bidder's proposal has been determined to be the most responsive to the RFP documents, provide the best value for money and best serve the interests of SPC.

SPC's [General Terms and Conditions of Contract](#) will apply to any contracts awarded under this RFP, unless otherwise agreed. Any requested changes to the General Terms and Conditions of Contract must be foreshadowed in the submission.

The award of the contract will be made by contract signed and dated by both parties.

## 2.6 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
<b>RFP advertised</b>	1/12/2023
<b>Pre-bid Meeting</b>	13/12/2023
<b>Deadline for seeking clarification</b>	15/12/2023
<b>RFP Closing Date</b>	8/01/2024
<b>Award of Contract</b>	31/01/2024
<b>Commencement of Contract</b>	9/02/2024
<b>Conclusion of Contract</b>	28/02/2025

## 2.7 Legal and compliance

**Child and vulnerable adult protection:** SPC is committed to the well-being of children and vulnerable adults. All SPC contractors are required to commit to the principles of SPC's Child and Vulnerable Adult Protection Policy ([XI.G Manual of Staff Policies](#)). Breach of this requirement can result in SPC terminating any contract with a successful bidder. Any allegations of potential misconduct in relation to this RFP involving children or vulnerable adults should be sent to [complaints@spc.int](mailto:complaints@spc.int).

**Confidentiality:** Unless otherwise agreed by SPC in advance or where the contents of the RFP are already in the public domain when **shared** with the bidder, bidders shall at all times treat the contents of the RFP 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 RFP 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 RFP process. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder.

**Cost of preparation of proposals:** Under no circumstances will SPC be liable for any proposal submission costs, expenditure, work or effort that you may incur in relation to your provision of a proposal (including if the procurement process is terminated or amended by SPC).

**Currency, validity, duties, taxes:** Unless specifically otherwise requested, all proposals should be in EUR 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.

**Eligibility:** Bidders are required to disclose to SPC whether they are subject to any sanction or temporary suspension imposed by any international organisation, or whether they are subject to bankruptcy proceedings. You may not be bankrupt or suspended, debarred, or otherwise identified as ineligible by any international organisation. Failure to disclose such information may result in debarment and termination of any contract issued to the bidder by SPC.

**Fraud and corruption:** SPC has zero tolerance for fraud and corruption. All contractors have an obligation to report potential fraud and corruption. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder. Allegations of potential misconduct by an SPC staff member or contractor involving fraud or corruption can be sent to [complaints@spc.int](mailto:complaints@spc.int).

**Good faith:** The information in this RFP is provided by SPC in good faith. No representation, warranty, assurance or undertaking (express or implied) is or will be made, and no responsibility or liability will be accepted by SPC in relation to the adequacy, accuracy, completeness or reasonableness of this RFP or any information provided by SPC in relation to this RFP.

**Modifications:** Any clarifications, corrections or modifications will be published on the SPC website prior to deadline. In the event a bidder has submitted a bid before the clarification, correction or modification, the bidder will be informed and may modify the bid. The modified bid will still need to be received before the deadline.

**No offer of contract or invitation to contract:** This RFP 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 RFP. SPC will handle any personal information it receives under the RFP in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

**Right to amend, seek clarity, withdraw, not award:** SPC reserves the right to: (1) amend, add to or withdraw all or any part of this RFP at any time, or to re-invite bids on the same or any alternative basis; (2) seek clarification or documents in respect of any bidder's submission; (3) choose not to award a contract as a result of this RFP; (4) make whatever changes it sees fit to the timetable, structure or content of the procurement process, depending on approvals processes or for any other reason. Please note that while SPC will not change the evaluation criteria set out in the RFP without the RFP process being re-issued, SPC does reserve the right at the time of award of contract to vary the quantity of services and goods specified in the RFP and to accept or reject any proposal at any time prior to award of the contract without incurring any liability to the affected bidder or any obligation to inform the affected bidder/s of the grounds for SPC's action.

**Right to disqualify:** SPC reserves the right to disqualify: (1) any bidder that does not submit a proposal in accordance with the instructions in this RFP; (2) any bidder that misrepresents information to SPC; (3) any bidder that directly or indirectly canvasses any SPC employee concerning the award of a contract.

**Use of material:** Bidders shall not use the contents of the RFP or any related material for any purpose other than for the purpose of considering submitting, or submitting, a bid to SPC.

**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 RFP process.

## 2.8 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

### A. Project Description

#### Background

Coastal fisheries are vitally important at the community level, providing food security, livelihoods and income for small-scale fishers with more than 60% of households in coastal areas relying on fishing as a mechanism for poverty reduction. Between 60% (ex. Papua New Guinea) and 100% of the populations live in coastal areas and rely on fisheries for their livelihoods. Pacific ACP countries<sup>1</sup> have made great strides in establishing community-based ecosystem management of inshore areas, strengthening communities' ability to exert their rights. These include social and economic rights (life, food, health, livelihood), as well as civil rights such as participation in decision-making, transparency and the right to information. However, there is a growing need for better planning, management and sustainable use of marine resources at both local and national levels. Most of the coastal ecosystems need to be protected and managed/co-managed by the indigenous and local communities in order to ensure that various site specific management systems will be successful. There is a crucial need to enhance capacity of local people (men, women and youth) by building on their traditional knowledge, including: i) management systems; ii) their right to transparency and accountability through local management structures and their right to participation; and iii) their rights and the rights of future generations to sustainable livelihoods and environments.

#### Pacific Region

At the regional level, the Pacific has developed and is implementing a suite of regional fisheries policies and secured the highest level commitment to coastal fisheries management. The 46<sup>th</sup> Forum Leaders Meeting in Port Moresby endorsed the *Regional Roadmap for Sustainable Pacific Fisheries*. The Roadmap synthesized the goals and strategies for coastal fisheries management from *The Noumea Strategy: A new song for coastal fisheries – pathways to change*, which was also endorsed at the 9<sup>th</sup> SPC Heads of Fisheries Meeting (New Caledonia, March 2015) and by the Fisheries Ministers at the 11<sup>th</sup> Ministerial Forum Fisheries Committee Meeting (Tuvalu, July 2015). The 'Noumea Strategy' and the subregional Melanesian Spearhead Group (MSG) *Roadmap for Inshore Fisheries Management and Sustainable Development 2015-2024*, provide the priority actions required. The Pacific Island Leaders' meeting in Pohnpei 2016 reaffirmed the importance of coastal fisheries and the need to progress the regional policy. The need to accelerate national implementation of coastal fisheries management, led to the development of the Pacific Framework for Action on Scaling-up Community-based Fisheries Management: 2021 - 2025 that was subsequently reviewed and approved at the 13<sup>th</sup> SPC Heads of Fisheries Meeting in June 2021 and endorsed at the Second Regional Fisheries Ministers Meeting in August 2021. The Framework for Action is scheduled for a review in March 2024.

#### Locally Managed Marine Area (LMMA) Network International

Founded in 2000 and registered as the Locally Managed Marine Area International Trust in 2018, the LMMA Network is a learning network of member communities/sites with locally-managed marine areas. These local sites, which can include community members, support from Non-Government Organisations (NGOs), Civil Society Organisations (CSO's), government and other partners, are voluntary members of their LMMA

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<sup>1</sup> Cook Islands; Fiji; FSM; Kiribati; Nauru; Niue; Palau; PNG; RMI; Samoa; Tonga; Tuvalu; Solomon Islands; Vanuatu; as well as Timor Leste.



Country Network that work to support their sites. Each Country Network in turn belongs to the LMMA Network International. The LMMA Network supplies services to its country members and promotes the LMMA approach through the work of the LMMA Network staff and advisors engaged as consultants. The LMMA's key day-to-day operations and management is led by the Executive Director and the Network Management Team (NMT) (consisting of Senior Managers, Project Team Leaders and Coordinators) who are directly responsible for developing and implementing its strategic plan. The LMMA Network and this NMT are governed by the LMMA Board of Trustees that ensures compliance with tax authorities and donor obligations and the LMMA Council that ensures LMMA meeting its overall strategic goals and objectives. The LMMA Council is made up of Country Network representatives from each of the current country network members.

The vision of the LMMA Network is: *Vibrant, resilient and empowered communities who inherit and maintain healthy, well-managed and sustainable marine resources and ecosystems.*

The mission of the LMMA Network is: To advance the practice of locally led solutions, community-based management and conservation by motivating grassroots community actions and impactful implementation while providing a forum for practitioners (communities, traditional leaders, individuals, organisations, and researchers) to share experiences and information.

### **Pacific-European Union Marine Partnership (PEUMP) Programme**

The Pacific-European Union Marine Partnership (PEUMP) Programme is a comprehensive programme that supports sound ocean and coastal governance with a focus on biodiversity protection and sustainable use of fisheries and other marine resources. With European Union (35M EUR) and Swedish Government (10M EUR) funding, it was launched in October 2017 and started implementation in July 2018. PEUMP focuses on gaps in fisheries science; fisheries development; coastal resources and livelihoods; illegal, unreported, and unregulated (IUU) fishing; ecosystem-based management; biodiversity conservation; and capacity building at the national and community levels. The PEUMP programme was for five years (ending 31<sup>st</sup> March 2023). Due to under expenditure the programme was granted a no cost extension to 30<sup>th</sup> of April 2025.

The PEUMP Programme aligns with all regional priorities and strategic documents, including the *Regional Roadmap for sustainable Pacific fisheries* and *The New Song for coastal fisheries – pathways to change*.

The Programme's overall objective is to: *Improve the economic, social and environmental benefits for 15 Pacific ACP states (PACPs) arising from stronger regional economic integration and the sustainable management of natural resources and the environment.*

The specific objective (outcome) is to: *Support sustainable management and development of fisheries for food security and economic growth, while addressing climate change resilience and conservation of marine biodiversity.*

The PEUMP Programme encompasses six components or KRAs (Key Result Areas). Its overall management is by the SPC Programme Management Unit (PMU) based in Suva, Fiji. Four main agencies implement the six Programme KRAs through a multisectoral approach: 1) The Pacific Community (SPC), which is the lead agency for the Programme and is responsible for its overall management, 2) the Pacific Islands Forum Fisheries Agency (FFA), 3) the Secretariat of the Pacific Regional Environment Programme (SPREP) and, through a separate agreement, 4) The University of the South Pacific (USP).

Given the scope and breadth of the PEUMP Programme, agencies work with and through partners in some areas of implementation: The LMMA Network, IUCN (International Union for the Conservation of Nature), PITIA (Pacific Island Tuna Industry Association) and WWF (World Wide Fund for Nature). In implementing this project, the LMMA Network works with Wildlife Conservation Society, Conservation International, Wan Smolbag Theatre, WorldFish and cChange. Other partnerships may emerge during the implementation of the Programme.

The LMMA Network is involved as a leading partner of KRA/Component 3<sup>2</sup> of the PEUMP Programme (specifically activities 3.5, 3.6 and 3.7 being implemented by LMMA and its partners, hereafter referred to as the 'LMMA subcomponent') focusing on Community-based Ecosystem Approach to Fisheries Management (CEAFM), while ensuring linkages with the other activities and components of the Programme. The LMMA Network subcomponent primarily focuses on the four Melanesian countries, Fiji, Vanuatu, Solomon Islands and Papua New Guinea.

The LMMA Network contribution to this component has three main objectives:

### **1. Providing relevant information to inform management and policy**

To significantly increase and improve the delivery of information to communities through national governments and other networks—i.e. parallel capacity building of both systems—to achieve nationally significant coverage.

- a) Developing national information and communications plans and strategies to ensure relevant information is available to all communities and decision-makers. Pilot implementation at national, and where appropriate, provincial scales.
- b) Refine and expand support and information approaches and implementation through national community networks. Pilot at national and/or provincial scales.

### **2. Strengthening national and provincial community networks and representation**

To ensure that communities are empowered. Effectively collaborating and communicating with each other and government including across sectors (for CEAFM) through networks that are sustainable and appropriate. Networks must also strive to ensure that community voices are appropriately represented in national and regional policy and implementation processes.

- a) Support at least four existing or new country networks at an appropriate and feasible scale. The nature of support will be determined on a case-by-case basis on application and could range from support for specific activities countries request or from coordination staff. Achieving some degree of self-reliance and policy impact will be critical.

### **3. Refocusing efforts of communities and governments towards sustainable coastal fisheries management that is resilient and secures livelihoods**

To establish or improve systems of coastal fisheries co-management support in government and civil society, including advice to re-direct staff and resources into supporting community-based management.

- a) Support the core target countries plus at least two more in establishing, refocusing or enhancing LMMA/SMA/CBRM/CEAFM efforts to achieving sustainable coastal fisheries/resources co-management through participatory development of coastal management frameworks and strategic plans, work plans, civil society networks, etc.

### **LMMA Network operating principles to be applied by the contractor**

There are clear operating principles and procedures for the implementation of the LMMA sub-component which includes activities for both SPC and LMMA. These activities include a focus on human rights-based approaches, gender and social inclusion, which are all part of the CEAFM approach and must be adhered to

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<sup>2</sup> KRA 3: Sustainable management of coastal fisheries resources and ecosystems improved through better quality scientific information, legal advice, support, mentoring and empowerment at community level.

by the contractor.

**Emphasis on good practice, ethical and good process:** A key to building effective co-management relationships with communities is meticulous adherence to good practice, transparency and fulfilling commitments. Human rights and gender are best integrated in this context. The LMMA social contract will be the basis for a set of agreed principles.

**Scaling-up, maximize spread of impact and sustainability are key for country strategies:** Approaches must be framed in the logic of achieving nation-wide resource management and explicitly be designed to maximize spread. National and, increasingly, sub-national networks of community support are one of the keys to the uptake, spread and sustainability of community led resource management.

**Whole of livelihoods and resilience is the way forward:** The governance and logistical challenges that prevail in most of the target countries require strategic, cost-effective and cross-sector approaches to service delivery that provides basic support to all communities that need it.

**Conduits for government service delivery at national and subnational level need to be carefully selected and improved:** Immediate livelihood concerns, which when acted upon produce prompt and tangible benefits, are appropriate entry points to stimulate community-based adaptive management. Coastal fisheries issues provide a tested starting point. Fisheries agencies generally have better resourcing and decentralised staffing upon which community support could be built with inputs from other agencies.

**Application of the principles of LMMA's Social Contract and intellectual property clause:** Specifically, LMMA and partners working with LMMA are expected to commit to the following principles and interpretations in the Social Contract:

- **Rights:** Communities have the rights to information about themselves which they possess or help generate.
- **Telling their own story:** The top priority is providing communities with the skills and opportunities to tell their own stories whenever possible.
- **Permission:** To use information not previously in the public domain from any site or other partner, Prior Informed Consent must be obtained from the project site communities or other rights-holder, in consultation with the relevant project organization.
- **Return of information:** Results and communication products arising directly from the use of community information will be shared with the participating communities and other relevant stakeholders in a timely and appropriate manner at no cost.
- **Acknowledgements:** Publications must ensure appropriate co-authorship and acknowledgements.

The fundamental value to which all participants in the LMMA Network are expected to be accountable is known as "Community Heart" interpreted as:

*"Communities drive LMMAs, have true ownership and commitment which external agencies must respect"*

Participants strive to empower communities and adhere to the other foundational principles considered key to success: Community Heart, Teamwork, Respect, Commitment, Transparency, Integrity, Accountability, Quality, Fun, Sharing, and Learning.

LMMA Network operating principles and the SPC Social and Environmental Responsibility (SER) Policy (<https://spccloud.sharepoint.com/sites/intranet/how-we-work/env-sustain>) should be understood and applied by the contractor.

## **B. Scope of Work**

Activities to be undertaken:

- 1. Project management of the LMMA Network sections of the PEUMP Programme KRA 3 (approximately 30% of the overall work):**
  - 1.1. Planning and reporting: lead project planning, review and assessment, timely reporting to SPC and LMMA Network Management Team;
  - 1.2. Contract supervision: draft TORs and contracts using SPC standard templates, facilitate SPC and LMMA inputs and reviews, facilitate LMMA endorsements and approvals, manage and monitor project level contracts including those of implementing partners;
  - 1.3. Supervising project finance: review, check and facilitate approval of fund disbursements and finance reporting according to LMMA's and SPC's endorsed process;
  - 1.4. Monitoring and evaluation: follow-up on status of country work plans and deliverables and address challenges and issues;
  - 1.5. Liaising with LMMA NMT, Country members and SPC and project partners;
  - 1.6. Ensuring good information between government and NGO / CSO partners that maximises community impact and fisheries management sustainability on CBFM/LMMA/EAFM implementation with appropriate transmission of information to communities;
  - 1.7. Providing support to the "LMMA Network International – Project Assistant Coordinator (PEUMP);
  - 1.8. Provide input to PEUMP programme four-monthly and annual reporting and monitoring, evaluation, and learning;
  - 1.9. Provide input with PEUMP – LMMA grants and follow up on the grants' activity implementation and reporting;
  - 1.10. Provide quarterly and annual project update to LMMA Council and Board through NMT.
- 2. Technical support to the implementation of the LMMA Network section of the PEUMP Programme KRA 3 (approximately 50% of the overall work):**
  - 2.1. Training in scaling-up community-based fisheries management and related skills (monitoring, planning, information, etc.);
  - 2.2. Support and mentor staff of partner organisations (Wildlife Conservation Society, Conservation International, Wan Smolbag Theatre and WorldFish);
  - 2.3. Support and input to the design of networking partner work programmes and approaches;
  - 2.4. Organizing and facilitating country and/or subregional workshops where necessary in collaboration with governments, SPC and local partners;
  - 2.5. Liaising and assisting with communication teams under the PEUMP Programme (SPC and contractors).
- 3. Overall LMMA Network support (approximately 20% of the overall work):**
  - 3.1. Assist in building partnerships;
  - 3.2. Work with LMMA NMT to facilitate network management, coordination and practitioner exchanges across the region;
  - 3.3. Assisting with network administration such as council meetings and annual reports;
  - 3.4. Provide input into appropriate scaling up of CBFM approaches and strategies;
  - 3.5. Provide input into developing, disseminating CBFM information and awareness material.

## **C. Expected Outputs**

### **1. Project management of the LMMA Network sections of the PEUMP Programme KRA 3:**

- 1.1. SPC standard annual progress reports (activities and finance) are to be submitted to SPC as follows:
  - First LMMA endorsed report due on the first week of September;
  - Final LMMA endorsed report to be provided first week of December;
- 1.2. Activity reports and invoices are to be submitted to LMMA NMT and SPC on a monthly basis;
- 1.3. Provide input to the drafting of the PEUMP project final report;
- 1.4. Manage the reporting of the SPC, LMMA Network partner agreements for securing widespread community livelihoods and resilience through coastal fisheries co-management; Wildlife Conservation Society – PNG; Wan Smolbag Theatre – Vanuatu; WorldFish – Solomon Islands; and Conservation International – Fiji;
- 1.5. Country activities are implemented in a coordinated manner with LMMA country partners and in-line with the annual work plan schedule;
- 1.6. SPC representatives and LMMA Network Management Team are kept informed of project deliverables and any potential delays or changes at the earliest opportunity.

### **2. Technical support for the implementation of the LMMA Network section of the PEUMP Programme KRA 3:**

- 2.1. CEAFM activities in-country are in alignment with the New Song, CBFM scaling-up Framework and LMMA 100% Solution Strategy;
- 2.2 In-country fisheries agencies are well-informed and up-to-date with the PEUMP LMMA in-country activities;
- 2.3. Country and regional workshops/meetings are conducted in line with the LMMA endorsed annual work plan;
- 2.4. Community-based management process includes all relevant stakeholders at different levels and they have ownership;
- 2.5. Information materials produced are relevant and disseminated to larger audience in the project countries.

### **3. Overall LMMA Network support:**

- 3.1. New partnerships are established in support of LMMA Network's broader activities;
- 3.2. Network coordination and practitioner exchanges are in line with the annual work plan;
- 3.3. LMMA Network board and council meetings and annual reports are implemented and produced respectively, in line with the LMMA Network's annual work plan;
- 3.4 Ensure effective coordination between various regional LMMA Network projects (i.e. PEUMP, OurFish OurFuture (OFOF), etc) with the PEUMP LMMA subcomponent to avoid duplication of project activities and confusion at country-level;
- 3.5 CBFM information and awareness material are developed and disseminated.

## **D. Institutional Arrangement**

The contractor will be directly responsible to the SPC representative and the LMMA Network Management Team representative nominated by the respective organizations.

Monthly activity reporting will be required in the following format:

Summary of:

- Activities undertaken;
- Equipment, materials to procure;
- Monitoring and Evaluation;
- Communications;
- Travel;
- Future planned activities;
- Issues if any and actions taken to address issues;
- Acquittals;
- Attached meeting notes, if required.

The contractor will collaborate with the following organisations during the course of the contract:

- SPC: PEUMP Programme KRA 3 Manager and PEUMP Programme Coordinator.
- LMMA network: PEUMP project leading partner.
- NGOs: WorldFish, Wildlife Conservation Society (WCS), Wan Smolbag Theatre, Conservation International, and local NGOs / CSO where appropriate.
- National LMMA Network members as consultees and information users.
- Fisheries agencies of Pacific Island Countries, mainly those involved in PEUMP project, but not exclusively.
- Other PEUMP Programme KRA implementation partners as appropriate: SPREP (including IUCN), FFA, USP.

## **E. Duration of the Work**

This contract will be for a duration of approximately 13 months, ending 28<sup>th</sup> February 2025. Target date of commencement is early February 2024.

## **F. Duty Station**

Duty station needs to be in the Melanesian region, preferably where SPC has an office to facilitate close collaboration. The contractor will need to travel mainly in Melanesian countries (Solomon Islands, Papua New Guinea, Fiji and Vanuatu). Bidders must identify the contractor's proposed duty station and ability to access locations of likely field work or other activities where traveling will be necessary.

The contractor will need to meet on a regular basis with LMMA Network and SPC staff in Noumea and Fiji.

## **G. Qualifications of the Successful Contractor**

- Master's degree strongly related to coastal resources management (social, ecological or economic).
- At least 10 years of experience in implementing coastal resource management using integrated and participatory approaches in Pacific Island countries.
- Proven project management and reporting skills and experiences.
- Ability to address human rights and gender issues both in the workplace and the field.

- The contractor should have experience in the following areas and be able to demonstrate the following:
  - Working with Pacific Island communities, preferably in Melanesian countries;
  - Managing and coordinating international projects, preferably EU funded and with multiple partners located in various countries in the region;
  - Skills in designing and facilitating meetings, workshops, training events; and reporting;
  - Involvement in coastal fisheries management activities (consultation, management, developing and disseminating information and awareness material, research and surveys, etc.);
  - Using of social media for campaigns and strategic communications;
  - Facilitating multi-stakeholder discussions and consultations at different levels, such as government officials, women's and youth representatives, communities, private sector and civil society on coastal fisheries issues and win-win solutions.
- The contractor should demonstrate the following skills:
  - Excellent communication and engagement skills with governments and communities;
  - Ability to address human rights and gender issues both in the workplace and field;
  - Excellent oral and written skills in English, an understanding of Pidgin is desirable;
  - Ability to work to deadlines;
  - Ability to work in multicultural environments;
  - Excellent inter-personal skills.
- The contractor will demonstrate genuine commitment to grassroots and local communities' interests and issues with knowledge of how community structures and processes link to other institutions such as LMMA national networks, government and NGOs.

## **H. Scope of Bid Price and Schedule of Payments**

The contract price shall consist of a lump sum monthly rate applied over time actually worked, and reimbursable expenses if applicable.

The bidder must include all costs including professional fees, management and operating costs, per diems and any other administrative costs in the monthly rate.

Professional fees shall include staff salaries, consultant fees and any other professional costs.

SPC will not cover separate lines for overheads / running costs, contingencies, etc. If these apply, the costs are to be included in the professional fees charged for the delivery of the specific services.

Internet and communications costs shall be included in the monthly rate. The contractor is to ensure stable internet connection for virtual interactions when necessary.

The contractor will provide the required IT equipment (e.g. laptop) for the services. This cost will be included in the monthly rate.

Relocation costs are not covered, and all work/residence and other permits are the responsibility of the contractor.

SPC does not provide or reimburse insurance for the contractor's travel or health, professional indemnity or any other risks or liabilities that may arise during the execution of the services (this includes any subcontractors or associates the contractor may hire).

SPC is also not responsible for any arrangements or payments related to taxes, duties or other liabilities incurred by the contractor during the conduct of the services.

In circumstances where travel related activities will be impacted by natural disasters or pandemics, travel will be amended or cancelled and other avenues to provide the services will be explored.

The budget for work travel costs to field sites and countries is 20 000 EUR for the duration of the contract. The contractor will be responsible to organize any travel arrangements related to the assignment. All travel shall be in compliance with SPC's travel policy and submitted to SPC for prior approval. The contractor is solely responsible for obtaining and payment of any visa and travel insurance required for the performance of the services. Travel costs will be reimbursed, based on actual cost with no markup, upon presentation of proof of payment.

No invoice will be accepted for items which have not been priced in the Financial Proposal.

Payments will be made monthly, based on the submission by the contractor and acceptance by LMMA NMT and SPC of:

- monthly invoices,
- monthly activity reports, and
- other accompanying documentation as confirmation of work completed and costs incurred, if required.

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

<b>Milestone / Deliverables</b>	<b>Deadline</b>	<b>% payment</b>
Monthly reports and invoices	1 <sup>st</sup> week of month following the services invoiced	100% of accepted invoices
<b>TOTAL</b>		



## Part 4: PROPOSAL EVALUATION MATRIX

### 4.1 Evaluation criteria & score weight

A two-stage procedure will be utilised to evaluate the proposals, with evaluation of the **Technical proposal** being completed prior to any **Financial proposal** being opened and compared.

The competencies which will be evaluated are detailed in [Part 3](#).

The evaluation matrix below also 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.

The technical component, which has a total possible value of **700 points**, will be evaluated using the following criteria.

Evaluation criteria	Score Weight (%)	Points obtainable
<b>Mandatory requirements</b>		
<b>All the documents required for the technical and financial proposals as detailed in Part 2 - § 2.2</b>	Bidders will be disqualified if any of the requirements are not met	
<b>Technical requirements</b>		
<b>1. Qualifications</b>		
Master's degree strongly related to coastal resources management (social, ecological or economic).	10%	70
<b>2. Project Management and Reporting Skills</b>		
Proven project management and reporting skills and experiences. Demonstrated skills in designing and facilitating meetings, workshops, training events; and reporting. Demonstrated ability to work to deadlines.	20%	140
<b>3. Experience – International Projects Management and Coordination</b>		
Proven experience in managing and coordinating international projects, preferably EU funded and with multiple partners located in various countries in the region.	10%	70
<b>4. Experience – Coastal Resource Management</b>		
Proven experience of at least 10 years of in implementing coastal resource management using integrated and participatory approaches. Demonstrated involvement in coastal fisheries management activities (consultation, management, developing and disseminating information and awareness material, research and surveys, etc.).	20%	140

Evaluation criteria	Score Weight (%)	Points obtainable
<b>5. Experience – Pacific Island Countries</b>	10%	70
Proven experience working with Pacific Island communities.		
<b>6. Communication Skills – Multi-Stakeholders</b>	10%	70
Proven experience with facilitating multi-stakeholder discussions and consultations at different levels, such as government officials, women’s and youth representatives, communities, private sector and civil society on coastal fisheries issues and win-win solutions.		
Excellent communication and engagement skills demonstrated with governments and communities.		
Confirmed knowledge of how community structures and processes link to other institutions such as LMMA national networks, government and NGOs.		
<b>7. Communication Skills – Social Media</b>	10%	70
Demonstrated skills in the use of social media for campaigns and strategic communications.		
<b>8. Communication &amp; Interpersonal Skills – Multicultural</b>	10%	70
Excellent oral and written skills in English, an understanding of Pidgin is desirable.		
Ability to work in multicultural environments.		
Ability to address human rights and gender issues both in the workplace and the field.		
Excellent inter-personal skills.		
<b>Total Score</b>	<b>100%</b>	<b>700</b>
<b>Qualification score</b>	<b>70%</b>	<b>490</b>

## 4.2 Financial evaluation

The financial component of the proposal will be scored on the basis of overall costs for the delivery of the services and financial incentives and benefits provided to SPC. The lowest financial proposal will be awarded a maximum **300 points** and other financial offers and incentives will be awarded points as per the formula below:

$$\text{Financial Proposal score} = (\text{Lowest Price} / \text{Price under consideration}) \times 300$$

**The Financial Proposal Submission Form (Annex 5) must be stamped & signed and protected by a password.**

## Part 5: PROPOSAL SUBMISSION FORMS

### Annex 1: BIDDER'S LETTER OF APPLICATION

Dear Sir / Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required services for the sum as may be ascertained in accordance with the Financial Proposal attached herewith and made part of this proposal.

We acknowledge that:

- SPC may exercise any of its rights set out in the Request for Proposal documents, at any time;
- The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change;
- The Request for Proposal documents are a summary only of SPC's requirements and is not intended to be a comprehensive description of them;
- Neither the lodgement of the Request for Proposal documents nor the acceptance of any tender nor any agreement made subsequent to the Request for Proposal documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the Request for Proposal documents, or since the date as at which any information contained in the Request for Proposal documents is stated to be applicable;
- Excepted as required by law and only to the extent so required, neither SPC, nor its respective officers, employees, advisers or agents will in any way be liable to any person or body for any loss, damage, cost or expense of any nature arising in any way out of or in connection with any representations, opinions, projections, forecasts or other statements, actual or implied, contained in or omitted from the Request for Proposal documents.

We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded on the basis of the Technical and Financial Components proposed.

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the Bidder's representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

## Annex 2: CONFLICT OF INTEREST DECLARATION

### INSTRUCTIONS TO BIDDERS

#### What is a conflict of interest?

A conflict of interest may arise from economic or commercial interests, political, trade union or national affinities, family, cultural or sentimental ties, or **any other type of relationship or common interest between the bidder and any person connected with the contracting authority** (SPC staff member, consultant or any other expert or collaborator mandated by SPC).

#### Always declare a conflict

The existence of a potential or apparent conflict of interest does not necessarily prevent the bidder concerned from taking part in a tender process. **However, the declaration of the existence of such a conflict by the persons concerned is essential and allows SPC to take appropriate measures to mitigate it and prevent the associated risks.**

Bidders are therefore invited to declare any situation, fact or link which, to their knowledge, could generate a real, potential or apparent conflict of interest.

#### Declaration at any time

Conflicts of interest may arise at any time during the procurement process or the implementation of a contract (e.g. new partner in the project) or as a result of a change in personal life (e.g. marriage, inheritance, financial transaction, creation of a company). If such a relationship is found and could be perceived by a reasonable person as likely to influence a decision, a declaration of the situation is necessary. In case of doubt, a conflict situation must be declared.

#### Declaration for any person involved

A declaration must be completed for each person involved in the tender (principal representative of the bidder, possible subcontractors, consultant, etc.)

#### Failure

Failing to declare a potential conflict of interest may result in the bidder being refused a contract or placed on SPC's list of non-responsible suppliers.

## DECLARATION

I, the undersigned, *[name of the representative of the Bidder]*, acting in the name and on behalf of the company *[name of the company]*, declare that:

<input type="checkbox"/>	To my knowledge, I am not in a conflict-of-interest situation.
<input type="checkbox"/>	There is a potential conflict of interest with regard to my <i>[Choose an item]</i> relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned</i> , although, to the best of my knowledge, this person is not directly or indirectly involved in any stage of the procurement process.
<input type="checkbox"/>	I may be in a conflict of interest with regard to my <i>[Choose an item]</i> relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned</i> , as this person is, to the best of my knowledge, directly or indirectly linked to the procurement process.
<input type="checkbox"/>	To my knowledge, there is another situation that could potentially constitute a conflict of interest: <i>[Describe the situation that may constitute a conflict of interest]</i>

In addition, I undertake to:

- declare, without delay, to SPC any situation that constitutes a potential conflict of interest or is likely to lead to a conflict-of-interest;
- not to grant, seek, obtain or accept any advantage, whether financial or in kind, to or from any person where such advantage constitutes an unfair practice or an attempt at fraud or corruption, directly or indirectly, or constitutes a gratuity or reward related to the award of the contract;
- to provide accurate, truthful and complete information to SPC in connection with this procurement process.

I acknowledge that I and/or my company and/or my business partners who are jointly and severally bidding on the RFP *[SPC Reference]* may be subject to sanctions such as being placed on SPC's list of non-responsible vendors, if it is established that false statements have been made or false information has been provided.

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

### Annex 3: INFORMATION ABOUT THE BIDDER AND DUE DILIGENCE

Please complete the following questionnaire and provide supporting documents where applicable.

VENDOR INFORMATION				
Are you already registered as an SPC vendor?			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>1. Please provide information related to your entity.</b>				
Company name	<i>[Enter company name]</i>	Address	<i>[Enter address]</i>	
Director/CEO	<i>[Enter name of the executive person]</i>	Position	<i>[Enter position of the executive person]</i>	
Business Registration/License number	<i>[Enter company registration/license number (or tax number)]</i>			
Date of business registration	<i>[Enter date of business registration]</i>			
Country of business registration	<i>[Enter country of business registration]</i>			
<b>Status of the entity:</b> <input type="checkbox"/> For-profit entity (company), <input type="checkbox"/> NGO, <input type="checkbox"/> International organisation, <input type="checkbox"/> Government body, <input type="checkbox"/> University, <input type="checkbox"/> Association, <input type="checkbox"/> Research Institute, <input type="checkbox"/> Other: <i>[insert details]</i>				
<b>2. Please provide relevant documentation to support and verify the legal existence of the entity, the authority of its officer and proof of its address, such as:</b>				
<input type="checkbox"/> Delegation of authority or power of attorney document <input type="checkbox"/> Certificate of business registration/license <input type="checkbox"/> Memorandum, Articles or Statutes of Association <input type="checkbox"/> Telephone, water, or electricity bill in the name of the entity <input type="checkbox"/> Bank account details bearing the name of the entity				
<b>3. How many employees does your company and its subsidiaries have?</b>			<i>[provide answer]</i>	
<b>4. Do you have professional insurance against all risks in respect of your employees, sub-contractors, property and equipment?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', what type of business insurance do you have?			<i>[provide answer]</i>	
<b>5. Are you up to date with your tax and social security payment obligations?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', please explain the situation:			<i>[Provide details]</i>	
<b>6. Is your entity regulated by a national authority?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please specify the name:			<i>[Insert name of the national regulation authority]</i>	
<b>7. Is your entity a publicly held company?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>8. Does your entity have a publicly available annual report?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Please send SPC your audited financial statement from the last 3 financial years if available</i>				

DUE DILIGENCE				
<b>9. Does your entity have foreign branches and/or subsidiaries?</b>			<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered 'yes' to the previous question, please confirm the branches:				
• Head Office & domestic branches			<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Domestic subsidiaries			<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Overseas branches			<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Overseas subsidiaries			<input type="checkbox"/> Yes	<input type="checkbox"/> No

<b>10. Does your entity provide financial services to customers determined to be high risk including but not limited to:</b>					
Foreign Financial Institutions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Casinos	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cash Intensive Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Foreign Government Entities	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Non-Resident Individuals	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Money Service Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Other, please provide details:			[Provide details]		
<b>11. If you answered 'yes' to any of the boxes in question 10, does your entity's policies and procedures specifically outline how to mitigate the potential risks associated with these higher risk customer types?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please explain how:			[Provide explanation]		
<b>12. Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect fraud, corruption, money laundering or terrorist financing activities?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please send SPC your policy in English.					
If 'No', what process does your entity have in place to prevent and detect money laundering or terrorist financing activities?				[provide answer]	
<b>13. Does your entity have an officer responsible for anti-corruption, or anti-money laundering and counter-terrorism financing policy?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please state that officer's contact details:			[Insert name and contact details]		
<b>14. Has your entity or any of its current or former directors or CEOs ever filed for bankruptcy?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details:			[Provide details]		
<b>15. Has your entity or any of its current or former directors or CEOs ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of any laws or regulations, including those relating to money laundering or terrorism financing?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please provide details:			[Provide details]		

## SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)

<b>16. Does your entity have a written policy, controls and procedures to implement its Social and Environmental Responsibility (SER) commitments?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please send SPC your policy in English.					
If 'No', what process does your entity have in place to ensure your social and environmental responsibility?				[provide answer]	
<b>Does your Policy or Process cover the followings?</b>					
<input type="checkbox"/> Child protection <input type="checkbox"/> Human rights <input type="checkbox"/> Gender equality <input type="checkbox"/> Social inclusion <input type="checkbox"/> Sexual harassment, abuse or exploitation <input type="checkbox"/> Environmental responsibility					
Please, outline the major actions you have undertaken in these areas:			[provide answer]		
<b>17. Does your entity have an officer responsible for Social and Environmental Responsibility (SER)?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please state that officer's contact details:			[Insert name and contact details]		

SUPPORTING DOCUMENTS (where relevant)	
• Business registration/license proof	<input type="checkbox"/>
• Bank account details document	<input type="checkbox"/>
• Address of the entity and Authority of officer proofs	<input type="checkbox"/>
• Audited financial statement from the last 3 financial years	<input type="checkbox"/>
• Fraud, corruption, anti-money laundering and counter terrorist financing Policy	<input type="checkbox"/>
• SER Policy	<input type="checkbox"/>

I declare that the particulars given herein above are true, correct and complete to the best of my knowledge, and the documents submitted in support of this form are genuine and obtained legally from the respective issuing authority.

I declare that none of the funds received or to be received by my company will be used for criminal activities, including financing terrorism or money laundering.

By sending this declaration to SPC, I agree that my business and personal information may be used by SPC for due diligence purposes. I also understand and accept that SPC will treat any personal information it receives in connection with my proposal in accordance with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*



## Annex 4: TECHNICAL PROPOSAL SUBMISSION FORM

### INSTRUCTIONS TO BIDDERS

Please fill the table below and provide supporting documentation as required (e.g. copy of qualifications).

Technical Requirements	
<b>References and Experience</b>	
<b>Details for three references:</b>	
1. Client's name: <i>[insert name of client 1]</i>	
Contact name:	<i>[insert name of contact]</i>
Contact details:	<i>[insert contact details]</i>
Value contract:	<i>[insert value of contract]</i>
2. Client's name: <i>[insert name of client 2]</i>	
Contact name:	<i>[insert name of contact]</i>
Contact details:	<i>[insert contact details]</i>
Value contract:	<i>[insert value of contract]</i>
3. Client's name: <i>[insert name of client 3]</i>	
Contact name:	<i>[insert name of contact]</i>
Contact details:	<i>[insert contact details]</i>
Value contract:	<i>[insert value of contract]</i>
<b>Details about the contractor's experience:</b>	
Contractors' experience:	<i>[insert details about consultants' experience]</i>
Evaluation criteria	Response by Bidder
<b>1. Qualifications</b>	
Master's degree strongly related to coastal resources management (social, ecological or economic).	<i>[Bidder's answer]</i>
<b>2. Project Management and Reporting Skills</b>	
Proven project management and reporting skills and experiences.	<i>[Bidder's answer]</i>
Demonstrated skills in designing and facilitating meetings, workshops, training events; and reporting.	<i>[Bidder's answer]</i>
Demonstrated ability to work to deadlines.	<i>[Bidder's answer]</i>

Evaluation criteria	Response by Bidder
<b>3. Experience – International Projects Management and Coordination</b>	
Proven experience in managing and coordinating international projects, preferably EU funded and with multiple partners located in various countries in the region.	<i>[Bidder's answer]</i>
<b>4. Experience – Coastal Resource Management</b>	
Proven experience of at least 10 years of in implementing coastal resource management using integrated and participatory approaches.	<i>[Bidder's answer]</i>
Demonstrated involvement in coastal fisheries management activities (consultation, management, developing and disseminating information and awareness material, research and surveys, etc.).	<i>[Bidder's answer]</i>
<b>5. Experience – Pacific Island Countries</b>	
Proven experience working with Pacific Island communities.	<i>[Bidder's answer]</i>
<b>6. Communication Skills – Multi-Stakeholders</b>	
Proven experience with facilitating multi-stakeholder discussions and consultations at different levels, such as government officials, women's and youth representatives, communities, private sector and civil society on coastal fisheries issues and win-win solutions.	<i>[Bidder's answer]</i>
Excellent communication and engagement skills demonstrated with governments and communities.	<i>[Bidder's answer]</i>
Confirmed knowledge of how community structures and processes link to other institutions such as LMMA national networks, government and NGOs.	<i>[Bidder's answer]</i>
<b>7. Communication Skills – Social Media</b>	
Demonstrated skills in the use of social media for campaigns and strategic communications.	<i>[Bidder's answer]</i>

Evaluation criteria	Response by Bidder
<b>8. Communication &amp; Interpersonal Skills – Multicultural</b>	
Excellent oral and written skills in English, an understanding of Pidgin is desirable.	<i>[Bidder's answer]</i>
Ability to work in multicultural environments.	<i>[Bidder's answer]</i>
Ability to address human rights and gender issues both in the workplace and the field.	<i>[Bidder's answer]</i>
Excellent inter-personal skills.	<i>[Bidder's answer]</i>

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

## Annex 5: FINANCIAL PROPOSAL SUBMISSION FORM

### INSTRUCTIONS TO BIDDERS

In their financial proposal, bidders should detail as much as possible the price requested in response to the technical specifications.

Wherever possible, this should be stated as a lump sum and then as a total amount (e.g. lump sum can be: daily rate for a consultant, a project manager, a developer, a scientist, lump sum for the organisation of an event, price of a consultation and total amount can be: number of days of drafting required to produce the report, number of meetings required, number of conferences, workshops, etc.).

Good detail in their financial proposal helps bidders to give clarity and transparency to their proposal and makes it easier for SPC to score the proposals received.

The contract to be concluded with the selected bidder must mention all the costs incurred for the execution of the assignment entrusted to him. No additional costs can be claimed from SPC after the contract has been signed. Bidders must mention in their financial proposal all additional costs foreseen for the execution of the contract (material, equipment, travel, etc.). These costs will either be included in their fees, paid or reimbursed by SPC upon presentation of supporting documents. In any case, they must be estimated by the bidder in its financial proposal and will form an integral part of SPC's evaluation of proposals.

Bidders must also mention any special conditions relating to the amount of their proposal or the terms of payment.

The financial proposal must be submitted inclusive of taxes in accordance with the applicable legislation. However, the final amount of the awarded contract may be paid to the successful bidder inclusive or exclusive of taxes, depending on the tax exemptions enjoyed by SPC as an intergovernmental organisation in its member countries and territories.

The following form is given as an indication, the bidder may submit its financial proposal to SPC in another format, provided that it complies with the instructions detailed in this RFP/RFQ and in particular:

**The Financial Proposal Submission Form must be stamped & signed and protected by a password.**

**BIDDER'S FINANCIAL PROPOSAL – SERVICES**

LMMA PEUMP Project Coordinator – Services				
Services description	Unit	Unit Price EUR	Total quantity	Total Amount EUR
<b>Lump Sum Rate for the services</b> (including costs as per section H of Part 3)	Month	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
<i>[Item description]</i>		<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
<b>Total Services amount</b>				<i>[total amount]</i>

LMMA PEUMP Project Coordinator – Travel				
Item description	Unit	Unit Price EUR	Total quantity	Total Amount EUR
<b>Travel – Maximum budget</b> (costs and reimbursement as described in section H of Part 3)		<i>[unit price]</i>	<i>[quantity]</i>	20 000
<i>[Item description]</i>		<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
<b>Total Travel cost</b>				<b>20 000</b>

<b>GRAND TOTAL</b>	
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No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Bidders will be deemed to have satisfied themselves, before submitting their proposal as to its correctness and completeness, taking into account all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

<p><b>For the Bidder:</b> <i>[insert name of the company]</i></p> <p>Signature:</p> <p>Name of the representative: <i>[insert name of the representative]</i>          Title: <i>[insert Title of the representative]</i>          Date: <i>[Click or tap to enter a date]</i></p>
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