



RE-ADVERTISEMENT
REQUEST FOR QUOTATION (RFQ)
FOR SERVICES

Project Title:	National Consultant – Programme Assistant to support the FSM National Designated Authority Office to the Green Climate Fund
Nature of the services	National Consultancy services
Location:	Federated States of Micronesia
Date of issue:	3/10/2022
Closing Date:	11/10/2022
SPC Reference:	RFQ22-4509

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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 climatefinanceunit@spc.int and with the subject line of your email as follows: **Submission RFQ22-4509**. 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

- A technical and financial proposal (including all costs i.e. professional fees, management and operating costs, and any other administrative costs in the contract price) as per templates provided in section 5, as well as CVs.

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 **08:00 AM NOUMEA TIME** on **11/10/2022**.

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.

The Climate Finance Coordinator of the Climate Finance Unit, Mr Dirk Snyman, will be your primary point of contact for this RFQ and can be contacted at dirks@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	3/10/2022
RFQ Closing Date	11/10/2022

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

current capacity of Federated States of Micronesia (FSM) to address climate-related issues is limited by the availability of technical assistance to identify, prioritise, design, implement and monitor climate change projects. Over the last five years, there has been much progress towards FSM's 'climate readiness' for implementation of projects that effectively address climate challenges on the ground. However, there remain significant barriers to overcome before FSM is fully capacitated to directly access and deploy climate finance resources. By addressing these barriers, FSM will be able to more effectively programme concrete climate action and enable a paradigm shift to a more climate-resilient future.

A priority for the government of FSM is the efficient coordination and implementation of FSM's strategic country programming of multilateral climate funds, in particular the Green Climate Fund (GCF). The National Designated Authority (NDA) to the GCF in FSM is the Office of the Secretary, Department of Finance and Administration (DoFA). At present, there are capacity gaps that prevent DoFA from effectively coordinating and managing ongoing processes related to FSM's GCF country programming.

To address these gaps, administrative support is required to supplement the capacity of the NDA office to ensure ongoing continuity of operations in an effective and efficient manner. To this end, a Programme Assistant is required to support the Technical Lead and Technical Officer in delivery of their tasks and facilitate smooth implementation of operations.

B. Purpose, objectives, scope of services

Purpose and objectives of the consultancy:

The objective of this consultancy is to support the Technical Lead and Technical Officer in providing support to FSM's NDA Office in accessing and managing the climate finance portfolio.

Scope of work of the consultant and expected key deliverables:

The Programme Assistant consultant will be recruited for 30 working days over a period of up to three months to provide administrative and other support to the NDA Office including the Technical Lead and the Technical Officer in the following areas:

- Provide financial management and administrative support to FSM's NDA office.
- Ensure that all procured items are well received with proper documentation.
- Support and assist the Pacific Community (SPC) with financial documents and/or justifications for audits, as required.
- Maintain strong communications with national and international stakeholders and support the facilitation of meetings and/or workshops as required.
- Other duties as requested by the NDA Office including the Technical Lead and Technical Officer.

C. Timelines

The Consultant must complete the work defined in the scope of services for the duration of the contract. The table below presents an indicative timeline for each expected deliverable.

Expected key deliverables	Indicative timeline
Contract signature and provision of a workplan describing the expected delivery of the above tasks.	September 2022
Mid-term report describing the technical assistance, briefings and support provided to the NDA, including number of days worked.	October 2022
Terminal report describing the technical assistance, briefings and support provided to the NDA, including number of days worked.	November 2022

D. Reporting and contracting arrangements

Implementation arrangements:

The Programme Assistant will work under the supervision of the Technical Lead and the Technical Officer. For administering this consultancy, the direct SPC contact person will be Dirk Snyman, Climate Finance Coordinator of the CFU.

Duty station and travel:

The consultant will be based at the Office of the FSM Secretary for Finance and Administration (NDA) in Palikir, Pohnpei.

E. Skills and qualifications

The Consultant should have the following qualifications:

- Bachelor's degree in business-related field or any other relevant field.
- At least 2 years of relevant experience, including prior experience as programme assistant.
- The candidate should demonstrate strong organizational skills and ability to multitask.
- The candidate must have excellent interpersonal and communication skills.

F. Scope of Bid Price and Schedule of Payments

The contract payments are based on milestones. The bidder must include all costs including professional fees, management and operating costs, and any other administrative costs in the contract price.

Milestone/deliverables	Deadline	% Payment
Contract signature + delivery of workplan	September 2022	20%
Mid-term report	October 2022	40%
Terminal report	November 2022	40%
TOTAL		100%

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 and financial proposals + CVs	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: A bachelor's degree in social studies, development, public administration, management, finance studies with at least 2 years of work experience in an area relevant to national and international climate change policy and financing mechanism. Experience with the GCF is an asset.	20%	20
Technical requirement 2: Demonstrate ability to coordinate and drive communication with the Fund and manage operational activities.	20%	20
Technical requirement 3: Be familiar with the relevant institutions and stakeholders in the climate change domain in FSM – including potential candidates for implementing entities/intermediaries and the private sector and multilateral finance.	20%	20
Technical requirement 4: Be well organized, able to work independently, skilled at handling multiple tasks, able to meet deadlines and work in stressful situations.	20%	20
Financial requirement: Sound Financial proposal	20%	20
Total Score	100%	100

PART 5 – 5.1 - TECHNICAL PROPOSAL SUBMISSION FORM

INSTRUCTIONS TO BIDDERS

Technical Requirements	
Evaluation criteria	Response by Bidder
Experience and references	
Experience:	Details for three references:
	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>	
Technical Requirement 1	
A bachelor's degree in social studies, development, public administration, management, finance studies with at least 2 years of work experience in an area relevant to national and international climate change policy and financing mechanism. Experience with the GCF is an asset.	<i>[Bidder's answer]</i>
Technical Requirement 2	
Demonstrate ability to coordinate and drive communication with the Fund and manage operational activities.	<i>[Bidder's answer]</i>
Technical Requirement 3	
Be familiar with the relevant institutions and stakeholders in the climate change domain in FSM – including potential candidates for implementing entities/intermediaries and the private sector and multilateral finance.	<i>[Bidder's answer]</i>
Technical Requirement 4	
Be well organized, able to work independently, skilled at handling multiple tasks, able to meet deadlines and work in stressful situations.	<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]*

PART 5 – 5.2 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.

BIDDER'S FINANCIAL PROPOSAL

<i>Costs</i>			
<i>Services description</i>	<i>Lump sum Price USD</i>	<i>Total quantity</i>	<i>Total Amount USD</i>
<i>Professional Fees (Hourly/Daily/Monthly rate– specify)</i>	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
<i>Any other related costs specify (operating, management and any administrative cost – Reimbursable based on actuals)</i>	<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>
<i>[Item description]</i>	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Total			<i>[Total 1]</i>

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 and to its correctness and completeness, taking into account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

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

Signature:

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

