

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Consultancy to prepare two full draft reports on GCCA+ SUPA project activities for Nauru and RMI and up to four other small scale drafting assignments.
Nature of the services	The consultant is expected to: (a) review all relevant documentation, prepare a Table of Content for the report for RMI and review with SPC; (b) review all relevant documentation, prepare a Table of Content for the report for RMI Nauru and review with SPC; (c) prepare a schedule for the overall consultancy;
Location:	The Consultant will conduct the consultancy from their home base in Fiji and is expected to spend one day per week in the SPC Office in Nabua to discuss in person with GCCA+ SUPA staff.
Date of issue:	15/02/2023
Closing Date:	1/03/2023
SPC Reference:	RFQ 23-5048

Contents

PART 1: INTRODUCTION	3
1.1 ABOUT THE PACIFIC COMMUNITY (SPC)	3
1.2 SPC'S PROCUREMENT ACTIVITIES	3
1.3 SPC'S REQUEST FOR QUOTATION (RFQ) PROCESS	3
PART 2: INSTRUCTIONS TO BIDDERS	3
2.1 BACKGROUND	3
2.2 SUBMISSION INSTRUCTIONS	3
2.3 EVALUATION & CONTRACT AWARD	4
2.4 KEY CONTACTS	4
2.5 KEY DATES	4
2.6 LEGAL AND COMPLIANCE	4
2.7 COMPLAINTS PROCESS	5
PART 3: TERMS OF REFERENCE	6
A. BACKGROUND/CONTEXT	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	7
C. TIMELINES	7
D. REPORTING AND CONTRACTING ARRANGEMENTS	8
E. SKILLS AND QUALIFICATIONS	8
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	8
G. ANNEXES TO THE TERMS OF REFERENCE	9
PART 4: PROPOSAL EVALUATION MATRIX.....	10
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	10

Part 1: INTRODUCTION

1.1 About the Pacific Community (SPC)

The Pacific Community (SPC) is the principal scientific and technical organisation of the Pacific region, established by treaty in 1947 with the signing of the *Agreement Establishing the South Pacific Commission* (the Canberra Agreement).

Our unique organisation covers more than 20 sectors and is renowned for knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience and conservation of plant genetic resources for food security.

For more information about SPC and the work that we do, please visit our website: <https://www.spc.int/>.

1.2 SPC's procurement activities

SPC's procurement activities are guided by the principles of high ethical standards, value for money, open competition and social and environmental responsibility and are carried out under our Procurement Policy.

For further information or enquiries about SPC's procurement activities, please visit the procurement pages on our website: <https://www.spc.int/procurement> or email: procurement@spc.int

1.3 SPC's Request for Quotation (RFQ) Process

At SPC, procurement valued at more than EUR 2,000 and less than or equal to EUR 45,000 requires an evaluation of at least three quotations to determine the offer that provides the best value for money through a Request for Quotation (RFQ) process.

This RFQ sets out SPC's requirements for a project and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information.

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

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

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

SPC has compiled these instructions to guide prospective bidders and to ensure that all bidders are given equal and fair consideration. Please read the instructions carefully before submitting your bid. For your quotation to be considered, it is important that you provide all the prescribed information by the closing date and in the format specified.

2.2 Submission Instructions

You must **submit your quotation and all supporting documents** in English and as an attachment to an email sent to SUPA@spc.int and with the subject line of your email as follows: **Submission RFQ23-5048**. The email should also be copied to rfq@spc.int.

The supporting documents expected in this RFQ are:

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

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

Bids will be evaluated on the basis of information received by **4pm Fiji time on 1/03/2023**.

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.

Gillian Cambers will be your primary point of contact for this RFQ and can be contacted at Gillianc@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	15/02/2023
RFQ Closing Date	1/03/2023
Award of Contract	6/03/2023
Commencement of Contract	8/03/2023
Conclusion of Contract	30/06/2023

2.6 Legal and compliance

Confidentiality: Unless otherwise agreed by SPC in advance or where the contents of the RFQ are already in the public domain when shared with the bidder, bidders shall at all times treat the contents of the RFQ and

any related documents as confidential. SPC will also treat the information it receives from the bidders as confidential.

Conflict of interest: Bidders must take all necessary measures to prevent any situation of conflict of interest. You must notify SPC in writing as soon as possible of any situation that could constitute a conflict of interest during the RFQ process. If you have any familial connection with SPC staff, this must be declared, and approval will then be sought for you to engage in the RFQ process. **In support of your response to this RFQ, you must submit to SPC [the Conflict-of-Interest Declaration form](https://spc.int/procurement) available on our procurement page website: <https://spc.int/procurement>.**

Breach of this requirement can result in SPC terminating any contract with a successful bidder.

Currency, validity, duties, taxes: Unless specifically otherwise requested, all proposals should be in EURO and must be net of any direct or indirect taxes and duties, and shall remain valid for 120 days from the closing date. The successful bidder is bound by their proposal for a further 60 days following notification they are the preferred bidder so that the contract may be awarded. No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during this period.

No offer of contract or invitation to contract: This RFQ is not an offer to contract or an invitation by SPC to enter into a contract with you.

Privacy: The bidder is to comply with the requirements of applicable legislation and regulatory requirements in force for the use of personal data that is disclosed for the purposes of this RFQ. SPC will handle any personal information it receives under the RFQ in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

Warranty, representation, assurance, undertaking: The bidder acknowledges and agrees that no person has any authority to give any warranty, representation, assurance or undertaking on behalf of SPC in connection with any contract which may (or may not) follow on from this RFQ process.

2.7 Complaints process

Bidders that consider they were not treated fairly during any SPC procurement process may lodge a protest. The protest should be addressed to complaints@spc.int. The bidder must provide the following information: (1) full contact details; (2) details of the relevant procurement; (3) reasons for the protest, including how the alleged behaviour negatively impacted the bidder; (4) copies of any documents supporting grounds for protest; (5) the relief that is sought.

Part 3: TERMS OF REFERENCE

A. Background/context

The Global Climate Change Alliance Plus Scaling up Pacific adaptation (GCCA+ SUPA) project is about scaling up climate change adaptation measures in specific sectors supported by knowledge management and capacity building. The 4.5-year project (1 January 2019 – 30 June 2023) is funded with EUR14.89 million from the European Union (EU) and implemented by the Pacific Community (SPC) in partnership with the Secretariat of the Pacific Regional Environment Programme (SPREP) and the University of the South Pacific (USP) in collaboration with the governments and peoples of Cook Islands, Federated States of Micronesia (FSM), Fiji, Kiribati, Republic of the Marshall Islands (RMI), Nauru, Niue, Palau, Tonga and Tuvalu.

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

The three key outputs for the GCCA+ SUPA project is:

1. Strengthen strategic planning at national levels (implemented by SPREP)
2. Enhance the capacity of sub-national government stakeholders to build resilient communities (implemented by USP)
3. Scale up resilient development measures in specific sectors (implemented by SPC)

The ten countries in the Project have selected different focus sectors although in some cases focus sectors have overlapped into additional sectors. The key focus sector for each country is listed below:

Coastal protection: Fiji, Tonga

Health: RMI, Palau

Marine resources: Cook Islands

Water security: FSM, Kiribati, Nauru, Niue, Tuvalu.

More information about the activities in the different countries is available on the website at www.gccasupa.org

The project is approaching the end of the Implementation period (30th June 2023), and SPC is completing final reporting on the Key Output, No. 3: Scale up resilient development measures in specific sectors (implemented by SPC).

SPC is seeking an experienced consultant to: (i) compile documents and prepare a full draft report (ready for final editing and formatting and 50+ pages) of the upscaling of the Community Lifestyle Program in RMI, and the application of the People Centered Approach in Nauru; (ii) Prepare up to 4 small writing assignments (10 – 15 pages each).

B. Purpose, objectives, scope of services

The objective of the consultancy is to prepare full drafts of GCCA+ SUPA activities in (i) RMI (50+ pages) and (ii) Nauru (50+pages) and to prepare full drafts of the four smaller activities (10 – 15 pages each).

The scope of services includes the following:

1. Review and discuss with SPC all available documentation for GCCA+ SUPA activities in RMI and prepare a detailed Table of Contents and confirm with SPC. Tentative report title: “Scaling-up the community lifestyle program in RMI.” Prepare and confirm with SPC a schedule for this activity.

Deliverables/Outputs:

Table of contents for the report on GCCA+ SUPA activities in RMI (50+ pages)
Schedule for preparation of this draft report.

2. Review and discuss with SPC all available documentation for Nauru and prepare a detailed Table of Contents and confirm with SPC. Tentative report title: “Applying a people-centered approach to climate resilience in Nauru. Confirm with SPC a schedule for this activity; prepare an outline for the drafts of the four other smaller drafting activities and confirm with SPC. Confirm with SPC a schedule for these activities.

Deliverables/Outputs

Table of contents for the report on GCCA+ SUPA activities in Nauru (50+ pages)
Schedule for preparation of this draft report
Outline for the drafts of the 4 smaller activities
Schedule for the preparation for the drafts of the 4 smaller activities

3. Submit version 1 of the first full draft for RMI and Nauru and the drafts for the smaller activities.

4. Submit the full drafts for RMI, Nauru and the full drafts for the 4 smaller activities which address SPC’s comments.

C. Timelines

The target date for the commencement of the work is 8th March 2023 and the expected completion date for the contract is 30th June 2023.

An advance payment of 20% of the total contract value will be paid on signing of contract.

The schedule for delivery of each output is shown below.

Output	Delivery by	Nature of work
Output 1 1.1 Table of contents for the report on GCCA+ SUPA activities in RMI (50+ pages). 1.2 Schedule for preparation of this draft report.	27.03.23	Home Office work and 1 day/week with SUPA team in SPC office.
Output 2 2.1 Table of contents for the report on GCCA+ SUPA activities in Nauru (50+ pages). 2.2 Schedule for preparation of this draft report.	27.04.23	Home Office work and 1 day/week with SUPA team in SPC office.

2.3. Outline for the drafts of the 4 smaller activities. 2.4 Schedule for the preparation for the drafts of the 4 smaller activities.		
Output 3 3.1 Version 1 of the first full draft for RMI and Nauru and the drafts for the 4 smaller activities.	15.06.23	Home Office work and 1 day/week with SUPA team in SPC office.
Output 4 4.0 Version 2 (final) of the first full draft for RMI and Nauru and the drafts for the 4 smaller activities after addressing comments from SPC.	28. 03.23	Home Office work and 1 day/week with SUPA team in SPC office.

D. Reporting and contracting arrangements

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

The consultant will spend one day/week consulting with the Project team in SPC's Nabua Office.

E. Skills and qualifications

The consultant will have the following skills and qualifications:

- Undergraduate degree in an area such as climate change adaptation, natural resource management, or related field; and a post-graduate qualification in climate change.
- At least 5 years professional experience in, climate change adaptation, natural resource management or related field in the Pacific Island countries.
- Minimum 2 examples of completed drafting assignments similar to this RFQ and clearly indicating the Bidder's input to the examples, either as the lead or key drafting partner.
- Excellent compilation, analytical and writing skills in English; excellent computer skills across necessary applications
- Excellent interpersonal skills in the multi-cultural environment of the Pacific island countries

F. Scope of Bid Price and Schedule of Payments

The contract price is a lump sum payment that includes all professional fees, office costs, local travel costs.

An advance payment of 20% of the contract value will be paid on signing of contract.

Milestone/deliverables	Deadline	% payment
Output 1	27.03.23	15%

1.1 Table of contents for the report on GCCA+ SUPA activities in RMI (50+ pages). 1.2 Schedule for preparation of this draft report.		
Output 2 2.1 Table of contents for the report on GCCA+ SUPA activities in Nauru (50+ pages). 2.2 Schedule for preparation of this draft report. 2.3. Outline for the drafts of the 4 smaller activities. 2.4 Schedule for the preparation for the drafts of the 4 smaller activities.	27.04.23	15%
Output 3 3.1 Version 1 of the first full draft for RMI and Nauru and the drafts for the 4 smaller activities.	15.06.23	40%
Output 4 4.0 Version 2 (final) of the first full draft for RMI and Nauru and the drafts for the 4 smaller activities after addressing comments form SPC.	28. 03.23	10%
TOTAL		100%

G. Annexes to the Terms of Reference

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

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Competency Requirements & Score Weight

The evaluation matrix below reflects the obtainable score specified for each evaluation criterion (technical requirement) which indicates the relative significance or weight of the items in the overall evaluation process.

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
Technical Evaluation Criteria	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
<ul style="list-style-type: none"> • Undergraduate degree in an area such as climate change adaptation, natural resource management, or related field; and a post-graduate qualification in climate change. 	20	
<ul style="list-style-type: none"> • At least 5 years professional experience in, climate change adaptation, natural resource management or related field in the Pacific Island countries. 	20	
<ul style="list-style-type: none"> • Minimum 2 examples of completed drafting assignments similar to this RFQ and clearly indicating the Bidder's input to the examples, either as the lead or key drafting partner. 	25	
<ul style="list-style-type: none"> • Excellent compilation, analytical and writing skills in English; excellent computer skills across necessary applications 	25	
<ul style="list-style-type: none"> • Excellent interpersonal skills in the multi-cultural environment of the Pacific island countries 	10	
25 Total Score	100%	700