

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Programme Design Support for the SPC Oceans Flagship
Nature of the services	Project/programme design
Location:	Home based, with travels to Suva (Fiji) and Noumea (New Caledonia)
Date of issue:	18/10/2023
Closing Date:	1/11/2023
SPC Reference:	RFQ23-5894

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	8
D. REPORTING AND CONTRACTING ARRANGEMENTS	9
E. SKILLS AND QUALIFICATIONS	9
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	9
PART 4: PROPOSAL EVALUATION MATRIX.....	10
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	10
PART 5: FINANCIAL SUBMISSION FORM	11

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 pierreyvesc@spc.int (copy procurement@spc.int) and with the subject line of your email as follows: **Submission RFQ23-5894 – Programme Design Support for the SPC Oceans Flagship**. 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
- Personal CV

- Examples of prior related work
- A work plan describing your approach to this task, including a realistic number of days
- Your financial proposal (Annex 5)

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 **4 pm Noumea Time on 1/11/2023**.

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.

Pierre-Yves Charpentier, PCCOS Project Advisor, will be your primary point of contact for this RFQ and can be contacted at pierreyvesc@spc.int (copy procurement@spc.int). You should copy any communications into rfq@spc.int.

Details will be kept of any communications between SPC and bidders. This assists SPC to ensure transparency of the procurement process. While SPC prefers written communication in the RFQ process, at any point where there is phone call or other conversation, SPC expects to keep a file note of the exchange, with all forms of communication with prospective bidders to be retained as source documents for the procurement of the services.

2.5 Key Dates

Please see the proposed procurement timetable in the table below. This timetable is intended as a guide only and while SPC does not intend to depart from the timetable, it reserves the right to do so at any stage.

STAGE	DATE
RFQ sent to potential vendors	18/10/2023
RFQ Closing Date	1/11/2023

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](#) 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

Over our 75-year history, SPC has seen many changes to the way we work. In the face of unprecedented opportunities and challenges for the Pacific region, SPC will continue to adapt and change to deliver impact for our members.

In commemorating the SPC's 70th Anniversary, the 10th Pacific Community Conference in 2017 agreed to establish the Pacific Community Centre for Ocean Science (PCCOS) to be hosted at SPC and become a true flagship for scientific excellence and a dedicated regional science information and knowledge hub.

Our strategic plan 2022-2031 is centred around seven interconnected Key Focus Areas. It pushes us to work in more integrated and interconnected ways, while enhancing the technical and scientific capability that we are known for, and the relationships across the region, and beyond, that shape how we work. SPC has already taken steps in this direction, through establishing PCCOS and developing a Food Systems integrated programme. Over the coming 10 years, SPC will accelerate these efforts with the creation of four flagships – Gender Equality, Climate Change, Food Systems and Oceans.

Flagships will be the new home for the key areas of SPC's cross cutting work. They will bring together and connect resources – projects, people, funding – that contribute to the key thematic focal areas in the strategic plan. The Flagships will better demonstrate the sum of the resources we are investing in these critical areas, and the collective impact that we are having for and with our members.

The Flagships will be developed using SPC's **integrated programming approach**. This approach builds on SPC's scientific and technical expertise by mapping existing capabilities and bringing staff together to agree on a vision for the flagship and its components. The flagships will:

- be based on a thorough mapping of our existing capabilities in an area, to build on our shared strengths and opportunities.
- have clear objectives and outcomes that demonstrate SPC's value proposition and our impact pathways.
- have clear governance structures, that support sound management and accountability to our members
- have investment and resource mobilisation plans to bring in necessary resources.
- have frameworks for better measuring and communicating the results of what we do.

SPC divisions will remain the home of our scientific and technical capabilities, and the deep expertise and member relationships that SPC is known for. The Flagships will be link expertise from across SPC, harnessing the collective knowledge and resources of the organisation to deliver greater impact through more coordinated approaches. Where a Flagship brings in resources for additional scientific and technical resources **these will be invested in the divisions** but delivered through a "One-SPC" approach, also enhancing regional and global collaboration.

The flagships will require a shift in thinking by all SPC staff and require some internal change to add value to the work of the divisions and elevate the profile of the work.

The following flagships are at different stages of development:

- Climate Change and Resilience
- Food Systems

- Oceans (building on PCCOS)
- Gender equality and women's empowerment

B. Purpose, objectives, scope of services

The purpose of this consultancy is to support SPC through the design of the SPC-wide Oceans flagship programme. The Oceans flagship should address key regional priorities in the ocean space and coordinate actions among SPC divisions and regional partners.

Cross-divisional work at SPC is expected to design the Oceans Flagship. This is building on the work of PCCOS and commenced with an initial flagship design workshop in October 2022, where PCCOS, SPC divisions along with executive leadership, identified six dimensions for the flagship:

- Ocean Science
- Ocean Health
- Ocean Traditional Knowledge
- Ocean Governance
- Ocean Economy
- Ocean Finance

Out of these six dimensions:

- Three consist of action areas – Ocean Science, Ocean Governance, Ocean Traditional Knowledge
- One is an enabler – Ocean Finance
- The remaining two are broad ambitions: a healthy and economically productive ocean.

Each of the dimension can be further divided into themes and capacities. The themes better describe the scope of activities within each dimension, while the capacities are required to deliver outputs and achieve outcomes related to each theme. The capacities will serve as the basis for the Oceans Flagship Mapping

Building on this initial conceptualisation, SPC requires technical support to design the Oceans Flagship. This will include support for:

- Contributing to the review of the SPC Oceans Capabilities Mapping;
- Supporting broad consultation across SPC to confirm and refine the draft Ocean Flagship dimensions;
- Contribute to the development and validation of dimensions into a full programme design, inclusive of a vision, objectives, dimensions, outcomes (long to short term), activities, and a theory of change;
- Identification of potential flagship programme implementation arrangements, drawing on capabilities and resources across SPC and beyond.
- Identification of potential donors to fund the Oceans Flagship as well as opportunities to socialise the SPC Oceans Flagship.

Scope of services

SPC requires the services of a consultant to undertake the following:

- Develop a workplan and deliverables timeline for the design of the Oceans Flagship, including a consultations plan, based on initial concepts already developed (*deliverable 1*).
- Confirm and refine the draft Oceans Flagship vision and dimensions; this activity and the previous task will encompass individual and group consultations with

relevant divisional staff to better understand and articulate capabilities throughout all divisions, based on the existing draft dimensions for the flagship.

- Support the consolidation and finalisation of an Oceans Capacities Mapping and contextual analysis of ocean activities and resources at SPC, while including capabilities and mandates of key other regional partners in the context of the flagship dimensions, based on the previous mapping conducted in 2019 (*deliverable 2*).
- Plan and co-facilitate the Oceans Flagship design workshops and meetings to refine the Oceans Flagship dimensions into outcomes and pathways for change (strategies and/or activity bundles).
- Contribute to a draft a design document, including a background information, strategic alignment, key findings from the SPC Oceans Capacities Mapping, a theory of change, and a monitoring, evaluation and learning framework (MELF) for the Oceans Flagship. This should build on the identified dimensions for the flagship and align with the SPC 2022 Strategic Plan, divisional business plans, and regional frameworks (*deliverable 3*).
- Contribute to draft institutional mechanisms to operationalise the Oceans Flagship in SPC and regionally, including arrangements for accountability and oversight; governance; management support; programme implementation; cross-divisional (sectoral) coordination and alignment with other SPC Flagship programmes; regional alignment and coordination; communication and visibility; implementation of the programme MELF (*deliverable 4*).
- Conduct an initial mapping of the financial landscape, including international and national, private and public sources of financing for the Oceans Flagship, with a focus on the medium term beyond 2025 (*deliverable 5*).

C. Timelines

The consultancy is expected to run from November 2023 to April 2024. The exact time allocation must be suggested by the consultant, and adaptations may be needed. The main task to be undertaken are as follow:

Tasks
Preparation, and delivery of agreed workplan
Co-lead consultations to confirm dimension of the Ocean flagship
Further consultations, workshops, meetings, mapping, and contextual analysis
Development of a draft flagship design document (approx. 20 pages plus annexes with background information, strategic alignment, key findings from the Oceans Capacities Mapping, a theory of change, and MELF, and a finalized version following consultations)
Planning and co-facilitation of an online validation workshop
Drafting of the operational arrangements
Initial mapping of the financial landscape
Additional tasks potentially including meetings with other Flagship teams, CROPs and other partners, engagement and presentation to the SPC Senior Leadership Team

The final timeline must include time for facilitation, interviews and other internal and external consultation. Flexibility will be required.

D. Reporting and contracting arrangements

- Day to day management and supervision will be provided by the PCCOS Project Advisor. Reporting frequency and dates of delivery of key tasks for payment will be determined once a workplan has been agreed to.
- Strategic guidance and direction to the design process will be provided by an Advisory Group, including the PCCOS team, key staff from SPC divisions (GEM Ocean and Maritime Programme, FAME coastal and oceanic fisheries programme, Pacific Data Hub, etc.), and the Strategy, Performance and Learning (SPL) unit.
- The contractor will be required to consult with a range of divisions and staff and will consult with the core team in doing so.
- Whilst some of the work can be done remotely, it is expected that face to face consultations with Suva and Noumea based teams (one trip to each location) are ideal. These costs will be covered separately from this contract and will be agreed based on successful bid and workplan. Please do not include these travel-related costs in your quotation.
- All information and outputs from the consultancy will remain the property of SPC and are subject to confidentiality unless expressly agreed otherwise.

E. Skills and qualifications

- A degree in the field of climate, ocean or environmental science, environmental policy, natural resource management, programme design or related field is required.
- 7 years or more work experience in development programmes in the Pacific region, particularly in ocean management, programme design, monitoring, evaluation and learning, and resource mobilisation.
- Knowledge of the unique context of Pacific SIDS and members of SPC in the region is important.
- Demonstrated experience in leading participatory design processes and integrated approaches to work across sectors and disciplines to achieve outcomes.
- Demonstrated facilitation skills in complex organisational settings with excellent writing and communication skills (provide examples of previous work).

F. Scope of Bid Price and Schedule of Payments

- The contract price will be based on lump sum payments tied to the milestones (in previous section) set out below.
- The value of the contract will be based on lump sum covering the the scope of work outlined in this ToR.
- Terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions

Milestone/deliverables	Tentative deadline	% payment
Workplan and deliverables timeline	November 2023	10%
Reviewed Oceans Capacities Mapping and contextual analysis of ocean activities and resources at SPC		20%
Contributions to the draft Oceans Flagship design document	December 2023	30%
Draft institutional mechanisms to operationalise the Oceans Flagship in SPC and regionally	February 2024	20%
Initial mapping of the financial landscape	April 2024	20%
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
Technical requirements (700 points)		
Appropriate qualification and level of experience in ocean-related programme design, monitoring and evaluation and resource mobilisation in the Pacific	20 %	200
Demonstrated knowledge of the unique context of Pacific SIDS and members of SPC in the region.	15 %	150
Demonstrated experience in leading participatory design processes and integrated approaches to work across sectors and disciplines to achieve outcomes.	15 %	150
Demonstrated facilitation skills in complex organisational settings with excellent writing and communication skills (with examples of previous work).	20 %	200
Financial requirements (300 points)		
(Lowest Price / Price of the submitted offer) x 300	30 %	300
Total Score	100%	1000

Part 5: FINANCIAL SUBMISSION FORM

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 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.

Deliverable	Unit	Qty	Lump sum in EUR (tax excluded)	Lump sum in EUR (tax included)
Workplan and deliverables timeline	Lump sum	1		
Reviewed Oceans Capacities Mapping and contextual analysis of ocean activities and resources at SPC	Lump sum	1		
Contributions to the draft Oceans Flagship design document	Lump sum	1		
Draft institutional mechanisms to operationalise the Oceans Flagship in SPC and regionally	Lump sum	1		
Initial mapping of the financial landscape	Lump sum	1		
TOTAL				

As an indication, the tenderer will communicate in the table below the daily rates for the consultants involved in the performance of the services:

Position of the consultant	Daily Rate EUR
	<i>[unit price]</i>
	<i>[unit price]</i>
	<i>[unit price]</i>
	<i>[unit price]</i>