



# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>Regional Programmatic Approach to Climate Action</b>
<b>Nature of the services</b>	Regional Mapping Analysis of climate change priorities
<b>Location:</b>	Home-based / remote with travel to one regional consultation
<b>Date of issue:</b>	9/11/2023
<b>Closing Date:</b>	30/11/2023
<b>SPC Reference:</b>	RFQ23-5992

## Contents

<b>PART 1: INTRODUCTION .....</b>	<b>3</b>
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
<b>PART 2: INSTRUCTIONS TO BIDDERS .....</b>	<b>3</b>
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
<b>PART 3: TERMS OF REFERENCE .....</b>	<b>6</b>
A. BACKGROUND/CONTEXT	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	6
C. TIMELINES	7
D. REPORTING AND CONTRACTING ARRANGEMENTS	7
E. SKILLS AND QUALIFICATIONS	8
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	8
<b>PART 4: PROPOSAL EVALUATION MATRIX.....</b>	<b>9</b>
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	9

## 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](mailto: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 [dirks@spc.int](mailto:dirks@spc.int) and [procurement@spc.int](mailto:procurement@spc.int) and with the subject line of your email as follows: **Submission RFQ23-5992**. The email should also be copied to [rfq@spc.int](mailto:rfq@spc.int).

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- A bid / proposal comprising: a cover letter; a description of service, approach and methodology; evidence of prior work, and a CV or professional profile.

- A financial quote in USD based on the schedule provided in Section F

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 **16h00 New Caledonia (UTC+11) on 30/11/2023**.

### 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.

Hinal Kumar will be your primary point of contact for this RFQ and can be contacted at [procurement@spc.int](mailto:procurement@spc.int) and [hinalk@spc.int](mailto:hinalk@spc.int). You should copy any communications into [rfq@spc.int](mailto: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
<b>RFQ sent to potential vendors</b>	9/11/2023
<b>RFQ Closing Date</b>	30/11/2023
<b>Award of Contract</b>	15/12/2023
<b>Commencement of Contract</b>	2/01/2024
<b>Conclusion of Contract</b>	31/03/2024

### 2.6 Legal and compliance

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

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

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

Climate change is an urgent existential threat to Pacific Small Islands Developing States (PSIDS). PSIDS currently implement climate change activities on their own behalf and/or with the assistance of external agencies. However, accessing climate finance to support these activities is an ongoing challenge.

Climate finance may be sourced bi-laterally, with a financial entity or through multi-lateral funds such as the Green Climate Fund (GCF). Despite these sources, PSIDS struggle to sustain national climate change responses and face a range of challenges like limited project development and management capacities, financial access delays, and onerous reporting requirements.

In response to these challenges, the Regional Programmatic Approach to Climate Action (RPACA) initiative is being proposed to enhance national responses to the impacts of climate change. As well as addressing national priorities, the RPACA initiative should also assist regional entities that are supporting climate change activities in PSIDS.

A series of meetings held by PSIDS representatives and Pacific climate agencies in the margins of the GCF Regional Dialogue in August 2023 resulted in the following outcomes:

- Unanimous support by attending countries and climate agencies for further development of a regional initiative.
- The formation of a working group to continue the development of the initiative.
- The confirmation of a proposed timeline.

The working group was formed comprising representatives from PSIDS governments as well as some of the region's GCF Accredited Entities (AEs). The members of the RPACA Working Group are:

- Countries – Cook Islands, Fiji, Palau, Papua New Guinea, Tuvalu.
- AEs – Asian Development Bank (ADB), Cook Islands Ministry of Finance and Economic Management (MFEM), Fiji Development Bank (FDB), the Secretariat of the Pacific Regional Environment Programme (SPREP), the Pacific Community (SPC).

PSIDS countries are completing self-mapping exercises initiated by the Working Group to identify national climate change activities, project pipelines, gaps and areas of need, resources and capacity limitations, and partnerships and collaborations. Similarly, regional agencies and other entities have been mapping their climate change activities.

### B. Purpose, objectives, scope of services

The purpose of this consultancy is to compile the information provided from the mapping exercises described above to inform a regional mapping of present and planned climate change activities, gaps and limitations, and partnerships. This analysis will then inform recommendations on the potential scope for the proposed RPACA initiative.

Based on analysis of the information from these mapping exercises, desktop research and the Consultant's own knowledge of climate change activities in the PSIDS region, the Consultant will provide a Scoping Report detailing the following:

- I. An assessment of the current situation within the PSIDS region of individual countries':
  - present and planned climate change activities and initiatives,

- sector focus for climate change activities,
- financial investment in climate action,
- GCF and other national project pipelines,
- capacity development and capacity limitations as they relate to climate change responses at the national level,
- areas of intention for PSIDS countries climate activities,
- agencies that countries are engaging with to implement climate change activities.

II. An assessment of the present situation of Pacific regional agencies’:

- present and planned climate change activities and initiatives,
- sectors of preference or technical expertise,
- capacity development and capacity limitations as they relate to implementing climate change activities including GCF accreditation levels,
- financial investment and funding availability.

III. Recommendations on the scope for the RPACA initiative which will include:

- an overarching theme for the RPACA initiative,
- thematic programme areas of climate change activities to facilitate implementation, while maintaining country-specific information and priorities,
- a high-level cost estimate for implementation of the desired activities for each thematic area.

Deliverables will comprise a draft Scoping Report submitted to the PSIDS Chair covering the country and regional agency assessments, as well as the recommendations for the scope of the RPACA initiative. The Working Group, through the PSIDS Chair, will provide comments on the draft Scoping Report. The Consultant will review the comments and submit a Final Scoping Report to the PSIDS Chair. The Consultant will also be required to attend the proposed Country Consultation to present their report. Following this Country Consultation, the Consultant will submit a Completion Report detailing:

- a summary of the activities undertaken as part of the consultancy,
- the Final Scoping Report.

### C. Timelines

The estimated start date for the work is 3 January 2024. The work is expected to be completed by 14 March 2024. It is estimated that the Consultancy will require 20–30 days of work spread over this period. The tentative timeline for this work is as follows:

<b>Deliverable / Activity</b>	<b>Due Date</b>
Draft Scoping Report	14 February 2024
Final Scoping Report	26 February 2024
Attendance at Country Consultation	4–8 March 2024
Completion Report	13 March 2024

### D. Reporting and contracting arrangements

The Consultant will report to SPC’s Climate Finance Coordinator regarding contractual and administrative issues. Deliverables and reports will be submitted jointly to the SPC Climate Finance Coordinator and the Co-Chairs of the RPACA Working Group (currently the PSIDS Chair and the Cook Islands representative).

Deliverables will be approved by the SPC Climate Finance Coordinator after consultation with the Co-Chairs of the RPACA Working Group.

The Consultant is expected to engage with other members of the RPACA Working Group as well as representatives of PSIDS regional agencies, GCF and other stakeholders as required to complete the deliverables.

Reporting on progress is expected to be on at least a fortnightly basis, in the form of an email and/or video-conference call with the SPC Climate Finance Coordinator and the Co-Chairs of the RPACA Working Group.

The Consultant will work remotely / home-based, with the only travel envisaged for attendance of the Country Consultation in March 2024. This travel will be reimbursed by SPC (including any transport, per diem / DSA and other associated costs) upon submission of the required documentation to SPC.

### E. Skills and qualifications

The bid may be in the form of an individual consultant, a consultancy firm, a consortium or other arrangement, as appropriate.

- A relevant qualification (e.g. climate change, environment, international development or similar).
- Bidders should have a minimum of 5 years (10+ years preferred) of experience in the field of climate change, international development or related work.
- They must show prior experience in and understanding of the PSIDS context through previous work in the region and with relevant stakeholders.
- Familiarity with climate change projects and particularly multilateral mechanisms and processes (e.g. Green Climate Fund, Adaptation Fund, Global Environment Facility) would be advantageous.
- They should be able to provide evidence of similar assignments successfully completed in the past, preferably with links to appropriate documents, reports or similar documentation.

### F. Scope of Bid Price and Schedule of Payments

The bid should contain a total lumpsum amount for an estimated 20–30 working days. The bid should provide a breakdown of the total cost including professional fees, travel costs, per diems and any other costs associated with producing the deliverables to the requisite standard.

Payments will be made based on the milestones and estimated due dates provided below. Terms of payment shall be in accordance with the provisions of Article 10 of the General Conditions.

The quote should confirm the acceptance of the payment terms stated below or an alternative proposal.

<b>Milestone/deliverables</b>	<b>Deadline</b>	<b>% payment</b>
Submission of workplan or schedule	12 January 2024	10%
Draft Scoping Report received and approved	14 February 2024	20%
Final Scoping Report received and approved	26 February 2024	30%
Completion Report received	13 March 2024	30%
Issuance of Certificate of Acceptance for all deliverables	31 March 2024	10%
<b>TOTAL</b>		



## 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
<b>Mandatory requirements</b>		
1) Declaration of Conflict of Interest		
2) A bid / proposal comprising: <ul style="list-style-type: none"> <li>• A cover letter</li> <li>• A description of the proposed service, approach and methodology</li> <li>• Evidence of prior work of a similar nature</li> <li>• A CV or professional profile</li> </ul>		<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met
3) Financial quote in USD based on the schedule provided in Section F		
<b>Technical requirements</b>		
<b>Quality of the offer:</b> Overall presentation and quality of the technical proposal and supporting documentation.	10%	10
<b>Skills and qualifications:</b> A relevant qualification in the field of climate change, environment, international development or related work. Fluency in written English.	10%	10
<b>Work experience:</b> At least 5 years (preferably 10 years) of experience in the field of climate change, international development or related work. Prior working experience in the Pacific with good understanding of the PSIDS context and knowledge of relevant stakeholders. Experience in the field of climate change and particularly with multilateral climate finance (Global Environment Facility, Adaptation Fund, Green Climate Fund). Experience with similar assignments in the past.	30%	30
<b>Proposed approach and methodology:</b> Appropriateness of the actions proposed including the means of implementation and how the methodology will result in the expected deliverables.	20%	20
<b>Financial proposal:</b> Value for money demonstrated in the financial proposal.	30%	30
<b>Total Score</b>	<b>100%</b>	<b>100</b>