

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Carbon footprint tool for SPC operations, carbon footprint tool for SPC projects
Nature of the services	<p>Develop a tool to support the collection and recording of SPC Green House Gas (GHG) emissions data, and the calculation/determination of SPC operational GHG inventory.</p> <p>Develop a tool to support the collection and recording of SPC Climate change projects' GHG emissions data, and the calculation/determination of the climate change impact of its projects.</p>
Location:	REMOTE
Date of issue:	20/03/2024
Closing Date:	10/04/2024
SPC Reference:	RFQ 24-6354

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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 elodiej@spc.int and with the subject line of your email as follows: **Submission RFQ24-6354**. The email should also be copied to rfq@spc.int.

The supporting documents expected in this RFQ are:

1. [The Conflict-of-Interest Declaration form](#) completed
2. **Copy of business or tax registration**
3. **A technical offer including :**

A technical memorandum with at least:

- A technical document outlining the work program's characteristics shall be provided. This document shall include the following structure: context, scope of work, target, objective of the project, deliverables, timeline, allocated resources including the clarification of roles and responsibilities, three examples of similar projects implemented over the last two years;
- Explanation of the tool's functionality and purpose within the context of the project (description of key features and capabilities, information on data handling, processing methodologies).

4. Financial Proposal Form

- Please ensure that the financial offer submission form is completed, dated, and signed, and included with the technical offer. The price schedule should distinctly specify the total cost of the assignment, accurately documented within the Financial Proposal Form. Additionally, the financial offer should encompass pricing details pertaining to the various deliverables.

5. References and expertise of firm

- At least 2 references from customers are required.
- A minimum of 3 Curriculum Vitae (CVs) for the project team members is required, including the Director, Project Manager, and Carbon Footprint Expert.
- Experience working with at least one intergovernmental organisation is welcome, please do not hesitate to mention the project you were involved in.

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 10/04/2024**.

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.

Julie Danois will be your primary point of contact for this RFQ and can be contacted at julied@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	20/03/2024
RFQ Closing Date	10/04/2024
Award of Contract	17/04/2024
Commencement of Contract	22/04/2024
Conclusion of Contract	31/03/2025

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 Pacific Community (SPC) is a leading scientific and technical organization dedicated to fostering the development of the Pacific region. It operates across multiple sectors, strategically integrating the interconnected realms of climate, ocean, land, culture, rights, and good governance.

Through partnerships, investments in Pacific communities, and a deep understanding of Pacific contexts, SPC drives positive change in the region. Within the climate change and environmental sustainability division (CCES), SPC has been actively involved in Social and Environmental Responsibility (SER). Demonstrating leadership through various actions, SPC has undertaken the following key initiatives:

1. **Greenhouse Gas Inventory:** Since 2012, SPC has been conducting a comprehensive "simplified" greenhouse gas (GHG) inventory of its operations across five main sites (Noumea, Suva, Pohnpei, Port-Vila, Honiara). This includes collecting data on electricity, fuel, and paper consumption.
2. **SER Policy:** In 2018, SPC adopted a Social and Environmental Responsibility policy centred around three pillars: People, Operations, and Projects. The focus on sustainability within its operations aligns with its commitment to SER and meets the requirements set forth by potential funders.
3. **Promotion of SER Activities:** SPC consistently promotes Social and Environmental Responsibility activities among its staff, fostering a culture of environmental stewardship and sustainable practices within the organization.

The objective of our service request is to access a more rigorous methodology, have an intuitive tool that can be used independently and adapted to our needs and obtain operational as well as projects carbon footprint with precise, comprehensive, and auditable emission calculations. One of our goal is also to communicate more easily about our carbon footprints, both internally to involve as many staff members as possible in the emission reduction trajectory, but also externally to provide more visibility on SPC's "best practices."

Thus, SPC is committed to understanding and mitigating its environmental impact, particularly in terms of carbon emissions. As part of this commitment, we are seeking to engage a qualified consultant to develop:

6. on one hand, a comprehensive carbon footprint tool to accurately measure and analyze GHG emissions of SPC's operations.
7. and on the other hand, a specific climate impact tool to quantify GHG emissions and emission reductions generated by SPC projects.

B. Purpose, objectives, scope of services

In line with our commitment to understanding and mitigating our environmental impact, particularly related to carbon emissions, SPC is actively seeking a qualified contractor for two distinct purposes:

1. Development of a GHG inventory tool for SPC operations:

The primary goal of this part is to create a comprehensive tool for accurately measuring and analysing the greenhouse gas (GHG) emissions of SPC's operations. This will require using a meticulous methodology and developing an intuitive tool that can be tailored to specific requirements.

SPC plans to conduct GHG inventory of its operations across scopes 1, 2, and 3 within its five main regional offices: Noumea, Suva, Port-Vila, Honiara and Pohnpei. The term "operations" refers to all emission related

to our offices sources of emissions such as energy consumption, refrigeration equipment, consumables, waste, IT equipment, and internal travel (excluding travel related to specific projects).

Additionally, a calculator should be proposed for the assessment of the carbon footprint of events.

All detailed specifications around the perimeter of this service, competencies and deliverables are included into appendix 1 of the present document.

SPC's SER policy, previous example for GHG emission communication and GHG emissions inventories conducted will be included as reference in the appendix.

The tool should be available in English. An availability in French could be a plus.

2. Development of a carbon footprint tool for SPC projects:

SPC aims to develop a distinct (or combined) climate change impact tool to quantify GHG emissions and GHG emission reductions related to projects implemented by the organisation. The term "project" pertains to technical endeavours and activities provided to SPC members, encompassing initiatives such as agroforestry conversion, organic waste valorisation, land restoration, and aquaculture.

This tool will facilitate the recording and calculation for emissions generated by project activities (e.g., air and car travel, equipment imports) and emissions avoided or sequestered depending on project types (through land use activities that have different emission /sequestration potential. This tool aims to support SPC's project managers to conduct carbon footprint estimation or projection at the project design stages, serving as an easily accessible, ergonomic, versatile, and upgradable template.

It will facilitate the comparison of GHG emissions between different scenarios of the project implementation.

All detailed specifications around the perimeter of this service, competencies and deliverables are included into appendix 2 of the present document.

The tool should be available in English. An availability in French could be a plus.

C. Timelines

An engagement with SPC's focal points will be facilitated by the CC and environmental risks management officer with the divisions staff involved into SPC Climate Change flagship programme. This will secure the adequate definition of the perimeter of data/information collection.

In terms of allocation of days, for the SPC's operations GHG inventory tool, phase one of the study will be the initiation of the project with the definition of scopes, perimeters, objectives and identification of SPC's focal points. The second phase will be the data collection, conducted in collaboration with SPC's focal points. The third phase will cover the treatment and analysis of data collected during phase 2 to generate SPC's carbon footprint. The fourth phase will focus on the definition of a reduction trajectory. Finally, the last phase of the consultancy, phase 5 will focus on communication.

For SPC's projects climate change impact, phase one of the study will set the initial planning with the definition of expectations, objectives, scopes in collaboration with the projects managers. The second phase will cover the research with the analysis of SPC's projects related documentation and similar tools utilized in the region (e.g. EX_ACT) . The third phase will be dedicated to the design of the tool. The fourth phase will focus on the implementation of the tool with a pilot project chosen by the SPC team. The last phase of the consultancy, phase 5 will cover the monitoring, maintenance and support matters.

D. Reporting and contracting arrangements

In the frame of this contract, the supplier will work remotely and will report directly and regularly (Once every fortnight) to the climate and environmental risk mitigation officer, Julie DANOIS.

All material produced as a result of this consultancy is the property of SPC.

E. Skills and qualifications

The contractor must possess the following skills and qualifications:

- Demonstrated experience in developing GHG inventory tools or similar environmental management software.
- Strong expertise in climate change impacts and GHG inventory, including specific expertise for similar project's impacts
- Strong knowledge of carbon accounting principles and methodologies, including internationally recognized standards such as the GHG Protocol, ISO 14069 etc...and reporting standards such as SBTi, NZi, CDP etc...
- Expertise in data analysis, including statistical methods and modelling techniques.
- Proficiency in relevant software development, data management and analysis.
- Knowledge of relevant programming languages, database technologies, and software tools commonly used in carbon footprint.
- Excellent communication and interpersonal skills, with the ability to effectively engage with stakeholders at all levels.
- Ability to provide training materials, user guides, and knowledge transfer sessions/tools tailored to the needs of different user groups.
- Certification or labelling of the supplier in SER or similar approach would be a plus (B corp, RSE AFNOR, Ecovadis, ISO 14000/14091 etc.)

F. Scope of Bid Price and Schedule of Payments

The terms of payment shall be in accordance with the provision of Article 10 of the SPC General Conditions.

Bidders are requested to submit their proposed bid price, broken down into specific cost components such as project development, implementation, training, and support. Payments will be made in instalments upon completion of predetermined milestones, as outlined below:

Milestone/deliverables	Deadline	% payment
Signature of the contract	22/04/2024	20%
Operational carbon footprint tool for SPC's operations	31/08/2024	30%
Operational carbon footprint tool for SPC's projects	31/10/2024	30%
Delivery of training materials, communication toolkits, users guide	30/11/2024	10%
Monitoring, Maintenance and Support Phase	31/03/2025	10%
TOTAL		100%

G. Annexes to the Terms of Reference

SPC's SER policy
 SPC's result report (2022)
 SPC'S GHG emissions excel file report
 Example for GHG emission communication

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		
The proposal has to be exhaustive and will provide all elements required under §2.2		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Technical requirement 1: at least 3 relevant CVs for the project team members is required, including the Director, Project Manager, and Carbon Footprint Expert.	14%	140
Technical requirement 2: at least 2 references for "operations" GHG inventory tool comparable to the proposal and/or attesting to the required capabilities of the team members.	23%	230
Technical requirement 3: at least 2 references for "projects" carbon footprint tool comparable to the proposal and/or attesting to the required capabilities of the team members.	23%	230
Technical requirement 4: Quality of the proposal	5%	50
Technical requirement 5: An availability of the tools in French	5%	50
Financial offer based on deliverables: 300* (lowest proposal budget/ current proposal budget)	30%	300
Total Score	100%	1000

Appendix 1

This appendix aims to define the tasks related to support in data collection and the creation of GHG inventory tool for SPC operations. The tool should be intuitive, user-friendly, tailored to the specific needs and requirements of SPC. The tool should facilitate data input, calculations, and reporting.

The methodology used for calculating emissions should be Implemented rigorously, ensuring accuracy, completeness, and auditability of the results. This may involve consulting with experts in carbon accounting and sustainability.

It specifies the stages of the project:

Phase 1: Project Initiation

8. Define the scope, objectives, and stakeholders of the project, mapping of SPC's flows.
9. Establish a project team and allocate resources.

Phase 2: Data Collection

10. Gather relevant data on all activities across all SPC sites. This may involve implementing automated data collection tools and standardized data collection forms.
11. The tool must allow to manage the process by adding contributors to data collection and by assigning them specific tasks with reminders and deadlines.

Phase 3: Data Analysis

12. Analyse the collected data to calculate the carbon footprint of SPC operations across scopes 1, 2, and 3 emissions. This involves identifying sources of emissions and their associated greenhouse gas (GHG) emissions.
13. Support with data collection and the completion of the carbon footprint assessment (for the contract year)
14. The tool must allow to report the carbon footprint in different formats, in particular: Bilan Carbon method, GHG protocol and CDP.

Phase 4: Reduction

15. Provide actionable insights and recommendations for implementing strategies to mitigate carbon emissions.
16. Define a reduction trajectory per site and select reduction actions plan with an estimation of action costs.
17. Allow the option to compare our trajectories with Science Based Targets and Net Zero Initiative trajectories or designed specific target.
18. The tool must allow to lead the process by assigning specific tasks to people responsible for each action and by defining deadlines.

Phase 5: Communication

Allow the extraction of GHG inventory reporting for Communicating clearly and authentically about our commitments and contribution to climate change.

Providing support, materials and tools to social and environmental responsibility team (SER) to help sharing the progress internally and externally.

19. Internally: involve the divisions and all SPC's employees in the approach and keep them updated (professional carbon footprint calculator for employees, custom communication materials, awareness-raising and climate challenges...)
20. Externally: communicate the progress with confidence and ease (communication toolkit, public page shareable...)
21. Reporting: report the progress (exports in regulatory formats, guides, document templates...)

Other: In addition, a tool calculator should be proposed for the assessment of the carbon footprint of events. The goal of this tool will be to communicate on the carbon footprint of events organized by SPC or hosted in SPC's building (SPC offers the possibility to rent its conference rooms and catering area). This calculator tool should be included in the carbon footprint tool of SPC's operations, but it also would be accessible (with a specific access given by SPC focal point) for exterior organizers.

Appendix 2

This appendix aims to define the tasks related to the creation of a robust climate impact assessment tool tailored to the specific needs and context of SPC projects in the Pacific region:

Phase 1: Initial Planning Phase

- Conduct initial project managers consultations with the support of SPC technical contact (Julie DANOIS) to understand requirements, objectives, and expectations for the tool.
- Define the scope and goals of SPC's projects, including specific metrics for measuring carbon footprint.
- Identify potential data sources and data collection methods relevant to SPC's projects.

Phase 2: Research and Analysis Phase

- Conduct a comprehensive review of existing carbon footprint calculation methodologies and tools, with a focus on those applicable to Pacific region projects.
- Analyze SPC's projects documentation and data to identify key emission sources, activity types, and regional-specific factors influencing carbon emissions.
- Benchmark similar projects or initiatives in the Pacific region to identify best practices and establish performance targets.

Phase 3: Tool Design and Development Phase

- Collaborate with SPC's project managers and technical contact (Julie DANOIS) to design the user interface and functionality of the carbon footprint tool, ensuring it meets the specific needs and preferences of SPC users.
- Develop algorithms and models for calculating carbon emissions based on project data inputs, considering factors such as energy consumption, transportation, waste generation, and land use.
- Integrate data validation mechanisms to ensure accuracy and reliability of calculations.
- Test the tool using sample project data to validate its functionality and performance.
- Incorporate feedback from SPC's project managers and technical contact to refine the tool's design and functionality as needed
- Pilot testing of the tool and review of SPC feedback to refine the tool

Phase 4: Delivery and Deployment Phase

- Finalize development of the carbon footprint tool, addressing any identified issues or bugs.
- Provide user training sessions and develop user documentation to support SPC staff in utilizing the tool effectively.
- Make any necessary adjustments or enhancements to the tool based on pilot phase results.
- If applicable/possible, deploy the tool on SPC's platform or website, ensuring seamless integration with existing systems and workflows.

Phase 5: Monitoring, Maintenance and Support Phase

- Establish protocols for ongoing monitoring and evaluation of the tool's performance, usability, and impact on SPC projects.
- Provide ongoing technical support and troubleshooting assistance to SPC users.
- Regularly update the tool to reflect changes in carbon accounting standards, methodologies, or project requirements.
 - Address any reported issues or bugs promptly to ensure uninterrupted use of the tool.
 - Explore opportunities for further collaboration with SPC to enhance the tool's functionality and expand its impact across partners organizations (such as CROP agencies or others regional partners).

The methodology used for calculating emissions should be Implemented rigorously, ensuring accuracy, completeness, and auditability of the results. This may involve consulting with experts in carbon accounting and sustainability