

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>Technical Assistance for Kiribati National Designated Authority to the Green Climate Fund to develop a GCF Readiness Needs Assessment, Strategy and work plan.</b>
<b>Nature of the services</b>	National Readiness Consultant
<b>Location:</b>	Kiribati
<b>Date of issue:</b>	26/04/2024
<b>Closing Date:</b>	12/05/2024
<b>SPC Reference:</b>	RFQ24-6479

## 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	9
D. REPORTING AND CONTRACTING ARRANGEMENTS	9
E. SKILLS AND QUALIFICATIONS	10
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	10
G. ANNEXES TO THE TERMS OF REFERENCE	10
<b>PART 4: PROPOSAL EVALUATION MATRIX.....</b>	<b>11</b>
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	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](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 [procurement@spc.int](mailto:procurement@spc.int) and with the subject line of your email as follows: **Submission RFQ24-6479**. 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 **11pm New Caledonia time on 12/05/2024**.

### 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.

Dirk Snyman will be your primary point of contact for this RFQ and can be contacted at [dirks@spc.int](mailto:dirks@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>	26/04/2024
<b>RFQ Closing Date</b>	12/05/2024
<b>Award of Contract</b>	27/05/2024
<b>Commencement of Contract</b>	3/06/2024
<b>Conclusion of Contract</b>	31/08/2024

### 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

Kiribati is one of the world's most vulnerable countries to the effects of climate change and climate-induced disasters. Low lying atolls, remote location, small land areas separated by a vast expanse of ocean, a highly concentrated population, and the costs of providing basic services make Kiribati, like all Least Developed Countries and Small Island Developing States, especially vulnerable to external shocks including the adverse impacts of climate change and disasters. Sea-level rise and exacerbated climate related hazards, such as drought and extreme weather fluctuations, pose significant and direct additional threats to sectors and resources central to the provision of basic services and national development.

At the institutional level, climate change is recognised as a national issue, and all ministry strategies acknowledge climate change as either a core focus or a cross-cutting priority. The Office of the President (Te Beretitenti) leads on climate matters through the Climate Change unit, with the Ministry of Finance and Economic Development (MFED) the national designated authority (NDA) for climate finance for the Green Climate Fund and Adaptation Fund.

Kiribati's NDA serves as the country's interface with the GCF and provides broad strategic oversight of the GCF's activities in the country and communicates the country's priorities for financing low-emission and climate-resilient development. This function is operationalised through the Climate Finance Division within the Ministry of Finance and Economic Development, where the Director of CFD is the operational focal point for the Government on behalf of the NDA, who is also the Vice President and Minister of Finance and Economic Development for Kiribati.

The NDA has developed a Strategic Framework and Country Programme, intended as an overarching framework for climate finance, as well as a Standard Operating Procedures Manual under Kiribati's first Green Climate Fund Readiness grant in 2018. One area that requires more support is the identification and prioritisation of readiness needs for accessing climate finance to address the issues and constraints that are currently restricting Kiribati from addressing climate risks. A readiness needs assessment will enable the NDA to prepare a Readiness Strategy, workplan and pipeline of readiness proposals that are in line with the GCF's new Readiness and Preparatory Support Programme Objectives for the period 2014 – 2027.

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

The National Readiness Needs Consultant will assist the lead Consultant in supporting the NDA, through the Climate Finance Division, to develop a Readiness Strategy, workplan and pipeline of readiness proposals, applying a participatory consultative process.

The Readiness Strategy will identify and prioritise Kiribati's Readiness needs for accessing climate finance, which will be complemented by a work plan and pipeline of Readiness proposals that will set out how to address those needs. This will include assessment of institutions and governance, policy environment, pipeline development, information data and knowledge, monitoring and reporting, identifying climate investment planning needs. The strategy will aim to enhance Kiribati's engagement with the GCF and other climate finance institutions, to facilitate the implementation of transformational projects along low-emission, climate-resilient pathways.

#### Scope of Work

The scope of services under this Terms of Reference consists of the requirements for a National Readiness Consultant supporting the International Readiness Consultant to deliver the tasks detailed below.

Specifically, the National Consultant will bring skills in stakeholder engagement and facilitation, with a strong understanding of the climate change landscape in Kiribati.

**Task 1: Produce an Inception Report based on a review of documentation and inception meeting**

***Task 1 Deliverable: A short Inception report outlining the finalised methodology, work plan and stakeholder engagement plan.***

The National Consultant is required to assist the lead Consultant to ensure a collaborative approach and close engagement with the NDA, through the CFD, and other key stakeholders so that the products generated under this consultancy reflect national priorities and ownership.

The National Consultant will support the lead Consultant in conducting a review of all key documents relevant to conducting the RNA, including national policies, strategies, plans or assessments from relevant ministries and agencies. The National Consultant will facilitate in accessing relevant materials from stakeholders as required. Key documents include the Strategic Framework and Country Programme, the Kiribati Climate Change and Disaster Risk Finance Assessment (2020) as well as other capacity assessments undertaken, Kiribati Development Plan and KV20, sector plans, Kiribati Climate Change Policy, Joint Implementation Plan on Climate Change and Disaster Risk (KJIP), National Determined Contribution (NDC), and relevant Green Climate Fund guidance on the Readiness and Preparatory Support Programme (pending updated versions in April 2024).

The consultant will participate in a virtual inception meeting with the lead consultant, SPC, the NDA, and other relevant stakeholders. The inception meeting will discuss the programme of work, confirm work schedules and activity requirements, stakeholder engagement, seek clarification on issues pertinent to the assignment, discuss the remuneration schedule, and plan the logistics of implementation.

The national consultant will support the lead consultant to develop an inception report, which will provide a summary of the inception meeting and the proposed approach agreed with the NDA. The report will also include a detailed work plan for the execution of the assignment; methodology to be followed; the timeline for the accomplishment of the tasks of the assignment; milestones; information required; summary of agreed issues to be investigated; potential barriers/challenges to the conduct of the assignment and suggested approaches to mitigating the impacts;

A Stakeholder Engagement Plan as an annex to the inception report should detail a stakeholder mapping and recognition of the size and make up key stakeholders in Kiribati to avoid over-consultation/consultation fatigue. The NDA should also be consulted throughout the assignment regarding feedback on the modality of the consultations, as well as any ideas, suggestions, options presented during the Readiness Strategy preparation. The National consultant will be responsible for drafting this Stakeholder Engagement Plan with guidance from the lead consultant.

**Task 2: Conduct consultations with all relevant stakeholders across sectors and groups to inform the development of a GCF Readiness Strategy.**

***Task 2 Deliverable: Consultation report summarising findings of consultations on readiness needs that will be used to inform the Readiness Strategy.***

The national consultant will assist the lead consultant to ensure relevant country stakeholders are engaged on national priorities and needs. The national consultant should be guided by the national climate change coordination mechanism, the Kiribati National Expert Group on Climate Change and Disaster Risk Management, as a key entry point for consultations.

The national consultant will facilitate the coordination of stakeholder consultations with the lead consultant. Consultations may take the form of key informant interviews, focus groups, workshops, participatory events, surveys, to be determined by the consultants in discussion with the NDA, including the scale and scope of the type of consultations to be conducted.

Consultations should also consider inclusiveness and gender sensitivity, and a record of all individuals consulted with should be provided as part of the final Readiness Needs Assessment.

**Task 3: Undertake an assessment of readiness needs and develop a strategy and work plan for implementation of readiness needs identified.**

**Task 3 Deliverables: Draft Readiness Strategy including readiness needs assessment, work plan and pipeline of readiness proposals for GCF-2.**

The National Consultant will support the lead consultant and the NDA team in analysing data collected from consultations and desk review in order to develop a readiness needs assessment to set out a national readiness needs strategy and workplan for the current GCF replenishment period (2024 – 2027). This will be aligned to prioritised sectors detailed in the KJIP, NDC, Country Programme and other strategies, policies and legislative frameworks deemed relevant and significant, as well as guidance from the GCF on readiness needs assessment, Sector Guides, the GCF Programming Manual, GCF's investment criteria and Gender, and Environmental and Social guidelines.

The National Consultant will assist the lead consultant in collating and interpreting information gained from stakeholder consultations, relevant country policies, plans and strategies and other key reference material as guided by the NDA. The Readiness Needs Assessment will form a baseline document for the development of a Readiness Strategy.

The National Consultant will provide support to the lead consultant as required and work collaboratively to support the NDA in the development of a work plan and pipeline of readiness proposal ideas. This will guide planning and climate finance readiness coordination, which will be critical to strengthening the NDA, national agencies (including potential direct access entities, executing entities), civil society organisations, and private sector actors that will contribute towards strengthening pipeline development and addressing readiness needs identified that align to the GCF's Readiness Strategy 2024 – 2027 and GCF-2 replenishment period.

This will also enhance engagement with the GCF in support of Kiribati's implementation of transformational projects along low-emission, climate-resilient pathways.

**Task 4: Conduct validation workshop(s) for the finalisation of the Readiness Strategy, workplan and pipeline.**

**Task 4 Deliverables: Validated Readiness Strategy, workplan, pipeline and draft ToRs.**

Through this process relevant sign-off, from the NDA and any other parties identified by the CFD on behalf of the NDA, should be obtained for the final deliverables. The National Consultant will be required to lead the planning, preparation and delivery of the validation workshop guided by the Lead Consultant and working in collaboration with the NDA team.

The National Consultant will ensure the validation report includes a participant list, demonstrating a balance of stakeholders (women, civil society, and private sector participants where relevant).

Finally, the national consultant will support the lead consultant to develop a draft Terms of Reference (ToRs) required for accessing GCF resources aligned with the revised Readiness Strategy and approach.



### C. Timelines

The services will be carried out over 50 consultancy days spread over a period of three months from June to August 2024.

Task 1: inception report	Produce an inception report outlining the finalised methodology, work plan and stakeholder engagement plan.	5 days
Task 2: Stakeholder consultations	Consultants with all relevant stakeholders across sectors and groups to inform the development of a GCF readiness Strategy. Consultation report summarising findings of consultations on readiness needs that will be used to inform the Readiness Strategy.	20 days
Task 3: desk review, draft RNA / Strategy	Undertake an assessment of readiness needs and develop a strategy and work plan for implementation of readiness needs identified. Draft Readiness Strategy including readiness needs assessment, work plan and pipeline of readiness proposals for GCF-2	10 days
Task 4: Validation workshop, reports and ToRs	Conduct validation workshop(s) for the finalisation for the readiness Strategy, workplan, pipeline and draft ToRs	10 days
Finalisation of deliverables	<u>Finalise and submit the validated Readiness Strategy, workplan, pipeline and draft ToRs.</u>	5 days

### D. Reporting and contracting arrangements

The Consultant will be reporting to the Climate Finance Unit Coordinator and seek acceptance of deliverables from the Director of Climate Finance Division in Kiribati

Reporting will be required in accordance with the milestones, with feedback provided upon submission of each deliverable.

The Consultant is expected to interact, collaborate and meet with key institutions within the Government of Kiribati including the Ministry of Finance and Economic Development, Ministry of Environment, Lands and Agriculture Development, Ministry of infrastructure and Sustainable Energy, Office of Te Berenteti and other key stakeholders.

#### ***Duty Station and Travel***

The consultant will be home-based in Kiribati. SPC will not cover separate lines for day-to-day overheads, running costs and contingencies. If these apply, the costs are to be taken into account in the fees charged for the delivery of the specific services.

If substantial unforeseen costs arise due to the nature of the tasks and consultations (e.g. extensive national or international travel), such proposed or potential costs must be communicated with SPC in advance of any such costs being incurred. In any such cases, SPC will review the costs as to their eligibility under SPC's policies, regulations and guidelines before making a decision as to whether those costs should be incurred and whether they will be reimbursable by SPC. Any such costs incurred without prior discussion with and agreement by SPC will not be reimbursable.

SPC will not cover any communication IT equipment for the duration of the assignment. The consultant is to ensure stable internet connection for online interactions when necessary.

Any work-related expenses (software, tools, office supplies etc...) shall be covered by the Consultant.

SPC does not provide insurance for consultants travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes or duties for which the consultant may be liable.

## E. Skills and qualifications

- Undergraduate degree/diploma in climate change, environmental policy, development, social sciences, or a related field.
- Professional experience in development / climate finance, developing stakeholder engagement plans, institutional/capacity development assessments and delivering training.
- Knowledge of international climate funds such as the Green Climate Fund – its investment criteria, operational modalities, financial instruments would be desirable.
- Excellent communication, negotiation, and stakeholder management skills.
- Ability to work with a range of stakeholders, including government agencies, civil society, non-governmental organisations, banks, financial institutions.
- Experience working as part of a multi-disciplinary and multi-cultural team, with ability to motivate and lead group efforts and network effectively.
- Good command of spoken and written English and I-Kiribati.

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

The bid should contain a total lumpsum amount for an estimated 50 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 required standard.

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

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

Milestone/deliverables	Deadline	% payment
Submission and acceptance of Inception Report	13-Jun-24	20
Draft Readiness Strategy, workplan and pipeline	28-Jun-24	25
Validation workshop	8-Jul-24	25
Submission and acceptance of Final Readiness Strategy, workplan, pipeline and ToRs	18-Jul-24	30
<b>TOTAL</b>		<b>100</b>

## G. Annexes to the Terms of Reference

- [Kiribati-Joint-Implementation-Plan-for-Climate-Change-and-Disaster-Risk-Management-2019-2028.pdf \(napglobalnetwork.org\)](https://napglobalnetwork.org/Kiribati-Joint-Implementation-Plan-for-Climate-Change-and-Disaster-Risk-Management-2019-2028.pdf)
- [Kiribati NDC 2023 \(unfccc.int\)](https://unfccc.int/Kiribati-NDC-2023)
- [Kiribati NDC Investment Plan 2021.pdf \(pacificndc.org\)](https://pacificndc.org/Kiribati-NDC-Investment-Plan-2021.pdf)
- [Kiribati Strategic Framework and Country Programme \(greenclimate.fund\)](https://greenclimate.fund/Kiribati-Strategic-Framework-and-Country-Programme)
- [SPC GENERAL TERMS AND CONDITIONS OF CONTRACT \(windows.net\)](https://windows.net/SPC-GENERAL-TERMS-AND-CONDITIONS-OF-CONTRACT)

## 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%	70
<b>Skills and Qualifications:</b> A relevant qualification in the field of climate change, environmental policy, development, social sciences, or related field. Fluency in written English.	10%	70
<b>Work experience:</b> At least 1-2 years of experience in the field of development, climate finance, stakeholder engagement, institutional/capacity development assessments and delivering training. Prior working experience in the Pacific with good understanding of the Green Climate Fund and its investment criteria, operational modalities would be advantageous. Experience with similar assignments in the past (e.g. Global Environment Facility, Adaptation Fund) would be advantageous.	30%	210
<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%	140
<b>Financial proposal:</b> Value for money demonstrated in the financial proposal.	30%	210
<b>Total Score</b>	<b>100%</b>	<b>700</b>