



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Roadmap and New Song Review Manager – FAME Division
Nature of the services	Consultancy services
Location:	Home-based with travels in the Pacific Region
Date of issue:	8/05/2024
Closing Date:	22/05/2024
SPC Reference:	RFQ24-6523

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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 terryo@spc.int and with the subject line of your email as follows: **Submission RFQ24-6523**. 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
- A brief to outline the approach that is proposed to meet the scope of work
- Technical proposal submission form

- Financial proposal submission form with a breakdown of budget by milestones / deliverables

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 **23.59 Noumea time on 22/05/2024**.

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.

The FAME Team leader – PMEL will be your primary point of contact for this RFQ and can be contacted at terryo@sp.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	8/05/2024
RFQ Closing Date	22/05/2024
Award of Contract	31/05/2024

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](#) 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 Regional Roadmap for Sustainable Pacific Fisheries (Regional Roadmap) and the New Song for Coastal Fisheries: Pathways to Changes – Noumea Strategy (New Song) were developed to promote sustainable management of fisheries, enhance livelihoods, increase economic growth, and address food security from fisheries in the region. The Regional Roadmap covers oceanic fisheries and coastal fisheries whilst the New Song is focussed on coastal fisheries. These strategies are approaching the end of their respective timeframes.

Pacific Islands Forum leaders endorsed the Regional Roadmap in 2015, with the aim of achieving 7 goals by 2025 for the sustainable management, increased economic returns, and conservation of oceanic and coastal fisheries. The New Song, developed and adopted the same year, aims to achieve sustainable, well-managed coastal fisheries that provide food security and long-term economic, social, and ecological benefits to communities, with a strong, community driven approach and collaboration among stakeholders.

Ministers at the 3rd Regional Fisheries Ministers Meeting in Tarawa, Kiribati, held in August 2022, supported the development of the 2050 Strategy Implementation Plan and the review of regional architecture and tasked the FFA Secretariat and SPC to continue to work closely with the Forum Secretariat to develop the implementation plan. In this context, Ministers tasked their fisheries officials, with the assistance of the Forum Fisheries Agency (FFA) and the Pacific Community (SPC), the responsibility of reviewing key regional fisheries policies. This review would specifically focus on aligning the existing Regional Roadmap and the New Song with the 2050 Strategy and its Implementation Plan. The objective was to ensure a close integration between these policies and the broader goals of the 2050 Strategy.

Senior fisheries officials commenced work on the review at the 15th Heads of Fisheries meeting in March 2023 and discussed proposed objectives, scope, process and a timeline to review the key regional fisheries policies. Those discussions highlighted key questions for the review and recommended that the timeline for the review allow substantial time for consultations. This work continued with further consideration of the proposed approach by senior fisheries officials at the FFC126 Officials meeting in May 2023. These efforts led to a paper to the following Regional Fisheries Ministers Meeting.

The 4th Regional Fisheries Ministers Meeting in Majuro, Marshall Islands, held in July 2023 endorsed the proposed process, elements and timeline for the review, and the establishment of a Review Committee. The Ministers endorsed nominations from the Cook Islands, Fiji, Marshall Islands, New Zealand, Palau and Tokelau to be part of the Review Committee.

B. Purpose, objectives, scope of services

The Project Manager will provide overall coordination and support to the Review, including:

- project management on behalf of SPC and FFA;
- administer the review consultants' contract, including tracking milestones and processing invoices;

- monitor project progress and track key milestones and deadlines;
- facilitate, where necessary, engagement by the consultant with stakeholders;
- provide regular update and communication with the review committee on the progress of project implementation; and
- collate and share all relevant documentations for the consultant to review and analyse.

Scope of work.

This role will start the date of contract signing, finishing on the 1st of September 2025 for maximum of up to 60 days.

The consultant will be based at home or their usual place of work, with travel to be organised by SPC as required.

C. Timelines

Review start date	1 st July 2024
Inception Report and implementation Plan (including revised methodology and approach) submitted to Review Committee	15 th July 2024
Regular updates (via email) with Review Secretariat (FFA & SPC)	Ongoing
Update of the review and consultations with members and stakeholders	FFCMIN21 and RFMM5 (July 2024)
Draft Report submitted to the Review Committee	1 st November 2024
Draft final report to HoF17 and FFC annual meeting	April – May 2025
Final draft report presented to FFCMIN22 and RFMM6 for endorsement	July 2025

D. Reporting and contracting arrangements

Duty station and travel

The work will be desk-based at the consultant’s usual work location. Any travel required will be organised by SPC FAME.

Reporting

The consultant(s) will be managed by Terry Opa, Team Leader – PMEL, who will be responsible for day-to-day management and administration of the contracted work. Their responsibilities also include briefing and preparing material for the consultant and being accountable for the work being undertaken as agreed.

The consultant will keep SPC-FAME and FFA regularly informed on the progress of work. The consultant will also work closely with Director FAME, Director Fisheries Development FFA, Deputy Director FAME (Coastal Fisheries), Deputy Director FAME (Oceanic Fisheries) and other contractors who will be able to provide further guidance or relevant information for the contractor’s work.

E. Skills and qualifications

- At least 10 years' experience in managing reviews, team leadership, and project management.
- At least 10 years' relevant experience working in the Pacific region.
- At least 5 years' experience in conducting reviews related to fisheries and aquaculture, including analysis, reporting and dissemination of findings.
- Excellent communication skills (oral and written) and demonstrated ability to produce, edit and deliver peer reviewed publications.
- Experience in successfully leading and/or collaborating and working with people from different ethnic and cultural and educational backgrounds.
- A working knowledge of both of SPC's official languages (English and French) and/or the ability to speak any of the Pacific Island's other languages would be an advantage.

F. Scope of Bid Price and Schedule of Payments

The contract price is comprised of lump sum payments based on milestones outlined in section C. The terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.

The budget is to cover the full cost, including consultant rates, any travel and/or per diems required, operating costs, all research expenses, and any other administrative fees.

The contract is open to individual/s. It is up to the bidder to propose the desired configuration.

Payment will be made within 30 days of receipt of invoices in line with the agreed payment schedule outlined here:

Milestone/deliverables	Deadline	% payment
Contract signing, sharing of background information to project with consultant & submission of invoice	Within a week of the contract start date.	15
Inception Report / Implementation Plan	15/07/24	15
Draft Report submitted to review committee	01/11/2024	15
Draft final reports submitted to HoF17 / FFC	1/04/2025	15
Final draft report to FFCMIN21/ RFMM6	01/07/2025	20
Final project completion report	1/09/2025	20
TOTAL		100%

A technical proposal addressing the Terms of Reference and the criteria is required. The content of the proposal should:

- Briefly outline the approach tools that will be used to meet the Scope of Work outlined in section B; and
- Include a budget outline, please provide a breakdown of budget by the milestones/deliverables specified above.

G. Annexes to the Terms of Reference

[Outcomes 16th Heads of Fisheries](#)

[Outcomes 15th Heads of Fisheries](#)

Outcomes FFC126

Outcomes FFC133

[Outcomes 3rd Regional Fisheries Ministers Meeting](#)

[Outcomes 4th Regional Fisheries Ministers Meeting](#)

[Future of Fisheries: A Regional Roadmap for Sustainable Pacific Fisheries](#)

[A New Song for Coastal Fisheries – pathways to change: The Noumea Strategy](#)

Also see the Working Papers to the Heads of Fisheries, Forum Fisheries Committee and Regional Fisheries Ministers Meeting for additional information, the PIFS-led Review of the Economics of the Tuna Longline Fishery, and the Review of the Coastal Fisheries Working Group and subsequent reports of the Community-Based Fisheries Dialogue.

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		
<ul style="list-style-type: none"> - Conflict of interest form - Technical form - Financial form - Brief - Copy of business registration 	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: Approach tools and methodology proposed	30%	210
Technical requirement 2: At least 10 years' experience in managing reviews, team leadership, and project management	15%	105
Technical requirement 3: At least 10 years' relevant experience working in the Pacific Region	15%	105
Technical requirement 4: At least 5 years' experience in conducting reviews related to fisheries and aquaculture, including analysis, reporting and dissemination of findings	15%	105
Technical requirement 5: Excellent communication skills (oral and written) and demonstrated ability to produce, edit and deliver peer reviewed publications	10%	70
Technical requirement 6: Experience in successfully leading and/or collaborating and working with people from different ethnic, and cultural and educational backgrounds	10%	70
Technical requirement 7: Working knowledge of both SPC's official languages (English and French) and/or ability to speak any of the Pacific Islands' other languages	5 %	35
Total Score	100%	700