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**REQUEST FOR QUOTATION  
RFQ SUV/20/035**

**DATE: 09/07/2020**

**To Whom It May Concern**

**Subject: Final evaluation of the European Union – North Pacific – Readiness for El Niño (RENI project)**

The European Union (EU) – North Pacific – Readiness for El Niño (RENI) Project would like to invite interested contractors to submit a quotation for the final evaluation of the European Union – North Pacific – Readiness for El Niño (RENI project).

All interested contractors are to submit quotations using the Technical Quotation Submission Form (Form A) which is attached as Annex III and the Financial Quotation Proposal Form, Annex VI. The forms should be emailed to [RENI@spc.int](mailto:RENI@spc.int) by **4pm 30<sup>th</sup> July, 2020** SPC reserves the right to accept or reject any quotations without thereby incurring any liability to the contractor submitting the quotation. All prices quoted shall be in **Euros** and should be inclusive of all cost and statutory obligations.

The validity of quotation shall be for 120 days from the deadline for submission. There shall be no change to the quotation after it has been approved.

Any requests for clarification and additional information shall be directed to [RENI@spc.int](mailto:RENI@spc.int).

This letter shall not be construed in any way as an offer to contract or obligation for SPC to procure from your organisation.

## Annex I

### Terms of Reference

Consultancy for final evaluation of the European Union – North Pacific – Readiness for El Niño (RENI) Project

*RFQ SUV 20/035*

#### **A. Consultancy title: Final evaluation of the European Union – North Pacific – Readiness for El Niño (RENI) project**

#### **B. Background to the specific work covered under this consultancy**

The European Union (EU) – North Pacific – Readiness for El Niño (RENI) project is about communities working to secure food and water resources ahead of drought. The three-year (2017 - 2020) project is funded with €4.5 million from the EU and implemented by the Pacific Community (SPC) in collaboration with the governments and peoples of the Federated States of Micronesia, Marshall Islands and Palau.

The RENI project is funded under the Pro-Resilience Special Measures in response to food insecurity in Africa, Caribbean, Pacific (ACP) countries under the 11<sup>th</sup> European Development Fund. The implementation period for the RENI project is from the date of signature of the Delegation Agreement, 6 July 2017, to 2 November 2020.

The overall objective of the RENI project is to enhance the resilience of the people of the Federated States of Micronesia (FSM), Marshall Islands (RMI) and Palau to the shocks and insecurities resulting from extreme El Niño events. The specific objective is to strengthen the implementation of a sustainable, multi sectoral, multi stakeholder approach to readiness for future El Niño events.

The project addresses three key outputs:

- (i) Uptake of key individual and community behaviours that support El Niño resilience;
- (ii) Local area structural measures to support El Niño resilience building and paying special attention to the rights of women and vulnerable groups in outer islands;
- (iii) National measures - institutional, planning and technical – to support readiness for future El Niño events.

The RENI project is implemented by SPC through the Geosciences, Energy and Maritime Division (GEM) in collaboration with the Social Development Programme (SDP), the Regional Rights Resource Team (RRRT), the Strategy, Performance and Learning Programme (SPL) and the Land Resources Division (LRD).

SPC is seeking to recruit a skilled evaluation consultant or consultant team to perform a final evaluation of the RENI project from the start of Implementation Period, 6<sup>th</sup> July 2017 to the end of the Implementation Period, 5<sup>th</sup> November 2020, noting that all new grant and procurement contracts have been signed by 5<sup>th</sup> July 2020.

The delivery of this consultancy will require in-depth knowledge and experience of the monitoring and evaluation of complex, multi-sector, aid funded development projects in the Pacific Islands. The evaluation will be conducted remotely from the consultant's home office due to COVID 19 travel restrictions.

### **C. Scope of work**

The purpose of this consultancy is to recruit a skilled evaluation consultant or consultant team to perform a final evaluation of the RENI project from the start of Implementation Period, 6th July 2017 to the end of the Implementation Period, 5<sup>th</sup> November 2020, noting that all new grant and procurement contracts have been signed by 5<sup>th</sup> July 2020. The period 6<sup>th</sup> July to 5<sup>th</sup> November 2020 is being used for final closure activities, including the final financial and narrative reporting. In addition, it is anticipated that one implementation activity that has been delayed by the COVID-19 travel restrictions, will be completed in the final closure period.

This evaluation will provide the decision-makers from the European Union, SPC, partner countries and regional organisations with an overall independent assessment about the performance and impact of the project, clarify key lessons and practical recommendations for follow-up actions. The results of this evaluation will inform future project design.

Due to the travel restrictions caused by the COVID-19 pandemic this evaluation will be conducted remotely without any travel to the North Pacific countries.

The consultancy will address the following key assessment questions:

1. Assess the degree to which project activities have achieved the defined overall objective, specific objective and key outputs using the intervention logic (log frame) from the Delegation Agreement signed on 6<sup>th</sup> July 2017.
2. Review the issues and challenges faced, lessons learnt and successes achieved which could strengthen institutional capacity and future planning within the partner countries and SPC, and in particular address:
  - Design of the RENI project under the Pro-Resilience Special Measure
  - Scale implications of a sub-regional project
  - Human resources in partner countries
  - Management of the project, including financial management, by SPC
  - National ownership of project activities
  - Role of partnerships in the delivery of project activities
3. Assess the issue of sustainability and specifically:
  - The extent to which an integrated approach has strengthened community resilience to drought especially in remote outer islands of the North Pacific.
  - Whether the measures helped countries and communities better cope with the recent drought (January to May 2020)
  - Ways in which lessons learnt from previous projects have been considered and applied to the design and delivery of the RENI project activities.
4. Assess the project's sensitivity to environmental and gender issues:
  - How has gender and a rights-based approach been addressed in the project activities
  - Whether the needs of the most vulnerable, including youth, elders, persons with disabilities and geographical groups such as persons living in outer islands, have been addressed.



- The extent to which behavioural change has been addressed

The criteria for the evaluation are:

- **Relevance** (problems and needs): The extent to which the objectives of the project are consistent with beneficiaries' requirements, country needs, global priorities and partners'/EU's policies, the Framework for Resilient Development in the Pacific, and the Sendai Framework for Disaster Risk Management.
- **Effectiveness** (achievement of purpose): The effectiveness criterion, concerns how far the project's results were attained, and the project's specific objective(s) achieved, or are expected to be achieved.
- **Efficiency** (sound management and value for money): The efficiency criterion concerns how well the various activities transformed the available resources into the intended results in terms of quantity, quality and timeliness. Comparison should be made against what was planned.
- **Impact** (achievement of wider effects): This criterion should assess the project's achievements to date and the likelihood of achieving its intended impacts. It should also assess if any unintended or unexpected impacts have been produced, and if so, how these have affected the overall impact and if impacts to date have been facilitated or constrained by project management. The impact of project activities on cross-cutting issues such as gender should be considered.
- **Sustainability** (likely continuation of achieved results): This criterion relates to the potential for the overall sustainability of the project beyond project life-time, and should include recommendations for the project sustainability plan, with specific focus on the in-country climate change adaptation projects and mainstreaming activities.
- **Coherence** (mutual reinforcement): Considering other disaster risk management and climate change activities undertaken by national governments, SPC and other donors, this criterion considers the likeliness that results and impacts will mutually reinforce one another or duplicate/conflict with one another.
- **EU value added**: This criterion relates to the extent to which the project complements other EU interventions in the region.
- **Visibility**: The extent to which the project's communications strategy achieves the desired impact in the beneficiary countries and the region.

These criteria and the required format for the final report are described in more detail in Annex II.

Methodological guidance for project evaluations and the evaluation of integration of cross-cutting issues are available on the EuropAid's Evaluation methodology website.

The specific activities are:

1. **Signing the contract and preparation of a work plan**: On signing the contract prepare a work plan for conducting the consultancy
2. **Prepare an Inception Report and methodology**: Review the project documents and reports and hold virtual consultations with the SPC Team, including the RENI project team, representatives from other divisions, and



partners from the Delegation of the European Union for the Pacific (EUD). Prepare an Inception Report describing the methodology for conducting this evaluation.

3. **Prepare a list of key questions for virtual consultations in each country and a list of persons to be interviewed:** Using the key assessment questions and the criteria outlined above, together with the prepared methodology, prepare a list of key questions to be addressed during virtual consultations with project partners and beneficiaries in each of the three countries. A minimum of 30 consultations (overall) to be conducted with project partners in the countries. Prepare a list of the persons to be interviewed. (The RENI project team is available to assist with identifying names and contact details).
4. **Assessment of the activities in each of the three countries:** Following the virtual consultations with partners and beneficiaries in each country, assess the activities in each of the three countries addressing particularly the key assessment questions and the using the criteria listed above. Prepare a draft report for each of the three countries.
5. **Prepare a draft overall report:** The draft overall report will apply the standard layout, guidelines and criteria for evaluation of the final report, and standard DAC format for evaluation report summaries (Annex III). The overall report will include the country reports as annexes.
6. **Prepare a final overall report:** On receipt of the SPC response and the EU response to the draft overall report, prepare the final overall report including the final country reports.

#### D. Expected outputs

1. Signed contract and work plan for conducting the consultancy
2. Inception report and methodology
3. List of key questions for each country and list of persons to be interviewed
4. Draft report assessing the activities in each of the three countries
5. Draft overall report, including the country reports as annexes
6. Final overall report including the final country reports.

#### E. Institutional arrangements

The Consultant(s) will report directly to the Project Manager, EI – North Pacific – Readiness for El Niño project, SPC Regional Office, 3 Luke Street, Nabua, Fiji.

The RENI project team will provide all the project documents and required contacts in each country. The RENI team will be available for virtual consultations throughout this evaluation.

The consultant will be responsible for setting up all the conference calls and internet meetings and needs to be aware of internet connectivity limitations in each country.

#### F. Duration of work

SPC Headquarters: Noumea, New Caledonia. Regional offices: Suva, Fiji, and Pohnpei, Federated States of Micronesia.

Country office: Honiara, Solomon Islands.

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The consultancy will be conducted over a period of two months.

The target date for commencement of work is 1<sup>st</sup> August 2020 and the expected completion date is 30<sup>th</sup> September 2020.

<b>Output</b>	<b>Delivery by</b>	<b>Nature of the work</b>
1. Signed contract and work plan for conducting the consultancy	07.08.20	Office work and scheduling
2. Inception report and methodology	21.08.20	Research and reporting
3. List of key questions for each country and list of persons to be interviewed.		
4. Draft report assessing the activities in each of the three countries	11.09.20	Data collection Telephone and internet interviews Research and reporting
5. Draft overall report, including the country reports as annexes	30.09.20	Reporting
6. Final overall report including the final country reports.		

### **G. Duty Station**

The Consultant will work from their home office. No overseas travel is required for this evaluation due to the COVID-19 pandemic and the travel restrictions.

### **H. Qualifications, professional experience and key skills**

The evaluation will be undertaken by a consultant(s) with the following profile:

Essential:

- Advanced university degree (Masters/PhD) related to monitoring and evaluation, socio-economic competencies, natural resources management, climate change, disaster risk management or related field
- Minimum combined 20 years' experience in Pacific Islands in monitoring and evaluation, interacting with national governments, non-governmental organisations, communities, international organisations, and development partners
- Evidence of conducting similar monitoring and evaluation assignments in Pacific Island countries using remote consultative methods.
- Excellent interpersonal skills and teamwork
- Excellent writing skills
- Strong computer skills
- Excellent English skills

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Desirable

- Professional knowledge of the European Commission
- Professional experience with disaster risk management and climate change related matters in the Pacific

## I. Proposal evaluation matrix

The technical component, which has a possible total value of 70 points, will be evaluated using the following criteria:

Criteria	Score weight (%)	Points attainable
1. Expert(s) with a minimum Masters or equivalent qualification in: monitoring and evaluation, socio-economic competencies, natural resources management, climate change, disaster risk management or related field evidenced by CVs and clearly showing the number of days to be spent on the project by the expert or by each expert.	25%	17.5
2. Expert(s) to have minimum combined 20 years' experience in Pacific Islands in monitoring and evaluation, supported by examples of three monitoring and evaluation assignments in the Pacific Islands and comparable in scope to this consultancy.	25%	17.5
3. Excellent verbal and written communication skills in English, and short description of three evaluation assignments conducted using remote/virtual consultation methodologies.	25%	17.5
4. Short technical proposal (maximum 2,000 words) outlining the approach to be used to deliver this consultancy, the special skills and experience the expert(s) would bring, and the number of days to be spent on this assignment, by each consultant.	25%	17.5
<b>Total Score</b>	100%	<b>70</b>
<b>Qualification Score</b>	70%	<b>49</b>

This consultancy is funded under a specific project budget and the funding envelope available for this consultancy is **Euros 42,000**. The proposal should clearly state the daily rate and the number of days for each expert.

The lowest financial proposal will be awarded maximum 30 points, and other financial offers and incentives will be awarded points as per the formula below. The formula used for scoring points for financial values proposed will be:

$$\text{Financial Proposal score} = (\text{Lowest Price} / \text{Price under consideration}) \times 30$$

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## J. Scope of bid price and indicative schedule of payments

The contract price is a lump sum payment that includes all professional fees, administrative and communication costs, and any other costs.

Outputs	Deadline (Date)	% of payment
1. Signed contract and work plan for conducting the consultancy	07.08.20	20%
2. Inception report and methodology	21.08.20	20%
3. List of key questions for each country and list of persons to be interviewed.		
4. Draft report assessing the activities in each of the three countries	11.09.20	20%
5. Draft overall report, including the country reports as annexes	30.09.20	40%
6. Final overall report including the final country reports.		



## Annex II

### Report layout, structure, and report evaluation criteria RFQ SUV 20/035

Consultancy for final evaluation of the European Union – North Pacific – Readiness for El Niño (RENI) project

#### A. Final Report Layout

The final report should not be longer than **approximately 30 pages**. Additional information on overall context, programme or aspects of methodology and analysis should be confined to annexes.

The cover page of the report shall carry the following text: "This evaluation is supported by the European Union and presented by [name of consulting firm]. The report does not necessarily reflect the views and opinions of the European Union".

The main sections of the evaluation report are as follows:

##### 1. Executive summary

A 3-4 page, reader-friendly, tightly-drafted, to-the-point and free-standing Executive Summary is an essential component. It should focus mainly on the key purpose or issues of the evaluation, outline the main analytical points, and clearly indicate the main conclusions, lessons learned and specific recommendations. Cross-references should be made to the corresponding page or paragraph numbers in the main text that follows.

##### 2. Introduction

This should include a description of the project and the evaluation, providing the reader with sufficient methodological explanations to gauge the credibility of the conclusions and to acknowledge limitations or weaknesses, where relevant.

##### 3. Answered questions/findings

This chapter presents the evaluation questions and conclusive answers, together with evidence and reasoning.

The organization of the report should be made around the responses to the Evaluation questions which are systematically covering the DAC evaluation criteria: relevance, effectiveness, efficiency, impact and sustainability, plus coherence, added value and visibility specific to the European Union. In such an approach, the criteria will be translated into specific questions. These questions are intended to give a more precise and accessible form to the evaluation criteria and to articulate the key issues of concern to stakeholders, thus optimising the focus and utility of the evaluation.

##### 3.1 Problems and needs (Relevance)

The extent to which the objectives of the project are consistent with beneficiaries' requirements, country' needs, global priorities and partners' EU's policies, and the Framework for Resilient Development in the Pacific.

The analysis of relevance will focus on the following questions in relation to the design of the project:

- the extent to which the project has been consistent with, and supportive of, the Pacific Islands Framework for Action on Climate Change, the Sendai Framework for Disaster Risk Reduction, and the Paris Agreement on the United Nations Framework Convention on Climate Change, and national climate change and disaster risk management policies within each beneficiary country;
- the project's consistency with on-going initiatives of SPC, EU, and other partners in the Pacific region which are directly or indirectly related to the project;
- the extent to which stated objectives address identified problems and social needs, taking into account changes in national contexts.

##### 3.2 Achievement of purpose (Effectiveness)

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The effectiveness criterion, concerns how far the project's results were attained, and the project's specific objectives achieved.

The analysis of effectiveness will therefore focus on such issues as:

- degree to which the revised project design contributed to building capacity in PICTs to achieve their development goals;
- whether project activities were delivered partially or in full;
- to what extent have key stakeholders perceived project benefits;
- whether project management has responded to unforeseen circumstances that influence project results;
- what can be learnt about shared responsibilities between different groups involved in project implementation;
- unintended results and whether these affected the benefits positively or negatively and the extent to which they were foreseen;
- the extent to which cross-cutting or over-arching issues such as gender, environment and poverty were accounted for during implementation.

### 3.3 Sound management and value for money (Efficiency)

The efficiency criterion concerns how well the various activities transformed the available resources into the intended results in terms of quantity, quality and timeliness. Comparison should be made against what was planned.

The assessment of efficiency will therefore focus on such issues as:

- the quality of day-to-day management, for example in:
  - a. operational work planning and implementation (input delivery, activity management and delivery of outputs);
  - b. financial management including cost control and whether an inadequate budget was a factor;
  - c. management of personnel, information, property, etc.;
  - d. whether management of risk has been adequate, i.e. whether flexibility has been demonstrated in response to changes in circumstances;
  - e. relations/coordination with national and local government, institutions, beneficiaries, other partners;
  - f. the quality of information management and reporting, and the extent to which key stakeholders have been kept adequately informed of project activities (including beneficiaries/target groups);
  - g. respect for deadlines.
- coordination of activities;
- partner country contributions from local institutions and government, target beneficiaries and other local parties and whether provided;
- technical assistance: how well did it help to provide appropriate solutions and develop local capacities to define and produce results;
- quality of monitoring: its existence (or not), accuracy and flexibility, and the use made of it; adequacy of baseline information.

### 3.4 Achievement of wider effects (Impact)

The final evaluation should assess the project's achievements including intended and unintended impacts. The consultant should consider the impact of project activities on cross-cutting issues such as gender. The specific impacts to consider include:

- the degree to which the project has contributed to overall regional strategies, both new and existing, and knowledge management;
- the degree to which climate change has been mainstreamed into national policy and sector response strategies, including barriers and facilitating factors;



- the impact of project proposal training on national level capacity;
- the degree to which national level climate change adaptation projects were implemented and aligned with national interests;
- degree to which countries' accessibility to new forms of climate change finance e.g. the Adaptation Fund, has been strengthened;
- degree to which regional organisations collaborate more at the technical and project implementation levels;
- degree (or potential) to which project activities contribute to economic and social development, poverty reduction, and inclusion of other cross-cutting issues such as gender equality.

### 3.5 Likely continuation of achieved results (Sustainability)

The Consultant will assess the potential for the overall sustainability of the project activities beyond project life-time, with reference to the project's exit strategy. Specific areas to assess include:

- the extent to which the countries perceive and maintain ownership of the project activities, including on-the-ground measures, as well as technical assistance and training activities;
- the extent to which the lessons learnt from this project have been shared with regional institutions, development partners and within the countries themselves;
- institutional capacity of the Government (e.g. through policy and budgetary support) and counterpart institutions; the extent to which the project is embedded in local institutional structures; whether counterparts have been properly prepared for taking over, technically, financially and managerially; socio-cultural factors, e.g. whether the project is in tune with local perceptions of needs and of ways of producing and sharing benefits; whether it respects local power- structures, status systems and beliefs;
- financial sustainability, e.g. whether national budgets include funding for continuation of the climate change initiatives, and the likelihood of obtaining funding from elsewhere e.g. new projects, to continue work at the conclusion of this project;
- the extent to which the private sector has been involved in project interventions.

### 3.6 Mutual reinforcement (coherence)

Considering other climate and disaster risk activities undertaken by SPC, national governments or other partners, at the same level or at a higher level, consider:

- likeliness that results and impacts will mutually reinforce one another;
- likeliness that results and impacts will duplicate or conflict with one another.

### 3.7 EC value added

Extent to which the project (its objectives, targeted beneficiaries, timing, etc.)

- is complementary to the intervention of EU Member States in the region;
- is co-ordinated with the intervention of EU Member States in the region;
- is creating actual synergy (or duplication) with the intervention of EU Member States;
- involves concerted efforts by EU Member States and the EC to optimise synergies and avoid duplication.

Extent to which the project adds to SPC's multidisciplinary work and strengthens engagement with SPC's member countries and territories.

### 3.8 Visibility

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The consultants will make an assessment of the project's strategy and activities in the field of visibility, information and communication, the results obtained and the impact achieved with these actions in both the beneficiary countries and the European Union countries including

- implementation of the project's communication strategy
- extent to which the strategy has been innovative and has tried to reach different audiences using different forms of media

#### 4. Overall assessment

A chapter synthesising all answers to evaluation questions into an overall assessment of the project/programme. The detailed structure of the overall assessment should be refined during the evaluation process. The relevant chapter has to articulate all the findings, conclusions and lessons in a way that reflects their importance and facilitates the reading. The structure should follow the evaluation questions, the logical framework or the eight evaluation criteria.

#### 5. Conclusions and recommendations

##### 5.1 Conclusions

This chapter introduces the conclusions relative to each question. The conclusions should be organised in clusters in the chapter in order to provide an overview of the assessed subject.

**Note:**

**The chapter should follow the order of the questions or that of the evaluation criteria (effectiveness, efficiency, coherence, etc.)**

- It should feature references to the findings (responses to the evaluation questions) or to annexes showing how the conclusions derive from data, interpretations, and analysis and judgement criteria.
- The report should include a self-assessment of the methodological limits that may restrain the range or use of certain conclusions.
- The conclusion chapter features not only the successes observed but also the issues;
- The evaluation team presents its conclusions in a balanced way, without systematically favouring the negative or the positive conclusions.
- A paragraph or sub-chapter should pick up the 3 or 4 major conclusions organised by order of importance, while avoiding being repetitive. This practice allows better communicating the evaluation messages that are addressed to the Commission.

##### 5.2 Recommendations

They are intended to improve or reform the project/ programme in the framework of the cycle under way, or to prepare the design of a new intervention for the next cycle.

**Note:**

**The recommendations must be related to the conclusions without replicating them. A recommendation derives directly from one or more conclusions.**

The ultimate value of an evaluation depends on the quality and credibility of the recommendations offered. **Recommendations** should therefore be as realistic, operational and pragmatic as possible; that is, they should take careful account of the circumstances currently prevailing in the context of the project, and of the resources available to implement them both locally and in the Commission.



They could concern policy, organisational and operational aspects for both the national implementing partners and for the Commission; the pre-conditions that might be attached to decisions on the financing of similar projects; and general issues arising from the evaluation in relation to, for example, policies, technologies, instruments, institutional development, and regional, country or sectoral strategies.

Recommendations must be clustered and prioritised, carefully targeted to the appropriate audiences at all levels, especially within the Commission structure (the project/programme task manager and the evaluation manager will often be able to advise here).

## **6. Annexes of the report**

The report should include the following annexes:

- The Terms of Reference of the evaluation
- The names of the evaluators and their companies (CVs should be shown, but summarised and limited to one page per person)
- Detailed evaluation method including: options taken, difficulties encountered and limitations. Detail of tools and analyses.
- Logical Framework matrices (original and improved/updated)
- Map of project area, if relevant
- List of persons/organisations consulted
- Literature and documentation consulted
- Other technical annexes (e.g. statistical analyses, tables of contents and figures)
- DAC summary, following the format in Annex III.



## B. Guidelines and criteria for evaluation of the final report

The evaluation will include virtual consultations and should produce a final report of findings as well as case studies to document key lessons learned. The proposed study should include a mix of qualitative and quantitative methods. The methodology will be proposed by the consultant and approved by the evaluation management team. The report should identify any language and/or cultural gap and explain how it will be bridged.

The project/programme is to be judged more from the angle of the beneficiaries' perceptions of benefits received than from the managers' perspective of outputs delivered or results achieved. Consequently, interviews and surveys should focus on outsiders (beneficiaries and other affected groups beyond beneficiaries) as much as insiders (managers, partners, field level operators). The proposal in response to these terms of reference, as well as further documents delivered by the evaluation team, should clearly state the proportion of insiders and outsiders among interviews and surveys.

A key methodological issue is whether observed or reported change can be partially or entirely attributed to the project / programme, or how far the project/programme has contributed to such change. The evaluation team should identify attribution / contribution problems where relevant and carry out its analyses accordingly.

It must be clear for all evaluation team members that the evaluation is neither an opinion poll nor an opportunity to express one's preconceptions. This means that all conclusions are to be based on facts and evidence through clear chains of reasoning and transparent value judgements. Each value judgement is to be made explicit as regards:

- the aspect of the project/programme being judged (its design, an implementation procedure, a given management practice, etc.)
- the evaluation criterion is used (relevance, effectiveness, efficiency, sustainability, impact, coherence, EC value added)

The evaluation report should not systematically be biased towards positive or negative conclusions. Criticisms are welcome if they are expressed in a constructive way. The evaluation team clearly acknowledges where changes in the desired direction are already taking place, in order to avoid misleading readers and causing unnecessary offence.

The quality of the final report will be assessed by the RENI project team and the EUD, using the following quality assessment grid where the rates have the following meaning:

- 1 = unacceptable = criteria mostly not fulfilled or totally absent
- 2 = weak = criteria partially fulfilled
- 3 = good = criteria mostly fulfilled
- 4 = very good = criteria entirely fulfilled
- 5 = excellent = criteria entirely fulfilled in a clear and original way

### Quality Assessment Grid

Concerning the criteria and sub-criteria below, the evaluation report is rated:	1	2	3	4	5
<b>1. Meeting needs:</b>					
a) Does the report precisely describe what is evaluated, including the intervention logic in the form of a logical framework?					



Concerning the criteria and sub-criteria below, the evaluation report is rated:	1	2	3	4	5
b) Does the report clearly cover the requested period of time, as well as the target groups and socio-geographical areas linked to the project / programme?					
c) Has the evolution of the project / programme been taken into account in the evaluation process?					
d) Does the evaluation deal with and respond to all ToR requests. If not, are justifications given?					
<b>2. Appropriate design</b>					
a) Does the report explain how the evaluation design takes stock of the rationale of the project / programme, cause-effect relationships, impacts, policy context, stakeholders' interests, etc.?					
b) Is the evaluation method clearly and adequately described in enough detail?					
c) Are there well-defined indicators selected in order to provide evidence about the project / programme and its context?					
d) Does the report point out the limitations, risks and potential biases associated with the evaluation method?					
<b>3. Reliable data</b>					
a) Is the data collection approach explained and is it coherent with the overall evaluation design?					
b) Are the sources of information clearly identified in the report?					
c) Are the data collection tools (samples, focus groups, etc.) applied in accordance with standards?					
d) Have the collected data been cross-checked?					
e) Have data collection limitations and biases been explained and discussed?					
<b>4. Sound analysis</b>					
a) Is the analysis based on the collected data?					
b) Is the analysis clearly focused on the most relevant cause/effect assumptions underlying the intervention logic?					
c) Is the context adequately taken into account in the analysis?					
d) Are inputs from the most important stakeholders used in a balanced way?					
e) Are the limitations of the analysis identified, discussed and presented in the report, as well as the contradictions with available knowledge, if there are any?					
<b>5. Credible findings</b>					



Concerning the criteria and sub-criteria below, the evaluation report is rated:	1	2	3	4	5
a) Are the findings derived from the data and analyses?					
b) Is the generalisation of findings discussed?					
c) Are interpretations and extrapolations justified and supported by sound arguments?					
<b>6. Valid conclusions</b>					
a) Are the conclusions coherent and logically linked to the findings?					
b) Does the report reach overall conclusions on each of the five DAC criteria?					
c) Are conclusions free of personal or partisan considerations?					
<b>7. Useful recommendations</b>					
a) Are recommendations coherent with conclusions?					
b) Are recommendations operational, realistic and sufficiently explicit to provide guidance for taking action?					
c) Do the recommendations cater for the different target stakeholders of the evaluation?					
d) Where necessary, have the recommendations been clustered and prioritised?					
<b>8. Clear report</b>					
a) Does the report include a relevant and concise executive summary?					
b) Is the report well structured and adapted to its various audiences?					
c) Are specialised concepts clearly defined and not used more than necessary? Is there a list of acronyms?					
d) Is the length of the various chapters and annexes well balanced?					
<b>Considering the 8 previous criteria, what is the overall quality of the report?</b>					





**ANNEX III**

**Technical Proposal Submission Form A**

**RFQ SUV 20/035: Final evaluation of the European Union – North Pacific – Readiness for El Niño (RENI project)**

**PART A – Background**

CRITERIA	RESPONSE BY BIDDER
Name:	
Physical Address:	
Postal Address:	
Telephone Contact:	
Email:	
Two contacts of referees /references. Attach additional details as applicable.	

**PART B – Qualifications**

CRITERIA	RESPONSE BY BIDDER
Expert(s) with a minimum Masters or equivalent qualification in: monitoring and evaluation, socio-economic competencies, natural resources management, climate change, disaster risk management or related field evidenced by CVs and clearly showing the number of days to be spent on the project by the expert or by each expert.	

**PART C – Knowledge / Experience**

CRITERIA	RESPONSE BY BIDDER
Expert(s) to have minimum combined 20 years' experience in Pacific Islands in monitoring and evaluation, supported by examples of three monitoring and evaluation assignments in the Pacific Islands and comparable in scope to this consultancy.	



Excellent verbal and written communication skills in English, and short description of three evaluation assignments conducted using remote/virtual consultation methodologies.	
Short technical proposal (maximum 2,000 words) outlining the approach to be used to deliver this consultancy, the special skills and experience the expert(s) would bring, and the number of days to be spent on this assignment, by each consultant.	

**ANNEX IV**  
**Financial Proposal Submission Form B**  
**RFQ SUV 20/035: Final evaluation of the European Union – North Pacific – Readiness for El Niño (RENI project)**

**Part A: Declaration**

1. The undersigned contractor propose and agrees if this proposal is accepted, to enter into an agreement with the Owner, to commence and to complete all the work specified or indicated in the contract documents.
2. In submitting this proposal, contractor represents that; he/she has examined all the RFP documents to provide technical services to support SPC's creation of multi-media resources on child protection and corporal punishment.
3. Contractors agree to complete the services for the following price (VIP) :

Particulars	Amount (EURO)
Fees (daily rate)	
Communications costs	
Any other costs ( provide description)	
Total financial offer (inclusive of all taxes)	

\_\_\_\_\_

Print name and sign

\_\_\_\_\_

Date

Title \_\_\_\_\_



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**ANNEX V**

**SPC GENERAL CONDITIONS OF CONTRACT FOR PROFESSIONAL SERVICES**

**1. LEGAL STATUS**

The Contractor has the legal status of an independent contractor. The Contractor's personnel and sub-contractors are not to be considered in any respect employees or agents of SPC.

**2. SOURCE OF INSTRUCTIONS**

The Contractor will only accept instructions from SPC in the performance of this contract. The Contractor will refrain from any action that may adversely affect SPC and will fulfil its commitments with the fullest regard to the interests of SPC.

**3. CONTRACTOR'S RESPONSIBILITY FOR EMPLOYEES**

The Contractor shall be responsible for the professional and technical competence of its employees and will select, for work under this contract, reliable individuals who will perform effectively in the implementation of this Contract, respect the local customs, and conform to a high standard of moral and ethical conduct.

The contractor shall not discriminate against any person because of race, medical condition, religious creed, ancestry, national origin, age, sex or handicap.

**4. SPECIFIED PERSONNEL**

The Contractor must ensure that the services are performed in accordance with this contract. Where personnel have been specified, they must provide those services. SPC may remove any personnel (including Specified Personnel) from work in respect of this Contract. If it does so, or if Specified Personnel are unable or unwilling to perform the contract, the Contractor will provide replacement personnel (acceptable to SPC) of suitable ability and qualifications at no additional cost and at the earliest opportunity.

**5. ASSIGNMENT**

The Contractor may not assign, transfer, pledge or make other disposition of this Contract or any part thereof, or any of the Contractor's rights, claims or obligations under this Contract except with the prior written consent of SPC.

**6. SUB-CONTRACTING**

In the event the Contractor requires the services of sub-contractors, the Contractor shall obtain the prior written approval and clearance of SPC for all sub-contractors. The approval of SPC of a sub-contractor shall not relieve the Contractor of any of its obligations under this Contract. The terms of any sub-contract shall be subject to and conform with the provisions of this Contract.

**7. OFFICIALS NOT TO BENEFIT**

SPC Headquarters: Noumea, New Caledonia. Regional offices: Suva, Fiji, and Pohnpei, Federated States of Micronesia.  
Country office: Honiara, Solomon Islands.

For contact details – Website: [www.spc.int](http://www.spc.int) Email: [spc@spc.int](mailto:spc@spc.int)



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The Contractor warrants that no official of SPC has received or will be offered by the Contractor any direct or indirect benefit arising from this Contract or the award thereof. The Contractor agrees that breach of this provision is a breach of an essential term of this Contract.

**8. INDEMNIFICATION**

The Contractor shall indemnify, hold and save harmless, and defend, at its own expense, SPC, its officials, agents, servants and employees from and against all suits, claims, demands, and liability of any nature or kind, including their costs and expenses, arising out of acts or omissions of the Contractor, or the Contractor's employees, officers, agents or sub-contractors, in the performance of this Contract. This provision shall extend, inter alia, to claims and liability in the nature of workmen's compensation, products liability and liability arising out of the use of patented inventions or devices, copyrighted material or other intellectual property by the Contractor, its employees, officers, agents, servants or sub-contractors. The obligations under this Article do not lapse upon termination of this Contract.

**9. INSURANCE AND LIABILITIES TO THIRD PARTIES**

9.1 The Contractor will hold insurance against all risks in respect of its employees, sub-contractors, property and equipment used for the execution of this Contract, including appropriate worker's compensation for personal injury or death.

9.2 The Contractor will also hold liability insurance in an adequate amount to cover third party claims for any claims arising from or in connection with the provision of services under this contract.

9.3 The Contractor shall, upon request, provide SPC with satisfactory evidence of insurance cover as required under this Article.

**10. ENCUMBRANCES/LIENS**

The Contractor shall not cause or permit any lien, attachment or other encumbrance by any person to be placed on file or to remain on file in any public office or on file with SPC against any monies due or to become due for any work done or materials furnished under this Contract, or by reason of any other claim or demand against the Contractor.

**11. TITLE TO EQUIPMENT**

Title to any equipment and supplies that may be provided by SPC rests with SPC. Such equipment shall be returned to SPC at the conclusion of this Contract or when no longer needed by the Contractor. On return, the equipment shall be in the same condition as when delivered to the Contractor, subject to normal wear and tear. The Contractor shall be liable to compensate SPC for equipment determined to be damaged or degraded beyond normal wear and tear.

**12. COPYRIGHT, PATENTS AND OTHER PROPRIETARY RIGHTS**

SPC is entitled to all intellectual property and other proprietary rights including but not limited to patents, copyrights, and trademarks, with regard to products, or documents and other materials which bear a direct relation to or are produced or prepared or collected in consequence of or in the course of the execution of this Contract. At SPC's request, the Contractor shall take all necessary steps, execute all necessary documents and generally assist in securing such proprietary rights and transferring them to SPC in compliance with the requirements of the applicable law. . In addition, the contractor must respect intellectual property related to traditional knowledge and other cultural heritage in the production of knowledge and use of images, patterns, and other cultural related products. Photos credits and permissions need to be provided to SPC, and in compliance with SPC Child Protection Policy, images of children and youth without the consent of their parents is forbidden.

**13. USE OF NAME, EMBLEM OR OFFICIAL SEAL OF SPC**

The Contractor shall not advertise or otherwise make public the fact that it is a Contractor with SPC, nor shall the Contractor, in any manner whatsoever use the name, emblem or official seal of SPC, or any abbreviation of the name of SPC in connection with its business or otherwise.

**14. CONFIDENTIAL NATURE OF DOCUMENTS AND INFORMATION**

14.1 All maps, drawings, photographs, mosaics, plans, reports, recommendations, estimates, documents and all other data compiled by or received by the Contractor under this Contract shall be the property of SPC, shall be treated as confidential and shall be delivered only to SPC authorised officials on completion of work under this Contract.

14.2 The Contractor may not communicate at any time to any other person, Government or authority external to SPC, any information known to it by reason of its association with SPC which has not been made public except with the authorisation of SPC; nor shall the Contractor at any time use such information to private advantage. These obligations do not lapse upon termination of this Contract.

**15. FORCE MAJEURE AND OTHER CHANGES IN CONDITIONS**

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Country office: Honiara, Solomon Islands.

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15.1 Force majeure, as used in this Article, means acts of God, war (whether declared or not), invasion, revolution, insurrection, or other acts of a similar nature or force which are beyond the control of the Parties.

15.2 In the event of and as soon as possible after the occurrence of any cause constituting force majeure, the Contractor shall give notice and full particulars in writing to SPC, of such occurrence or change if the Contractor is thereby rendered unable, wholly or in part, to perform its obligations and meet its responsibilities under this Contract. The Contractor shall also notify SPC of any other changes in conditions or the occurrence of any event which interferes or threatens to interfere with its performance of this Contract. The notice shall include steps proposed by the Contractor to be taken, including any reasonable alternative means for performance that is not prevented by force majeure. On receipt of the notice required under this Article, SPC shall take such action as, in its sole discretion, it considers to be appropriate or necessary in the circumstances, including the granting to the Contractor of a reasonable extension of time in which to perform its obligations under this Contract.

15.3 If the Contractor is rendered permanently unable, wholly or in part, by reason of force majeure to perform its obligations and meet its responsibilities under this Contract, SPC shall have the right to suspend or terminate this Contract on the same terms and conditions as are provided for in Article 16, "Termination", except that the period of notice shall be seven (7) days instead of thirty (30) days.

## 16. TERMINATION

1.1 Either party may terminate this contract for cause, in whole or in part, with thirty days' written notice to the other party. The initiation of arbitral proceedings in accordance with Article 17 "Settlement of Disputes" below shall not be deemed a termination of this Contract.

1.2 SPC reserves the right to terminate without cause this Contract, at any time with fifteen days written notice to the Contractor, in which case SPC shall reimburse the Contractor for all reasonable costs incurred by the Contractor prior to receipt of the notice of termination.

1.3 In the event of any termination by SPC under this Article, no payment shall be due from SPC to the Contractor except for work and services satisfactorily performed in conformity with the express terms of this Contract. The Contractor shall take immediate steps to terminate the work and services in a prompt and orderly manner and to minimise losses and further expenditure.

1.4 Should the Contractor be adjudged bankrupt, or be liquidated or become insolvent, or should the Contractor make an assignment for the benefit of its creditors, or should a receiver be appointed on account of the insolvency of the Contractor, SPC may, without prejudice to any other right or remedy it may have, terminate this Contract forthwith. The Contractor shall immediately inform SPC of the occurrence of any of the above events.

## 17. SETTLEMENT OF DISPUTES

17.1 The Parties will use their best efforts to settle amicably any dispute, controversy or claim arising out of, or relating to this Contract or the breach, termination or invalidity thereof.

17.2 If a dispute is not settled within sixty days of one Party notifying the other of a request for amicable settlement, the dispute can be referred by either Party to arbitration in accordance with the general principles of international law. The arbitration will be governed by the Arbitration Rules of the United Nations Commission on International Trade Law (UNCITRAL) as at present in force. The arbitral tribunal shall have no authority to award punitive damages. The Parties shall be bound by any arbitration award rendered as a result of such arbitration as the final adjudication of any such controversy, claim or dispute.

## 18. PRIVILEGES AND IMMUNITIES

Nothing in or relating to this Contract shall be deemed a waiver, express or implied, of any of the privileges and immunities of SPC, including its subsidiary organs.

## 19. TAX EXEMPTION

19.1 Under the 'Host Country Agreement' with the Country hosting SPC Offices, SPC, being an International Organisation, is exempt from all direct taxes, except charges for public utility services, and is exempt from customs duties and charges of a similar nature in respect of articles imported or exported for its official use. In the event any governmental authority refuses to recognise SPC's exemption from such taxes, duties or charges, the Contractor shall immediately consult with SPC to determine a mutually acceptable procedure.

19.2 Accordingly, the Contractor authorises SPC to deduct from the Contractor's invoice any amount representing such taxes, duties or charges, unless the Contractor has consulted with SPC before the payment thereof and SPC has, in each instance, specifically authorised the Contractor to pay such taxes, duties or charges under protest. In that event, the Contractor shall provide SPC with written evidence that payment of such taxes, duties or charges has been made and appropriately authorised.

## 20. SOCIAL AND ENVIRONMENTAL RESPONSIBILITY

SPC has adopted a social and environmental responsibility policy. The contractor must comply to ethically and sustainably manage social and environmental risks and impacts of its activities, particularly in reference to:

### 20.1 CHILD LABOUR

The Contractor represents and warrants that neither it, nor any of its suppliers is engaged in any practice inconsistent with the rights set forth in the Convention on the Rights of the Child, including Article 32 thereof, which, inter alia, requires that a child shall be protected from



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performing any work that is likely to be hazardous or to interfere with the child's education, or to be harmful to the child's health or physical mental, spiritual, moral or social development.

Any breach of this representation and warranty shall entitle SPC to terminate this Contract immediately upon notice to the Contractor, at no cost to SPC.

**20.2 HUMAN RIGHTS**

The Contractor recognises, respects and upholds the human rights of every individual, being a minimum those protected by the Universal Declaration of Human Rights. The Contractor will actively seek to ensure he is not complicit in human rights abuses committed by others.

The Contractor is committed to respecting, and acting in a manner which avoids infringing on, human rights. In this regard the Contractor acknowledges the Guiding Principles on Business and Human Rights: Implementing the United Nations 'Protect Respect and Remedy' framework (2011).

To meet these commitments, the Contractor will not accept modern slavery, forced labour and human trafficking in his supply chain.

Any breach of this representation and warranty shall entitle SPC to terminate this Contract immediately upon notice to the Contractor, at no cost to SPC.

**20.3 GENDER EQUALITY AND SOCIAL INCLUSION**

SPC is committed to progress gender equality and social inclusion in all area of its work. The Contractor is expected to promote gender equality and diversity in the workplace by striving to have gender balance in the workforce and employ youth and persons with disabilities where possible, at all levels. The contractor is expected to have measures in place to ensure equal pay for work of equal value, to prevent sexual harassment, of bullying and any forms discrimination; and to ensure a safe workplace environment for women and men of all diversities.

**20.4 ENVIRONMENTAL RESPONSIBILITY**

The Contractor must ensure a rational use and management of natural resources and ecosystems, to prevent or, where not possible, to minimise damage to the environment and address climate change, so as to ensure these resources will be available for future generations.

**21. OBSERVANCE OF THE LAW**

The Contractor must comply with all laws, ordinances, rules, and regulations bearing upon the performance of its obligations under the terms of this Contract.

**22. AUTHORITY TO MODIFY**

No modification or change, nor waiver of any of this contract's provisions will be valid and enforceable against SPC unless provided by an amendment to this contract signed by the authorised official of SPC.