

# REQUEST FOR PROPOSAL (RFP)

## FOR SERVICES

<b>Project Title:</b>	Regional capacity building need assessment for Nature based Solutions (NbS) and climate change adaptation
<b>Nature of the services</b>	Consultancy to identify capacity building needs
<b>Location:</b>	Homebased when face to face meeting is not possible.
<b>Date of issue:</b>	30/05/2022
<b>Closing Date:</b>	27/06/2022
<b>SPC Reference:</b>	22-4058

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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).

SPC has our headquarters in Noumea, New Caledonia and has regional offices in Fiji, the Federated States of Micronesia and Vanuatu, as well as an office in France. SPC works across the Pacific and has staff in nearly all of our Pacific Island Country and Territory members.

SPC works for the well-being of Pacific people through the effective and innovative application of science and knowledge and is guided by a deep understanding of Pacific Island contexts and cultures. 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.

SPC's *Procurement Policy* provides the framework for ensuring that SPC obtains the best value for its purchases, in terms of both cost and quality; demonstrates financial probity and accountability to its members and development partners; manages and prevents the potential for conflicts of interest; reduces its environmental impact and manages any other risks.

At SPC, all procurement follows the same main steps: planning; statement of needs; requisition; solicitation; evaluation; award; receipt; and payment. Different procedures apply depending on the value of the goods, services and works to be procured.

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 Proposal (RFP) Process

At SPC, procurement valued at more than EUR 45,000 must be advertised through a Request for Proposal (RFP) with any bids received evaluated by SPC's Procurement Committee to determine the offer that provides the best value for money.

This RFP sets out SPC's requirements and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information. The RFP contains detailed instructions and templates to enable you to submit a compliant bid. It sets out the overall timetable; it confirms the evaluation criteria that SPC will use to evaluate quotations; it explains the administrative arrangements for the receipt of the bids; and it sets out how bidders can request further information.

Your participation confirms your acceptance of SPC's conditions of participation in the RFP process.

## Part 2: INSTRUCTIONS TO BIDDERS

### 2.1 Background

SPC invites you to submit a bid to deliver the services as specified in [Part 3](#).

SPC has advertised this RFP on its website and may send it directly to potential vendors. The same specifications, submission and other solicitation requirements will be provided to all vendors.

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 bid to be considered, you must provide all the prescribed information by the closing date and in the format specified.

### 2.2 Submission instructions

Your submission must be clear, concise and complete and should only include information that is necessary to respond effectively to this RFP. Please note that you may be marked down or excluded from the procurement exercise if your submission contains any ambiguities or lacks clarity.

Your proposal must include the following documents (annexes of [Part 5](#) of the RFP):

- a) Bidder's Letter of Application (Annex 1);
- b) Conflict of Interest Declaration (Annex 2);
- c) Information about the bidder and Due diligence (Annex 3);
- d) Technical proposal submission form (Annex4) and the following document:
  - A detailed presentation of the consultant(s), including CVs
  - A short note on the understanding of the assignment
  - Foreseen detailed methodology and proposal
  - A provisional workplan
- e) Financial proposal submission form (Annex 5).
- f) Curriculum vitae of the team/consortium of consultants

**Your proposal must be submitted in two separate emails.**

You must submit your **Technical proposal** (Annexes 1 to 4 and all their supporting documents) in English as an attachment to one email. No financial information may appear in the technical proposal.

You must submit your **Financial proposal** (Annex 5) in a separate email. All prices in the proposal must be presented in EURO. Your Financial proposal is to be password protected. SPC will request the password in the event that it is required.

Both emails are to be sent to [procurement@spc.int](mailto:procurement@spc.int) with the subject line of your email as: **Submission RFP22-4058**.

Your proposal must be received no later than **27/06/2022 by 4 PM (New Caledonia time)**. Only one bid per bidder is permitted.

SPC will send a formal acknowledgement to each proposal received before the deadline.

SPC reserves the right to exclude from consideration any proposal not received by the deadline, with incomplete information or in incorrect form.

### 2.3 Clarifications

You may submit questions or seek clarifications on any issue relating to this RFP. The questions are to be submitted in writing to [procurement@spc.int](mailto:procurement@spc.int) with the subject line: **Clarification RFP22-4058**. The deadline for submission of clarifications is **20/06/2022 by 4 PM (New Caledonia time)**.

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 RFP process, at any point where there is phone call or other conversation, SPC will keep a record or a file note of the exchange with prospective bidders.

### 2.4 Evaluation

#### Validity

Each proposal will be assessed for compliance with the submission requirements by the Bids Opening Committee. At this stage, basic due diligence will also be undertaken.

To assist in the examination, evaluation and comparison of proposals, SPC may ask the bidder for clarification of its proposal or additional information. The request for clarification will be in writing.

#### Technical

All valid proposals will be assessed against the technical evaluation criteria set out in Part 4. The criteria are provided with weighted scores according to the relative importance of each. SPC will not change the evaluation criteria set out in the RFP at any stage of the procurement process. Any changes in the evaluation criteria will result in the RFP process being re-issued.

Bidders are expected to familiarise themselves with local conditions and take these into account in preparing their proposal. Where minimum qualifications are set as specific evaluation criteria, these could include educational qualification, professional accreditation or certification, licensing, experience and expertise.

#### Financial

Any bids that pass the minimum technical evaluation requirements will pass onto financial evaluation.

During the financial evaluation, if there is a discrepancy between the unit price and the total price, the lower price shall prevail. If there is a discrepancy between words and figures the amount in words will prevail.

The total cost of the proposal is to be inclusive of any taxes and is not subject to revision.

### 2.5 Contract award

SPC may award the contract once the Procurement Committee has determined that a bidder has met the prescribed requirements and the bidder's proposal has been determined to be the most responsive to the RFP documents, provide the best value for money and best serve the interests of SPC.

SPC's [General Terms and Conditions of Contract](#) will apply to any contracts awarded under this RFP, unless otherwise agreed. Any requested changes to the General Terms and Conditions of Contract must be foreshadowed in the submission.

The award of the contract will be made by contract signed and dated by both parties.

### 2.6 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.

STAGES	DATES
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<b>RFP advertised</b>	30/05/2022
<b>Deadline for seeking clarification</b>	20/06/2022
<b>RFP Closing Date</b>	27/06/2022

## 2.7 Legal and compliance

**Child and vulnerable adult protection:** SPC is committed to the well-being of children and vulnerable adults. All SPC contractors are required to commit to the principles of SPC's Child and Vulnerable Adult Protection Policy ([XI.G Manual of Staff Policies](#)). Breach of this requirement can result in SPC terminating any contract with a successful bidder. Any allegations of potential misconduct in relation to this RFP involving children or vulnerable adults should be sent to [complaints@spc.int](mailto:complaints@spc.int).

**Confidentiality:** Unless otherwise agreed by SPC in advance or where the contents of the RFP are already in the public domain when **shared** with the bidder, bidders shall at all times treat the contents of the RFP 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 RFP 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 RFP process. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder.

**Cost of preparation of quotations:** Under no circumstances will SPC be liable for any proposal submission costs, expenditure, work or effort that you may incur in relation to your provision of a proposal (including if the procurement process is terminated or amended by SPC).

**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.

**Eligibility:** Bidders are required to disclose to SPC whether they are subject to any sanction or temporary suspension imposed by any international organisation, or whether they are subject to bankruptcy proceedings. You may not be bankrupt or suspended, debarred, or otherwise identified as ineligible by any international organisation. Failure to disclose such information may result in debarment and termination of any contract issued to the bidder by SPC.

**Fraud and corruption:** SPC has zero tolerance for fraud and corruption. All contractors have an obligation to report potential fraud and corruption. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder. Allegations of potential misconduct by an SPC staff member or contractor involving fraud or corruption can be sent to [complaints@spc.int](mailto:complaints@spc.int).

**Good faith:** The information in this RFP is provided by SPC in good faith. No representation, warranty, assurance or undertaking (express or implied) is or will be made, and no responsibility or liability will be accepted by SPC in relation to the adequacy, accuracy, completeness or reasonableness of this RFP or any information provided by SPC in relation to this RFP.

**Modifications:** Any clarifications, corrections or modifications will be published on the SPC website prior to deadline. In the event a bidder has submitted a bid before the clarification, correction or modification, the bidder will be informed and may modify the bid. The modified bid will still need to be received before the deadline.

**No offer of contract or invitation to contract:** This RFP 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 RFP. SPC will handle any personal information it receives under the RFP in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

**Right to amend, seek clarity, withdraw, not award:** SPC reserves the right to: (1) amend, add to or withdraw all or any part of this RFP at any time, or to re-invite bids on the same or any alternative basis; (2) seek clarification or documents in respect of any bidder's submission; (3) choose not to award a contract as a result of this RFP; (4) make whatever changes it sees fit to the timetable, structure or content of the procurement process, depending on approvals processes or for any other reason. Please note that while SPC will not change the evaluation criteria set out in the RFP without the RFP process being re-issued, SPC does reserve the right at the time of award of contract to vary the quantity of services and goods specified in the RFP and to accept or reject any proposal at any time prior to award of the contract without incurring any liability to the affected bidder or any obligation to inform the affected bidder/s of the grounds for SPC's action.

**Right to disqualify:** SPC reserves the right to disqualify: (1) any bidder that does not submit a proposal in accordance with the instructions in this RFP; (2) any bidder that misrepresents information to SPC; (3) any bidder that directly or indirectly canvasses any SPC employee concerning the award of a contract.

**Use of material:** Bidders shall not use the contents of the RFP or any related material for any purpose other than for the purpose of considering submitting, or submitting, a bid to SPC.

**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 RFP process.

## 2.8 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

### Regional capacity building need assessment for NbS and climate change adaptation.

#### A. Background

The Kiwa Initiative ([www.kiwainitiative.org](http://www.kiwainitiative.org)) aims at strengthening the climate change resilience of Pacific Island ecosystems, communities and economies through Nature-based Solutions (NbS), that is to say by protecting, sustainably managing and restoring biodiversity. It is based on an easier access to funding for climate change adaptation and NbS for local, national authorities, civil society and regional organizations of Pacific Island countries and Territories including the three French overseas territories.

The Initiative, managed by the Agence Française de Développement (AFD), is funded by the European Union, France, Global Affairs Canada, Australian Government Department of Foreign Affairs and Trade (DFAT) and New Zealand Ministry of Foreign Affairs and Trade (MFAT).

The Kiwa Initiative provides three types of technical and financial support:

- **Funding of local projects** ranging from €25,000 to €400,000 in grants. These projects are implemented at the local level. This component is managed by the regional office of IUCN based in Fiji.
- **Funding of regional projects** between 1.5 and 5 million euros in grants. A regional project involves at least two countries or territories from the list of eligible countries. These projects are monitored by AFD with the support of the Kiwa Initiative Secretariat.
- **Technical assistance** provided by the Pacific Community (SPC) and the Secretariat of the Pacific Regional Environment Programme (SPREP) to assist their Pacific States and territories members in accessing regional Kiwa funding and increasing capacities around Nature-based Solutions.

PICTs must contend with ongoing developmental pressures in addition to growing pressures from risks associated with global climate change. PICTs however have a history of changes at the global and regional levels which not only created constraints but can be seen as a source of new opportunities for building resilience to climate change. How effective this process transpires in the end will depend on how well lessons learnt from preceding years are taken on board and effectively acted upon.

The Pacific region has a number of regional development, climate change, and environmental policy frameworks that contain some aspects of NbS (e.g. Framework for a Pacific Oceanscape, Framework for Resilient Development in the Pacific (FRDP), Regional Roadmap for Sustainable Pacific Fisheries, and the Framework for Nature Conservation and Protected Areas). At national levels, many countries have blue/green development policies, national ocean policies, climate change policies, and others that may include elements of NbS but are not explicit in how to design, implement, evaluate and finance NbS.

Despite these strategies, planning systems and on-the-ground frameworks, the vehicle for implementing these initiatives such as mainstreaming environment into development, multi-use of data, provision of consistent guidance and early participation of the community need to be reinforced to face growing climate change challenges. NbS will be truly effective if integrated into these strategic policies and frameworks,



scaled-up and expanded across multiple sectors<sup>1</sup>.

Feedback and lessons-learned from previous capacity-building programmes conducted by SPC, SPREP and the PCCC and reports by the OECD<sup>2</sup> have allowed to identify the following main barriers to the implementation of NbS for climate change adaptation:

- Lack of national and policy frameworks for NbS
- Silo-ed national sustainable development governance
- Limited awareness of the role of ecosystems in meeting adaptation/resilience policy objectives
- Entrenched attitudes that grey or engineered solutions are superior to natural solutions
- Proliferation of terms and approaches close to or included in NbS to derive clear tools, activities as well as evaluation and monitoring systems
- Limited access to finance for NbS
- Limited understanding and availability of tools to evaluate the costs (and benefits) of NbS and how to offset the costs
- Low capacity and lack of staff of public authorities (local, provincial or government levels) in Oceania countries
- Few examples of NbS in the Oceania region and their benefits

The Kiwa Initiative is designed to address these challenges and increase the capacities of PICTs to access climate funding mechanisms and to mainstream NbS in local, national and regional policies to protect, restore, and enhance biodiversity in order to adapt to climate change impacts and to strengthen the resilience of their socio-ecological systems.

As part of the regional technical assistance they provide to the implementation of the Kiwa Initiative, SPC and SPREP, will develop and deliver a joint capacity-building programme to help PICTs stakeholders lift some of the barriers they will identify as most pressing. In order to develop a coherent and relevant capacity building programme around NbS within the frame of the Kiwa Initiative, building on the lessons learned from related programmes and initiatives currently or recently implemented in the region, a regional capacity needs assessment has to be conducted.

## **B. Objective and Scope of Work**

The objective of the consultancy is to identify capacity building needs of local and national public authorities and institutions, representatives from civil societies and communities, and non-governmental organizations from the 19 Kiwa eligible ACP countries and French OCTs for:

1. better developing, implementing, and monitoring rights-based, gender-sensitive and socially-inclusive NbS projects for climate change adaptation and biodiversity conservation.
2. mainstreaming these NbS approaches in climate change adaptation and other relevant sectoral policies and strategic frameworks.

It is expected that the consultation will be undertaken in a highly participatory manner with detailed

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<sup>1</sup>[https://www.sprep.org/attachments/Climate Change/pi states capacity development needs on cca.pdf](https://www.sprep.org/attachments/Climate%20Change/pi%20states%20capacity%20development%20needs%20on%20cca.pdf)

<sup>2</sup> OECD 2020. Nature-based Solutions for adapting to water-related climate risks. Policy perspectives. OECD Environment Policy Paper No. 21.

consultations at regional and national levels.

The consultant(s) will undertake the following specific tasks using consultative and participatory approaches and methods:

- Undertake a stakeholder analysis to identify all relevant stakeholders and actors, organised in categories, in the field of NbS for climate change adaptation at regional and national, levels that technical assistance from the Kiwa Initiative could target.
- Undertake a situational analysis in order to establish baseline capacity for each stakeholder and actor category identified in (i) designing, implementing, and monitoring rights-based, gender-sensitive and socially-inclusive NbS projects for climate change adaptation, and (ii) mainstreaming these NbS approaches in climate change adaptation and other relevant sectoral policies and strategic frameworks.
- Assess the capacity-building needs and priorities for each stakeholder category at individual, institutional and systemic levels in (i) designing, implementing, and monitoring rights-based, gender-sensitive and socially-inclusive NbS projects for climate change adaptation, and (ii) mainstreaming the NbS approaches in climate change adaptation and other relevant sectoral policies and strategic frameworks.
- Identify and analyse lessons learned from previous similar capacity building programmes around NbS for climate change adaptation in the region.
- Identify areas of collaboration and complementarity with related capacity-building activities and programmes in the region, and gaps where the Kiwa capacity-building programme can have the most added value.
- Based on the findings from the needs assessment and programme timeline and budget, identify adequate and cost-efficient capacity-building modalities for each identified stakeholder category (who, what type, how and when).
- Propose capacity-building options, including a geographic coverage approach, where the programme could have most added-value and impact given the financial resources and timeline of the Kiwa Initiative Technical Assistance component, identified needs and complementary capacity-building activities from identified partners.

### **C. Outputs and Key deliverables**

**Output 1:** Inception report including: Detailed presentation of the foreseen methodology: presentation of the team and the role of each member, literature review, list of stakeholders to consult, interview questions and consultation tools, workplan and timelines.

**Output 2:** Capacity needs assessment report including (i) Methodology applied (ii) Consultations minutes, (iii) Interview questions & presentation of consultation tools, (iv) stakeholder analysis & baseline, (v) main findings and needs per group of stakeholders, (vi) lessons learned from past regional and national capacity building activities (vii) areas of cooperation and complementarity with ongoing relevant capacity building activities (viii) identified suitable activities & training modalities, (ix) list of recommendations (x) risk assessment etc.

**Output 3:** A presentation summarizing the whole process conducted, the main results and outcomes and the next steps.

The results of this capacity building need assessment will guide the design and implementation of relevant capacity building activities for representatives of the main target groups, to be delivered between October 2022 and December 2024.

#### **D. Institutional Arrangements**

The implementation of all activities in a coherent manner is the responsibility of the consultant(s), under the supervision and coordination of SPC and SPREP’ Kiwa Initiative project team. Regular meetings should be planned with them and with possible participation of AFD/the Kiwa Secretariat, overseeing the capacity-building component of the Kiwa Initiative, to provide ongoing updates. IUCN, a member of the Kiwa Task Force, will be invited to the launch of the study.

The consultant(s) will work under the direct supervision of the Kiwa project development coordinator of CCES division, Mr. Ludovic Branlant.

The consultants will be expected to make imaginative use of online networking, questionnaires etc. to obtain the required information and conduct consultations when face to face meeting will not be possible.

#### **E. Duration of the Work**

The duration of the consultancy shall not exceed 3 months.

The work is expected to commence by 11/07/2022 and conclude on 14/10/2022 (indicative dates).

#### **F. Qualifications, Skills and Experience:**

SPC requires consultant(s) with proven experience and capacity to provide the required activities and outputs as described above. (Please note that consortiums are allowed to bid). To assess the best value for money the qualitative evaluation of the request for quotations will be based on:

Education	Master’s degree in Development Studies, Sociology, Environmental Sciences or related field.
Experience & competencies	<p>At least 10 years’ experience in conducting capacity needs assessments and capacity development strategies, plans/activities.</p> <p>At least 10 years’ experience working in organizational development and capacity building in NbS for climate change adaptation.</p> <p>Working experience with multi-stakeholders and multi-disciplinary consultation processes.</p> <p>Working experience with local communities and authorities.</p> <p>Demonstrated experience in gender, social and environmental responsibility.</p> <p>Excellent knowledge of the social, cultural and institutional context in the Pacific Region.</p>

	Excellent analytical and writing skills. Attention to details and ability to think creatively. Strong interpersonal skills, ability to work independently and well with diverse people
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## **G. Annexes to the Terms of Reference**

**Annexe A** – Kiwa’s draft capacity building programme – Implementing NbS for Climate Change Adaptation

## Part 4: PROPOSAL EVALUATION MATRIX

### 4.1 Evaluation criteria & Score Weight

A two-stage procedure will be utilised to evaluate the proposals, with evaluation of the technical proposal being completed prior to any financial proposal being opened and compared.

The competencies which will be evaluated are detailed in [Part 3](#).

The evaluation matrix below also 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.

The technical component, which has a total possible value of 700 points, will be evaluated using the following criteria.

Evaluation criteria	Score Weight (%)	Points obtainable
Organisational requirements		
Technical requirements		
<b><u>Consultant(s) Capability and experience</u></b>		
The consultant(s) is/are technically sound, qualified and with experience in assessing regional capacity building needs in the field of NbS for climate change adaptation. <i>(Please provide CVs of all staff and experts to be involved in the project and elaborate their respective roles)</i>	<b>30%</b>	<b>210</b>
<b><u>Technical Proposal</u></b>		
Methodology and proposal show a clear understanding of the regional capacity building need assessment	<b>10%</b>	<b>70</b>
The consultant(s) propose innovative ideas to carry out a mix of in-country and remote consultations to prepare an effective need assessment report	<b>20%</b>	<b>140</b>
Clear and concise work plan for the proposal, demonstrating extensive knowledge, experience, and ability to carry out the assessment	<b>5%</b>	<b>35</b>
<b><u>Expertise of the contractor</u></b>		
At least 10 years' experience in conducting capacity needs assessments and capacity development strategies, plans/activities.	<b>15%</b>	<b>105</b>
At least 10 years' experience working in organizational development and capacity building in NbS for climate change adaptation	<b>10%</b>	<b>70</b>
Excellent knowledge of the social, cultural and institutional context in the Pacific Region. Working experience with multi-stakeholders and multi-disciplinary consultation processes.	<b>5%</b>	<b>35</b>
Working experience with multi-stakeholders and multi-disciplinary consultation processes.	<b>5%</b>	<b>35</b>

<b>Total Score</b>	<b>100%</b>	<b>700</b>
<b>Qualification score</b>	<b>70%</b>	<b>490</b>

#### **4.2 Financial evaluation**

The financial component of the proposal will be scored on the basis of overall costs for the delivery of the services and financial incentives and benefits provided to SPC. The lowest financial proposal will be awarded maximum 300 points and other financial offers and incentives will be awarded points as per the formula below:

$$\text{Financial Proposal score} = (\text{Lowest Price} / \text{Price under consideration}) \times 300$$

## Part 5: PROPOSAL SUBMISSION FORMS

### Annex 1: BIDDER'S LETTER OF APPLICATION

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required services for the sum as may be ascertained in accordance with the Financial Proposal attached herewith and made part of this proposal.

We acknowledge that:

- SPC may exercise any of its rights set out in the Request for Proposal documents, at any time;
- The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change;
- The Request for Proposal documents are a summary only of SPC's requirements and is not intended to be a comprehensive description of them;
- Neither the lodgement of the Request for Proposal documents nor the acceptance of any tender nor any agreement made subsequent to the Request for Proposal documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the Request for Proposal documents, or since the date as at which any information contained in the Request for Proposal documents is stated to be applicable;
- Excepted as required by law and only to the extent so required, neither SPC, nor its respective officers, employees, advisers or agents will in any way be liable to any person or body for any loss, damage, cost or expense of any nature arising in any way out of or in connection with any representations, opinions, projections, forecasts or other statements, actual or implied, contained in or omitted from the Request for Proposal documents.

We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded on the basis of the Technical and Financial Components proposed.

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the Bidder's representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

## Annex 2: CONFLICT OF INTEREST DECLARATION

### INSTRUCTIONS TO BIDDERS

#### What is a conflict of interest?

A conflict of interest may arise from economic or commercial interests, political, trade union or national affinities, family, cultural or sentimental ties, or **any other type of relationship or common interest between the bidder and any person connected with the contracting authority** (SPC staff member, consultant or any other expert or collaborator mandated by SPC).

#### Always declare a conflict

The existence of a potential or apparent conflict of interest does not necessarily prevent the bidder concerned from taking part in a tender process. **However, the declaration of the existence of such a conflict by the persons concerned is essential and allows SPC to take appropriate measures to mitigate it and prevent the associated risks.**

Bidders are therefore invited to declare any situation, fact or link which, to their knowledge, could generate a real, potential or apparent conflict of interest.

#### Declaration at any time

Conflicts of interest may arise at any time during the procurement process or the implementation of a contract (e.g. new partner in the project) or as a result of a change in personal life (e.g. marriage, inheritance, financial transaction, creation of a company). If such a relationship is found and could be perceived by a reasonable person as likely to influence a decision, a declaration of the situation is necessary. In case of doubt, a conflict situation must be declared.

#### Declaration for any person involved

A declaration must be completed for each person involved in the tender (principal representative of the bidder, possible subcontractors, consultant, etc.)

#### Failure

Failing to declare a potential conflict of interest may result in the bidder being refused a contract or placed on SPC's list of non-responsible suppliers.



## DECLARATION

I, the undersigned, *[name of the representative of the Bidder]*, acting in the name and on behalf of the company *[name of the company]*, declare that:

<input type="checkbox"/>	To my knowledge, I am not in a conflict-of-interest situation
<input type="checkbox"/>	There is a potential conflict of interest with regard to my <i>[Choose an item]</i> . relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned</i> , although, to the best of my knowledge, this person is not directly or indirectly involved in any stage of the procurement process
<input type="checkbox"/>	I may be in a conflict of interest with regard to my <i>[Choose an item]</i> relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned</i> , as this person is, to the best of my knowledge, directly or indirectly linked to the procurement process
<input type="checkbox"/>	To my knowledge, there is another situation that could potentially constitute a conflict of interest: <i>[Describe the situation that may constitute a conflict of interest]</i>

In addition, I undertake to:

- declare, without delay, to SPC any situation that constitutes a potential conflict of interest or is likely to lead to a conflict-of-interest;
- not to grant, seek, obtain or accept any advantage, whether financial or in kind, to or from any person where such advantage constitutes an unfair practice or an attempt at fraud or corruption, directly or indirectly, or constitutes a gratuity or reward related to the award of the contract;
- to provide accurate, truthful and complete information to SPC in connection with this procurement process.

I acknowledge that I and/or my company and/or my business partners who are jointly and severally bidding on the **RFP 22-4058** may be subject to sanctions such as being placed on SPC's list of non-responsible vendors, if it is established that false statements have been made or false information has been provided.

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

### Annex 3: INFORMATION ABOUT THE BIDDER AND DUE DILIGENCE

Please complete the following questionnaire and provide supporting documents where applicable.

VENDOR INFORMATION			
Are you already registered as an SPC vendor?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'No', please complete the form. If 'Yes', do you have any information to update?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please complete the form. If 'No', sign directly the form without completing it			
<b>1. Please provide information related to your entity.</b>			
Company name	<i>[Enter company name]</i>	Address	<i>[Enter address]</i>
Director/CEO	<i>[Enter name of the executive person]</i>	Position	<i>[Enter position of the executive person]</i>
Business Registration/License number	<i>[Enter company registration/license number (or tax number)]</i>		
Date of business registration	<i>[Enter date of business registration]</i>		
Country of business registration	<i>[Enter country of business registration]</i>		
<b>Status of the entity:</b>			
<input type="checkbox"/> For-profit entity (company), <input type="checkbox"/> NGO, <input type="checkbox"/> International organisation, <input type="checkbox"/> Government body, <input type="checkbox"/> University, <input type="checkbox"/> Association, <input type="checkbox"/> Research Institute, <input type="checkbox"/> Other: <i>[insert details]</i>			
<b>2. Please provide the following documents (or any other relevant documents according to your national legislation) to verify the legal existence of the entity, the authority of its officer and proof of its address:</b>			
<input type="checkbox"/> Evidence of the power of attorney or board resolution granted to the officer to transact business on its behalf or any other document delegating authority <input type="checkbox"/> Certificate of business registration/license <input type="checkbox"/> Memorandum, Articles or Statutes of Association <input type="checkbox"/> Telephone or electricity bill in the name of the entity <input type="checkbox"/> Bank statement bearing the name of the entity			
<b>3. How many employees does your company and its subsidiaries have?</b>		<i>[provide answer]</i>	
<b>4. Do you have professional insurance against all risks in respect of your employees, sub-contractors, property and equipment?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>5. If 'no', what type of business insurance do you have?</b>		<i>[provide answer]</i>	
<b>6. Are you up to date with your tax and social security payment obligations?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>7. Is your entity regulated by a national authority?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If you answered 'yes', please specify the name:</i>		<i>[Insert name of the national regulation authority]</i>	
<b>8. Is your entity a publicly held company?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>9. Does your entity have a publicly available annual report?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>Please send SPC your audited financial statement from the last 3 financial years if available</i>			

DUE DILIGENCE			
<b>10. Does your entity have foreign branches and/or subsidiaries?</b>		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If you answered 'yes' to the previous question, please confirm the branches.</i>			
• Head Office & domestic branches		<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Domestic subsidiaries		<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Overseas branches		<input type="checkbox"/> Yes	<input type="checkbox"/> No
• Overseas subsidiaries		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>11. Does your entity provide financial services to customers determined to be high risk including but not</b>			

<b>limited to:</b>					
Foreign Financial Institutions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Casinos	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Cash Intensive Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Foreign Government Entities	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Non-Resident Individuals	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Money Service Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Other, please provide details:			[Provide details]		
<b>12.If you answered 'yes' to any of the boxes in question 11, does your entity's policies and procedures specifically outline how to mitigate the potential risks associated with these higher risk customer types?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered 'yes', please explain how:				[Provide explanation]	
<b>13.Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect fraud, corruption, money laundering or terrorist financing activities?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'yes', please send SPC your policy in English.					
<b>14.Does your entity have an officer responsible for anti-corruption, or anti-money laundering and counter-terrorism financing policy?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please state that officer's contact details:			[Insert name and contact details of your officer in charge]		
If 'no', what process does your entity have in place to prevent and detect money laundering or terrorist financing activities?				[provide answer]	
<b>15.Has your entity or any affiliated entity ever filed for bankruptcy?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>16.Have any of the entity's current or former directors or CEO filed for bankruptcy?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>17.Has your entity ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of any laws or regulations, including those relating to money laundering or terrorism financing?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered 'yes', please provide details:			[Provide details]		
<b>18.Has the director or CEO of your entity ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of any laws or regulations, including those relating to money laundering or terrorism financing?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If you answered 'yes', please provide details:			[Provide details]		

## SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)

<b>19.Does your entity have a written policy, controls and procedures to implement its Social and Environmental Responsibility (SER) commitments?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please send SPC your policy in English.					
<b>Does your Policy cover the followings?</b>					
<input type="checkbox"/> Child protection <input type="checkbox"/> Human rights <input type="checkbox"/> Gender equality <input type="checkbox"/> Social inclusion <input type="checkbox"/> Sexual harassment, abuse or exploitation <input type="checkbox"/> Environmental responsibility					
Please, outline the major actions you have undertaken in these areas:			[provide answer]		
<b>20.Does your entity have an officer responsible for Social and Environmental Responsibility (SER)?</b>				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If yes, please state that officer's contact details:			[Insert name and contact details of your officer in charge]		
If 'no', what process does your entity have in place to ensure your social and environmental responsibility?				[provide answer]	

I declare that the particulars given herein above are true, correct and complete to the best of my knowledge, and the documents submitted in support of this form are genuine and obtained legally from the respective issuing authority.

I declare that none of the funds received or to be received by my company will be used for criminal activities, including financing terrorism or money laundering.

By sending this declaration to SPC, I agree that my business and personal information may be used by SPC for due diligence purposes. I also understand and accept that SPC will treat any personal information it receives in connection with my proposal in accordance with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

## Annex 4: TECHNICAL PROPOSAL SUBMISSION FORM

<b><u>Team Capability and experience</u></b>	Response of the bidder <i>[provide answer]</i>
The team is technically sound, qualified and with experience in assessing regional capacity building needs in the field of NbS for climate change adaptation. <i>(Please provide CVs of all staff and experts to be involved in the project and elaborate their respective roles)</i>	<i>[provide answer]</i> <i>[provide answer]</i>
<b><u>Technical Proposal</u></b>	
Methodology and proposal show a clear understanding of the regional capacity building need assessment	<i>[provide answer]</i>
The consultants propose innovative ideas to carry out a mix of in-country and remote consultations to prepare an effective need assessment report	<i>[provide answer]</i>
Clear and concise work plan for the proposal, demonstrating extensive knowledge, experience, and ability to carry out the assessment	<i>[provide answer]</i> <i>[provide answer]</i>
<b><u>Expertise of the contractor</u></b>	
At least 10 years' experience in conducting capacity needs assessments and capacity development strategies, plans/activities.	<i>[provide answer]</i>
At least 10 years' experience working in organizational development and capacity building in NbS for climate change adaptation	<i>[provide answer]</i>
Excellent knowledge of the social, cultural and institutional context in the Pacific Region. Working experience with multi-stakeholders and multi-disciplinary consultation processes.	<i>[provide answer]</i>
Working experience with multi-stakeholders and multi-disciplinary consultation processes.	<i>[provide answer]</i>

<b>Details for one or more references (not mandatory) that support your proposal</b>	1. Client's name: <i>[insert name of client 1]</i>	
	Contact name:	<i>[insert name of contact]</i>
	Contact details:	<i>[insert contact details]</i>
	Value contract:	<i>[insert value of contract]</i>
	2. Client's name: <i>[insert name of client 2]</i>	
	Contact name:	<i>[insert name of contact]</i>
	Contact details:	<i>[insert contact details]</i>
	Value contract:	<i>[insert value of contract]</i>

	3. Client's name: <i>[insert name of client 3]</i>	
	Contact name:	<i>[insert name of contact]</i>
	Contact details:	<i>[insert contact details]</i>
	Value contract:	<i>[insert value of contract]</i>

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

**Annex 5: FINANCIAL PROPOSAL SUBMISSION FORM**

All costs indicated on the financial proposal should be in Euro and inclusive of all applicable taxes.

The financial offer will be presented with a detail and management expenses which cannot exceed 7% of the total amount of the service.

1. Each consultant team member x daily rate x expected number of days.
2. Any additional sub-contracting (as a lump sum).
3. Other fees or expenses.]

**For the Bidder:** *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*