



# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	Consulting services to develop the Economic and Financial Analysis and Stakeholder Engagement Plan annexes for the Funding Proposal: "Supporting Resilient Island Communities in Tuvalu, the Solomon Islands, Fiji and Vanuatu through the Local Climate Adaptive Living (LoCAL) Mechanism"
<b>Nature of the services</b>	Consulting services
<b>Location:</b>	Remote
<b>Date of issue:</b>	27/07/2022
<b>Closing Date:</b>	3/08/2022
<b>SPC Reference:</b>	22-4348

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## Part 1: INTRODUCTION

### 1.1 About the Pacific Community (SPC)

The Pacific Community (SPC) is the principal scientific and technical organisation of the Pacific region, established by treaty in 1947 with the signing of the *Agreement Establishing the South Pacific Commission* (the Canberra Agreement).

Our unique organisation covers more than 20 sectors and is renowned for knowledge and innovation in such areas as fisheries science, public health surveillance, geoscience and conservation of plant genetic resources for food security.

For more information about SPC and the work that we do, please visit our website: <https://www.spc.int/>.

### 1.2 SPC's procurement activities

SPC's procurement activities are guided by the principles of high ethical standards, value for money, open competition and social and environmental responsibility and are carried out under our Procurement Policy.

For further information or enquiries about SPC's procurement activities, please visit the procurement pages on our website: <https://www.spc.int/procurement> or email: [procurement@spc.int](mailto:procurement@spc.int)

### 1.3 SPC's Request for Quotation (RFQ) Process

At SPC, procurement valued at more than EUR 2,000 and less than or equal to EUR 45,000 requires an evaluation of at least three quotations to determine the offer that provides the best value for money through a Request for Quotation (RFQ) process.

This RFQ sets out SPC's requirements for a project and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information.

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

## Part 2: INSTRUCTIONS TO BIDDERS

### 2.1 Background

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

SPC has compiled these instructions to guide prospective bidders and to ensure that all bidders are given equal and fair consideration. Please read the instructions carefully before submitting your bid. For your quotation to be considered, it is important that you provide all the prescribed information by the closing date and in the format specified.

### 2.2 Submission Instructions

You must **submit your quotation and all supporting documents** in English and as an attachment to an email sent to [climatefinanceunit@spc.int](mailto:climatefinanceunit@spc.int) and with the subject line of your email as follows: **Submission RFQ22-4348**. The email should also be copied to [rfq@spc.int](mailto:rfq@spc.int).

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed

- A technical and financial proposal (including all costs i.e. professional fees, management and operating costs, and any other administrative costs in the contract price) as per templates provided in section 5

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

Bids will be evaluated on the basis of information received by **08:00 Noumea Time on 3/08/2022**.

### 2.3 Evaluation & Contract Award

Each quotation validly received will be assessed against the evaluation criteria matrix set out in [Part 4](#). Any changes in the evaluation criteria will result in the RFQ process being re-issued.

SPC may award the contract once it has determined that a bidder has met the prescribed requirements and the bidder's proposal has been determined to be substantially responsive to the RFQ documents, provide the best value for money (highest cumulative score) and best serve the interests of SPC.

In the event of a bid being accepted, procurement will take place under SPC's [General Terms and Conditions of Contract](#) and depending on the value or nature of the procurement, the award will be made by issuing a purchase order or a signed and dated contract, or both.

### 2.4 Key Contacts

Please contact SPC should you have any doubt as to what is required or if we can help answer any questions that you may have.

Pauline Siret will be your primary point of contact for this RFQ and can be contacted at [paulines@spc.int](mailto:paulines@spc.int). You should copy any communications into [rfq@spc.int](mailto:rfq@spc.int).

Details will be kept of any communications between SPC and bidders. This assists SPC to ensure transparency of the procurement process. While SPC prefers written communication in the RFQ process, at any point where there is phone call or other conversation, SPC expects to keep a file note of the exchange, with all forms of communication with prospective bidders to be retained as source documents for the procurement of the services.

### 2.5 Key Dates

Please see the proposed procurement timetable in the table below. This timetable is intended as a guide only and while SPC does not intend to depart from the timetable, it reserves the right to do so at any stage.

STAGE	DATE
<b>RFQ sent to potential vendors</b>	25/07/2022
<b>RFQ Closing Date</b>	3/08/2022
<b>Award of Contract</b>	4/08/2022
<b>Commencement of Contract</b>	15/08/2022
<b>Conclusion of Contract</b>	16/03/2023

## 2.6 Legal and compliance

**Confidentiality:** Unless otherwise agreed by SPC in advance or where the contents of the RFQ are already in the public domain when shared with the bidder, bidders shall at all times treat the contents of the RFQ and any related documents as confidential. SPC will also treat the information it receives from the bidders as confidential.

**Conflict of interest:** Bidders must take all necessary measures to prevent any situation of conflict of interest. You must notify SPC in writing as soon as possible of any situation that could constitute a conflict of interest during the RFQ process. If you have any familial connection with SPC staff, this must be declared, and approval will then be sought for you to engage in the RFQ process. **In support of your response to this RFQ, you must submit to SPC [the Conflict-of-Interest Declaration form](#) available on our procurement page website: <https://spc.int/procurement>.**

Breach of this requirement can result in SPC terminating any contract with a successful bidder.

**Currency, validity, duties, taxes:** Unless specifically otherwise requested, all proposals should be in USD and must be net of any direct or indirect taxes and duties, and shall remain valid for 120 days from the closing date. The successful bidder is bound by their proposal for a further 60 days following notification they are the preferred bidder so that the contract may be awarded. No price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted at any time during this period.

**No offer of contract or invitation to contract:** This RFQ is not an offer to contract or an invitation by SPC to enter into a contract with you.

**Privacy:** The bidder is to comply with the requirements of applicable legislation and regulatory requirements in force for the use of personal data that is disclosed for the purposes of this RFQ. SPC will handle any personal information it receives under the RFQ in line with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

**Warranty, representation, assurance, undertaking:** The bidder acknowledges and agrees that no person has any authority to give any warranty, representation, assurance or undertaking on behalf of SPC in connection with any contract which may (or may not) follow on from this RFQ process.

## 2.7 Complaints process

Bidders that consider they were not treated fairly during any SPC procurement process may lodge a protest. The protest should be addressed to [complaints@spc.int](mailto:complaints@spc.int). The bidder must provide the following information: (1) full contact details; (2) details of the relevant procurement; (3) reasons for the protest, including how the alleged behaviour negatively impacted the bidder; (4) copies of any documents supporting grounds for protest; (5) the relief that is sought.

## Part 3: TERMS OF REFERENCE

### 1. Background/context

Climate change magnifies socio-economic development challenges and compounds the negative impacts of unsustainable resource management practices in the Pacific Small Island Developing States (SIDS) of Tuvalu, the Solomon Islands, Fiji and Vanuatu. These SIDS are particularly vulnerable to climate change because of their high exposure to climate hazards such as sea level rise, tropical storms, coastal inundation, and extreme weather events. While local government and communities are uniquely placed to address these challenges, local adaptive capacity is constrained by limited technical capacity and financial resources.

The LoCAL Pacific facility is an Enhanced Direct Access (EDA) programme that will strengthen the climate resilience of local communities and economies by improving the capacity of communities and local governments to access and use financing for adaptation investments. The establishment of a performance-based climate finance transfer mechanism and targeted capacity development will improve how climate funds are channelled to the local level and effectively programmed for locally led adaptation. Adaptation investments will allow vulnerable communities to adapt their water supplies and sanitation, introduce resilient agricultural and natural resource management practices, and climate-proof infrastructure. The EDA programme will be managed by the Pacific Community (SPC) and implemented by SPC and the United Nations Capital Development Fund (UNCDF), in partnership with the Governments of Tuvalu, the Solomon Islands, Vanuatu and Fiji, and aims at an expansion to 37 local governments by year 5. These governments will benefit from long lasting and improved access to climate adaptation finance and thus improved resilience to climate change impacts.

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

#### **Purpose and objectives of the consultancy:**

Following the approval, the concept note by the Green Climate Fund (GCF) Climate Investment Committee, the overall purpose of the Consultancy is to develop relevant supporting documentation for the full funding proposal package and to respond to SPC and GCF comments on the overall package. This will be performed in accordance with GCF's and SPC's policies and guidelines, and in close collaboration and consultation with SPC as the Accredited Entity, UNCDF as the main Executing Entity with SPC, the countries' NDAs and other relevant stakeholders. The objective is to present the Proposal to the GCF Board in March 2023. As part of this Consultancy, the following documents are required:

- **Economic and Financial Analyses (EFA)** as Annex 3 of the Funding Proposal. The objective of these analyses is to assess the viability of the EDA programme and mobilize adequate resources from GCF, AE, governments, financial institutions, project sponsors and/or other co-financiers.
- **Summary of consultations and Stakeholder Engagement Plan (SEP)** as Annex 7 of the Funding Proposal. The Funding Proposal must enable reviewers to understand how the relevant stakeholders have engaged in the project design, and how consultation will be carried out during the implementation phase. It aims at identifying all the people and organizations involved in or potentially affected by the project. The SEP includes the identification of relevant stakeholders including national and local authorities, existing national, regional and community working groups, and indigenous community

representatives, outlining how the project will maintain the participation and engagement of stakeholders throughout the project's lifespan (e.g., their active participation in training programmes). Importantly the SEP will ensure close engagement of indigenous people's representatives to integrate traditional knowledge into interventions when appropriate, valorising the importance of indigenous culture and knowledge in the target areas.

- **Response to GCF Secretariat and Independent Technical Advisory Panel (ITAP) review on the Funding Proposal package.**

#### **Scope of work:**

To design the EFA and the SEP, the Consultant/Firm will work in close collaboration and consultation with the lead design Consultant/Firm in charge of the funding proposal, the ESS Consultant for the project design, SPC's Climate Finance Unit<sup>1</sup> (CFU), UNCDF, national project partners, the NDAs, and other relevant stakeholders. To support the development of the funding proposal package, the Consultant/Firm will carry out consultations and synthesize relevant documentation on the following technical areas:

- The project's **economic viability** assessed through an economic cost-benefit analysis: a comparison of the project's monetary and non-monetary costs and benefits to the international community over time. After the costs and benefits are identified and quantified, their value is compared and summarized through two complementary statistics: the economic internal rate of return (EIRR) and the economic net present value (ENPV).
- The project's **financial viability** assessment similar to the economic analysis, but the main difference is that the financial analysis measures expenditures and revenues incurred on a project scale. It projects the cash flows over time and summarizes them in several statistics: the financial internal rate of return (FIRR), the financial net present value, the payback period, and the debt service coverage ratio. It is used to estimate both the initial and long-term financial viability of the project.
- The Consultant/Firm will consult with SPC as the AE, on the content and structure of the document and ensure that it is in alignment with GCF guidance.
- As part of the stakeholder consultation process, a **stakeholder mapping** should be undertaken where relevant stakeholders are identified, along with a description of the kind and extent of consultations that have taken place to date and the future consultations that will be conducted. A detailed consultation process must be thought of and established at the early stages of the process and should involve direct beneficiaries and other relevant players (e.g. local governments units, civil society organizations, the private sector and importantly the line ministries and National Designated Authority). This annex has to detail how those inputs have been captured and featured to the extent possible in the design of the project. The consultation and related reports should provide details of how men and women representatives and Indigenous peoples groups meaningfully participated in the discussions.
- A stakeholder's list containing key relevant stakeholders and a **stakeholder needs matrix** should be prepared to determine the expectations of the interested parties. It should also specify a method for managing expectations and the **engagement strategy** chosen for each group of stakeholders. Detailed information and evidence should be included on how the AE engages with civil society organizations and other relevant stakeholders, including

<sup>1</sup> The Climate Finance Unit is part of the Climate Change and Environmental Sustainability (CCES) Program, located in SPC's headquarters in Noumea, New Caledonia.

Indigenous peoples, women and other vulnerable groups, not only during project design and development, but also in decision-making during the implementation phase. *Further guidance on meaningful stakeholder engagement is provided in the [GCF guidance note on designing and ensuring meaningful stakeholder engagement on GCF-financed projects](#).*

The Consultant/Firm will also provide **response to GCF comments and Independent Technical Advisory Panel on the Funding Proposal Package** which includes: feasibility study, climate risk and vulnerability assessment, Environmental and social impact assessment and plan, gender assessment and action plan, economic and financial analysis, procurement plan, SEP, monitoring and evaluation plan, implementation plan, budget plan and funding proposal.

**Expected key deliverables:**

The Consultant/Firm will support the delivery of the below documentation. They will be considered final upon quality assurance and validation by the SPC CFU.

1. Economic and financial analysis
2. Stakeholder Consultation Report and Engagement Plan
3. Response to GCF Secretariat and ITAP review on the Funding Proposal Package

### 3. Timelines

The Consultant/Firm has to complete the work defined in the scope of services within a period three to four months from the contract's signing date. The total level of effort required is estimated at around 40-60 working days. The table below presents an indicative timeline for each expected deliverable.

Expected key deliverables	Indicative timeline
Draft stakeholder consultation report and engagement plan and draft economic and financial analysis	End of August 2022
Final documentation, validated by SPC, UNCDF and country partners and finalised for submission to GCF	End of September 2022
Response to GCF and ITAP review and revised version of the funding proposal package, as appropriate	November 2022 - March 2023

### 4. Reporting and contracting arrangements

**Implementation arrangements:**

The implementation of all activities in a coherent manner would be the responsibility of the Consultant/Firm, under the supervision of the SPC CFU and UNCDF. SPC and the Consultant/Firm will sign a performance contract and will ensure coherence with other programme documentation.

**Duty station and travel:**

The assignment will be carried out from the Consultant's office. Travels across countries is limited and unlikely to be open across all target countries over the relevant period. As a result, the Consultant is encouraged to collaborate (and as necessary hire) with national focal points and local consultants to collect primary data and conduct consultations with local stakeholders as appropriate.



## 5. Skills and qualifications

The Consultant/Firm should have demonstrated experience in climate change adaptation, stakeholder consultations, projects development, project implementation and economic and financial analyses. A solid knowledge of the institutional context is mandatory as well as a strong network within the targeted areas of the project.

The Consultant should have the following qualifications:

- At least a master's degree in environmental management, economics, international development or related field.
- At least 5 to 7 years of relevant professional experience in project formulation, stakeholder consultation and economic and financial analyses.
- Demonstrated experience in supporting similar kinds of project preparation exercises with proven experience in providing technical support.
- Solid understanding and knowledge of the GCF, AF or GEF policies and issues and impacts on Pacific Small Island Developing States.
- Proven excellent communication and facilitation skills, including in multicultural settings.
- Excellent interpersonal and social skills.
- Excellent written English and presentation skills.

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

The contract payments are based on milestones. The bidder must include all costs including professional fees, management and operating costs, and any other administrative costs in the contract price.

<b>Milestone/deliverables</b>	<b>Deadline</b>	<b>% Payment</b>	<b>Amount in US\$</b>
Acceptance by SPC of drafts documents	End August 2022	40%	TBD
Acceptance by SPC of final documents	End September 2022	40%	TBD
Acceptance by SPC of responses to GCF and ITAP review and revised version of the funding proposal package, as appropriate	November 2022-March 2023	20%	TBD
<b>TOTAL</b>		100%	TBD

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

## Part 4: PROPOSAL EVALUATION MATRIX

### 4.1 Competency Requirements & Score Weight

The evaluation matrix below reflects the obtainable score specified for each evaluation criterion (technical requirement) which indicates the relative significance or weight of the items in the overall evaluation process.

Competency Requirements	Score Weight (%)	Points obtainable
<b>Technical and financial proposal</b>		<b>Mandatory requirements</b>
<b>Technical requirement 1:</b> At least a master's degree in environmental management, economics, international development or related field.	10%	10
<b>Technical requirement 2:</b> At least 5 to 7 years of relevant professional experience in project formulation, stakeholder consultation and economic and financial analyses.	20%	20
<b>Technical requirement 3:</b> Demonstrated experience in supporting similar kinds of project preparation exercises with proven experience in providing technical support.	20%	20
<b>Technical requirement 4:</b> Solid understanding and knowledge of the GCF, AF or GEF gender policies and issues and impacts on Pacific Small Island Developing States.	20%	20
<b>Other:</b> Proven excellent communication and facilitation skills, including in multicultural settings. Excellent interpersonal and social skills. Excellent written English and presentation skills.	10%	10
<b>Financial requirement:</b> Sound financial proposal	20%	20
<b>Total Score</b>	<b>100%</b>	<b>100</b>

## PART 5 – SUBMISSION FORMS

## 5.1 - TECHNICAL PROPOSAL SUBMISSION FORM

Technical Requirements	
Evaluation criteria	Response by Bidder
<b>Experience and references</b>	
<b>Experience:</b>	<b>Details for three references:</b>
	• 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>
	• 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>
	• 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>	
<b>Technical Requirement 1</b>	
At least a master's degree in environmental management, climate change, social sciences or related field.	<i>[Bidder's answer]</i>
<b>Technical Requirement 2</b>	
At least 5 to 7 years of relevant professional experience in ESS/gender assessments. At least 5 to 7 years of relevant professional experience in ESS/gender assessments.	<i>[Bidder's answer]</i>
<b>Technical Requirement 3</b>	
Demonstrated experience in supporting similar kinds of project preparation exercises with proven experience in providing technical support. Demonstrated experience in supporting similar kinds of project preparation exercises with proven experience in providing technical support.	<i>[Bidder's answer]</i> <i>[Bidder's answer]</i>
<b>Technical Requirement 4</b>	
Solid understanding and knowledge of the AF, GCF or GEF gender policies and gender issues and impacts on Pacific Small Island Developing States.	<i>[Bidder's answer]</i>
<b>Other Technical Requirement</b>	
Proven excellent communication and facilitation skills, including in multicultural settings. Excellent interpersonal and social skills. Excellent written English and presentation skills.	<i>[Bidder's answer]</i>
<b>For the Bidder:</b> <i>[insert name of the company]</i>	
Signature:	
Name of the representative: <i>[insert name of the representative]</i>	
Title: <i>[insert Title of the representative]</i>	
Date: <i>[Click or tap to enter a date]</i>	

## PART 5 – 5.2 FINANCIAL PROPOSAL SUBMISSION FORM

### INSTRUCTIONS TO BIDDERS

In their financial proposal, bidders should detail as much as possible the price requested in response to the technical specifications.

Wherever possible, this should be stated as a lump sum and then as a total amount (e.g. lump sum can be: daily rate for a consultant, a project manager, a developer, a scientist, lump sum for the organisation of an event, price of a consultation and total amount can be: number of days of drafting required to produce the report, number of meetings required, number of conferences, workshops, etc.).

Good detail in their financial proposal helps bidders to give clarity and transparency to their proposal and makes it easier for SPC to score the proposals received.

The contract to be concluded with the selected bidder must mention all the costs incurred for the execution of the assignment entrusted to him. No additional costs can be claimed from SPC after the contract has been signed. Bidders must mention in their financial proposal all additional costs foreseen for the execution of the contract (material, equipment, travel, etc.). These costs will either be included in their fees, paid or reimbursed by SPC upon presentation of supporting documents. In any case, they must be estimated by the bidder in its financial proposal and will form an integral part of SPC's evaluation of proposals.

Bidders must also mention any special conditions relating to the amount of their proposal or the terms of payment.

## BIDDER'S FINANCIAL PROPOSAL

<i>Costs</i>			
Services description	Lump sum Price USD	Total quantity	Total Amount USD
Professional Fees (Hourly/Daily/Monthly RATE – SPECIFY)	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
Any other related costs specify (operating, management and any administrative cost – Reimbursable based on actuals)	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
<i>[Item description]</i>	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
<i>[Item description]</i>	<i>[unit price]</i>	<i>[quantity]</i>	<i>[total amount]</i>
<b>Total</b>			<i>[Total 1]</i>

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Bidders will be deemed to have satisfied themselves, before submitting their proposal and to its correctness and completeness, taking into account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

**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]*