

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	International Consulting service to develop the Adaptation Fund (AF) Funding Proposal; “Adaptation of Small-Scale Agriculture for improved food security of resilient communities in Papua New Guinea (ASSA)”
Nature of the services	International Consulting services
Location:	Remote
Date of issue:	29/08/2022
Closing Date:	2/09/2022
SPC Reference:	RFQ22-4437

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Part 1: INTRODUCTION

1.1. About the Pacific Community (SPC)

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

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

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

1.2 SPC's procurement activities

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

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

1. 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 and with the subject line of your email as follows: **Submission RFQ22-4437**. The email should also be copied to rfg@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, as well as CVs.

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 **04:00 PM NOUMEA TIME** on **2/09/2022**.

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.

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

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

2.5 Key Dates

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

STAGE	DATE
RFQ sent to potential vendors	29/08/2022
RFQ Closing Date	2/09/2022
Award of Contract	5/09/2022
Commencement of Contract	12/09/2022
Conclusion of Contract	31/03/2023

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. The bidder must provide the following information: (1) full contact details; (2) details of the relevant procurement; (3) reasons for the protest, including how the alleged behaviour negatively impacted the bidder; (4) copies of any documents supporting grounds for protest; (5) the relief that is sought.

Part 3: TERMS OF REFERENCE

A. Background/context

Based on successful collaboration between the Government of Papua New Guinea (GoPNG) presented by the Department of Agriculture and Livestock (DAL) and Climate Change and Development Authority (CCDA), the Global Green Growth Institute (GGGI) and the Pacific Community (SPC) as the Regional Implementing Entity (RIE) to the AF, a Concept Note on Adaptation of Small-Scale Agriculture for improved food security of resilient communities in Papua New Guinea (ASSA) for USD 10 million was submitted to the AF early 2022.

The proposed project aims to enhance the sustainability of main agricultural value chains through the adoption of climate-smart practices, contributing to improving produce quality, increasing access to markets, and creating green jobs for women and youth in vulnerable communities. Specific objectives set are: (i) to integrate climate-resilient agriculture practices into standard farming techniques in PNG for increasing productivity, resilience and food security of the most vulnerable smallholder farmers; (ii) to boost the ability of vulnerable smallholder farming communities to access postharvest processing, storage technologies, and profitable markets; and (iii) to foster the scale-up of climate-resilient cropping, processing, and storage practices through capacity building, and knowledge management.

The Concept Note was endorsed at the 38th AF Board meeting in April 2022 with specific considerations for inclusion during full funding proposal (FFP) elaboration (Link to Board's decision: <https://www.adaptation-fund.org/wp-content/uploads/2022/05/AFB.B.38.11-decision-document-FINAL.pdf>). With the endorsement, the full proposal will be prepared for submission to AF in mid-December 2022.

SPC as the RIE for the project, and GGGI have pulled resources together to develop the FFP with the aim to submit the full proposal to the AF in mid-December 2022. SPC and GGGI are looking for a lead Consultant/firm to develop the full funding proposal based on AF's proposal template and AF Board's comments for consideration.

B. Purpose, objectives, scope of services

Purpose and objectives of the consultancy:

The objective of this consultancy is to support the target country, GGGI, and SPC as the AF Implementing Entity to develop a full funding proposal building on the AF approved concept note. This should address and integrate inputs and comments received from AF to strengthen the proposals alignment to Fund expectations.

The consultant/firm will also integrate specific technical annexes, in accordance with the donor's policies and templates.

The consultant/firm will be supported by additional technical consultants who will develop the Environmental and Social Management Framework (ESMF) and Gender Assessment and Action Plan (GAAP) annexes as well as local contacts to support in country consultations. However, the

successful consultant/firm will be responsible for carrying out consistency checks across all the documentation and ensuring that the findings and recommendations from all documentation are represented accurately in the Funding Proposal for the targeted submission.

Scope of work of the consultant:

Based on the AF Concept Note approved and the draft funding proposal package developed under GGGI’s contract, the consultant will finalise a full-fledged AF funding proposal, as per relevant AF templates and in close consultation with the SPC Secretariat, GGGI, the Designated Authority (DA) and national and subnational stakeholders.

The full project funding proposal shall observe AF requirements, policies, guidelines, and templates, and will seek to address and integrate comments and inputs provided at the CN stage and include those comments from review sheets ear-marked for development at funding proposal stage.

Deliverable 1 – Final project proposal

a) Develop full funding proposal, reflecting adequately and accurately:

- Draft funding proposal
- Social and Environmental Assessment and Management Plan,
- Gender Assessment and Action Plan in the funding proposal,
- Feasibility study,
- Targeting assessment, and
- Stakeholder engagements.

The final funding proposal should contain all required sections of the AF template including implementation arrangement, detailed budget, and implementation timetable.

b) Revise and finalize funding proposal based on comments and feedback provided by SPC, GGGI, the GoPNG and UN Women where appropriate.

Deliverable 2– Responses to comments by AF

The Lead Consultant shall address queries or questions raised by the AF Secretariate/Project Review Committee, and/or the AF Board in relation to the funding proposal. They will provide written responses in the review sheet and revise and finalize the funding proposal accordingly.

Expected key deliverables:

The following key documentation will be delivered by the consultant/firm.

- Funding proposal. Considered final upon quality assurance and validation by the SPC Climate Finance Unit.
- Completed response sheets to the AF Board. Considered finals on successful submission of the project to the AF Board from the AF Secretariat.

C. Timelines

The Consultant has to complete the work defined in the scope of services within a period of four to five months from the contract’s signing date. The total level of effort required should remain under the budget of USD20,000. The table below presents an indicative timeline for each expected deliverable.

Expected key deliverables	Indicative timeline
Draft documentation under deliverable 1 provided	Start-December 2022
Final documentation, validated by SPC, GGGI, the DA and country partners, and finalised for submission to the donor	Mid-December 2022
Response to AF comments and revised version of the documents, as appropriate	January-March 2023

D. 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 Climate Finance Unit from SPC and project partners. 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/firm's office.

Travels across countries is limited and unlikely to be open across all target countries over contract time frame. As a result, the Consultant/firm is encouraged to collaborate with national focal points to collect primary data and conduct consultations with local stakeholders as appropriate.

E. Skills and qualifications

The Consultant/firm will have expertise in the area of climate change adaptation, with a solid demonstrated experience in AF, GCF, and/or Global Environment Facility (GEF) project development, and a good knowledge of the institutional context in the Pacific region.

The applicant should have the following qualifications:

- At least a master's degree in in the area of climate/environmental sciences, climate analysis, economics, international development finance/studies or relevant field.
- At least 10 years of relevant professional experience in project design and/or portfolio management.
- Demonstrated experience in supporting similar kinds of project preparation exercises with proven experience in providing technical support.
- Solid understanding and knowledge of the AF, GCF, or GEF policies and Results Management Frameworks
- Experience of carrying out project designs or implementation in the region, where possible, with emphasis on climate impacts in Pacific SIDS.
- Proven excellent communication and facilitation skills, including in multicultural settings
- Preferably, have experience in development of ESMFs and GAAPs
- Excellent interpersonal and social skills.
- Excellent written English and presentation skills.

F. 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.

Milestone/deliverables	Deadline	% payment
Acceptance by SPC of draft documents	Mid-November 2022	50%
Acceptance by SPC, GGGI and the DA of final documents	Mid-December 2022	20%
Acceptance by SPC of responses to AF comments and revised version of the documents, as appropriate	January-March 2023	30%

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

G. Annexes to the Terms of Reference

Annex 1: Concept note

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Competency Requirements & Score Weight

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

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
Technical and financial proposals + CVs	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: At least a master's degree in in the area of climate/environmental sciences, climate analysis, economics, international development finance/studies or relevant field.	10%	10
Technical requirement 2: At least 10 years of relevant professional experience in project design and/or portfolio management	20%	20
Technical requirement 3: Demonstrated experience in supporting similar kinds of project preparation exercises with proven experience in providing technical support	20%	20
Technical requirement 4: Solid understanding and knowledge of the AF, GCF, or GEF policies and Results Management Frameworks and Experience of carrying out project designs or implementation in the region, where possible, with emphasis on climate impacts in Pacific SIDS.	20%	20
Other requirements: <ul style="list-style-type: none"> • Proven excellent communication and facilitation skills, including in multicultural settings • Preferably, have experience in development of ESMFs and GAAPs • Excellent interpersonal and social skills. • Excellent written English and presentation skills. 	10%	10
Financial requirement: Sound financial proposal	20%	20
Total Score	100%	100

PART 5 – 5.1 - TECHNICAL PROPOSAL SUBMISSION FORM

Technical Requirements	
Evaluation criteria	Response by Bidder
Experience and references	
Experience:	Details for three references:
	• 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>	
Technical Requirement 1	
At least a master's degree in in the area of climate/environmental sciences, climate analysis, economics, international development finance/studies or relevant field.	<i>[Bidder's answer]</i>
Technical Requirement 2	
At least 10 years of relevant professional experience in project design and/or portfolio management	<i>[Bidder's answer]</i>
Technical Requirement 3	
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>
Technical Requirement 4	
Solid understanding and knowledge of the AF, GCF, or GEF policies and Results Management Frameworks and Experience of carrying out project designs or implementation in the region, where possible, with emphasis on climate impacts in Pacific SIDS.	<i>[Bidder's answer]</i>
Other Requirements	
-Proven excellent communication and facilitation skills, including in multicultural settings -Preferably, have experience in development of ESMFs and GAAPs -Excellent interpersonal and social skills. -Excellent written English and presentation skills.	<i>[Bidder's answer]</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]*

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

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

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