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REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

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Project Title:	[Supporting surface water hydrology capacity in the Pacific]
Nature of the services	[Facilitating community engagement]
Location:	[Fiji]
Date of issue:	17/10/2022
Closing Date:	31/10/2022
SPC Reference:	RFQ22-4700-PRO

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Contents

PART 1: INTRODUCTION.....	3
1.1 ABOUT THE PACIFIC COMMUNITY (SPC)	3
1.2 SPC'S PROCUREMENT ACTIVITIES	3
1.3 SPC'S REQUEST FOR QUOTATION (RFQ) PROCESS	3
PART 2: INSTRUCTIONS TO BIDDERS	3
2.1 BACKGROUND	3
2.2 SUBMISSION INSTRUCTIONS	3
2.3 EVALUATION & CONTRACT AWARD	4
2.4 KEY CONTACTS	4
2.5 KEY DATES	4
2.6 LEGAL AND COMPLIANCE	5
2.7 COMPLAINTS PROCESS	5
PART 3: TERMS OF REFERENCE.....	6
A. BACKGROUND/CONTEXT	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	6
C. TIMELINES	9
D. REPORTING AND CONTRACTING ARRANGEMENTS	9
E. SKILLS AND QUALIFICATIONS	9
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	10
G. ANNEXES TO THE TERMS OF REFERENCE	10
PART 4: PROPOSAL EVALUATION MATRIX	11

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Part 1: INTRODUCTION

1.1 About the Pacific Community (SPC)

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

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

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

1.2 SPC's procurement activities

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

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

1.3 SPC's Request for Quotation (RFQ) Process

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

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

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

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

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

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

2.2 Submission Instructions

You must **submit your quotation and all supporting documents** [in English] and as an attachment to an email sent to jacquir@spc.int and toms@spc.int and with the subject line of your email as follows: **Submission** [RFQ22-4700-PRO submission]. The email should also be copied to rfq@spc.int.

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- Completed RFQ *Technical proposal submission form* on provided template
- Most recent Curriculum Vitae with three references

- Cover letter
- Detailed work-plan of how the work will be undertaken, including tentative timelines
- CVs of consultants/sub-contractors who will be involved (if any)

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 **4pm** **Fiji Time** on **31/10/2022**.

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.

[Mrs Jacqui Reid] will be your primary point of contact for this RFQ and can be contacted at [jacquir@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	17/10/2022
RFQ Closing Date	31/10/2022
Award of Contract	8/11/2022
Commencement of Contract	8/11/2022
Conclusion of Contract	31/05/2023

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](https://spc.int/procurement) 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 [FJD] 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.

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Part 3: TERMS OF REFERENCE

A. Background/context

The Pacific Community (SPC) is seeking expressions of interest to conduct community engagement activities to support the “*Hydrology support for flash flood early warning systems*” project which is funded by the Australian Water Partnership (AWP). The project is focused on providing technical support in hydrology to Fiji, Samoa, Solomon Islands and Vanuatu with an emphasis on strengthening Flash Flood Early Warning Systems.

The overarching purpose of the project is to increase climate resilience and strengthen Disaster Risk Reduction (DRR) systems in Pacific Island Countries through increased hydrological capacity and enhanced performance of flood early warning systems and support the Framework for Resilient Development in the Pacific, and the Sendai framework for DRR. This will be achieved by undertaking a comprehensive assessment and review of at risk catchments across Pacific Island Countries (PICs), developing and piloting Flash Flood Early Warning framework to understand the current data, infrastructure, systems, programs and policies, that are in place to support flash flood early warning and providing targeted technical support to National Hydrology Services to enhance existing early warning systems that are in place. The targeted technical support will be undertaken in two pilot catchments within the focal countries, one of which is the Penang catchment (Rakiraki) in Fiji and the second will be located in one of the remaining focal countries and is yet to be determined.

An output of the project will include the development of a strategy for an institutional and operational programme of hydrological support for effective flood early warning in each focal country and regionally.

The objectives of the project are:

- To improve understanding and knowledge of flash flood risk to major catchments.
- To strengthen flash flood preparedness and response by extending technical support to improve the application of existing flash flood Early Warning Systems (EWS) that are in place across the Pacific region.
- To support the replicability potential and the long-term sustainability of hydrological services that strengthen flash flood early warning systems within the Pacific Region

Civil Society Organisation (CSO) and community engagement more broadly is critical to the success of the project and sustainability of project outcomes. Gender Equality, Disability and Social Inclusion (GEDSI) have been mainstreamed across all stages and project deliverables and local expertise is required to design, implement and evaluate engagement with communities and other stakeholders to ensure that project interventions include local knowledge including cultural and traditional knowledge, build on existing practices and adopt locally appropriate and achievable communication practices and are fit for purpose.

B. Purpose, objectives, scope of services

The overarching purpose of the CSO will be to facilitate engagement between the project team, key stakeholders and the community. The objectives of community engagement in the context of this project are to:

- Find out how stakeholders and community members receive, interpret and act upon flood warnings.
- Gain an understanding of flood cause, extents, timing, hazards and impacts
- Prepare the community for data collection following flood events
- Increase the capacity of communities to respond to flooding through increased knowledge of flood hazard and disaster messaging
- Promote a shared understanding of the value of flood early warning.
- Foster a shared understanding of different stakeholder's requirements of flood early warning
- Ensure that GEDSI is mainstreamed throughout the engagement process

B1. Key tasks

- Map key stakeholders, civil society groups and organisations relevant to flood early warning and response within Fiji, with a focus on the Penang (Rakiraki) catchment. Key information required includes:
 - Organisation
 - Interest in and impact from flood early warning systems
 - Role related to flood early warning and response
 - Required engagement approach
 - Key contact and contact details
 - Intersection between Disaster Risk Reduction (DRR) agencies, key stakeholders CSOs / community groups
- Work with communities to identify and document previous approaches that have been used in DRR that may be relevant to the current project (such as Women's Weather Watch etc.).
- Develop an engagement plan for the Penang catchment (Rakiraki) between SPC, key stakeholders and the community, including:
 - The number and type of engagement activities required within the catchment
 - Participants and any associated opportunity costs for participating in consultations and costs for transport for people with disabilities as required
 - Identification of suitable venues and associated costs
- Implement the engagement plan within the Penang catchment (Rakiraki). I.e. organise and facilitate workshops and other fora / project events as required and ensure that community members and other stakeholders are well represented at each of the events as relevant. This includes:
 - Inviting participants and facilitating their attendance
 - Working with SPC to ensure content and material is appropriate for the audience
 - Facilitating the workshop
 - Collection, analysis and reporting of sex-disaggregated data.
 - Development of two-page post workshop reports on the key issues, outcomes and recommendations relevant to the objective of the workshops
- Identification of women working in technical areas that may be interested in developing a women's community of practice or technical interest group.
- Work with communities to identify, and provide recommendations on appropriate disaster messaging and means of communication.
- Reviewing SPC project outputs to ensure they are relevant and appropriate for the audience
- Facilitate SPC post flood assessment community and stakeholder consultation through networks established as part of broader engagement

B2. Contracted individuals/company/consortia are expected to:

- Ensure relevant information is culturally appropriate and accessible to those with low literacy and other differences.
- Ensure stakeholder consultation involves a diversity of stakeholders ensuring vulnerable groups are represented and are involved in consultations, workshops, trainings, and that sex and disability disaggregated data is collected, reported and analysed for all activities.
- Develop an understanding of the social and economic risk of flooding within each catchment through a GEDSI lens including:
 - Consultations with women, people with disabilities and other vulnerable groups.
 - Building on existing connections and networks in communities.
 - Building and unlocking community knowledge.
 - Facilitating community-based data collection and hazard mapping.
- Contribute to the development of people centred prevention and preparation approaches.
- Recognise intersectionality and address specific issues for relevant groups.
- Conduct activities at times convenient for women, people with disabilities and other vulnerable groups.
- Ensure information on key contacts is publicly available in a range of formats especially for groups who may lack access to various communication forms.
- Consult a broad range of community members about preferred and culturally appropriate messages and accessible means of communication.
- Identify diverse community members (or representatives) as stakeholders in key decision-making groups and engage women, people with disabilities and other vulnerable groups in building disaster resilience programmes.
- Establish effective collaboration between all stakeholders.
- Liaise with other relevant projects working in DRR in the region to identify best and emerging practices.

B3. GEDSI issues identified from a desktop study include:

- Exclusion of women, people with disabilities and vulnerable groups from humanitarian services and decision-making processes in disaster preparation and recovery.
- Training or other activities to prepare for emergencies does not always include women, people with disabilities and vulnerable groups.
- Limited understanding by stakeholders (including community members) with pilot catchments about best practices for flood preparation.
- Increased gender-based violence as an outcome of disasters and poor recovery planning.
- Women's lower access to communication devices such as mobile phone technology means that they may be disadvantaged in receiving information.
- Women's time poverty and cultural biases may mean that they are unable to attend relevant community meetings about emergency responses and preparedness.
- Women are not always engaged in building disaster resilience programmes.
- Impact on livelihoods post disaster (market goods and home gardens).
- Ineffective collaboration between official organisations and community groups.

B4. Expected outputs include:

- Map and table of relevant CSOs/ Community groups.
- Finalised plan for engagement in the pilot catchments.
- Post workshop summaries for each workshop held.
- Research report, presentations and summaries.
- Final report.

In this regard, SPC is seeking expressions of interest from individuals, companies, and consortia to:

- Design and implement a program for community engagement including capacity within the Penang catchment (Rakiraki) based on the GEDSI issues identified above and through other research
- Identify community capacity strengthening needs in DRR
- Produce a final full report (not more than 40 pages, excluding annexes) highlighting key findings and recommendations.

C. Timelines

The duration of the consultancy will be up to 44 days between the date of contract signing to March 2023. Any variation to the contract will need to be agreed to by both parties

D. Reporting and contracting arrangements

The Contractor will report to the Senior Hydrologist of the project – Supporting Surface Water Hydrology Capacity in the Pacific. The Senior Hydrologist will be the primary contact point for the Contractor on all technical matters pertaining to this work.

Local travel and consultation related expenses for the contractor must be included in the financial proposal and will be confirmed in the contract, in addition to consultancy fees. Note that the cost of workshops should not be included in the proposal as this will be covered by SPC separately in consultation with the service provider.

All outputs and reporting timelines relating to this work will be detailed in the contract between the Contractor and SPC.

E. Skills and qualifications

- At least 7 years of experience in gender mainstreaming, disability and social inclusion research or work in one or more of the following sectors: climate change, Disaster Risk Reduction/Management, agriculture, fisheries, or another relevant sector preferably in the Pacific.
- Tertiary qualification in social science (gender, law, human rights) or related field.
- Solid understanding and experience in applying gender sensitive research methodologies and frameworks.
- Strong analytical skills and ability to translate gendered recommendations into practical strategies and actions for technical experts in non-social fields.
- Capability to conduct in-country field work (through using local networks/groups/individuals).
- Knowledge of and experience in gender and development in the Pacific and knowledge of the specific cultural contexts within the Pacific.

Sound knowledge of and experience working with civil society and stakeholders including local and national governments in the Pacific.

F. Scope of Bid Price and Schedule of Payments

The bidder must include the computation of contract price which should include professional fees, management and operating costs, travel costs, per diems, and any other administrative costs.

The payment will be based on the following milestones as follows:

Milestone/deliverables	Deadline	% payment
Signing of contract	08/11/2022	20 %
Approved engagement plan [including mapping of CSOs and community-based organisations]	23/11/2022	20 %
Implementation of engagement plan [including workshop facilitation]	27/01/2023	30 %
Finalisation of report and presentation of findings and delivery of remaining tasks detailed in B1.	31/05/2023	30 %
TOTAL		100 %

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

G. Annexes to the Terms of Reference

Below is a list of resources relevant DRR, the Pacific context and/or GEDSI

<https://cdkn.org/resource/resource-gender-in-climate-action-training-pack-a-resource-for-practitioners>

<https://documents.worldbank.org/curated/en/349101468299675249/pdf/870330WPOP13000EROEAPOTRAININGSOweb.pdf>

<https://www.femlinkpacific.org.fj/newsupdates/womens-weather-watch-amplifies-womens-role-as-first-responders>

<https://www.spc.int/sites/default/files/wordpresscontent/wp-content/uploads/2016/12/TC-Pam-Lessons-Learned-Report.pdf>

<https://humanitarianadvisorygroup.org/wp-content/uploads/2020/12/TC-Harold-PP-Bislama-final-electronic.pdf>

<https://www.lowyinstitute.org/the-interpretor/disability-inclusive-disaster-risk-reduction-asia-pacific>

<https://www.undrr.org/implementing-sendai-framework/what-sendai-framework>

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Part 4: PROPOSAL EVALUATION MATRIX

4.1 Competency Requirements & Score Weight

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

[Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
CSO must be based in Fiji All written reports must be provided in English language	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: At least 7 years of experience in gender mainstreaming and social inclusion research or work in one or more of the following sectors: climate change, Disaster Risk Reduction/Management, agriculture, fisheries, or another relevant sector.	10 %	10
Technical requirement 2: Tertiary qualification in social science (gender, law, human rights) or related field.	15 %	15
Technical requirement 3: Demonstrated understanding and experience in applying gender sensitive research methodologies and frameworks within the Pacific context (provide examples and/or referees).	15 %	15
Technical requirement 4: Demonstrated analytical skills and ability to translate gendered recommendations into practical strategies and actions for technical experts in non-social fields (provide examples and/or referees).	15 %	15
Technical requirement 5: Demonstrated capacity to conduct in-country field work and consultation (using local networks/groups/individuals) using local vernaculars, include previous examples/experience.	20 %	20
Technical requirement 6: Detailed work plan demonstrating a clear and efficient approach to achieve contract objectives, within the project timeline.	25 %	25
Total Score	100%	100

TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

INSTRUCTIONS TO BIDDERS

Proposals will be assessed by SPC against the selection criteria outlined in Section 4 - Competency Requirements & Score Weight in the RFQ. Bidders are invited to use the below table to respond to the selection criteria. This table will be used by the technical evaluation committee, in addition to the required detailed work plan (described in Section 2.2. submission instructions) to score the proposals received.

Technical Requirements	
Evaluation criteria	Response by Bidder
Experience and specified personnel/sub-contractors	
Experience: At least 7 years of experience in gender mainstreaming and social inclusion research or work in one or more of the following sectors: climate change, Disaster Risk Reduction/Management, agriculture, fisheries, or another relevant sector.	Experience:
	<i>[insert details of relevant experience]</i>
	Details for three references:
	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>	
Personnel: <i>[insert details of the personnel/sub-contractors required]</i>	Details about personnel/sub-contractors
	Manager's experience: <i>[insert details about manager's experience]</i>
	Consultants' experience: <i>[insert details about consultants' experience]</i>
Qualifications	
Tertiary qualification in social science (gender, law, human rights) or related field.	<i>[Bidder's answer]</i>
Gender sensitive research methodologies and frameworks	
Demonstrated understanding and experience in applying gender sensitive research methodologies and frameworks within the Pacific context (provide examples and/or referees).	<i>[Bidder's answer]</i>
Strategies and actions	
Demonstrated analytical skills and ability to translate gendered recommendations into practical strategies and actions for technical experts in non-social fields (provide examples and/or referees).	<i>[Bidder's answer]</i>
Capacity	
Demonstrated capacity to conduct in-country field work and consultation (using local	<i>[Bidder's answer]</i>

networks/groups/individuals) using local vernaculars, include previous examples/experience.	
Work plan	
Detailed work plan demonstrating a clear and efficient approach to achieve contract objectives, within the project timeline.	<i>[Bidder's answer]</i>
For the Bidder: <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>	

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