

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	The Pacific Islands Emergency Management Alliance (PIEMA) Project Phase III Design
Nature of the services	The consultancy is looking for an experienced design specialist to develop the PIEMA Project Phase III design for five years (2023-2028) under the supervision of the SPC PIEMA team.
Location:	Suva or remote
Date of issue:	21/12/2022
Closing Date:	20/01/2023
SPC Reference:	RFQ22-4902-PRO

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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 piema@spc.int and with the subject line of your email as follows: **Submission RFQ22-4902-PRO**. 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
- Cover letter
- Technical proposal

- CV
- Work plan

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 **5:00PM Fiji Time on 20/01/2023**.

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.

Patrick Haines, Project Manager - PIEMA will be your primary point of contact for this RFQ and can be contacted at patrickh@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	21/12/2022
RFQ Closing Date	20/01/2023
Award of Contract	27/01/2023
Commencement of Contract	27/01/2023
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](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 Australian Dollars (AUD) 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

Background

Established in 2013, the Pacific Islands Emergency Management Alliance (PIEMA) is a partnership between the key emergency management agencies across 14 Pacific Island countries (PICs)—the National Disaster Management Offices (NDMO), Police, and Fire and Emergency Services—to improve resilience and create “excellence in emergency management for safer Pacific communities”. The Pacific Community (SPC) provides secretariat and coordination services, bringing emergency and disaster preparedness expertise to deliver a broad strategic direction of the PIEMA.

PIEMA is built on a number of regional policies and frameworks. It directly contributes to one of the three goals in the Framework for Resilient Development in the Pacific (FRDP) 2017-2030 by improving the capacity of Pacific Island Countries (PICs) to prepare for emergencies and disasters, thereby ensuring timely and effective response and recovery to both rapid and slow onset disasters, which may be exacerbated or caused by climate change.

The Boe Declaration on Regional Security (2018) recognises the expanded concept of security that includes humanitarian assistance and regional cooperation to build resilience to disasters and climate change. It goes further to recommend—also reaffirmed by the Pacific Ministers for Disaster Risk Management in September 2022—the establishment of a regional Humanitarian and Disaster Response (HADR) mechanism that will enable transboundary support between countries in the region and with the international community. It includes Pacific-wide incident management system training, competency-based training, peer-to-peer learning and collaboration, opportunities for resourcing and other related initiatives as the foundational elements of the regional HADR, all of which are the core business of PIEMA.

In addition, the 2050 Strategy for the Blue Pacific Continent, endorsed by the Pacific Islands Forum Leaders in July 2022, also outlines the importance of continuing to strengthen the capacity of the Pacific peoples, communities, and nations to respond effectively in times of adversity under the Resilience and Wellbeing Strategic Pathway, one of the strategic pathways for achieving the Vision 2050.

Despite the Pacific regional policies and frameworks that support PIEMA, the independent Mid Term Review (MTR) of the Project in 2020 found mixed progress results. It concluded that the PIEMA Project:

- is highly relevant to regional and global efforts to be better prepared for responding to climate change and disaster events, as well as efforts to support the localisation of humanitarian response;
- has demonstrated strong coherence;
- is effective in increasing the level of proficiency and dedication to emergency management; and
- is effective in developing a common doctrine that is critical to ensure inter-operability for cross-regional and inter-regional emergency operations.

At the same time, the MTR drew attention to bigger questions, including the accountability to the PIEMA member agency’s needs; the leadership and coordination role of SPC as the secretariat of PIEMA; and the Results Framework that enables the PIEMA Project to monitor progress related to leadership, coordination, and the implementation of tailor-made activities for member agencies.

At the implementation level, the PIEMA Project has strived to address some of these questions through the development of Strategic Roadmap for Emergency Management (SREM) at country¹ level and the Pacific SREM 2021-2025; while reflecting the need for strong whole-of-government approaches to emergency management that emerged from the COVID-19 pandemic. However, the desperate need for systematically improving “the capacity of emergency sector personnel to effectively, efficiently, coherently and sustainably prepare for and respond to emergencies”² and “their capacity to lead and manage their ongoing development”³ remains a work in progress.

The Concept Note for the PIEMA Project Phase III, drafted in June 2022, outlines the strategic steps to be taken over the next five years, by defining the goal and realigning activities towards supporting more coordinated, professionalised, and self-sustaining PIEMA members across participating PICs. Most importantly, it articulates the growing desire for elevating the focus of change from individuals to institutional change, thereby further enhancing sustainability, and differentiating delivery approaches while rolling out locally led and managed emergency management activities, established through the current phase of the PIEMA Project. This has led to the consideration of a detailed design of the PIEMA Project Phase III, to be delivered over five years, 2023-2028.

Context

Australia’s Department of Foreign Affairs and Trade (DFAT) and New Zealand’s Ministry of Foreign Affairs and Trade (MFAT), the donor partners for the current phase of the PIEMA Project, have shown an interest in supporting Phase III. Both donors are committed to promoting the strategic directions of the FRDP, the Boe Declaration, and the 2050 Strategy for the Blue Pacific Continent. DFAT and MFAT are also interested in ensuring a smooth transition from the current phase to Phase III⁴ by providing support for a SPC-led design.

While addressing some of the bigger questions raised in the midterm review and embracing the desire for changed focus and delivery approaches, the design of PIEMA Phase III will be limited to the DFAT and MFAT contributions. The design, however, will have a scalable vision, to ensure that the program already has potential increases to funding and support inbuilt with subsequent benefits to program depth and breath. To ensure that the design document provides practical steps for the PIEMA Phase III implementation, a rigorous Monitoring, Evaluation and Learning (MEL) plan will be part of the process.

Nonetheless, it will be guided by the PIEMA Project’s principal lessons for an integrated approach to change, which are: a) direct investment and focus at the national level; b) embedding a people-centred approach⁵ (that focuses on gender equality, social and disability inclusion, culture and environmental responsibility); c) continued delivery of a sustainable package of support; and d) strengthened capacity development and leadership.

The design will be conducted before the end of the current phase i.e. before 31 March 2023, through the SPC’s procurement process to engage a design specialist.

B. Purpose, objectives, scope of services

The consultancy is looking for an experienced design specialist to develop the PIEMA Project Phase III design for five years (2023-2028) under the supervision of the SPC PIEMA team.

¹ Cook Islands, Kiribati, Nauru, Niue, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu and Vanuatu.

² Pacific Community (2022) Concept Note: Pacific Islands Emergency Management Alliance (PIEMA) project – Phase II. Pacific Community (SPC). Page 3.

³ Ibid.

⁴ The current phase of the PIEMA project is supported by Australia’s Department of Foreign Affairs and Trade (DFAT) and New Zealand’s Ministry of Foreign Affairs and Trade (MFAT). It builds on its previous phase (2013–2018) which was funded by the European Union (EU). Therefore, the new phase of the PIEMA project will be phase III (2023-2028) with the second round of support from DFAT and MFAT.

⁵ SPC Social and Environmental Responsibility (SER) Policy – can be sent upon request.

The design will largely be informed by existing reference documents including, but not limited to, relevant DFAT and MFAT strategic documents, SPC's Strategic Plan (2021), the 2050 Strategy, Boe Declaration Action Plan, FRDP, GEM Division Business Plan, PIEMA Strategic Agenda 2020 (2016), the Mid Term Review Report (2020), country level and the Pacific Strategic Roadmap for Emergency Management (2021), and Concept Note for PIEMA Project Phase III (2022). As such, the consultancy will not involve travels to each of the Pacific Island Countries. However, it is expected that s/he will participate in and facilitate a session to workshop the findings and design concepts as part of the PIEMA Annual Meeting, tentatively scheduled for late February 2023 in Nadi, Fiji. It will be the opportunity to share the draft design with PIEMA members and seek their constructive feedback and comments before finalising the design.

Prior to the PIEMA Annual Meeting, the design specialist is expected to make several online consultations with the key Pacific stakeholders. The SPC PIEMA team will provide a list of individuals for the online consultations.

The purpose of the design consultancy is to support the needs of the PIEMA members through assisting the SPC PIEMA team in identifying practical and tangible steps to implement the PIEMA Project Phase III. It will initially focus on the DFAT and MFAT investments while presenting scalable options for further expansion.

The design specialist is expected to:

- Work closely with SPC PIEMA team throughout the consultancy.
- Collect information on the current phase of the PIEMA Project using the progress reports submitted to DFAT and MFAT over the last 5 years.
- Conduct consultation with DFAT and MFAT, the SPC PIEMA team, relevant SPC staff, Pacific NDMOs, fire and police officials, and more widely relevant external stakeholders including PIFS, PICP, APTC, RedR Australia, USP, UN agencies, CSOs and any other relevant Ministries, referred to by the SPC PIEMA team.
- Review the current PIEMA Project's Results Framework, Theory of Change and Monitoring and Evaluation Plan and conduct online consultation with the PIEMA Project's Monitoring and Evaluation Adviser to help inform monitoring and evaluation plans for the PIEMA Project Phase III.
- Collect information on existing (and potential) humanitarian actions in the Pacific, including SPC's post disaster framework, DFAT/MFAT's pre-positioning and warehousing, NGO actions/training on managing operations centres, the US/The Asia Foundation's work on incident command systems and simulations, etc.
- Participate in and contribute to the PIEMA Annual Meeting, scheduled for February 2023.
- Ensure the integration of gender equality, social and disability inclusion across the PIEMA Project's Phase III activities drawing on the PIEMA project's Gender Strategy and Learning Pathway.
- Deliver a design package at the end of his/her consultancy that is forward looking and scalable while meeting the need of the PIEMA members.

C. Timelines

The consultancy required is for a maximum of 25 days between mid-January and 31 March 2023, including in-person attendance at the PIEMA Annual Meeting, tentatively scheduled for February 2023 in Nadi, Fiji.

Indicative timelines for completing the consultancy are:

Indicative dates	Proposed Activities	Estimated Days of Services
27 January 2023 to 20 February 2023	<ul style="list-style-type: none"> Document reading and research Online consultations 	12-13 days
Week of 20 February 2023	<ul style="list-style-type: none"> Submission of draft design Participation in the PIEMA Annual Meeting 	5 days
27 February 2023 to 10 March 2023	<ul style="list-style-type: none"> Development of MEL Plan 	3-4 days
Week of 13 March 2023	<ul style="list-style-type: none"> Submission of the revised design and draft MEL Plan – for SPC, DFAT and MFAT review 	1 day
Week of 27 March 2023	<ul style="list-style-type: none"> Finalisation and submission of the final design package 	1-2 days

D. Reporting and contracting arrangements

The design specialist will report to the SPC PIEMA Project Manager.

E. Skills and qualifications

The design specialist should demonstrate:

- Experience working with DFAT/MFAT-funded programs and demonstrated understanding of key Australian Government/New Zealand aid delivery policies including PCA and GEDSI requirements.
- Professional experience in designing and implementing overseas development programs, including playing a lead role in project design for at least one technical sector, as well as field implementation experience.
- Demonstrated experience in applying development principles and implementing foreign assistance processes such as drafting project design documentation, assistance or acquisition requisitions, assessments, and other program design materials preferred.
- Experience in designing and developing a MEL plan for a regional program, including selecting and defining indicators, setting targets for all indicators, and planning data collection activities.
- Experience in supporting multidisciplinary humanitarian operations.
- Experience working in the Pacific highly desired.
- Understanding and experience in applying climate change and disaster risk reduction to humanitarian actions.
- Knowledge of the principles of sound program analysis and management, sufficient to provide advice that recommends approaches to programmatic or policy operations.

- Demonstrated ability to clearly articulate ideas verbally and in writing, presenting solutions and serving as a knowledgeable and professional role model.
- Demonstrated skill in acting as a consummate team player, fostering a culture of problem-solving, dedication to quality, and customer service.

SPC encourages Pacific Island consultants to submit bids.

F. Scope of Bid Price and Schedule of Payments

In connection with the scope of services, there are several deliverables for the consultancy as laid out below:

Milestone/deliverables	Deadline	% payment
Draft PIEMA Project Phase III Design Document	20 February 2023	50%
Final PIEMA Project Phase III Design Package (Design document with the MEL Plan)	31 March 2023	50%
TOTAL		100%

G. Annexes to the Terms of Reference

PIEMA project website <https://gem.spc.int/projects/piema>
 PIEMA Mid Term Review <https://purl.org/spc/digilib/doc/jtz44>
 PIEMA Strategic Agenda 2020 <https://purl.org/spc/digilib/doc/yeo4r>

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		
<ul style="list-style-type: none"> - The Conflict-of-Interest Declaration form completed - Cover letter - Technical proposal - CV - Work plan <p>Professional experience in designing and implementing overseas development programs, including playing a lead role in project design for at least one technical sector, as well as field implementation experience including PCA and GEDSI requirements.</p>		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements		

Technical requirement 1: Experience working with DFAT/MFAT-funded programs and demonstrated understanding of key Australian Government/New Zealand aid delivery policies.	20%	140
Technical requirement 2: Demonstrated experience in applying development principles and implementing foreign assistance processes such as drafting project design documentation, assistance or acquisition requisitions, assessments, and other program design materials preferred. Experience working in the Pacific is highly desirable.	30%	210
Technical requirement 3: Experience in designing and developing a MEL plan for a regional program, including selecting and defining indicators, setting targets for all indicators, and planning data collection activities.	15%	105
Technical requirement 4: Understanding and experience in applying climate change and disaster risk reduction to humanitarian actions and in supporting multidisciplinary humanitarian operations.	15%	105
Technical requirement 5: Demonstrated ability to clearly articulate ideas verbally and in writing, presenting solutions and serving as a knowledgeable and professional role model.	10%	70
Technical requirement 6: Quoted price for the consultancy service.	10%	70
Total Score	100%	700