



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Pacific Organic Learning Farms
Nature of the services	In country coordinator - Tonga
Location:	Tonga
Date of issue:	7/02/2023
Closing Date:	17/02/2023
SPC Reference:	23-5010

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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 timocin@spc.int and with the subject line of your email as follows: **Submission RFQ 23-5010**. 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
- CV
- Part 5 Proposal Submission Forms

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 **11.59 pm Fiji Time on 17/02/2023**.

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.

Timoci Nakalevu will be your primary point of contact for this RFQ and can be contacted at timocin@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	7/02/2023
RFQ Closing Date	17/02/2023
Award of Contract	22/02/2023
Commencement of Contract	27/02/2023
Conclusion of Contract	31/08/2024

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 TOP 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:

- An agreement has been established between the Pacific Community/Pacific Organic and Ethical Trade Community (POETCom) and the Kiwa Initiative for the execution of the Pacific Organic Learning Farm Network – Agro ecology and agro forestry for climate resilience [OLFN] project.
- **Pacific Organic and Ethical Trade Community-** POETCom is the peak body of the organics movement in the Pacific, housed within the Pacific Community (SPC). The membership of POETCom is broad based and multisectoral with representation from organic farmers, farmer organizations, traders, Governments, academic and research institutions, NGOs, private sector businesses and regional technical support agencies such as FAO and SPC. The Role of the POETCom is to serve as the regional peak body for the organics industry and to advocate at the international level on issues that impact on the development of organics in the Pacific and at regional and national levels for the promotion and development of organics to reach the vision. POETCom developed and manages the Pacific Organic Standard [POS] and the Pacific Organic Guarantee Scheme [POGS].
- The contract is supported through the Kiwa Initiative: Nature-based solutions for climate resilience since the Organic Learning Farms Network project is a regional project funded in the framework of this Initiative (www.Kiwainitiative.org).
- The Kiwa Initiative aims at strengthening the climate change resilience of Pacific Island ecosystems, communities and economies through Nature-based Solutions (NbS), that is to say by protecting, sustainably managing and restoring biodiversity. It is based on an easier access to funding for climate change adaptation and NbS for local, national authorities, civil society and regional organisations of Pacific Island countries and Territories including the three French overseas territories. The Initiative, managed by the Agence Française de Développement (AFD), is funded by the European Union, AFD, Global Affairs Canada, Australian Government Department of Foreign Affairs and Trade (DFAT) and New Zealand Ministry of Foreign Affairs and Trade (MFAT).
- The Pacific Organic Learning Farm Network – Agro ecology and agro forestry for climate resilience project is a four-year project that will be operational in Fiji, Nauru, Tonga and Solomon Islands, with exchange and learning components with Wallis and Futuna, New Caledonia and French Polynesia in collaboration with the European Development Fund 11 PROTEGE project implemented by the Pacific Community.

B. Purpose, objectives, scope of services

Purpose of Role:

Country Coordinators will facilitate the project coordination at national level, provide technical support to project participants, facilitate national level network development and ensure strong monitoring

evaluation and reporting. The overall objective of the project is the development of organic farming systems for food security, climate change adaptation, and biodiversity conservation to strengthen resilience of smallholder producers through the establishment of a network of Organic Learning Farms (OLFs). These organic farms will demonstrate the best organic and agroecological production methods, with a focus on enhanced biodiversity, that can be adopted by smallholder producers. These farms will demonstrate the benefits of biodiversity, agro ecology, agro forestry and organic production methods and technologies for climate resilience.

The program's specific Components are:

- Component 1: Establishment of Organic Learning Farm network
- Component 2: First circle farmers trained and supported in converting their farms to organic and agroecological practices
- Component 3: Ensuring sustainability through market incentives
- Component 4: Monitoring, Knowledge Management, Learning, and visibility

Scope of Work

- The project will contract the services of a team of at least two consultants in Tonga under the supervision of the Project Manager.
- The position of Country Coordinator encompasses the following major functions or Key Result Areas:
 - Key Result Area 1: In country project coordination and management
 - Key Result Area 2: Capacity Building
 - Key Result Area 3: Stakeholder relations
 - Key Result Area 4: Monitoring, Evaluating and Reporting
- More detailed activities include:
 - Support in the scoping and selection of 100 first circle farmers that are economically viable, sustainable Organic Learning farms (OLF) in country. Provide upgrading support to the OLF
 - Draft selected OLF business case and sustainability plan
 - Support in the identification, documentation and training of 'first circle' farmers in collaboration with local government units.
 - Develop market mechanisms and gender inclusive value chains to provide a diverse range of crops, value addition products, and non-timber forest products that support long-term financial sustainability and provide incentives for maintaining and enhancing biodiversity and the environment
 - Consolidate early lessons learnt, processes and steps. Provide communication support to the project in line with the Kiwa communications charter and OLF communications plan
 - Facilitate learning exchanges in collaboration with lead farmers

C. Timelines

The Kiwa Organic Learning Farms Network project is scheduled to run from 28 May 2021 through 27 May 2025.

- This consultancy will commence upon signing of the contract and will run for 18 months.

D. Reporting and contracting arrangements

The consultant is expected to produce the following:

- OLF national annual workplan
- OLF establishment report (includes technical assessments, profiles, report of farmers, sites that are selected, contracted and commissioned etc)
- Endorsed in-country advisory committee meeting minutes
- Draft business case and sustainability plan for selected Organic learning farms
- Expand Technical assessment of 'first circle' of farmers and training report
- Market mechanisms and gender inclusive value chains assessment report.
- Produce communication materials following the Kiwa communication guidelines

Travel Arrangements:

The consultant may include in their financial proposal a budget for in country travel cost associated with project activities, which will be reimbursable based on actuals (acquittals such as receipts will be required). SPC will arrange travel for the consultant for any regional meetings or workshops outside of Tonga. In any case prior approval must be taken from the project Manager (SPC focal point) before any travel takes place.

SPC does not provide insurance for consultants travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes or duties for which the consultant may be liable.

E. Skills and qualifications

Tertiary degree in governance, management, development studies, tropical agriculture, forestry, social science or related field. In lieu of this, an advanced degree in governance, management, development studies, agriculture, forestry, social science or related field.

Please provide latest CVs of the 2 personnel being proposed for this work.

Key Skills/Attributes/Job Specific Competencies

The following levels would typically be expected for the 100% fully effective level:

Expert level	<ul style="list-style-type: none">● Project implementation and coordination● Problem solver and action result base oriented● Pacific Farming systems or farming systems of the country that take into account climate adaptation and biodiversity conservation issues● Practical farming experience, especially in the context of climate change
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Advanced level	<ul style="list-style-type: none"> ● Interpersonal skills ● Agricultural or environmental management ● Organic and agroecology practices ● Attention to detail with high computer literacy ● Communication and responsiveness to needs of stakeholders ● Advocacy with demonstrated initiative and ability to think laterally to identify innovative solutions
Working knowledge	<ul style="list-style-type: none"> ● Using data and information management systems ● POETCom Strategic plan, SPC SP, LRD Business Plan ● Country agricultural policies and plans and national strategic action plans ● An understanding of the culture and traditions of the various Pacific Island Countries. ● A basic level of French would be advantageous
Awareness	<ul style="list-style-type: none"> ● SPC policies and procedures ● LRD Office Procedures

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> ● At least 3 years relevant work experience working in agriculture or other relevant fields. ● Demonstrated understanding Pacific farming systems ● Proven project implementation experience ● Commitment to organic and agroecological approaches ● Good knowledge of climate change and biodiversity issues in the Pacific ● Good knowledge of climate adaptation issues in the agriculture sector ● Proven financial, human resource and administrative management skills in a challenging environment, with a particular focus on stakeholder management and monitoring program/organizational performance. ● Excellent interpersonal skills across a multicultural environment, able to deliver information within a cross-cultural context. 	<ul style="list-style-type: none"> ● Experience in project management ● Experience with a national, regional or international organization dealing with issues of agriculture, climate change, environment and/or sustainable livelihoods development. ● Experience in supporting the development of policy and provision of technical advice and support through an NGO or association. ● Demonstrated understanding of key social, economic and political challenges faced by the Pacific Islands region ● Demonstrated understanding of key challenges and constraints impeding Pacific Islands access to organic and ethical markets.

- Communication skills
- Fluency in English communication skills (oral and written).
- Advanced computer skills across necessary applications including database management.

F. Scope of Bid Price and Schedule of Payments

The contract schedule of payment will be based on milestones achieved on a monthly basis and the approved timesheets. Payments will be made in line with the below schedule:

Milestone/deliverables	Deadline	% Payment
Monthly progress report and timesheet for 18 months	End of each month from date of signature	18% per month
TOTAL		100%

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		
Provide an updated CV of all specified personnel	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Degree or advance degree in the relevant field(s) related to agriculture, development, public sector, or policy development	10	70
Minimum 3 years' experience in coordinating project deliveries and conducting stakeholder consultations	20	140
Understanding of agricultural sector especially in the country	15	105
Experience in facilitating consultation meetings, workshops and gathering feedback	20	140
Experience in working with multiple stakeholders, especially in the country	15	105
Computer skills especially in use of Microsoft office with some skills in setting up database	10	70
Good reporting skills	10	70
Total	100%	700

Part 5: PROPSOAL SUBMISSION FORMS

TECHNICAL PROPOSAL SUBMISSION FORM

INSTRUCTIONS TO BIDDERS

The Technical Proposal Submission Form is a table that includes the technical criteria on which bidders will be scored and allows the bidder to respond to them. This table is then used by the technical evaluation committee to score the technical proposals received.

Technical Requirements	
Evaluation criteria	Response by Bidder
Experience and specified personnel/sub-contractors	
Referees	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>	
Mandatory – CV	Please provide CV of all key personnel proposed
Technical Requirements	
Degree or advance degree in the relevant field(s) related to agriculture, development, public sector, or policy development	<i>[Bidder's answer]</i>
Minimum 3 years' experience in coordinating project deliveries and conducting stakeholder consultations	<i>[Bidder's answer]</i>
Understanding of agricultural sector especially in the country	<i>[Bidder's answer]</i>
Experience in facilitating consultation meetings, workshops and gathering feedback	<i>[Bidder's answer]</i>
Experience in working with multiple stakeholders, especially in the country	<i>[Bidder's answer]</i>
Computer skills especially in use of Microsoft office with some skills in setting up database	<i>[Bidder's answer]</i>
Experience and understanding of database management required for coconut conservation and breeding in the Pacific region	<i>[Bidder's answer]</i>

Extensive research and knowledge in coconut characterisation, breeding, nursery management and selection for improved traits	[Bidder's answer]
Demonstrated experience in in situ conservation and farmer participatory training	[Bidder's answer]
Proven ability to produce high quality comprehensible reports and provide sound, practical recommendations	[Bidder's answer]
Good reporting skills	[Bidder's answer]

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]

BIDDER'S FINANCIAL PROPOSAL

The contract schedule of payment will be based on milestones achieved on a monthly basis. Please provide a daily or monthly rate for your professional fees and total professional fees. with an estimated travel budget

Services description	Lump sum Price [Currency]	Total Amount [TOP]
Professional Fees	Daily Rate	[total amount]
Professional Fees	Monthly Rate	[total amount]
Total Professional Fees	Total lump sum	[total amount]

The consultant is required to provide any additional costs including in country travel costs, perdiems and any other related costs in the financial proposal submission form (if not already included in the consultancy fee) payable by SPC solely. This will be reimbursed by the SPC upon submission of receipts. The costs must solely be for the purpose of implementation of project activities will require approval from Project manager before it is incurred. Please include these costs here:

Other costs	
Item description	Total Amount [TOP]
[Item description]	[total amount]
[Item description]	[total amount]
[Item description]	[total amount]
[Item description]	[total amount]
Total Other costs	[Total]

Total Professional Fees	
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Total other costs	<i>[total other costs]</i>
GRAND TOTAL IN TOP	

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]*