

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Community-based fisheries management (CBFM)
Nature of the services	Consultancy to develop and teach CBFM scaling up course
Location:	Remote and Fiji
Date of issue:	19/08/2024
Closing Date:	30/08/2024
SPC Reference:	RFQ24-7009

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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 watsonil@spc.int and with the subject line of your email as follows: **Submission RFQ24-7009**. 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
- Technical proposal that must include cover letter, CV and qualifications
- Proposed Workplan

- Financial proposal

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 **04.00pm Noumea time on 30/08/2024**.

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.

Watisoni Lalavanua will be your primary point of contact for this RFQ and can be contacted at watisonil@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	19/08/2024
RFQ Closing Date	30/08/2024
Award of Contract	6/09/2024
Commencement of Contract	9/09/2024
Conclusion of Contract	31/03/2025

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 EURO 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

The Pacific Island people have a strong dependency on coastal fisheries for livelihood, food and culture. The importance of coastal fisheries is seen through a deep connection between people and the marine resources which led people to manage fisheries through community-based fisheries management (CBFM). This community led initiatives has gained momentum regionally and is recognized as an integral effort for sustainable fisheries in the Pacific.

CBFM was identified in the '[A new song for coastal fisheries – pathways to change: The Noumea strategy](#)¹ the strategy for managing coastal fisheries resources in the region. A [Pacific Framework for Action on scaling up community-based fisheries management](#)² was developed and endorsed to provide a guidance to PICTs in developing, prioritising and implementing national actions for scaling up CBFM that support local communities to have healthy fisheries and resilient livelihoods.

In the effort to scale up CBFM in the region, a CBFM scaling up course was developed to be piloted in 2024 to ensure that CBFM practitioners has the capacity to adequately support scaling-up of CBFM at both national and subnational level. The course modules are based on the strategies in the CBFM Framework for Action to address the gaps to empower local communities for the management of coastal fisheries. The course outline has been developed and is available as an appendix to this ToR as well as more detailed information on the course concept.

B. Purpose, objectives, scope of services

The objectives of this mission are to develop, teach and facilitate the specific topics of the CBFM scaling up course and mentor trainees together with the designated organisation/personnel as co-leads.

The topics to be developed and taught are the following:

- **Module 1: Introduction**
 - CBFM and its challenges: scaling, sustaining and other issues.
 - Ways to address challenges of CBFM scaling-up.
- **Module 2: Direct actions**
 - 2-way communication.
 - Site-based management planning
- **Module 4: Strategic approaches to scaling and sustaining widespread CBFM**
 - Achieving reach and sustaining
 - Records, data, monitoring and evaluation.
- **Module 5: Final recap exercise**

¹. <https://purl.org/spc/digilib/doc/yr5yv>

² <https://purl.org/spc/digilib/doc/yr5yv>

- Assessment of current scalability of CBFM activities in countries
- Ways forward to improve current scaling status

The scope of the services is the following:

- Developing and finalising the training agenda with SPC and relevant partners.
- Develop course contents, presentations, exercises as indicated in the course outline.
- Work with Australian National Centre for Ocean Resources and Security - University of Wollongong, Locally Managed Marine Area Network International, cChange and SPC to develop shared modules.
- Attend meetings with partners to share updates on course development and implementation.
- Provide feedback on other module contents as needed.
- Teach and facilitate the topics face-to-face.
- Provide remote mentoring for participants over 5 months after the training together with the designated organisation/personnel as co-leads.
- Lead the development of an article to be published in the SPC Fisheries Newsletter. The article should cover the course, its content, and its relevance to CBFM practitioners in the Pacific and abroad.

C. Timelines and Duty Station

This work is expected to begin in September 2024, with the final milestone to be submitted no later than 31st March 2025. The work will involve regular contact with FAME staff, developing and teaching course modules, and mentoring trainees.

The timelines are provided below:

- The course contents will be developed by September 30th, 2024.
- The training course will take place between 21 October to 1 November 2024 in Fiji.
- The mentoring will be provided from November until the end of March 2025.
- The final training will be in March 2025.
- Final article to be submitted to SPC by 31 March 2025

The consultant is required to work remotely and in person by participating in the two-weeks face-to-face CBFM training in Fiji. Other work that will be required by the consultant includes project administration, liaison, attending virtual check-ups and mentoring of trainees together with the designated organisation/personnel as co-leads.

D. Reporting and contracting arrangements

The reporting and contracting arrangements for the consultant are stipulated below :

- The Contractor will be responsible to the SPC Community-based Fisheries Officer Ivory Akao. The contract manager is the consultant's point of contact for reporting and approval/acceptance of outputs. Other FAME CFP contacts will include but not limited to:
 - Watisoni Lalavanua (Community-based Fisheries Adviser)
 - Ian Bertram (Principal Fisheries Advisor – Coastal Fisheries Management and Livelihoods)
 - Dr. Andrew Smith (Deputy Director – Coastal Fisheries and Aquaculture)
 - Laetitia Lavenier (Administrative Assistant – PEUMP) and
 - Virginie Valomet (Senior Administrative Assistant - PEUMP).
- The contractor will submit the course contents as a deliverable.
- The contractor will submit a summary of the course implementation with lessons learned.
- The contractor will submit a summary of the mentoring period.
- The contract will submit other documents, materials as per this ToR
- In accordance with the SPC travel policy, SPC will organize the travel of the contractor to participate the CBFM training. The first training is in October 2024 and the second in March 2025. SPC will arrange and pay travels and Daily Subsistence Allowance (DSA) at the SPC rate to the consultant as per the SPC travel policy.

E. Skills and qualifications

The consultant must have

- At least 15-20 years of experience in working with a wide range of communities and governments on community-based fisheries management in the Pacific Island region.
- Demonstrated experience in developing and teaching courses to professionals both from governments and civil society.
- Demonstrated experience in scaling-up CBFM, preferably based on the CBFM Framework for Action.
- Demonstrated experience in mentoring CBFM practitioners.
- Past collaborations with the CBFM course partners (SPC, cChange and the University of Wollongong) would be an advantage.

F. Scope of Bid Price and Schedule of Payments

Milestone/output	Deadline	% payment
Final draft of the training agenda	10 September	20%
Developed Course content in final draft	30 September 2024	20%
Course face-to-face teaching in the CBFM training from 21 October to 1 November in Fiji	1 November 2024	20%
Mentoring for participants	20 March 2025	10%
Teaching, mentoring and facilitating final training in March 2025 for reporting of participants' project.	29 March 2025	10%
Final article submitted to SPC for publication in the SPC Fisheries Newsletter.	31 March 2025	20%
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		
<ul style="list-style-type: none"> - Technical proposal with cover letter, CV and qualifications - Conflict of interest declaration - Financial proposal 	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: At least 15-20 years of experience in working with a wide range of communities and governments on community-based fisheries management in the Pacific Island region.	30%	210
Technical requirement 2: Demonstrated experience in developing and teaching courses to professionals both from governments and civil society.	25%	175
Technical requirement 3: Demonstrated experience in scaling-up CBFM, preferably based on the CBFM Framework for Action.	25%	175
Technical requirement 4: Demonstrated experience in mentoring CBFM practitioners.	15%	105
Technical requirement 5: Past collaboration with the CBFM course partners (SPC, cChange and the University of Wollongong)	5%	35
Total technical score	100%	700
Financial Proposal score = (Lowest Price / Price under consideration) x 300		300