

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

READVERTISEMENT

Project Title:	Building Safety and Resilience in the Pacific Phase II
Nature of the services	BSRP II National Multi-Hazard Early Warning Centre Coordinator Papua New Guinea
Location:	Port Moresby, Papua New Guinea
Date of issue:	11/09/2024
Closing Date:	2/10/2024
SPC Reference:	RFQ24-6604

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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 an application 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 application and all supporting documents** in English and as an attachment to an email sent to kevinm@spc.int and with the subject line of your email as follows: **Submission RFQ24-6604**. 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 (including copies of academic qualifications)
- Completed Technical Proposal Submission Form

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 **23.59 Fiji (+12 GMT) on 2/10/2024**.

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 an applicant has met the prescribed requirements and the applicant's proposal has been determined to be substantially responsive to the RFQ documents, serve the interests of SPC.

Technical

All valid proposals will be assessed against the technical evaluation criteria set out in Part 4. The criteria are provided with weighted scores according to the relative importance of each. Candidates are expected to familiarise themselves with local conditions and take these into account in preparing their proposal. Where minimum qualifications are set as specific evaluation criteria (which may include educational qualification, professional accreditation or certification, licensing, experience and expertise), proposals submitted must necessarily meet these criteria.

Financial

This RFQ does not require the submission of a financial offer, as the cost of each service is defined by SPC on the monthly basis as stated on Part F, Page 8 of this document.

These rates do not include tax, in accordance with applicable legislation, and may be re-evaluated at SPC's initiative.

The purpose of this RFQ is to implement a Preferred Supplier Agreement (PSA).

PSAs are drawn up for an initial period of 1 (one) year and may be renewed for a period not exceeding 3 (three) years, depending on the results and quality of the services rendered.

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.

Mr Kevin Maitava will be your primary point of contact for this RFQ and can be contacted at kevinm@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	11/09/2024
RFQ Closing Date	2/10/2024
Award of Contract	TBC
Commencement of Contract	TBC
Conclusion of Contract	TBC

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.

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 Community (SPC), through the Building Safety and Resilience in the Pacific Phase II (BSRP II) project, is seeking a National Coordinator to be based at the National Multi-Hazard Early Warning centre based with the National Weather Service. The position will coordinate activities in the National Multi-Hazard Early Warning Centre along with project's activities in Papua New Guinea (PNG).

BSRP II is a component of the EU Intra-ACP Natural Disaster Reduction (NDRR) Programme funded under the 11th European Development Fund (EDF). BSRP II operates in 14 Pacific Island Countries and in Timor-Leste. The EUR 14 million project started in September 2022 with implementation scheduled to end in October 2026.

The project has a number of regional and national activities arranged around four expected outputs:

- i. Increased availability of reliable disaster and climate risk data, information and knowledge;
- ii. Enhanced integration of risk-informed regulations, planning and financing;
- iii. Strengthened capabilities, collaboration and coordination for risk reduction, response and recovery;
- iv. Increased risk awareness and risk reduction actions with sub-national, community and local stakeholders.

PROJECT GOVERNANCE

BSRP II is managed and administered by a Project Management Unit (PMU) based at SPC in Suva. The PMU consists of a Project Manager, two Project Implementation Officers, a Finance Officer, Project Administrator and a Communications Officer. A Project Steering Group (PSG) has been established to provide project over-sight at the regional level. National Project Steering Committees (NPSC) have been established in all participating countries. The project partners with, and operates through, National Disaster Management or National Emergency Management Offices at the national level.

BSRP II IN PNG

With a country allocation of **EUR 770,000**, PNG has identified seven national activities under five Key Result Areas (KRAs) to be implemented under the project.

KRA 1: DRM/CC Information Management Governance

- 1.1. National Multi-hazard Early Warning Centre – support with human resources, equipment and capacity building

KRA 2: Upgrade Oceania Regional Seismic Network (ORSNET) Capacity

- 2.1. Upgrade of ICT infrastructure at the Port Moresby Geophysical Observatory (PMGO)
- 2.2. Upgrade five stations of the nation-wide seismic network from short-period to broadband operation

KRA 3: PNG Disability Data Collection, Storage And Analysis For Decision-Making

- 3.1. Equipment, software and skills to collect, store and analyse high quality, standardised data on PWDs and Elderly Persons

KRA 4: Safer Pacific Schools

- 4.1. Expand rollout of PNG Education in Emergencies & Disaster Risk Management Policy
- 4.2. Develop and rollout of NDoE School Building Infrastructure Policy
- 4.3. Develop/roll out fire safety curriculum in lower primary schools

KRA 5: Communications

- 5.1. Communications, engagement, awareness and visibility

B. Purpose, objectives, scope of services

The Project is seeking the services of a Coordinator for the National Multi-Hazard Early Warning Centre to support project implementation. The Coordinator will be based at the National Weather Service Office in Port Moresby and will work closely with National Disaster Centre and BSRP II Project Management Unit. Implementation of project activities will need to take place according to the Government of Papua New Guinea regulations and guidelines as well as adhere to SPC's frameworks and policies and procedures.

The BSRP II National Multi-Hazard Early Warning Centre Coordinator will conduct the following tasks:

- i. Coordinate activities pertaining to the daily operations of the National Multi-Hazard Early Warning Centre, including facilitating capacity building opportunities for staff.
- ii. Liaise with in-country stakeholders with key interests in, or roles relevant to, the NMHEWC.
- iii. Coordinate the implementation of BSRP II project activities in Papua New Guinea.
- iv. Serve as the technical lead on BSRP II project activity planning and costing.
- v. Lead in-country procurement processes required for project implementation.
- vi. Support procurement processes led by the BSRP II PMU.
- vii. Collect and review financial data for acquittals.
- viii. Ensure that all acquittals are submitted to SPC Finance in good order and on a regular basis.
- ix. Follow up on outstanding documentations required for acquittals.
- x. Organise and provide secretarial support to the National Project Steering Committee.
- xi. Support project monitoring and evaluation activities.
- xii. Prepare six-monthly project workplans to be approved by the Director National Weather Service.
- xiii. Additional tasks that may be identified by the Director National Weather Service or PMU that contribute directly to the successful implementation of BSRP II activities in Papua New Guinea.

In performing the above tasks, the National Multi-Hazard Early Warning Centre Coordinator may be required to travel to remote areas in Papua New Guinea.

C. Timelines

The National Multi-Hazard Early Warning Centre Coordinator will work five days a week in accordance with official Papua New Guinea government office hours.

The work will commence on the signing of the contract.

The position is needed for the duration of the project implementation phase which ends in October 2026. The contract will be for a period of 1 year initially and will be extended subject to performance reviews. Extension beyond October 2026 is subject to funding availability and extension of the project timeline.

D. Reporting and contracting arrangements

The Project Coordinator will be supervised by the Director National Weather Service, or a delegated senior manager.

The Project Coordinator will report to both the Director National Weather Service and the BSRP II PMU.

Reporting will involve the preparation and submission of monthly progress reports and consolidated 6 monthly progress reports aligned to the project workplan.

The Project Coordinator will be required to complete monthly timesheets to be signed off by the Director National Weather Service and submitted to SPC with the monthly progress reports.

All project related travel in Papua New Guinea will align to government policies and guidelines.

E. Skills and qualifications

- i. A university degree or equivalent in environmental science, climatology, disaster risk reduction, climate change adaptation, or a related field. Additional qualifications in Project Management or Business Administration will be an advantage.
- ii. At least 5 years of project coordination experience in implementing interdisciplinary development projects at National and/or Sub-National levels, preferably with a focus on Disaster Risk Management and/or Climate Change Adaptation. Experience with EU funded projects along with recruiting and managing Technical Assistants will be an advantage.
- iii. Demonstrated experience in facilitating technical training opportunities relevant to the work of the National Multi-Hazard Early Warning Centre
- iv. Demonstrated experience in managing Information Management Systems and record keeping.
- v. Demonstrated experience in project management and implementation.
- vi. Demonstrated knowledge of government procurement processes in Papua New Guinea.
- vii. Good written and spoken English and ability to effectively communicate in Tok Pisin.
- viii. Demonstrated ability to manage project budget, prepare acquittals and meet project deadlines.
- ix. Excellent interpersonal skills and ability to work in culturally diverse environments.
- x. Ability to use Microsoft Office software and teleconferencing software such as Microsoft Teams and Zoom
- xi. Ability to travel to remote project locations in challenging travel conditions.

F. Schedule of Payments

Payments will take place on a monthly basis.

Remuneration for this consultancy is **EURO 1,200 per month** all inclusive.

Payments will be based on submission of monthly progress reports and signed timesheets.

G. Annexes to the Terms of Reference

BSRP II Project Factsheet

BSRP II Papua New Guinea Country Implementation Plan

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		
Good written and spoken English and ability to effectively communicate in Tok Pisin		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Technical requirement 1: Professional Qualification A university degree or equivalent in environmental science, climatology, disaster risk reduction, climate change adaptation, or a related field. Additional qualifications in Project Management or Business Administration will be an advantage.	20%	140
Technical requirement 2: Experience At least 5 years of project coordination experience in implementing interdisciplinary development projects at national and/or sub-National levels, preferably with a focus on Disaster Risk Management and/or Climate Change Adaptation. Experience with EU funded projects along with recruiting and managing Technical Assistants will be an advantage.	20%	140
Technical requirement 3: Project Management & Implementation List your experience in project management and implementation	20%	140
Technical requirement 4: Financial Management Describe your experience with managing project budgets and preparing acquittals	10%	70
Technical requirement 5: Information Management and Record Keeping Demonstrated experience in managing Information Management Systems and record keeping	10%	70
Technical requirement 6: Capacity Building	10%	70

Demonstrated experience in identifying and/or facilitating technical training opportunities relevant to the work of the National Multi-Hazard Early Warning Centre		
Technical requirement 7: Procurement		
Demonstrated knowledge of government procurement processes in Papua New Guinea	10%	70
Total Score	100%	700