



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Consulting services: Communications Officer, FSM Readiness Program with the Green Climate Fund
Nature of the services	Consulting Services
Location:	Federated States of Micronesia
Date of issue:	30/01/2025
Closing Date:	12/02/2025
SPC Reference:	24-7479

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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 **Hinal Kumar – procurement@spc.int** and with the subject line of your email as follows: **Submission RFQ24-7479**. 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
- Annex I - Technical Proposal
- Annex II - 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 **11.45pm New Caledonia (GMT +11) on 12/02/2025**.

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.

Lizzie Conway will be your primary point of contact for this RFQ and can be contacted at lizziec@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	30/01/2025
RFQ Closing Date	12/02/2025
Award of Contract	21/02/2025
Commencement of Contract	3/03/2025
Conclusion of Contract	23/10/2025

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](#) 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 USD 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

Since 2017, the Federated States of Micronesia (FSM) has made leaps in establishing readiness to access resources from the Green Climate Fund (GCF) and complementing partners for projects that focus on institutional strengthening and paradigm-shifting programming.

Now in its third Readiness phase (R3) with the GCF, the FSM is continuing to build on its capacity for effective climate finance administration. This third phase of readiness support builds on the significant gains made in the first and second phases, namely in establishing the Presidential Sustainable Development (SD) Council to oversee country-owned and country-driven processes; in completing and updating the FSM-GCF Country Programme (CP) to guide priority pipeline development and implementation, including the identification of immediate capacity needs; in facilitating the accreditation of three nationally nominated entities (DAEs); and in securing GCF funding for the FSM's National Adaptation Plan to kickstart and direct the country's long term strategies and actions to thrive in the face of climate change.

1. R3 has a three-year implementation period (October 2022 – October 2025) with the following three main outcomes:
2. FSM NDA and focal points and the networks and systems that enable them to fulfil their roles are operational and effective.
3. Accredited DAEs have the capacity to maintain GCF's accreditation standards, develop a pipeline of projects and effectively implement GCF-funded activities.

Increase in the number of quality project concept notes developed and submitted to the GCF and/or other donors.

B. Purpose, objectives, scope of services

Purpose and objectives of the consultancy

The objective of this consultancy is to strengthen the capacity of the FSM NDA office (Office of the Secretary, Department of Finance and Administration) to increase awareness of climate finance opportunities at the national and sub-national levels, improve overall communication and strengthen FSM's engagement with the GCF.

Scope of work of the consultants and expected key deliverables:

Cross-cutting functions

Support the NDA office in day-to-day implementation of communications activities ensuring overall integrity and institutional coherence.

Establish a communications strategy for the NDA office for the remainder of the FSM III Readiness period.

Support the planning, coordination and execution of institutional events, developing dedicated digital and print products as needed.

Provide guidance and advice to NDA Office staff on communications, to reinforce the collective capacities of the team to promote its messaging in varying contexts.

Assist in the systematic documentation, monitoring and evaluation of the key communications activities performed.

Assist in any other related activities that may be assigned by the NDA Office Team Lead.

Editorial production

- Draft press releases, web articles, presentations, talking points, opinion pieces and other public communications material for use across Government of FSM platforms and forums.
- Help develop and refine Government of FSM messages and public narrative on the topic of climate change and climate finance.
- Write public materials and talking points for the GCF National Designated Authority and other Government of FSM representatives.
- Provide editorial input, including review and editing, for key publications, reports and articles in the climate change and climate finance space.
- Help craft succinct and accurate messaging on various reports, policies and initiatives.
- Help write and produce regular climate finance newsletter.

Media relations

- Develop a strategic approach for the Government of FSM's media relations.
- Develop media campaigns around key climate finance initiatives at the state, national and international levels.
- Draft press lines and related material for media relations.
- Support and help manage field inquiries from journalists, arranging interviews with relevant project execution stakeholders and end beneficiaries in the field.

Web and social media

- Produce online content for the Government of FSM website, including writing or editing articles, commentaries, announcements, graphics, interactive charts and other material.
- Edit online commentaries and articles submitted for publication on the Government of FSM website.
- Review and edit content for public release across social media channels.
- Script and edit narrative content for videos.

C. Timelines

The Consultant must complete the work defined in the scope of services for the whole duration of the project. The table below presents an indicative timeline for each expected deliverable.

Expected key deliverables	Indicative timeline
Monthly report	1 st of each month
NDA Office quarterly newsletter	Each quarter of implementation period
Updated Communication plan and strategy for the NDA Office	March 2025
Monthly MEL Reporting	Monthly

D. Reporting and contracting arrangements

For the purpose of administering this consultancy, the direct SPC contact person will be the Climate Finance Coordinator of the CFU, Mr. Dirk Snyman.

The Communications Officer will work under the overall supervision of the FSM NDA Office Team Lead in liaison with the SPC Micronesia Regional Office on one hand and the Climate Finance Unit (CFU) in SPC's Climate Change and Environmental Sustainability programme on the other hand.

Duration of the Work

The consultant will work approximately 20 days per month.

Duty station and travel

The Consultant will be based at with the Office of the FSM Secretary for Finance and Administration (NDA), Pohnpei, FSM.

SPC will oversee travel organization including per diems if required for this consultancy. As per SPC travel policy, visa fees and travel insurance will be in charge of the Contractor. All travel expenses shall be submitted to the validation of SPC based on the required acquittals.

E. Skills and qualifications

The Consultants should have the following skills & qualifications:

- Degree in communications, media studies, international development or a related field.
- Demonstrate 2 to 5 years of relevant experience, including conceptualizing issues and analysing data to compile and synthesise information in a coherent and succinct format.
- Ability to share knowledge across the organization and builds a culture of knowledge sharing and learning.
- Experience in implementing institutional communications in a decentralized context is an asset.
- Ability to implement communications and publications strategies.
- Ability to communicate sensitively and effectively across different audiences.
- Excellent communication and writing skills in English.
- Demonstrated ability to use office equipment and computer literacy in, publication design, multimedia products, development, web design (use of HTML and CSS), web content, etc.
- High attention to detail and ability to work under tight deadlines.

F. Scope of Bid Price and Schedule of Payments

The contract will be calculated on the basis of 20 days / month for 18 months (duration of the contract). It will be paid on a monthly basis, upon receipt of:

- The monthly report.
- The monthly time sheet duly completed by the consultant.
- The invoice for the month concerned.

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

For Travel expenses, reimbursement will be made after approval by SPC and upon receipt of an invoice.

The quote should confirm the acceptance of the payment terms stated or an alternative proposal.

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 and Financial requirement) which indicates the relative significance or weight of the items in the overall evaluation process.

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
1) Declaration of Conflict of Interest		
2) A bid / proposal comprising: <ul style="list-style-type: none"> • A cover letter • A description of the proposed service, approach and methodology • Evidence of prior work of a similar nature • A CV or professional profile 		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
3) Financial quote in USD based on the schedule provided in Section F		
Technical requirements		
Bachelor's degree in communications, media studies, international development or another related field. Must be fluent in written and spoken English	25%	175
Demonstrated experience in implementing institutional communications in a decentralised context but also demonstrated experience in implementing communications and publications strategies.	25%	175
Demonstrate 2-5 years of experience, including conceptualizing issues, analyzing data for compilation and synthesis into coherent and succinct formats, and communicating sensitively and effectively with diverse audiences.	25%	175
Ability to share knowledge across the organisation and builds a culture of knowledge sharing and learning.	15%	105
Demonstrated ability to use office equipment with computer literacy in publication design, multimedia products development, web design, web content.	10%	70
Subtotal Technical	70%	700
Financial Requirements		
Price and payment terms	30%	300
Total Score	100%	1000