

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Pacific Organic Learning Farms Network [POLFN]
Nature of the services	Consultancy- Farmer Field School (FFS) implementation and facilitation training
Location:	Fiji, Tonga and Solomon Islands
Date of issue:	7/01/2025
Closing Date:	22/01/2025
SPC Reference:	RFQ25-7506

Contents

PART 1: INTRODUCTION	3
1.1 ABOUT THE PACIFIC COMMUNITY (SPC)	3
1.2 SPC'S PROCUREMENT ACTIVITIES	3
1.3 SPC'S REQUEST FOR QUOTATION (RFQ) PROCESS	3
PART 2: INSTRUCTIONS TO BIDDERS	3
2.1 BACKGROUND	3
2.2 SUBMISSION INSTRUCTIONS	3
2.3 EVALUATION & CONTRACT AWARD	4
2.4 KEY CONTACTS	4
2.5 KEY DATES	4
2.6 LEGAL AND COMPLIANCE	5
2.7 COMPLAINTS PROCESS	5
PART 3: TERMS OF REFERENCE	6
A. BACKGROUND/CONTEXT	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	7
C. TIMELINES	8
D. REPORTING AND CONTRACTING ARRANGEMENTS	8
E. SKILLS AND QUALIFICATIONS	8
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	10
G. ANNEXES TO THE TERMS OF REFERENCE	10
PART 4: PROPOSAL EVALUATION MATRIX.....	11
4.1 COMPETENCY REQUIREMENTS & SCORE WEIGHT	11

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 clementg@spc.int and fuatinof@spc.int and with the subject line of your email as follows: **Submission RFQ25-7506 - Farmer Field School implementation and facilitation training**. The email should also be copied to rfq@spc.int.

The supporting documents expected in this RFQ are:

1. [The Conflict-of-Interest Declaration form](#) completed
2. Annexes: proposal submission forms, which include:

- Annex 1: Bidders Letter of Application
- Annex 2: Conflict of Interest Form
- Annex 3: Technical Proposal Submission Form
- Annex 4: Financial Proposal Submission Form and
- Annex 5: Statement of Integrity Forms

3. CV
4. Business registration certificate (if available)
5. Tax ID (if available)
6. Evidences of any previous work of similar nature (if available)

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 **11.59pm Fiji time on 22/01/2025**.

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.

Clement Gandet and Fuatino A. Fatiaki will be your primary point of contact for this RFQ and can be contacted at clementg@spc.int and fuatinof@spc.int respectively. 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	07/01/2025
RFQ Closing Date	22/01/2025
Award of Contract	15/02/2025

Commencement of Contract	15/02/2025
Conclusion of Contract	31/08/2025

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 bidders' local currency 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.

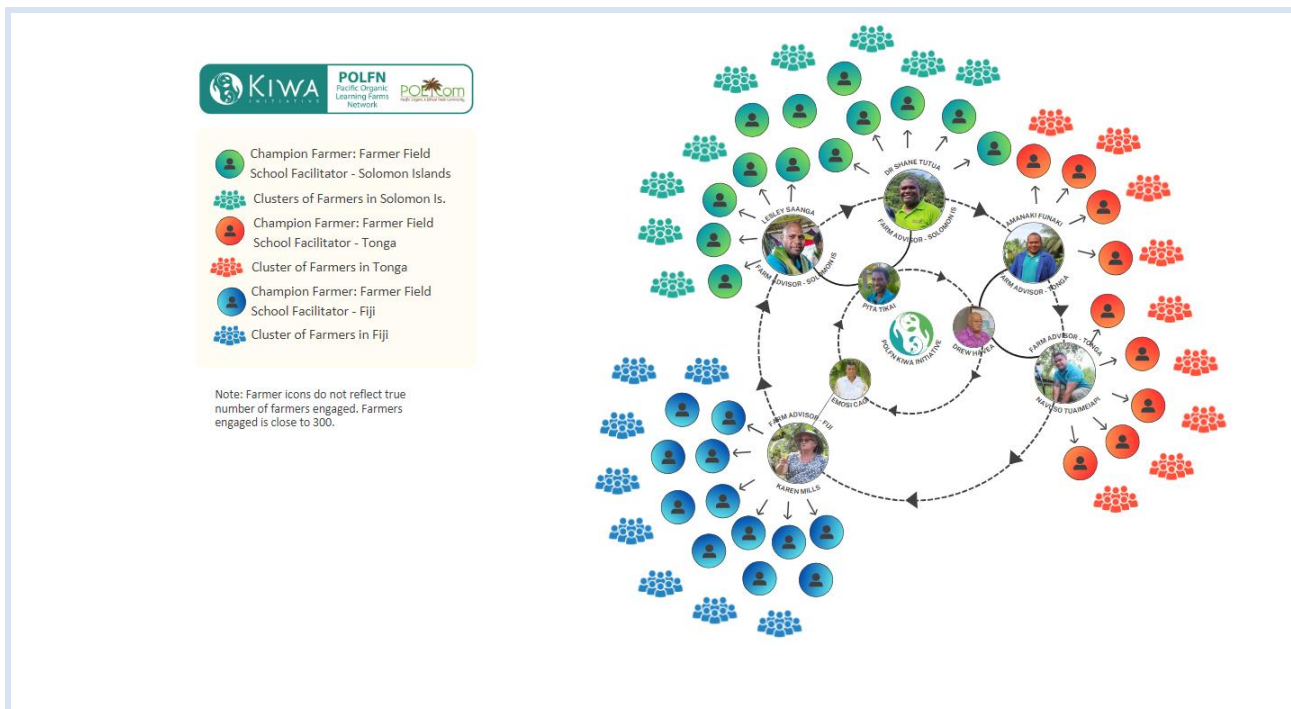
2.7 Complaints process

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

- An agreement has been established in 2021 between the Pacific Community and the Kiwa Initiative for the execution of the The Pacific Organic Learning Farm Network for climate resilience
- 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, agroecology, agroforestry and organic production practices for climate resilience.
- The project has four main components on; 1. Establishment of the Organic Learning Farms Network, 2. Enhancing crop and agro ecological management and production systems for resilient agriculture among network of farmers clusters, facilitated through Farmers Field School Approach, 3. Ensuring sustainability through market incentives and 4. Monitoring, knowledge management learning and visibility
- It is operational in Fiji, Tonga and Solomon Islands, with exchange and learning components with the members of the agroecology demonstration farms network of PROTÉGÉ implemented by SPC with the support of European Development Fund XI.
- Project implementation has started with the establishment of five dynamic and diverse organic learning farms in Fiji, Tonga and Solomon Islands. A total of 187 farmers (116 males and 71 females) have completed the first round of organic and agroecological training for Fiji, Tonga and Nauru. This training focused on organic agricultural production while addressing climate change adaptation at the local level.
- In 2025, the project aims to develop technical exchanges among the communities in Tonga, Fiji and Solomon Islands, through the implementation of a farmer's field school approach. Thus, farmer field school implementation and facilitation training need to be provided to local stakeholders such as in-country coordinators, farm advisors and lead farmers, to support the running of these FFS. Below is a graph to display the network organization.



B. Purpose, objectives, scope of services

The bidder will have to provide capacity building to the OLFN partners in charge of the implementation of the FFS within the 3 countries (Fiji, Tonga and Solomon Islands) such as In-country coordinators, Farm Advisors and lead cluster farmers. The main outcome of the farmer field school training is for all trainees to be able to facilitate by themselves farmer field schools in their own communities.

The project will contract the services of (a team of) consultants to deliver one “in person trainings” on Farmer Field School methodology to POLFN participants, per country (Fiji, Tonga and Solomon Islands). The training sessions can take place either at one of the OFL farms or at another site selected with the project team based on the trainer's recommendations. In each country, the number of participants will vary between 15 and 25, including in-country coordinators, farm advisors, clusters lead farmers, POLFN staff and extension officer from other organisation. The final number of beneficiaries will be determined in consultation with the service provider, based on their recommendations and feedback from similar training experiences.

After in person training, trainers should be able to provide 5 days of remote technical support per countries. The ICCs as a part of their coordination duties, will be responsible for acting as a liaison between the service provider and the pool of trainees in their country, until end of 2025 in the implementation and facilitation of their FFS.

Topics to include

1. Farmer field school implementation methodologies
2. Facilitation of interactive, locally and culturally adapted FFS
3. Challenges of FFS based on their experiences
4. Monitoring of FFS activities and evaluation of FFS impacts, linking with the project logframe when relevant

C. Timelines

The Kiwa Organic Learning Farms Network project is scheduled to run until June 2026. The consultants are expected to deliver three training courses, each lasting a maximum of two weeks, in Fiji, Tonga and Solomon Islands and provide the 5 days of guidance and coaching per country. Tentatively, the training would take place:

7. In March in Fiji
8. In April in Tonga
9. In May in Solomon Islands

These dates can be renegotiated with the service provider; however, all trainings session must take place before the end of May 2025.

D. Reporting and contracting arrangements

The consultants are expected to report to the POLFN project manager and Agroecology production System officer. The consultants will provide the following reports to the project team

1. Inception report including the detailed training agenda and objectives
2. Training report – Fiji
3. Training report – Tonga
4. Training report – Solomon Islands

Each training report must include the evaluation forms and the analysis of participants abilities to lead FFS in their communities

5. Final report with the analysis of the post-training supports (5 days per country) and recommendations on the support required to ensure the successful implementation of the FFS and all the training resources.

E. Skills and qualifications

Demonstrated experiences in agroecology in tropical context, family farming, social science farmer field school training or related field. Understanding of linkages to Global farmer field school initiatives, including those ongoing in the region.

Please provide latest CVs of the 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">● Farmers Field School Methodology● Agricultural training in Pacific context● Climate adaptation and biodiversity conservation issues● Fluency in English
--------------	--

Advanced level	<ul style="list-style-type: none"> ● Organic and agroecology practices ● Use of Nature-based solutions in agriculture ● 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 ● Practical experience in leading inclusive training and apply GEDSI principle ● Fluency in any of the local language would be a plus
Working knowledge	<ul style="list-style-type: none"> ● Using data and information management systems ● An understanding of the culture and traditions of the various Pacific Island Countries.

Knowledge/Experience

Essential:	Desirable:
<ul style="list-style-type: none"> ● Proven knowledge and experience in implementing a Farmer Field School Approach ● Experienced trainer with farmers' organisation ● At least 10 years relevant work experience working in agriculture or other relevant fields. ● Experience in integrated pest management ● Good knowledge on soil health ● Demonstrated understanding of Pacific farming systems ● Good knowledge of climate adaptation issues in the agriculture sector ● Experience in developing value chains and facilitate market access in the Pacific ● Excellent interpersonal skills across a multicultural environment, able to deliver information within a cross-cultural context. ● Communication skills ● Fluency in English (oral and written). ● Advanced computer skills across necessary applications including database management. 	<ul style="list-style-type: none"> ● Experience with a national, regional or international organization dealing with issues of agriculture, climate change, environment and/or sustainable livelihoods development. ● Demonstrated understanding of key agricultural, 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.

F. Scope of Bid Price and Schedule of Payments

- The contract will be lump sum based in line with the successful bidder's financial proposal. The payment will be made in accordance with the following schedule:

Milestone/output	Deadline	% payment
Inception report & detailed training objectives and agenda	15/02/2025	20%
Training reports – Fiji	15/04/2025	15%
Training report – Tonga	15/05/2025	20%
Training report – Solomon Islands	15/06/2025	15%
Validated Final report	10/11/2025	30%

G. Annexes to the Terms of Reference

AFD Statement of integrity
POLFN Project descriptive

* These will be provided to the selected contractor

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		
All Annexes: <ul style="list-style-type: none"> - Annex 1: Bidders Letter of Application, - Annex 2: Conflict of Interest Form - Annex 3: Technical Proposal Submission Form - Annex 4: Financial Proposal Submission Form - Annex 5: Statement of Integrity Forms 		Mandatory requirements. Bidders will be disqualified if any of the requirements are not met
CV		
Technical requirements		
Technical requirement 1: Minimum 10 years' experience in farmer field school	30%	210
Technical requirement 2: Experience in the relevant field(s) agroecology in tropical context, family farming and social science	20%	140
Technical requirement 3: Understanding of linkages to Global FFS: Familiarity with established global FFS frameworks, methodologies, and best practices. This includes knowing how global FFS approaches have been adapted to different contexts and environments; Awareness of and connection to international FFS networks, platforms, or initiatives.	30%	210
Technical requirement 4: Experience in facilitating farmers 'trainings, gathering feedback and the organization of coaching and guidance, especially in the Pacific.	20%	140
Total Score	100%	700