PSA -Preferred Supplier Agreement

REQUEST FOR PROPOSAL (RFP)

FOR SERVICES

Project Title:	**SPC Organisational Capacity Assessment**
Nature of the services	**Preferred Suppliers to undertake Organizational Capacity Assessments of SPC Grant Recipients**
Location:	Pacific Region
Date of issue:	14/02/2025
Closing Date:	16/03/2025
SPC Reference:	RFP25-7619

Contents

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).

SPC has our headquarters in Noumea, New Caledonia and has regional offices in Fiji, the Federated States of Micronesia and Vanuatu, as well as an office in France. SPC works across the Pacific and has staff in nearly all of our Pacific Island Country and Territory members.

SPC works for the well-being of Pacific people through the effective and innovative application of science and knowledge and is guided by a deep understanding of Pacific Island contexts and cultures. 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.

SPC's *Procurement Policy* provides the framework for ensuring that SPC obtains the best value for its purchases, in terms of both cost and quality; demonstrates financial probity and accountability to its members and development partners; manages and prevents the potential for conflicts of interest; reduces its environmental impact and manages any other risks.

At SPC, all procurement follows the same main steps: planning; statement of needs; requisition; solicitation; evaluation; award; receipt; and payment. Different procedures apply depending on the value of the goods, services and works to be procured.

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 Proposal (RFP) Process

At SPC, procurement valued at more than EUR 45,000 must be advertised through a Request for Proposal (RFP) with any bids received evaluated by SPC's Procurement Committee to determine the offer that provides the best value for money.

This RFP sets out SPC's requirements and it asks you, as a bidder, to respond in writing in a prescribed format with pricing and other required information. The RFP contains detailed instructions and templates to enable you to submit a compliant bid. It sets out the overall timetable; it confirms the evaluation criteria that SPC will use to evaluate proposals; it explains the administrative arrangements for the receipt of the bids; and it sets out how bidders can request further information.

Your participation confirms your acceptance of SPC's conditions of participation in the RFP process.

Part 2: INSTRUCTIONS TO BIDDERS

2.1 Background

SPC invites you to submit a bid to deliver the services as specified in **Part 3**.

SPC has advertised this RFP on its website and may send it directly to potential vendors. The same specifications, submission and other solicitation requirements will be provided to all vendors.

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 bid to be considered, you must provide all the prescribed information by the closing date and in the format specified.

2.2 Submission instructions

Your submission must be clear, concise and complete and should only include information that is necessary to respond effectively to this RFP. Please note that you may be marked down or excluded from the procurement exercise if your submission contains any ambiguities or lacks clarity.

Your proposal must include the following documents (annexes of Part 5 of the RFP):

a) Bidder's Letter of Application (Annex 1);
b) Conflict of Interest Declaration (Annex 2);
c) Information about the bidder and Due diligence (Annex 3);
d) Technical proposal submission form (Annex4);
e) Financial proposal submission form (Annex 5).

Your proposal must be submitted in **two separate emails**.

You must submit your **Technical proposal** (Annexes 1 to 4 and all their supporting documents) in English as an attachment to one email. No financial information may appear in the technical proposal.

You must submit your **Financial proposal** (Annex 5) in a separate email. All prices in the proposal must be presented in USD. Your Financial proposal is to be password protected. SPC will request the password in the event that it is required.

Both emails are to be sent to **procurement@spc.int** with the subject line of your email as: **Submission RFP25-7619 - SPC Organisational Capacity Assessment** .

Your proposal must be received no later than **16/03/2025** by **11h45pm Fiji Time**. Only one bid per bidder is permitted.

SPC will send a formal acknowledgement to each proposal received before the deadline.

SPC reserves the right to exclude from consideration any proposal not received by the deadline, with incomplete information or in incorrect form.

2.3 Clarifications

Pre-Bid Meeting

A Pre-bid Meeting will be arranged by SPC Procurement Team **on Thursday 27th February 2025**. The pre-bid meeting will be undertaken virtually. Bidders who are interested to attend the pre-bid meeting must register their attendance through the SPC procurement email (procurement@spc.int) by **4pm, Fiji Time on 25th February 2025**.

You may submit questions or seek clarifications on any issue relating to this RFP. The questions are to be submitted in writing to **procurement@spc.int** with the subject line: **Clarification RFP25-7619 - SPC Organisational Capacity Assessment**. The deadline for submission of clarifications is **11/03/2025** by **12h00pm Fiji Time**.

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 RFP process, at any point where there is phone call or other conversation, SPC will keep a record or a file note of the exchange with prospective bidders.

2.4 Evaluation

Validity

Each proposal will be assessed for compliance with the submission requirements by the Bids Opening Committee. At this stage, basic due diligence will also be undertaken.

To assist in the examination, evaluation and comparison of proposals, SPC may ask the bidder for clarification of its proposal or additional information. The request for clarification will be in writing.

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. SPC will not change the evaluation criteria set out in the RFP at any stage of the procurement process. Any changes in the evaluation criteria will result in the RFP process being re-issued.

Bidders 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

Any bids that pass the minimum technical evaluation requirements will pass onto financial evaluation.

During the financial evaluation, if there is a discrepancy between the unit price and the total price, the lower price shall prevail. If there is a discrepancy between words and figures the amount in words will prevail.

The total cost of the proposal must be submitted inclusive of taxes in accordance with the applicable legislation, and is not subject to revision.

2.5 Contract award

The purpose of this RFP is to implement Preferred Supplier Agreements (PSAs) based on work areas. Initial contract will be for one (1) year and can be renewed for three (3) more years based on performance.

SPC may award the contract once the Procurement Committee has determined that a bidder has met the prescribed requirements and the bidder's proposal has been determined to be the most responsive to the RFP documents, provide the best value for money and best serve the interests of SPC.

SPC's *General Terms and Conditions of Contract* will apply to any contracts awarded under this RFP, unless otherwise agreed. Any requested changes to the General Terms and Conditions of Contract must be foreshadowed in the submission. In the absence of requests for changes, the General Conditions of Contract and the terms of the PSA contract shall be deemed to be known, understood, and accepted by the bidder. A sample PSA is attached to this RFP.

The award of the contract will be made by contract signed and dated by both parties.

2.6 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
RFP advertised	14/02/2025
Pre-bid meeting	27/02/2025
Deadline for seeking clarification	11/03/2025
RFP Closing Date	16/03/2025
Award of Contract	21/04/2025
Commencement of Contract	12/05/2025
Conclusion of Contract	11/05/2026

2.7 Legal and compliance

Child and vulnerable adult protection: SPC is committed to the well-being of children and vulnerable adults. All SPC contractors are required to commit to the principles of SPC's Child and Vulnerable Adult Protection Policy (XI.G Manual of Staff Policies). Breach of this requirement can result in SPC terminating any contract with a successful bidder. Any allegations of potential misconduct in relation to this RFP involving children or vulnerable adults should sent to complaints@spc.int.

Confidentiality: Unless otherwise agreed by SPC in advance or where the contents of the RFP are already in the public domain when **shared** with the bidder, bidders shall at all times treat the contents of the RFP 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 RFP 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 RFP process. Breach of this requirement can result in the exclusion of the bidder from the RFP process or in SPC terminating any contract with a successful bidder.

Cost of preparation of proposals: Under no circumstances will SPC be liable for any proposal submission costs, expenditure, work or effort that you may incur in relation to your provision of a proposal (including if the procurement process is terminated or amended by SPC).

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.

Eligibility: Bidders are required to disclose to SPC whether they are subject to any sanction or temporary suspension imposed by any international organisation, or whether they are subject to bankruptcy proceedings. You may not be bankrupt or suspended, debarred, or otherwise identified as ineligible by any international organisation. Failure to disclose such information may result in debarment and termination of any contract issued to the bidder by SPC.

Fraud and corruption: SPC has zero tolerance for fraud and corruption. All contractors have an obligation to report potential fraud and corruption. Breach of this requirement can result in the exclusion of the bidder

from the RFP process or in SPC terminating any contract with a successful bidder. Allegations of potential misconduct by an SPC staff member or contractor involving fraud or corruption can be sent to complaints@spc.int.

Good faith: The information in this RFP is provided by SPC in good faith. No representation, warranty, assurance or undertaking (express or implied) is or will be made, and no responsibility or liability will be accepted by SPC in relation to the adequacy, accuracy, completeness or reasonableness of this RFP or any information provided by SPC in relation to this RFP.

Modifications: Any clarifications, corrections or modifications will be published on the SPC website prior to deadline. In the event a bidder has submitted a bid before the clarification, correction or modification, the bidder will be informed and may modify the bid. The modified bid will still need to be received before the deadline.

No offer of contract or invitation to contract: This RFP 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 RFP. SPC will handle any personal information it receives under the RFP in line with its Privacy Policy, and the Guidelines for handling personal information of bidders and grantees.

Right to amend, seek clarity, withdraw, not award: SPC reserves the right to: (1) amend, add to or withdraw all or any part of this RFP at any time, or to re-invite bids on the same or any alternative basis; (2) seek clarification or documents in respect of any bidder's submission; (3) choose not to award a contract as a result of this RFP; (4) make whatever changes it sees fit to the timetable, structure or content of the procurement process, depending on approvals processes or for any other reason. Please note that while SPC will not change the evaluation criteria set out in the RFP without the RFP process being re-issued, SPC does reserve the right at the time of award of contract to vary the quantity of services and goods specified in the RFP and to accept or reject any proposal at any time prior to award of the contract without incurring any liability to the affected bidder or any obligation to inform the affected bidder/s of the grounds for SPC's action.

Right to disqualify: SPC reserves the right to disqualify: (1) any bidder that does not submit a proposal in accordance with the instructions in this RFP; (2) any bidder that misrepresents information to SPC; (3) any bidder that directly or indirectly canvasses any SPC employee concerning the award of a contract.

Use of material: Bidders shall not use the contents of the RFP or any related material for any purpose other than for the purpose of considering submitting, or submitting, a bid to SPC.

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 RFP process.

2.8 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

3.1 Consultancy Description

The Pacific Community is the principal scientific and technical organisation in the Pacific region, proudly supporting development since 1947. We are an international development organisation owned and governed by our 27 country and territory members. In pursuit of sustainable development to benefit Pacific people, our unique organization works across more than 25 sectors. SPC is renowned for knowledge and innovation in areas such as fisheries science, public health surveillance, geoscience, and conservation of plant genetic resources for food and agriculture. SPC engages with a range of implementing partners including government entities, non-governmental organizations (NGOs), international non-governmental organisations (INGOs), civil society organizations (CSOs), academic institutions, individuals operating in the informal sector, and private entities. (Additional information about SPC is available here: www.spc.int)

SPC is the nominated Executing Entity (EE) in Conservation International 's submission of the Green Climate Fund (GCF) Funding Proposal for the program ***"Adapting tuna-dependent Pacific Island communities and economies to climate change."***, to be implemented in 14 Pacific Countries (Cook Islands, Federated States of Micronesia, Fiji, Kiribati, Marshall Islands. Niue, Nauru, Palau, Papua New Guinea, Samoa, Solomon Islands, Tonga, Tuvalu, and Vanuatu.
This programme will create a paradigm-shifting, regional GCF programme designed to:

1. increase the supply of tuna for domestic consumption as an adaption to climate-driven degradation of coral reefs/declining supply of coral reef fish, thereby reducing the food insecurity of vulnerable populations; and
2. develop the reforms needed to minimise the risks to citizens of Pacific Island countries with tuna-dependent economies that are highly vulnerable to climate-driven redistribution of tuna.

PROGRAMME CONTEXT
Climate change is adversely affecting the Western and Central Pacific Ocean large marine ecosystem, degrading its coral reefs and changing the distribution of tuna. The impacts on coral reefs are reducing the supply of reef fishing and threatening the food security of more than four million people that live along the coasts of the programme's targeted 14 Pacific Island countries. In parallel to the threat to the food security of highly vulnerable populations, the redistribution of tuna will have profound implications for national economies that derive as much as 70% of their (non-aid) government revenue from tuna fishing, thereby dramatically reducing basic social services that are essential to the resilience of Pacific Island people. This programme will:

1) increase supply of tuna for domestic consumption as an adaption to degradation of coral reefs and the resulting food insecurity for vulnerable populations; and
2) usher in the reforms needed to minimise the risks for citizens of countries with economies that are vulnerable to climate-driven redistribution of tuna.

The programme will be implemented in close coordination with 14 governments (SPC member countries), and by Conservation International (Accredited Entity), the Pacific Community SPC (Executing Entity), the Pacific Islands Forum Fisheries Agency (FFA), The Commonwealth Scientific and Industrial Research Organisation (CSIRO) (Implementing Partners)

The programme will involve substantial grants from SPC as an Executing Entity to the 14 member countries and to the two Implementing Partners. A thorough assessment of their operational and financial risks, including risk mitigation measures, is required in order to understand the specific capabilities and resources

of each of the 14 member countries and of the two implementing partners, allowing SPC to can make informed decisions in grant allocation, grant support and in the management of associated risks.

3.2 Objective of the Consultancy

The primary objective of this consultancy is to perform thorough capacity assessments of the responsible agencies in each of the 14 countries, namely the ministries of finance and national fisheries administrations, to determine their funding absorption capacity, strengths, weaknesses, and potential for capacity development. It is an analysis of key existing capabilities of the prospective grantee against required capabilities in specific operational areas, and **as per GCF guidelines** that define capacity assessments of GCF project as an assessment of an entity's ability to effectively manage and implement a Green Climate Fund (GCF) project, considering factors like their financial management systems, technical expertise, environmental and social safeguards capacity, project execution track record, and overall institutional capacity to meet the GCF's standards and fiduciary requirements, allowing them to successfully deliver a climate-focused project.

The 14 participating country assessments will be undertaken during the first three quarters of 2025. The intention is to recruit sufficient experienced consultants to be able to complete several country assessments simultaneously.

The findings will also inform tailored capacity support strategies and must be framed in such a way that they can be directly applied to SPC's capacity support strategies and risk mitigation measures, with clear, actionable recommendations tailored to each grantee. The consultancy is expected to have an impact on SPC's continued improvement in project outcomes for grantees and strengthening of our partnerships.

This consultancy aims to achieve a balance between conducting thorough capacity assessments and minimising the impact on grantee operations. The consultant is expected to adopt practices that respect grantees' time and resources.

3.3 Scope of Work

The assessment must be carried out using the interim Framework (Annex A) provided by SPC, which outlines areas for capacity evaluation. It is an analysis of key existing capabilities of the prospective grantee against required capabilities in the following key operational areas: **structure and governance, project management, financial management and internal controls, procurement, travel, and staff management.** In addition, the consultant will be required to **assess GCF-specific requirements of Programme subgrantees,** including tax compliance, pending litigations, safeguards, grievance mechanisms, conflict of interest, ethics and prohibited practices including Anti-Money Laundering (AML) and Combating Finance of Terrorism (CFT) Policies.

In support of the continuous improvement endeavour, the consultant may propose modifications to the scope of work and methodology but must secure approval from SPC before implementing any changes to the framework. The consultant must engage with both SPC staff and grantees to align expectations and ensure context-appropriate solutions. The assessment must also assess whether strategies for optimizing capacity development interventions and risk mitigation measures are sustainable in the long term. This includes evaluating the grantees' ability to maintain improvements beyond the duration of SPC support and proposing strategies for financial, operational, and managerial sustainability.

Subject to any refinements agreed with SPC, the assessments must follow a uniform approach across all partners, ensuring consistency in evaluation while allowing for contextual nuances where necessary. The consultant is encouraged to propose and utilise methodologies that incorporate technology or innovative tools to enhance the efficiency, accuracy, and sustainability of the assessment process. Examples may include digital data collection tools, automated analysis, or visualisation software.

The consultant must adopt a grantee-centric approach and ensure that the assessment process is efficient and minimally disruptive to the grantees' regular operations. Data collection and engagement with grantees should be designed to respect their time and capacity constraints, focusing on gathering only essential information needed to meet the consultancy objectives. Proposed tools and methodologies should streamline the process, leveraging existing documentation and information where possible to reduce the burden on grantees.

ANTICIPATED METHODOLOGIES

1. SPC will assist with the Identification of key national or institutional stakeholders and entities to be consulted during the assignment and who will be invited to contribute to assignment tasks, as appropriate
2. Review Existing Materials: Analyse relevant documentation, including grant proposals, reports, and previous assessments.
3. Refer to existing SPC policies and procedures: SPC Policy, SPC Capacity Assessment questionnaires
4. Design Assessment Tools (consistent with SPC Framework): Develop surveys, interview guides tailored to assess various capacity domains (organisational structure, financial management, program delivery, etc.).
5. Conduct Assessments:
    - Administer surveys and questionnaires to grantee staff and stakeholders.
    - Facilitate focus group discussions and individual interviews where appropriate.
    - Conduct on-site assessments as required. It is expected that an on-site assessment will be required for the majority of grantees assessed.
6. Uniform Application: All assessments must adhere to SPC's established Framework and be applied uniformly across grantees.
7. Technology Integration: The consultant is encouraged to adopt digital tools for data collection, analysis, and reporting. For example:
    a. Use of mobile or web-based survey tools to streamline data collection.
    b. Automated scoring or benchmarking tools for capacity criteria.
    c. Visualisation software for presenting findings to stakeholders.
8. Inclusivity in Design: Tools and methods must be accessible to grantees with varying levels of capacity and technological proficiency.
9. Capacity-building focus: During the assessment, the consultant should identify not only current capacity gaps but also propose strategies for ongoing capacity development, fostering long-term self-sufficiency for grantees.
10. Analyse Data: Synthesize quantitative and qualitative data to identify trends, strengths, and areas for improvement

DETAILED TASKS

1. Provide a brief Inception Report outlining the assessment approach, milestones and timeline.
2. Develop assessment tools (surveys, interview guides, etc.) that may be required and that are aligned with SPC's assessment Framework and tailored to proposed grantees' needs.
3. Conduct assessment of each designated grantee.
4. Prepare a detailed draft Assessment Report for each grantee, summarizing findings, recommendations, and proposed capacity building strategies, and including:
    - Completed SPC Capacity Assessment questionnaire for each grantee.
    - An executive summary, detailed analysis, recommendations and appendices.
    - A summary of institutional and governance context/arrangements reviewed for each grantee.
    - Clear, actionable recommendations for capacity development.
    - Specific risk mitigation strategies based on the grantee's weaknesses or capacity gaps.

- Identification of immediate and long-term capacity-building needs linked to SPC's existing support frameworks.
- Recommendations on how technology and innovative tools can support capacity development and risk mitigation strategies for grantees, fostering efficiency and long-term sustainability.
- Risk mitigation strategies should be explicitly included in the final summary report for each grantee, identifying specific risks and proposing tailored mitigation measures.
- A brief sustainability plan that outlines how grantees can maintain any recommended capacity improvements over the long term, including considerations for financial, operational, and managerial sustainability

5. Conduct presentations to key stakeholders, including grantee, SPC and CI, to share findings, results and recommendations, including preparation of brief report summarizing key outcomes of stakeholder presentations.
6. Based on the stakeholder presentations and feedback and comments received from the grantee, SPC and CI, finalize and submit the Assessment Report for each grantee.
7. Provide written recommendations in relation to either the Scope or methodology for future assessments with the rationale for these recommendations
8. Complete and submit to SPC the Final Consultant Report.

3.4 Deliverables

OUTPUTS / REPORTS / DELIVERABLES:

The below table shows the deliverables to be achieved for each assessment.

Each of the following Deliverables or Outputs should be submitted to SPC and CI for review, before it is submitted to each grantee. An indicative Level of Effort is allocated for each Deliverable or Output.

Deliverable	Description	Level of effort (in working days)	Review/Approvals
1	Submission and approval of the Inception Report, including approach, milestones and timeline.	5	SPC, CI, & grantee
2	Submission and approval of the required assessment tools (surveys, interview guides, etc.).	5	SPC, CV, & grantee
3	Submission and approval of draft Assessment Report for each grantee.	20	SPC, CI, & grantee
4	Conduct stakeholder presentations, including brief report on outcomes.	2	SPC, CI, & grantee
5	Submission and approval of final Assessment Report for each grantee.	3	SPC, CI, & grantee
6	Consultant Report, inclusive of recommendations and lessons learned from the assignment to support GCF-compliant capacity assessments	5	SPC, CI, & grantee
TOTAL NUMBER OF DAYS		**40 WORKING DAYS**	

3.5 Timeline

The consultancy is expected to carry out the capacity assessments of the 2 implementing partners (FFA and CSIRO) and of the Ministries of Finance of the 14 SPC member countries, starting in April 2025 and ending in December 2025. The consultant will conduct interim debriefs with SPC to ensure the assessment is progressing according to the framework and objectives. Feedback from SPC will be incorporated into ongoing assessment.

WORKING ARRANGEMENTS:
The consultant will report to SPC's Grants & Collaborations Manager, who will provide oversight and support throughout the consultancy, and will keep all relevant stakeholders fully informed.

PAYMENT SCHEDULE:
SPC will pay the consultant for the number of days worked, up to the maximum for the consultancy, upon submission and approval of Deliverables as outlined above and specified as follows:

Payment	Deliverables Achieved
1	Inception Report, including approach, milestones and timeline.
2	Required assessment tools (surveys, interview guides, etc.).
3	Draft Assessment Report for each grantee.
4	Conduct stakeholder presentations, including brief report on outcomes.
5	Final Assessment Report for each grantee.

3.6 Qualifications/Skills

The consultant(s) should possess:

- A relevant master's degree (e.g., public administration, nonprofit management, institutional evaluations).
- Minimum 10-year experience in institutional capacity assessment, particularly in the government and nonprofit sectors.
- Minimum 10-year experience with institutional capacity-building methodologies to align with the consultancy's goals.
- Strong analytical and report-writing skills.
- Excellent communication and facilitation skills.
- Familiarity with the Pacific, the specific context of SPC and its grantees.
- Experience working with diverse stakeholders.
- French fluency will be an advantage, facilitating communication with French-speaking grantees and stakeholders. [not necessary in either FFA or CSIRO – nor the 14 participating countries.]

3.7 Budget

The consultant(s) will provide a detailed budget that outlines the consultant's fees based on a daily rate, travel expenses, and any other anticipated costs associated with the assessment.

3.8 Application Process

Interested consultants should submit the following:

- A concise proposal detailing their approach to the assessment, including timelines and methodologies.
- A CV of each consultant highlighting relevant experience and qualifications.
- At least two references from previous clients for similar assignments.

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Evaluation criteria & Score Weight

A two-stage procedure will be utilised to evaluate the proposals, with evaluation of the **Technical proposal** being completed prior to any **Financial proposal** being opened and compared.

The competencies which will be evaluated are detailed in Part 3.

The evaluation matrix bellow also 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.

The technical component, which has a total possible value of 700 points, will be evaluated using the following criteria.

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
• A relevant master's degree (e.g., public administration, nonprofit management, institutional evaluations). • Minimum 10-year experience in institutional capacity assessment, particularly in the government and nonprofit sectors. • Minimum 10-year experience with institutional capacity-building methodologies to align with the consultancy's goals. • Familiarity with the Pacific.	Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Capacity building • Innovative and technology driven methodology and approaches to capacity-building and risk mitigation	50%	350
Communication skills • Strong analytical and report-writing skills. • Excellent communication and facilitation skills.	30%	210
Analyse Data • Synthesize quantitative and qualitative data to identify trends, strengths, and areas for improvement	20%	140
Total Score	**100%**	**700**
Qualification score	**70%**	**490**

4.2 Financial evaluation

The financial component of the proposal will be scored on the basis of overall costs for the delivery of the services and financial incentives and benefits provided to SPC. The lowest financial proposal will be awarded maximum 300 points and other financial offers and incentives will be awarded points as per the formula below:

Financial Proposal score = (Lowest Price / Price under consideration) x 300