

# REQUEST FOR QUOTATION (RFQ)

## FOR SERVICES

<b>Project Title:</b>	<b>Enhancing Climate Information and Knowledge Services for Resilience Programme</b>
<b>Nature of the services</b>	Conducting a Gender Study to inform the programme's Gender Action Plan for Cook Islands.
<b>Location:</b>	Cook Islands
<b>Date of issue:</b>	4/11/2022
<b>Closing Date:</b>	23/11/2022
<b>SPC Reference:</b>	RFQ22-4734-PRO

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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](mailto: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 [albertks@spc.int](mailto:albertks@spc.int) and with the subject line of your email as follows: **Submission RFQ22-4734-PRO**. The email should also be copied to [rfq@spc.int](mailto:rfq@spc.int).

The supporting documents expected in this RFQ are:

- [The Conflict-of-Interest Declaration form](#) completed
- CVs of consultants who will be involved

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 **2359 hrs Fiji Time, on 23/11/2022.**

### 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.

Albert Seluka will be your primary point of contact for this RFQ and can be contacted at [albertks@spc.int](mailto:albertks@spc.int). You should copy any communications into [rfq@spc.int](mailto: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	4/11/2022
RFQ Closing Date	23/11/2022
Award of Contract	19/12/2022
Commencement of Contract	11/01/2023
Conclusion of Contract	15/06/2023

### 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 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](mailto: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 Enhancing Climate Information and Knowledge Services for Resilience in Five Island Countries of the Pacific Ocean Programme will facilitate the development of integrated climate and ocean information services and people-centred Multi Hazard Early Warning System (MHEWS) in Cook Islands, Niue, Palau, the Republic of the Marshall Islands (RMI) and Tuvalu. Classified as Small Island Developing States (SIDS), these countries have been identified as 'climate hotspots' (or vulnerable to climate risks and impacts due to greater exposure to coastal erosion, natural hazards, sea-level rise and saline intrusion, temperature variability, among others) compounded by the following factors: remoteness and deprivation from the benefits of scale, small domestic markets and heavy dependence on a few and external markets, high volatility of economic growth, fragile natural environments, and socioeconomic as well as gendered vulnerabilities.

The Project will strengthen climate resilience and adaptive capacities among communities, stakeholders, and governments by providing climate information services in five vulnerable Pacific Island countries. This will be achieved through four inter-related components which will result in:

1. Strengthened delivery model for climate information services and MHEWS covering oceans and islands.
2. Strengthened observations, monitoring, modelling and prediction of climate and its impacts on ocean areas and islands.
3. Improved community preparedness, response capabilities and resilience to climate risks.
4. Enhanced regional knowledge management and cooperation for climate services and MHEWS.

With these results focused on strengthened climate information, climate modelling and predictions, and improved response capability and community resilience, the Project will strategically contribute towards greater gender equality in the five countries by:

- Adopting gender-responsive approaches for the design of climate information services;
- Promoting gender balance, where possible, through technical and maintenance capacity-building activities of hydro-meteorological networks, equipment and systems;
- Establishing gender-sensitive policy frameworks to inform collaboration between climate services, disaster risk management and national/regional hydro-meteorological stakeholders;
- Pioneering gender mainstreaming analyses and praxis regarding, climate information, geospatial, hydro-meteorological and early warning services in the Pacific Ocean region; and
- Supporting collection and analysis of sex disaggregated data.

A gender assessment undertaken by desk review at the project proposal stage found that the lack of gender sensitive approaches and barriers to achieving greater gender equality in the four result areas of the Project stem mainly from stereotypical views of climate services as gender neutral, lack of inclusion of gender needs for marginalized groups and a lack of dedicated resources for gender mainstreaming.

These factors limit inclusiveness and success of adaptive actions in the Pacific countries. Benefits of increased support and access to climate services, as well as awareness-raising and capacity building, typically accrue to better-off households or more mainstream groups, that have the capacity to capitalise on new opportunities and respond better to changes from climate change adaptation initiatives in the Pacific.

As such, the Project programme seeks to include a gender and development approach (GAD) throughout, enabling equitable benefits, empowerment, recognition, and rights realization to women and men in targeted communities.

## **B. Purpose, objectives, scope of services**

The in-depth gender study aims to support the gender-responsive implementation of the *Enhancing Climate Information and Knowledge Services for Resilience* programme in five Pacific Island countries (Cook Islands, Niue, Tuvalu, Palau and the Marshall Islands). In addition, the study will provide a gendered baseline and recommended gender-responsive actions for the programme as outlined in the [Gender Action Plan](#).

Further, the research will also explore traditional knowledge in the context of early warning systems and climate adaptation measures, and the role women and other vulnerable groups (e.g. children, elderly people and people living with a disability) play in these systems. The study will be conducted at the commencement in late 2022 and will:

- Identify the gendered roles of men and women in relation to their access to climate services and information, barriers and opportunities in each of the five Pacific countries;
- Identify opportunities and recommend strategies for gender mainstreaming in partner national institutions' organisational and decision-making processes, frameworks for climate services, relevant national policies, climate services, systems, strategies, protocols;
- Recommend concrete actions with associated indicators, baselines and targets to operationalise the gender-responsive entry points identified in the programme Gender Action Plan;
- Identify existing women's groups and community networks that could support the active engagement of women and other marginalised groups in community-based interventions;
- Examine traditional knowledge and methods used in the context of early warning systems and climate adaptation measures, and the role of women and other vulnerable groups (e.g. children, elderly, people with disabilities) in these systems, and recommend them for incorporation into the project's actions.

The findings will contribute to increasing understanding of gender issues in the context of climate services and information among stakeholders and across government, and offer recommendations that will enable project partners and stakeholders to routinely mainstream gender in planning, implementation, monitoring and reporting.

SPC is seeking the services of a local consultant/ consortia in Cook Islands, to work with the Lead Consultant by:

1. Conducting fieldwork to collect data in project sites/communities and national partner institutions
2. Assisting Lead Consultant to analyse data and compile a report
3. Assisting Lead Consultant to conduct national validation/consultation workshops in the country

Expected outputs include:

1. Data collected submitted to Lead Consultant
2. Documented input provided to Lead Consultant
3. Documented feedback from national Validation workshops

### C. Timelines

- A total of 3 months is allocated for the research to be conducted concurrently in all five countries. It is estimated that the work will begin in January 2023 and conclude in May 2023. The estimated number of days for the key activities for the local consultants are as follows:

<b>Activities</b>	<b>No. of days</b>
Familiarization of the Project and meetings with Lead Consultant	5 days
Data collection - interviews/consultations	20 days
Assist with data analysis	10 days
Assist with report writing process including any presentations and summary Finalization of report	10 days
Validation workshops (including prep & post)	5 days
<b>Total number of days</b>	<b>50 days</b>

### D. Reporting and contracting arrangements

The local consultant/consortia will work under the direct supervision of the Lead Consultant with oversight from the Human Rights and Social Inclusion Adviser. The appointed consultant will provide progress update at least 3 – 5 days before each milestones' due date to the Lead Consultant (please refer to section F for schedule of deliverables).

### E. Skills and qualifications

Bidders must have/demonstrate:

- At least 3 years of experience in social / community development work in one or more of the following sectors: gender & social inclusion, climate change, Disaster Risk Reduction/Management, agriculture, fisheries, or another relevant sector
- Tertiary qualification in social science or related field or comparable work experience
- Good understanding of national and local women's networks • Familiar with social science research processes and protocols



## F. Scope of Bid Price and Schedule of Payments

- The payment will be based on the following milestones for each country as follows: Note: logistics and transport costs will be paid separately to the consultancy fee.

Milestone/deliverables	Deadline	% Payment
Submission data collected	By 28 Feb. 2023	30%
Inputs into analysis & report provided	By 5 Apr. 2023	40%
Documented feedback from validation workshop	By 9 June 2023	30%
<b>TOTAL</b>		

## G. Annexes to the Terms of Reference

Gender Action Plan for Enhancing Climate Information and Knowledge Services for Resilience in 5 island countries of the Pacific Ocean: <https://www.greenclimate.fund/sites/default/files/document/fp147-gender-action-plan.pdf>

## 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
<b>Mandatory requirements</b>		
<b>Consultants CVs Application on SPC's Proposal Template</b>	<b>Mandatory requirements.</b> Bidders will be disqualified if any of the requirements are not met	
<b>Technical requirements</b>		
<b>Technical requirement 1:</b> At least 3 years of experience in social / community development work in one or more of the following sectors: gender & social inclusion, climate change, Disaster Risk Reduction/Management, agriculture, fisheries, or another relevant sector.	30%	210
<b>Technical requirement 2:</b> Tertiary qualification in social science or related field or comparable work experience.	10%	70
<b>Technical requirement 3:</b> Good understanding of national and local women's networks.	30%	210
<b>Technical requirement 4:</b> Familiar with social science research processes and protocols.	30%	210
<b>Total Score</b>	<b>100%</b>	<b>700</b>

**PART 5**  
**5.1. Technical Submission Form**  
**RFQ**  
**PART A – Background**

	<b>RESPONSE BY BIDDER</b>
Name:	
Physical Address:	
Postal Address:	
Telephone Contact:	
Email:	
Two contacts of referees or references. Attach additional details considered as relevant	

**PART B – Evaluation Criteria**

- Provide CVs of all personnel's being proposed for this work

<b>CRITERIA</b>	<b>RESPONSE BY BIDDER</b>
<b>Technical requirement 1:</b> At least 3 years of experience in social / community development work in one or more of the following sectors: gender & social inclusion, climate change, Disaster Risk Reduction/Management, agriculture, fisheries, or another relevant sector.	
<b>Technical requirement 2:</b> Tertiary qualification in social science or related field or comparable work experience.	
<b>Technical requirement 3:</b> Good understanding of national and local women's networks.	
<b>Technical requirement 4:</b> Strong analytical skills and ability to translate gendered recommendations into practical strategies and actions for technical experts in non-social fields	
<b>Technical requirement 5:</b> Familiar with social science research processes and protocols.	

**PART 5**  
**5.2. Financial Undertaking Form**  
*(to be completed and submitted by the bidder)*

**Part A: Undertaking**

1. If this proposal is accepted, I agree that to enter into an agreement with SPC, to commence and complete all the work specified or indicated in the contract documents.
2. I confirm that I have examined all the RFQ documents to provide a **Gender Study to inform the programme's Gender Action Plan for Cook Islands.**
3. I agree to complete the services for the price stated in the remuneration.

I agree to complete the services for the following price (VIP):

Particulars	Amount (Put your own local currency here)
Professional Fees (Hourly/Daily/Monthly rate-Specify)	
Any other related costs specify (travel and other related cost)- reimbursable based on actuals	
<b>Total Financial offer (inclusive of all taxes)</b>	