

REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Consulting service to develop the Adaptation Fund Funding Proposal: "Strengthening the Adaptive Capacity of Coastal Communities of Fiji to Climate Change through Nature-Based Seawalls"
Nature of the services	Consulting service
Location:	Fiji
Date of issue:	21/02/2023
Closing Date:	3/03/2023
SPC Reference:	23-5069

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	4
2.7 COMPLAINTS PROCESS	5
PART 3: TERMS OF REFERENCE	6
A. BACKGROUND/CONTEXT	6
B. PURPOSE, OBJECTIVES, SCOPE OF SERVICES	6
C. TIMELINES	7
D. REPORTING AND CONTRACTING ARRANGEMENTS	7
E. SKILLS AND QUALIFICATIONS	8
F. SCOPE OF BID PRICE AND SCHEDULE OF PAYMENTS	8
G. ANNEXES TO THE TERMS OF REFERENCE	8
PART 4: PROPOSAL EVALUATION MATRIX.....	9
PART 5: PROPOSAL SUBMISSION FORMS	10
ANNEX I - DUE DILIGENCE AND UNDERTAKINGS FORM.....	10
ANNEX II - TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES.....	12
ANNEX III - FINANCIAL PROPOSAL SUBMISSION FORM – SERVICES	14

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 jackr@spc.int and with the subject line of your email as follows: **Submission RFQ23-5069**. 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
- The due diligence and undertakings form (Annex I)
- The technical proposal submission form (Annex II)

- A proposed workplan/methodology and timeframe
- A Curriculum Vitae
- The financial proposal submission form (Annex III)
- You can add any other relevant document to support your submission.
-

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 **4PM (New Caledonia time) on 3/03/2023**.

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.

The Climate Finance Adviser, Mr Jack Rossiter will be your primary point of contact for this RFQ and can be contacted at jackr@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	21/02/2023
RFQ Closing Date	3/03/2023

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 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

The funding proposal for the proposed project: “Strengthening the Adaptive Capacity of Coastal Communities of Fiji to Climate Change through Nature-Based Seawalls” will build on the Concept Note endorsed by the Adaptation Fund Board in October 2022. Coastal adaptation remains a top priority for the Government of Fiji (GoF) given the proportion of the population living in coastal areas. However, cost-effective solutions remain challenging to implement and scale up due to financial, institutional and technical capacity constraints. This project will deliver impact at scale by facilitating cross-ministerial cooperation, institutional capacity building and knowledge sharing to build nature-based seawalls using mangrove forests, locally sourced boulders, and vetiver grass to protect 16 coastal communities in Fiji that are highly vulnerable to the impacts of climate change. These interventions will enable critical capacity building and institutionalise the engineering expertise required to design and implement innovative Nature-based Solutions (NbS) at local level.

The project will demonstrate transformational adaptation measures in communities by protecting them from climate impacts that negatively influence their livelihoods and safety. Project interventions will increase resilience of communities and enable them to adapt to climate change, enhancing their economic outlook and livelihoods.

The project has two Outcomes:

Outcome 1: Strengthened awareness and knowledge of resilient coastal management and NbS for coastal protection

Outcome 2: Reduced vulnerability of coastal communities, livelihoods and infrastructure through NbS

The project proposal will be submitted to the Adaptation Fund (AF) to secure an estimated USD 5,765,000 in grant financing. The consultant will be recruited to lead development of the Funding Proposal and relevant technical annexes, especially on Environmental and Social Safeguards. Details of the consultancy are provided below.

B. Purpose, objectives, scope of services

Purpose and objectives of the consultancy:

The objective of this consultancy is to support the target country, Fiji, and the Pacific Community (SPC) to develop a full Funding Proposal for the AF based on the Concept Note. The consultant will also support revisions in the review process to address and integrate inputs and comments from AF to strengthen the proposal’s alignment to Fund expectations.

The consultant will be supported by additional technical consultants who will develop the Environmental and Social Management Framework (ESMF) and Gender Assessment and Action Plan (GAAP) annexes, as well as a local consultant and Fiji’s Ministry of Waterways to support in-country consultations, data collection and field visits. However, the consultant will be responsible for carrying out consistency checks across the documentation and ensuring that the findings and recommendations from all assessments and consultations are represented accurately in the Funding Proposal.

Scope of work of the consultant and expected key deliverables:

The consultant will develop a full-fledged AF Funding Proposal, as per relevant AF templates and in close consultation with SPC, Fiji’s Designated Authority (DA), the Ministry of Waterways and other regional, national and sub-national stakeholders.

The full documentation shall observe AF requirements, guidelines, and templates for development at the Funding Proposal stage. The full funding proposal package should have at a minimum, the below-supporting documents as applicable under the AF guidance:

- Funding proposal
- ESMF
- GAAP
- Stakeholder Engagement Report and Plan
- Budget
- Others as required.

The annexed documents shall include the identification of appropriate adaptive technologies, design specifications, detailed costing estimates and construction modalities, as per an agreed methodology and structure of the focus area of the identified project. They will be considered final upon quality assurance and validation by SPC's Climate Finance Unit (CFU).

It is noted that ESMF and GAAP documentation will be developed in parallel by secondary specialists. The incumbent will regularly engage with these consultants and ensure alignment of the findings across the Funding Proposal and above annexes where applicable.

C. Timelines

The Consultant must complete the work defined in the scope of services for the AF Board scheduled for October 2023. The total level of effort required is estimated at approximately 60-90 working days. The table below presents an indicative timeline for each expected deliverable.

Expected key deliverables	Indicative timeline
Brief inception report	March 2023
Draft documentation in alignment with the project plan as detailed and agreed upon in the inception report (approximately 1 month before finalisation of documentation).	May 2023
Final documentation, validated by country partners and the CFU and finalised for submission to the donor	June 2023
Response to AF comments and revised version of the documents, as appropriate	July-September 2023

D. Reporting and contracting arrangements

Implementation arrangements:

The implementation of all activities in a coherent manner would be the responsibility of the Consultant, under the supervision of the CFU from SPC and project partners. SPC and the Consultant will sign a performance contract and will ensure coherence with other programme documentation.

Duty station and travel:

The assignment will be carried out from the Consultant's office.

Travel for design purposes is possible and must be factored into the financial proposal that accompanies the application. Where possible, the Consultant is encouraged to collaborate with national focal points and the Local Consultant to collect primary data and conduct consultations with local stakeholders.

E. Skills and qualifications

The Consultant will have expertise in climate change adaptation, with a solid demonstrated experience in Green Climate Fund (GCF), Global Environment Facility (GEF) or Adaptation Fund (AF) project development, and a good knowledge of the institutional context in the Pacific region in particular the target country.

The applicant should have the following qualifications:

- At least a master's degree in climate/environmental sciences, climate analysis, economics, international development finance/studies or relevant field.
- At least 5-7 years of relevant professional experience in project design and/or management.
- Demonstrated experience in supporting similar kinds of project preparation exercises with proven experience in providing technical support.
- Solid understanding and knowledge of the GCF, GEF or AF policies and RMFs
- Experience in carrying out project designs or implementation in the region, where possible, with emphasis on climate impacts in Pacific SIDS.
- Proven excellent communication and facilitation skills, including in multicultural settings.
- Excellent interpersonal and social skills.
- Excellent written English and presentation skills.

F. Scope of Bid Price and Schedule of Payments

The contract payments are based on milestones. The bidder must include all costs including professional fees, management and operating costs, and any other administrative costs in the contract price.

Milestone/deliverables	Deadline	% Payment	Amount in US\$
Sign-off of contract and submission of the inception report	March 2023	20%	
Acceptance by SPC of draft documents	May 2023	50%	
Acceptance by SPC of final documents	June 2023	20%	
Acceptance by SPC of responses to AF comments and revised version of the documents, as appropriate	July-September 2023	10%	
TOTAL			

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

G. Annexes to the Terms of Reference

Annex IV: Concept Note

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
Desirable skills and experience			
Education	At least a master's degree in climate/environmental sciences, climate analysis, economics, international development finance/studies or relevant field.	10%	100
Work experience	Demonstrated experience in GCF, GEF or AF policies and RMFs	20%	200
	Demonstrated experience in social sciences and the development of practical measures and indicators of behavioural change. (Ideally demonstrated to 5-7 years of relevant experience in project design and/or management)	20%	200
	Demonstrated experience in carrying out project designs or implementation in the region, where possible, with emphasis on climate impacts in Pacific SIDS.	20%	200
Financial proposal			
Price		30%	300
Total Score		100%	1000

Part 5: PROPOSAL SUBMISSION FORMS

Annex I - DUE DILIGENCE AND UNDERTAKINGS FORM

RFQ Bidders/Vendors

Please complete the following questionnaire and provide supporting documents where applicable.

1- VENDOR INFORMATION		
Are you already registered as an SPC vendor?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If 'No', please also complete SPC Vendor Registration Form in addition to this due diligence questionnaire.</i>		
<i>If 'Yes', do you have any information to update?</i>	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If 'Yes', please complete the form. If 'No', sign directly the form without completing it</i>		
1. Please provide information related to your entity.		
Company name	[Enter company name]	
Status of the entity:		
<input type="checkbox"/> For-profit entity (company), <input type="checkbox"/> NGO, <input type="checkbox"/> International organisation, <input type="checkbox"/> Government body, <input type="checkbox"/> University, <input type="checkbox"/> Association, <input type="checkbox"/> Research Institute, <input type="checkbox"/> Other: [insert details]		
2. How many employees does your company have?	[provide answer]	
3. Do you have professional insurance against all risks in respect of your employees, sub-contractors, property and equipment?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If 'No', what type o insurance do you have? [provide answer]</i>		
4. Are you up to date with your tax and social security payment obligations?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If 'No', please explain the situation: [Provide details]</i>		
5. Is your entity regulated by a national authority?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If 'Yes', please specify the name: [Insert name of the national regulation authority]</i>		
2- DUE DILIGENCE		
6. Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect fraud, corruption and money laundering or terrorist financing activities?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If 'Yes', please send SPC your policy in English.</i>		
<i>If 'No', what process does your entity have in place to prevent and detect money laundering or terrorist financing activities?</i>		[provide answer]
7. Does your entity have an officer responsible for anti-corruption, anti-money laundering and counter-terrorism financing policy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If 'Yes', please state that officer's contact details: [Insert name and contact details]</i>		
8. Has your entity or any of its current or former directors or CEOs ever filed for bankruptcy?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If 'Yes', please provide details: [Provide details]</i>		
9. Has your entity or any of its current or former directors or CEOs ever been the subject of any investigations or had any regulatory or criminal enforcement actions resulting from violations of any laws or regulations, including those relating to money laundering or terrorism financing?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If 'Yes', please provide details: [Provide details]</i>		

3- SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)		
10. Does your entity have a written policy, controls and procedures to implement its Social and Environmental Responsibility (SER) commitments?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If 'Yes', please send SPC your policy in English.</i>		
<i>If 'No', what process does your entity have in place to ensure your social and environmental responsibility?</i>	<i>[provide answer]</i>	
Does your Policy or Process cover the followings?		
<input type="checkbox"/> Child protection <input type="checkbox"/> Human rights <input type="checkbox"/> Gender equality <input type="checkbox"/> Social inclusion <input type="checkbox"/> Sexual harassment, abuse or exploitation <input type="checkbox"/> Environmental responsibility		
11. Does your entity have an officer responsible for Social and Environmental Responsibility (SER)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<i>If yes, please state that officer's contact details:</i>	<i>[Insert name and contact details]</i>	

4- SUPPORTING DOCUMENTS (where relevant)	
• SPC Vendor Registration Form completed (with Business registration/license proof and Bank account details document)	<input type="checkbox"/>
• Fraud, corruption, anti-money laundering and counter terrorist financing Policy	<input type="checkbox"/>
• Social and Environmental Policy	<input type="checkbox"/>

I declare that the particulars given herein above are true, correct and complete to the best of my knowledge, and the documents submitted in support of this form are genuine and obtained legally from the respective issuing authority.

I declare that none of the funds received or to be received by my company will be used for criminal activities, including financing terrorism or money laundering.

By sending this declaration to SPC, I agree that my business and personal information may be used by SPC for due diligence purposes. I also understand and accept that SPC will treat any personal information it receives in connection with my proposal in accordance with its [Privacy Policy](#), and the [Guidelines for handling personal information of bidders and grantees](#).

For the bidder/vendor: <i>[insert name of the company]</i>
Signature:
Name of the vendor's representative: <i>[insert name of the representative]</i>
Title: <i>[insert Title of the representative]</i>
Date: <i>[Click or tap to enter a date]</i>

ANNEX II - TECHNICAL PROPOSAL SUBMISSION FORM – SERVICES

INSTRUCTIONS TO BIDDERS

Technical Requirements		
Evaluation criteria	Response by Bidder	
Experience and specified personnel/sub-contractors		
Details for three references:		
1. Client's name: <i>[insert name of client 1]</i>		
Contact name:	<i>[insert name of contact]</i>	
Contact details:	<i>[insert contact details]</i>	
Value contract:	<i>[insert value of contract]</i>	
2. Client's name: <i>[insert name of client 2]</i>		
Contact name:	<i>[insert name of contact]</i>	
Contact details:	<i>[insert contact details]</i>	
Value contract:	<i>[insert value of contract]</i>	
3. Client's name: <i>[insert name of client 3]</i>		
Contact name:	<i>[insert name of contact]</i>	
Contact details:	<i>[insert contact details]</i>	
Value contract:	<i>[insert value of contract]</i>	
Personnel:	Details about personnel/sub-contractors	
	Manager's experience:	<i>[insert details about manager's experience]</i>
	Consultants' experience:	<i>[insert details about consultants' experience]</i>
Education/Diploma:		
At least a master's degree in climate/environmental sciences, climate analysis, economics, international development finance/studies or relevant field.	<i>[Bidder's answer]</i>	
Work experience:		
Demonstrated experience with GCF, GEF or AF policies and RMFs	<i>[Bidder's answer]</i>	
Demonstrated experience in social sciences and the development of practical measures and indicators of behavioural change. (Ideally demonstrated to 5-7 years of relevant	<i>[Bidder's answer]</i>	

experience in project design and/or management)	
Demonstrated experience in carrying out project designs or implementation in the region, where possible, with emphasis on climate impacts in Pacific SIDS.	<i>[Bidder's answer]</i>

For the Bidder: *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*

ANNEX III - FINANCIAL PROPOSAL SUBMISSION FORM – SERVICES

INSTRUCTIONS TO BIDDERS

In their financial proposal, bidders should detail as much as possible the price requested in response to the technical specifications.

Wherever possible, this should be stated as a lump sum and then as a total amount (e.g. lump sum can be: daily rate for a consultant, a project manager, a developer, a scientist, lump sum for the organisation of an event, price of a consultation and total amount can be: number of days of drafting required to produce the report, number of meetings required, number of conferences, workshops, etc.).

Good detail in their financial proposal helps bidders to give clarity and transparency to their proposal and makes it easier for SPC to score the proposals received.

The contract to be concluded with the selected bidder must mention all the costs incurred for the execution of the assignment entrusted to him. No additional costs can be claimed from SPC after the contract has been signed. Bidders must mention in their financial proposal all additional costs foreseen for the execution of the contract (material, equipment, travel, etc.). These costs will either be included in their fees, paid or reimbursed by SPC upon presentation of supporting documents. In any case, they must be estimated by the bidder in its financial proposal and will form an integral part of SPC's evaluation of proposals.

Bidders must also mention any special conditions relating to the amount of their proposal or the terms of payment.

BIDDER'S FINANCIAL PROPOSAL – SERVICES

<i>Costs</i>					
Services description	Daily rate	Unit	Total quantity	Total Amount USD and TAX exclusive	Total Amount USD and TAX inclusive
Professional Fees	<i>[unit price]</i>	<i>[unit]</i>	<i>[quantity]</i>	<i>[total amount]</i>	<i>[total amount]</i>
Any other related costs specify (operating, management, and any administrative cost) –Reimbursable based on actuals.	<i>[unit price]</i>	<i>[unit]</i>	<i>[quantity]</i>	<i>[total amount]</i>	<i>[total amount]</i>
Total				<i>[Total 1]</i>	<i>[Total 2]</i>

No payment will be made for items which have not been priced. Such items are deemed to be covered by the financial offer.

Bidders will be deemed to have satisfied themselves, before submitting their proposal and to its correctness and completeness, taking into account of all that is required for the full and proper performance of the contract and to have included all costs in their rates and prices.

For the Bidder: *[insert name of the company]*

Signature:

Name of the representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

Date: *[Click or tap to enter a date]*