

REQUEST FOR PROPOSAL (RFP)

FOR SERVICES

Project Title:	Strategic Foresight and Futures Thinking methodologies
Nature of the services	consultancy - to work with the Pacific Community (SPC) on the facilitation, preparation, and the successful drafting of a Pacific Agriculture and Forestry Strategy utilising strategic foresight or 'futures' methodologies.
Location:	Remotely
Date of issue:	19/05/2023
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SPC Reference:	RFP 23-5379

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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).

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 bidders local currency. 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 RFP 23-5379- Pacific Agriculture and Forestry Strategy utilising strategic foresight or 'futures' methodologies**.

Your proposal must be received no later than **18/06/2023** by **11.59pm 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

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 RFP 23-5379- Pacific Agriculture and Forestry Strategy utilising strategic foresight or 'futures' methodologies**.. The deadline for submission of clarifications is **1/06/2023** by **11.59pm 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

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.

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	19/05/2023
Deadline for seeking clarification	1/06/2023

RFP Closing Date	18/06/2023
Award of Contract	14/07/2023
Commencement of Contract	17/07/2023
Conclusion of Contract	30/06/2024

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 be 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 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.

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

A. Background/context

This request for proposal sets out the requirements for a short-term consultancy - “the consultants” - to work with the Pacific Community (SPC) on the facilitation, preparation, and the successful drafting of a Pacific Agriculture and Forestry Strategy utilising strategic foresight or ‘futures’ methodologies.

The challenging context for agriculture and forestry development in the region including climate change mean that business as usual will not meet the challenges the region faces in the sector or make the most of opportunities that exist.

To date there has not been a comprehensive regional Agriculture and Forestry Strategy that covers all Pacific Island Countries and Territories that is member led, owned, and driven and that is linked to a clear governance and monitoring mechanism. Neither is there a clear, shared vision for Agriculture and Forestry in the region and how these key sectors contribute to key drivers such as food systems outcomes, ONE Health, climate and environmental protection or economic development and livelihoods.

It is recognised that while there are existing regional frameworks and plans for aspects of the agriculture and forestry sector such as [Pacific Strategic Plan for Agricultural and Fisheries Statistics](#), or issues impacting on the sector such as the [Climate Roadmap on Climate Services](#) there are unclear on non-existent linkages between strategies and plans resulting in missed opportunities for collaboration and to build on synergies and complementarities.

This has hindered the positioning of agriculture and forestry in the development landscape and contributed to a lack of coordination amongst partners in the sector, levels of duplication and possibly inefficient use of resources.

The 8th meeting of the Pacific Heads of Agriculture and Forestry Services held in Fiji, March 2023 endorsed the development of a Pacific Agriculture and Forestry Strategy utilising strategic foresight methodology.

Strategic foresight

Strategic foresight is **a structured and systematic way of using ideas about the future to anticipate and better prepare for change**. It is about exploring different plausible futures that could arise, and the opportunities and challenges they could present. We then use those ideas to make better decisions and act now.

Strategic foresight is valuable Strategic foresight is better when you’re facing volatility, uncertainty, chaos, and ambiguity- such as the impact of climate change, biodiversity loss or other disruptions such as the COVID-19 pandemic. It looks 10 or 20 years into the future and asks, “What will our future look like? What kind of actions, products, services, and change will we need, and how can we get there?” The vision is the starting point and then steps are defined on how to get there from the current state.

Our Blue Pacific has over the past several years been utilising Strategic Foresight and Futures Thinking methodologies in an increasing range of disciplines:

- 2014, Tonga foresight Xchange (Government of Tonga and the UNDP’s Global Centre for Public Service Excellence): Transition from a “Small Island Vulnerability” to a “Big Ocean Prosperity”. Utilised *Horizon Scanning*
- 2015, Climate change and Pacific Island food systems report (ACIAR/CGIAR), utilised *Scenario Development*
- 2018, The Pacific Islands Literacy and Numeracy Assessment (PILNA). Utilised *Trend Analysis*
- 2020, Regional Culture Strategy (2021-2030). Utilised *Inter-generational Lens*
- 2022, Pacific Community Strategic Plan 2022- 2031. Utilised a complete *Strategic Foresight process*
- 2022, 2050 Strategy for a Blue Pacific Continent: “Securing our future in the Pacific”. Utilised a complete *Strategic Foresight process*

Assumptions

- *The Regional Agriculture and Forestry Strategy will focus on regional and sub regional shared priorities and Regional Public Goods that support national priorities, and regional and global (SDG 2, 3, 8, 12 and 15) commitments.*
- *The Regional Agriculture and Forestry Strategy will align with and support existing relevant regional and sub regional frameworks and more detailed action plans and strategies may be developed that sit underneath the overarching strategy for greater results and impact for our One Blue Pacific.*

B. Purpose, objectives, scope of services

The objectives of this consultancy are:

- Produce a Pacific-led futures-oriented Regional Strategy for Agriculture and Forestry through:
 - Developing and implementing a plan to achieve the drafting of the Pacific Agriculture and Forestry Strategy based on the strategic foresight process outlined in the TOR
 - Facilitate online and in person workshops and processes as per the agreed plan
 - Draft a Pacific Agriculture and Forestry Strategy, with oversight of a subcommittee of the PHOAFS, delivering shared outputs that enjoy the ownership of Pacific states and territories. A Core group (subcommittee of PHOAFS) will be established as a drafting committee to oversight the process, provide guidance, reviewing analysis and strategy drafts as they are developed, the subcommittee and overall process will be supported by SPC and FAO.
 - Finalise strategy following validation workshop.

A five-phase process is envisaged:

1. Building the evidence base: This involves review and analysis of existing national plans and strategies in the agriculture and forestry sectors and connected strategies such as food systems national pathways, climate change and environmental strategies. It also involves reviewing outcomes of Heads of Agriculture and Forestry meetings and FAO Asia Pacific Regional Conferences and relevant regional frameworks and identifying key Regional Public

Goods of the sectors. This process begins with a desk review and analysis to inform strategy development, identify linkages to other strategies and processes, build on synergies and complementarities.

2. Participatory planning: Co-design strategy development workshop(s) with key stakeholders through a mini foresight workshop focused on the Pacific Agriculture and Forestry Strategy. Including identifying all stakeholders that need to be present for the full Pacific Agriculture and Forestry Strategy workshops. Pacific country support is required to include national actors and central planning entities to help reinforce coordination and planning alignment – see Phase 1 (evidence building). A Core group of members will be established to support the strategy development process.
3. Vision and engagement: All relevant groups of actors, and ensuring an intergenerational and inclusive lens, will engage through four strategic foresight workshops over a 3-month period to be undertaken at regional and sub regional level utilising existing technical networks in the agriculture and forestry sectors. This process involves collectively identifying the drivers of change that will significantly impact the future of agriculture and forestry in the region. This will be achieved through horizon scanning as well as analysing existing evidence and emerging trends. Specific processes and activities will be developed to engage farmers organisation and youth. The series of workshops will start to define the vision and areas of focus for the strategic plan and key lines of action or themes through Scenario Building.
4. Writing our future: Engagement will continue through regional and sub regional Strategic Foresight workshops that provide for deeper dives into the key lines of action/themes identified and to define the outcomes or preferred future state for each area, and a process of ‘back casting’ to identify tangible steps that will bring the agriculture and forestry sectors towards the identified preferred future, this could include clear linkages to existing plans and strategies that will contribute towards the identified future states. This is where the strategy itself takes shape. Aligned with the 2050 Strategy thematic areas of Resources and Economic Development and Climate Change, the Pacific Agriculture and Forestry Strategy will focus on identifying regional public goods in in the agriculture and forestry sectors shared regional and subregional priorities, and where regional, sub regional or multi-country approaches make sense or add value.
5. Strategy finalisation: The draft strategy is validated through a regional workshop of the Heads of Agriculture and Forestry and finalised adoption by the Ministers of Agriculture and Forestry.

C. Timelines

The Consultant(s) are to commence work no later than 17 July 2023 for a maximum of 100 person days, concluding no later than 30 June 2024. The Consultant(s) must be available to facilitate 3-5 in person workshops.

Phase	Actions	Time frame
1. <i>Building Evidence base</i>	<ul style="list-style-type: none"> • <i>Desk top review of existing strategies etc</i> 	1 month
2. <i>Participatory Planning</i>	<ul style="list-style-type: none"> • <i>Face to face meeting with SPC</i> • <i>Online participatory planning workshop</i> 	1 month
3. <i>Vision & Engagement</i>	<ul style="list-style-type: none"> • <i>Series of 3 online strategy workshops with identified stakeholders- horizon scanning, identification of trends, building the vision</i> • <i>1 face to face sense making workshop with Core Group</i> 	3 months
4. <i>Writing our future</i>	<ul style="list-style-type: none"> • <i>Series of up to 6 regional online or face to face workshops taking deep dives into the key lines of action/themes utilising where possible scheduled meetings of regional technical bodies for agriculture and forestry</i> • <i>Identify steps that will achieve the vision</i> • <i>1 Face to face meeting of core group for drafting of strategic plan</i> 	5 Months
5. <i>Finalisation of strategic plan</i>	<ul style="list-style-type: none"> • <i>Online validation workshop with PHOAFS</i> 	May - Jun 2024

D. Reporting and contracting arrangements

- The Contractor will be reporting to the Director Land Resources Division SPC with informal updates expected every 2 weeks and formal reporting as per the contract milestones.
- The Contractor will engage through workshops and other processes with Pacific ministries and departments responsible for Agriculture and Forestry, CROP agencies working in related fields, relevant civil society and private sector organisations identified during the planning process. A core group will be identified from these stakeholders to support the strategy development process and drafting, and the Pacific Heads of agriculture and forestry will be the validation group for the strategy.
- The Contractors duty station is their home country with travel required for 3-5, 4-day workshops face to face meetings/workshops in Nadi Fiji. A maximum amount for Travel costs for the workshops is to be included in the bid price, SPC will pay or reimburse semi flexible economy airfares and DSA.
- SPC does not provide insurance for consultants travel or health, professional indemnity or any other risks or liabilities that may arise during the consultancy (this includes any subcontractors or associates the consultant may hire). SPC is also not responsible for any arrangements or payments related to visas, taxes or duties for which the consultant may be liable.

- The contractor shall also provide their own workspace and IT equipment for the duration of the assignment along with stable internet connection for zoom interactions when necessary

E. Skills and qualifications

We are seeking a minimum of 2 experts with expertise in strategic foresight/futures methodologies and facilitation and; with expertise in drafting/writing planning documents.

Skills required:

- A minimum of 5 years' experience in utilising strategic foresight/futures methodologies for strategic planning.
- Demonstrated track record of designing effective processes and workshop facilitation on and offline.
- Understanding of, and demonstrable experiences of, facilitation in complex stakeholder environments to support material development for projects such as strategic plans, roadmaps, and the like.
- Demonstrated experience in integrating gender, youth, culture and human rights into workshop approaches and facilitation
- Demonstrated ability to capture and synthesise workshop discussions, including diverse viewpoints.
- Demonstrated ability to draft engaging, clear plans and strategies.
- Demonstrated experience in the Pacific region, including inclusive and culturally appropriate facilitation approaches
- Demonstrated expertise or familiarity with the proposed subject matter – notably land resources/agriculture & forestry and/or food systems and/or governance and/or project management is desirable

Culturally responsive approaches

We are looking for a consultant/consultancy with Pacific regional fluency. We want to ensure this work is grounded in people-centred approaches that encourages co-creation amongst partners and contributes to the body of knowledge that moves Pacific countries and peoples closer towards realizing our development aspirations.

Pacific experience and capacity building

- We are looking for a consultant/consultancy to value and build on the expertise of Pacific people and Pacific experiences.

F. Scope of Bid Price and Schedule of Payments

In your proposal, please include proposed day rate, along with a statement addressing the qualifications and experience section. Cost components must also include professional fees, management and operating costs, travel costs & per diems, and other administration costs.

Payments will be made in line with the following schedule:

Milestone/deliverables	Deadline	% payment
Delivery of evidence base report (desktop study)	1 August 2023	20%

Completion of the Vision and Engagement phase – report including <i>horizon scanning, identification of trends, draft vision</i>	30 November 2023	30%
Draft strategy	30 May 2024	20%
Final strategy following validation of PHOAFS	15 June 2024	30%
TOTAL		

G. Annexes to the Terms of Reference

The following documents are intended to help bidders understand the scope and nature of this work:

[Strategic Plan 2022-2031 | The Pacific Community \(spc.int\)](#)

[2050 Strategy for the Blue Pacific Continent – Forum Sec](#)

[Pacific Strategic Plan for Agricultural and Fisheries Statistics | Statistics for Development Division \(spc.int\)](#)

[Climate Roadmap on Climate Services](#)

<https://sdd.spc.int/food-systems>

[Climate Change and Pacific Island Food Systems](#)

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 below 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		
Email 1: <ul style="list-style-type: none"> - Bidder's Letter of Application (Annex 1); - Conflict of Interest Declaration (Annex 2); - Information about the bidder and Due diligence (Annex 3); - Technical proposal submission form (Annex4); and CV and Qualifications E-mail 2: <ul style="list-style-type: none"> - Financial proposal submission form (Annex 5) 		Bidders will be disqualified if any of the requirements are not met
Technical requirements		
Qualifications		
Relevant qualifications (atleast post degree) in policy and strategy development in the field of Agriculture	20%	140
Experience		
A minimum or 5 years' experience in utilising strategic foresight/futures methodologies for strategic planning	15%	105
Demonstrated track record of designing effective processes and workshop facilitation on and off line. Understanding of, and demonstrable experiences of, facilitation in complex stakeholder environments to support material development for projects such as strategic plans, roadmaps and the like	15%	105
Demonstrated experience in integrating gender, youth, culture and human rights into workshop approaches and facilitation	10%	70
Demonstrated ability to capture and synthesise workshop discussions, including diverse viewpoints.	10%	70

Demonstrated ability to draft engaging, clear plans and strategies. Demonstrated experience in the Pacific region, including inclusive and culturally appropriate facilitation approaches will be an added advantage	10%	70
Demonstrated expertise or familiarity with the proposed subject matter – notably land resources/agriculture & forestry and/or food systems and/or governance and/or project management is desirable	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:

$$\text{Financial Proposal score} = (\text{Lowest Price} / \text{Price under consideration}) \times 300$$

Part 5: PROPOSAL SUBMISSION FORMS

Annex 1: BIDDER'S LETTER OF APPLICATION

Dear Sir /Madam:

Having examined the Solicitation Documents, the receipt of which is hereby duly acknowledged, we the undersigned, offer to supply the required services for the sum as may be ascertained in accordance with the Financial Proposal attached herewith and made part of this proposal.

We acknowledge that:

- SPC may exercise any of its rights set out in the Request for Proposal documents, at any time;
- The statements, opinions, projections, forecasts or other information contained in the Request for Proposal documents may change;
- The Request for Proposal documents are a summary only of SPC's requirements and is not intended to be a comprehensive description of them;
- Neither the lodgement of the Request for Proposal documents nor the acceptance of any tender nor any agreement made subsequent to the Request for Proposal documents will imply any representation from or on behalf of SPC that there has been no material change since the date of the Request for Proposal documents, or since the date as at which any information contained in the Request for Proposal documents is stated to be applicable;
- Excepted as required by law and only to the extent so required, neither SPC, nor its respective officers, employees, advisers or agents will in any way be liable to any person or body for any loss, damage, cost or expense of any nature arising in any way out of or in connection with any representations, opinions, projections, forecasts or other statements, actual or implied, contained in or omitted from the Request for Proposal documents.

We undertake, if our proposal is accepted, to commence and complete delivery of all items in the contract within the time frame stipulated.

We understand that you are not bound to accept any proposal you may receive and that a binding contract would result only after final negotiations are concluded on the basis of the Technical and Financial Components proposed.

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

Signature:

Name of the Bidder's representative: *[insert name of the representative]*

Title: *[insert Title of the representative]*

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

Annex 2: CONFLICT OF INTEREST DECLARATION

INSTRUCTIONS TO BIDDERS

What is a conflict of interest?

A conflict of interest may arise from economic or commercial interests, political, trade union or national affinities, family, cultural or sentimental ties, or **any other type of relationship or common interest between the bidder and any person connected with the contracting authority** (SPC staff member, consultant or any other expert or collaborator mandated by SPC).

Always declare a conflict

The existence of a potential or apparent conflict of interest does not necessarily prevent the bidder concerned from taking part in a tender process. **However, the declaration of the existence of such a conflict by the persons concerned is essential and allows SPC to take appropriate measures to mitigate it and prevent the associated risks.**

Bidders are therefore invited to declare any situation, fact or link which, to their knowledge, could generate a real, potential or apparent conflict of interest.

Declaration at any time

Conflicts of interest may arise at any time during the procurement process or the implementation of a contract (e.g. new partner in the project) or as a result of a change in personal life (e.g. marriage, inheritance, financial transaction, creation of a company). If such a relationship is found and could be perceived by a reasonable person as likely to influence a decision, a declaration of the situation is necessary. In case of doubt, a conflict situation must be declared.

Declaration for any person involved

A declaration must be completed for each person involved in the tender (principal representative of the bidder, possible subcontractors, consultant, etc.)

Failure

Failing to declare a potential conflict of interest may result in the bidder being refused a contract or placed on SPC's list of non-responsible suppliers.

DECLARATION

I, the undersigned, *[name of the representative of the Bidder]*, acting in the name and on behalf of the company *[name of the company]*, declare that:

<input type="checkbox"/>	To my knowledge, I am not in a conflict-of-interest situation
<input type="checkbox"/>	There is a potential conflict of interest with regard to my <i>[Choose an item]</i> . relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned</i> , although, to the best of my knowledge, this person is not directly or indirectly involved in any stage of the procurement process
<input type="checkbox"/>	I may be in a conflict of interest with regard to my <i>[Choose an item]</i> relationship with <i>[name of the person concerned]</i> in his or her capacity as <i>position/role/personal or family link with the person concerned</i> , as this person is, to the best of my knowledge, directly or indirectly linked to the procurement process
<input type="checkbox"/>	To my knowledge, there is another situation that could potentially constitute a conflict of interest: <i>[Describe the situation that may constitute a conflict of interest]</i>

In addition, I undertake to:

- declare, without delay, to SPC any situation that constitutes a potential conflict of interest or is likely to lead to a conflict-of-interest;
- not to grant, seek, obtain or accept any advantage, whether financial or in kind, to or from any person where such advantage constitutes an unfair practice or an attempt at fraud or corruption, directly or indirectly, or constitutes a gratuity or reward related to the award of the contract;
- to provide accurate, truthful and complete information to SPC in connection with this procurement process.

I acknowledge that I and/or my company and/or my business partners who are jointly and severally bidding on the RFP *[SPC Reference]* may be subject to sanctions such as being placed on SPC's list of non-responsible vendors, if it is established that false statements have been made or false information has been provided.

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 3: INFORMATION ABOUT THE BIDDER AND DUE DILIGENCE

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

VENDOR INFORMATION			
Are you already registered as an SPC vendor?			<input type="checkbox"/> Yes <input type="checkbox"/> No
1. Please provide information related to your entity.			
Company name	[Enter company name]	Address	[Enter address]
Director/CEO	[Enter name of the executive person]	Position	[Enter position of the executive person]
Business Registration/License number	[Enter company registration/license number (or tax number)]		
Date of business registration	[Enter date of business registration]		
Country of business registration	[Enter country of business registration]		
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. Please provide relevant documentation to support and verify the legal existence of the entity, the authority of its officer and proof of its address, such as:			
<input type="checkbox"/> Delegation of authority or power of attorney document <input type="checkbox"/> Certificate of business registration/license <input type="checkbox"/> Memorandum, Articles or Statutes of Association <input type="checkbox"/> Telephone, water, or electricity bill in the name of the entity <input type="checkbox"/> Bank account details bearing the name of the entity			
3. How many employees does your company and its subsidiaries have?	[provide answer]		
4. 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 of business insurance do you have?</i>	[provide answer]		
5. 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:</i>	[Provide details]		
6. Is your entity regulated by a national authority?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<i>If 'Yes', please specify the name:</i>	[Insert name of the national regulation authority]		
7. Is your entity a publicly held company?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
8. Does your entity have a publicly available annual report?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
<i>Please send SPC your audited financial statement from the last 3 financial years if available</i>			

DUE DILIGENCE			
9. Does your entity have foreign branches and/or subsidiaries?			<input type="checkbox"/> Yes <input type="checkbox"/> No
<i>If you answered 'yes' to the previous question, please confirm the branches:</i>			
• Head Office & domestic branches	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Domestic subsidiaries	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Overseas branches	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
• Overseas subsidiaries	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
10. Does your entity provide financial services to customers determined to be high risk including but not limited to:			
Foreign Financial Institutions	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Casinos <input type="checkbox"/> Yes <input type="checkbox"/> No
Cash Intensive Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Foreign Government Entities <input type="checkbox"/> Yes <input type="checkbox"/> No

Non-Resident Individuals	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Money Service Businesses	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<input type="checkbox"/> Other, please provide details:			[Provide details]		
11.If you answered 'yes' to any of the boxes in question 10, does your entity's policies and procedures specifically outline how to mitigate the potential risks associated with these higher risk customer types?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please explain how:			[Provide explanation]		
12.Does your entity have a written policy, controls and procedures reasonably designed to prevent and detect fraud, corruption, money laundering or terrorist financing activities?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please send SPC your policy in English.					
If 'No', what process does your entity have in place to prevent and detect money laundering or terrorist financing activities?				[provide answer]	
13.Does your entity have an officer responsible for anti-corruption, or anti-money laundering and counter-terrorism financing policy?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please state that officer's contact details:			[Insert name and contact details]		
14.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
If 'Yes', please provide details:			[Provide details]		
15.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
If 'Yes', please provide details:			[Provide details]		

SOCIAL AND ENVIRONMENTAL RESPONSIBILITY (SER)

16.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
If 'Yes', please send SPC your policy in English.					
If 'No', what process does your entity have in place to ensure your social and environmental responsibility?				[provide answer]	
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					
Please, outline the major actions you have undertaken in these areas:			[provide answer]		
17.Does your entity have an officer responsible for Social and Environmental Responsibility (SER)?				<input type="checkbox"/> Yes	<input type="checkbox"/> No
If 'Yes', please state that officer's contact details:			[Insert name and contact details]		

SUPPORTING DOCUMENTS (where relevant)

• Business registration/license proof	<input type="checkbox"/>
• Bank account details document	<input type="checkbox"/>
• Address of the entity and Authority of officer proofs	<input type="checkbox"/>
• Audited financial statement from the last 3 financial years	<input type="checkbox"/>
• Fraud, corruption, anti-money laundering and counter terrorist financing Policy	<input type="checkbox"/>
• SER 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: *[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 4: TECHNICAL PROPOSAL SUBMISSION FORM

INSTRUCTIONS TO BIDDERS

The Technical Proposal Submission Form is a table that includes the technical criteria on which bidders will be scored and allows the bidder to respond to them. This table is then used by the technical evaluation committee to score the technical proposals received.

Technical Requirements	
Evaluation criteria	Response by Bidder
Experience and specified personnel/sub-contractors	
Referees	Experience: A minimum of 5 years' experience in utilising strategic foresight/futures methodologies for strategic planning. <i>[insert details of relevant experience]</i>
	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>
	Please provide CV of all key personnel proposed
Mandatory – Please provide CV and Qualifications	
Technical Requirements	
Relevant qualifications (atleast post degree) in policy and strategy development in the field of Agriculture	<i>[Bidder's answer]</i>
Demonstrate track record of designing effective processes and workshop facilitation on and off line. Describe the understanding of, and demonstrate experiences of, facilitating in complex stakeholder environments to support material development for projects such as strategic plans, roadmaps and the like	<i>[Bidder's answer]</i>
Demonstrate experience in integrating gender, youth, culture and human rights into workshop approaches and facilitation	<i>[Bidder's answer]</i>
Demonstrate ability to capture and synthesise workshop discussions, including diverse viewpoints.	<i>[Bidder's answer]</i>

Demonstrate ability to draft engaging, clear plans and strategies. Demonstrate experience in the Pacific region, including inclusive and culturally appropriate facilitation approaches – not mandatory but is desired	<i>[Bidder's answer]</i>
Demonstrate expertise or familiarity with the proposed subject matter – notably land resources/agriculture & forestry and/or food systems and/or governance and/or project management is desirable	<i>[Bidder's answer]</i>
Demonstrate ability to meet the timelines	

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 5: FINANCIAL PROPOSAL SUBMISSION FORM

BIDDER'S FINANCIAL PROPOSAL

The bidders are required to provide their professional fees on daily basis and the total professional fees for the days the work is required to be performed in the below table:

Services description	Lump sum Price [Currency]	Total Amount [Insert currency]
Professional Fees	Daily Rate	[total amount]
Total Professional Fees - [Insert total days Bidding for]	Total lump sum	[total amount]

The consultant may provide any additional costs (travel and other related cost) in relation to this consultancy services. This will be reimbursed by the SPC based on actual expenses incurred and upon submission of receipts acquittals for those expenses. The costs must solely be for the purpose of implementation of project activities and will require prior approval from Project manager before it is incurred. For travel, after considering the budget, SPC may decide to arrange airfare and DSA directly if it is more cost effective. Please include these costs here:

Other costs	
Item description	Total Amount [Insert Currency]
[Item description]	[total amount]
[Item description]	[total amount]
[Item description]	[total amount]
Total Other costs	[Total]

Total Professional Fees	[total amount]
Total other costs	[total other costs]
GRAND TOTAL IN [Insert currency]	[total amount]

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]