



REQUEST FOR QUOTATION (RFQ)

FOR SERVICES

Project Title:	Pacific Fisheries Leadership Programme - PFLP
Nature of the services	Consultancy services to deliver Transition Leadership Training
Location:	Remote
Date of issue:	8/11/2023
Closing Date:	22/11/2023
SPC Reference:	RFQ23-5998

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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

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 colletteb@spc.int and with the subject line of your email as follows: **Submission RFQ23-5998**. 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
- Copy of business registration
- Curriculum Vitae and value proposition statement responding to this ToR

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 **4.00 pm Noumea time on 22/11/2023**.

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.

Collette Brown will be your primary point of contact for this RFQ and can be contacted at colletteb@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 advertised	8/11/2023
RFQ Closing Date	22/11/2023
Award of Contract	25/11/2023
Commencement of Contract	30/11/2023
Conclusion of Contract	29/02/2024

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. 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 global landscape is undergoing unprecedented and rapid changes, leading to a deterioration of conditions in various areas such as the environment, climate change, politics, industry, and socio-economics. These deteriorating conditions are particularly impactful in the Pacific region, resulting in shifting needs and environments. Over the past 75 years, Secretariat of the Pacific Community (SPC) has played a vital role in the development and well-being of the Pacific people. However, as we navigate the complexities of the 21st century, the organisation's current ways of working, knowledge, and established practices need to be adapted to address the emerging challenges and rapidly changing conditions of our time. The SPC Strategic Plan is the blueprint for this transition.

To effectively respond to these changes, it is crucial to explore new ways of working, cultural shifts, and innovative practices that foster adaptability to current and future challenges. The organisation must embrace a mindset of flexibility and be open to incorporating new methodologies and approaches that align with the demands of a changing world.

To build a working culture that embodies transitional thinking and a futures mindset, SPC FAME will develop a climate conscious pool of leaders to support the Division to become more adaptable to the rapidly changing socio-political and economic environment. By investing in the strengthening of its internal capability, SPC FAME aims to stay ahead of the curve of the changing global landscape and continue to fulfill its vital role in serving the Pacific region.

B. Purpose, objectives, scope of services

The objectives of the work are to:

- Developing the adaptive capacity of a pool of 20 SPC FAME staff who can support the change process necessary to foster a truly transformational culture and ways of working within the division.
- Explore ways to enhance collaboration and teamwork within the division. It is anticipated that stakeholders will demonstrate strengthened communication as a result of increased trust and exposure to existing strengths across the Division after participating in the course together.

Scope of work

Leadership training will be delivered virtually to five (5) cohorts of 4 people, or a total of 20 participants between December 2023 and February 2024. The leadership framework will embody an evidence-based approach to strengthen capability, adaptability and resilience for transitional thinking.

SPC will provide a list of participants. The Contractor will schedule the training sessions and ensure the times work for each cohort. Personal one-on-one mentoring and sense-making sessions between the Consultant and participants will be offered and readily available to participants.

C. Timelines

The work will take place during the period in line with the following timeline, the exact number of days of work for the consultants should be included in a proposal by the consultant(s) and will be specified in the contract.

Output/Milestone	Target delivery date
Deliver 5 cohorts of training, with each cohort consisting of approximately 4 people – training delivered to 20 people.	All training delivered by 20 February 2024.
Verbal debrief meetings with SPC FAME Director on high level outcomes and learnings of each training.	One week after each cohort is delivered.

D. Reporting and contracting arrangements

Duty station and travel

The work will be desk-based at the consultant’s usual work location. Training to be delivered virtually via Zoom (or similar). Remote engagement of stakeholders preferred during SPC working hours.

Reporting

The consultant(s) will be managed by the SPC-FAME Pacific Fisheries Leadership Programme (PFLP) Manager, who will be responsible for day-to-day management and administration of the contracted work. The responsibilities include briefing the consultant on preferred times for training and connecting the consultant to key staff to be trained.

The consultant will also work closely with the SPC FAME Director who will be able to provide further guidance or relevant information for the contractor’s work.

The consultant(s) will keep SPC-FAME regularly informed on the progress and timeframes of trainings. The exact timeframe for updates is to be discussed with the successful consultant(s).

E. Skills and qualifications

- Demonstrated proficiency in change management methodologies, frameworks, and best practices in transitional and change management.
- Demonstrated experience in delivering virtual leadership training to small cohorts and providing the tailored individual follow-up support to participants as required.

- Demonstrated cultural sensitivity and the ability to work effectively with diverse teams and stakeholders, including the understanding and respect for different perspectives, values, and organisational cultures that may influence the change process.
- Climate conscious approach to adaptation and a transition mindset.
- Demonstrated knowledge and understanding of the Pacific political, economic social and cultural context.
- Fluent in written and spoken English, understanding of French is an advantage.

F. Scope of Bid Price and Schedule of Payments

The contract price is comprised of lump sum payments based on milestones outlined below. The terms of payment shall be in accordance with the provisions of Article 10 of the SPC General Conditions.

The budget is to cover the full cost of the contract including consultant fees, administrative fees, operating costs, and all other expenses.

Payment will be made upon receipt of invoices in line with the agreed payment schedule:

Milestone/deliverables	Deadline	% payment
Start-up meeting		
Confirmation of Cohort 1 training dates – upfront payment for 4 participants	1 December 2023	20%
Confirmation of Cohort 2 training dates – upfront payment for 4 participants	15 January 2024	20%
Confirmation of Cohort 3 training dates – upfront payment for 4 participants	28 January 2024	20%
Confirmation of Cohort 4 training dates – upfront payment for 4 participants	5 February 2024	20%
Confirmation of Cohort 5 training dates – upfront payment for 4 participants	28 February 2024	20%
TOTAL		

G. Annexes to the Terms of Reference

Useful documentation:

[SPC Strategic Plan](#)

[SPC FAME Business Plan](#)

Part 4: PROPOSAL EVALUATION MATRIX

4.1 Competency Requirements & Score Weight

The evaluation matrix below reflects the obtainable score specified for each evaluation criterion (technical requirement) which indicates the relative significance or weight of the items in the overall evaluation process.

Evaluation criteria	Score Weight (%)	Points obtainable
Mandatory requirements		
<ul style="list-style-type: none"> - Conflict of interest declaration - Copy of business registration 	Mandatory requirements. Bidders will be disqualified if any of the requirements are not met	
Technical requirements		
Technical requirement 1: Demonstrated proficiency in change management methodologies, frameworks, and best practices in transitional and change management.	20%	140
Technical requirement 2: Demonstrated experience in delivering virtual leadership training to small cohorts and providing the tailored individual follow-up support to participants as required.	20%	140
Technical requirement 3: Demonstrated cultural sensitivity and the ability to work effectively with diverse teams and stakeholders, including the understanding and respect for different perspectives, values, and organisational cultures that may influence the change process.	20%	140
Technical requirement 4: Climate conscious approach to adaptation and a transition mindset.	20%	140
Technical requirement 5: Demonstrated knowledge and understanding of the Pacific political, economic social and cultural context.	10%	70
Technical requirement 6: Fluent in written and spoken English, understanding of French is an advantage.	10%	70
Total Technical Score	100%	700
Total Financial Score		300